

**John Paul Jones
Birthplace Museum Trust**

**Scottish Charity
Number SC020479**

**Trustees Report
and
Financial Statement**

**For the year ended
31st December 2021**

**Trustees' Annual Report for the period
1st January 2021 to 31st December 2021**

**John Paul Jones Birthplace Museum Trust
SC020479**

Charity trustees

A Hannay Chairman
J Blackett
Dr J Bliss appointed 14th July 2021
R Davidson
B Houston
E Kennedy
D Lockwood resigned 31st August 2021
J Poole
J Welch resigned 30th Sept 2021

Structure, governance and management

Governing document

John Paul Jones Birthplace Museum Trust is a charitable trust, governed by its trust deed.

Appointment of trustees

The trustees are appointed for an unspecified period.

The trustees who served during the year are set out above.

Trustee John Welch resigned with effect from the end of September 2021 as he has moved from the area. The Trust is very grateful for the years of service that he has given them and all wish him well.

Trustee David Lockwood has resigned due to ill health from August 2021. He was a founder Trustee and his input has been invaluable to the Museum over the last 30 years. The Trust wish him well and are very grateful for the years of service.

However the Trust also welcomed Dr James Bliss on 14th July 2021 as a trustee from the USA.

Trustee induction and training

New trustees undergo an orientation to brief them on their legal obligations under charity law, the content of the constitution, the committee and decision making processes, the business plan and recent financial performance of the charity. During the induction they are informed about key employees and other trustees. Trustees are encouraged to attend appropriate external training opportunities where these will facilitate the undertaking of their role.

Organisation

A board of trustees, who meet regularly, administers the charity. Susan Dixon continued in post as Manager/Secretary to carry out the day to day operations of

the charity. Douglas Read was appointed to the post of Visitor Services Officer in August 2021.

At the trustees' meetings, the trustees agree the broad strategy and areas of activity for the trust, including consideration of activities, investment, reserves and risk management policies and performance. A scheme of delegation is in place and day to day responsibility for the provision of services rests with the manager. The manager is responsible for ensuring that the charity delivers the services specified and, as such, has responsibility for the day to day operational management of the centre, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Risk policy

The trustees have examined the major strategic, business and operational risks which the charity faces and are satisfied that systems have been established to mitigate those risks, including the establishment of a system of procedures for authorisation of all transactions and projects, an annual review of the risks which the charity may face and the implementation of action designed to minimise any potential impact on the charity should any risks materialise.

These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Objectives and activities

The Trust was established to preserve the birthplace of John Paul Jones, the father of the American Navy, and to establish a museum depicting his life, all of which would be educational and accessible to the general public.

Achievements and performance

The year 2021 will be one that will stay in the memory for many reasons. It was the second year of the Covid-19 pandemic which was a threat to the museum by curtailing opening times from 1st May 2021, which meant losing Easter visitors, Campers to the John Paul Jones Caravan Park, walkers passing by and joint visitors to the Arbigland Gardens and Museum. Despite these adversarial conditions the doors opened on the first possible day 1st May and the season was extended until the last day of October 2021.

We were able to once again have our JPJ Birthday Celebrations in July and we welcomed the Russian Vice Consul Vasily Kashtanov and his wife, Jim Poole our Trustee from USA and 6 members of the Filey Bay Initiative. The food and drink at the party was very kindly donated by Jim Poole. There were several stalls and pipe music by Tom Hughes. It was a very successful day with over 100 visitors.

A great achievement in 2021 was the updating and renewal of interpretation of the museum. Funding of £19,488 was awarded from MGS (Museum Galleries Scotland) for this and new display cabinets to house the substantial collection of over 250 JPJ Memorabilia very kindly donated by Jim Poole (Trustee) from his lifetime collection.

A new promotional leaflet was designed, new external signage and posters displayed to advertise the museum.

A second round of funding from MGS provided an award of £7,511.00 towards critical repairs for improved drainage, new lighting and essential running costs.

A grant of £1,000 was received from Alistair Alcock and Wayne Whittaker of Arbigland House towards the installation of equipment which gave the visitors a virtual reality experience of what it was like on a sailing ship similar to the ones John Paul Jones sailed in. It has proved very popular with all ages.

Due to the grants received we were able to advertise locally and the new leaflets and posters were much more attractive to visitors. The improved signage made the museum easier to find and encouraged people to come inside.

Income generated by the museum staff was more than twice the previous year's income. There were many reasons for this, some of which are as follows;

- The income generated by the Caravan Park was £10,820 due to the improvements carried out in 2020 of installation of electric hook-up points and landscaping. Many people bought motorhomes for Staycations due to travel restrictions.
- The fact that the general population had to remain in the UK for holidays meant more visitors to the museum and Arbigland Gardens.
- Improved seating inside the café and a more attractive menu and range of goods for sale brought more sales income.

| Visitor Numbers - 2020 | | | | |
|-------------------------------|----------------------|---------------------------|---------------------------------|---------------|
| JPJ Museum visitors | Café visitors | Arbigland visitors | Joint attraction tickets | Totals |
| 659 | 244 | 366 | 216 | 1,485 |

| Visitor Numbers - 2021 | | | | | |
|-------------------------------|----------------------|---------------------------|---------------------------------|---------------|-----------------------------|
| JPJ Museum visitors | Café visitors | Arbigland visitors | Joint attraction tickets | Totals | Increase in visitors |
| 1,621 | 640 | 1,212 | 651 | 4,124 | 177.71% |

As a result of this the museum whilst having an operating loss for the year are in a strong position to start the 2022 season. However work must continue to preserve the JPJ Birthplace Cottage & Museum and the Pandemic is still having effects on visitor numbers.

Investment policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term, so there are no funds for long term investment.

Reserves policy

It is the policy of the charity to aim to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately six months unrestricted expenditure as designated funds. This provides sufficient

funds to cover management and administration and support costs in the event of a significant drop in resources.

Trustee remuneration

The trustees receive no remuneration for their services. No expenses were claimed during the period.

The trustees declare that they have approved the Trustees' Report and it is signed on behalf of the Trustees by;

Signature:

Print Name:

Date:

Signature:

Print Name:

Date:

**John Paul Jones Birthplace Museum Trust
SC020479**

Financial Statement

Receipts and Payments Account for the year ended 31st December 2021

| | 2021 Unrestricted £ | 2021 Restricted £ | Total £ | 2020 £ |
|----------------------------|------------------------------------|----------------------------------|--------------------|-------------------|
| Receipts | | | | |
| Donations | 514.50 | 0.00 | 514.50 | 5,747.41 |
| Grants | 34,755.00 | 0.00 | 34,755.00 | 32,116.00 |
| Shop/Cafe sales | 9,189.68 | 0.00 | 9,189.68 | 2,015.89 |
| Museum/Garden fees | 7,782.50 | 0.00 | 7,782.50 | 3,540.53 |
| Caravan park fees | 10,820.00 | 0.00 | 10,820.00 | 5,275.00 |
| Other income (Note 1) | 4,737.25 | 0.00 | 4,737.25 | 3,002.59 |
| Cash in hand | 0.00 | 0.00 | 0.00 | 54.22 |
| Total receipts | 67,798.93 | 0.00 | 67,798.93 | 51,654.03 |
| Payments | | | | |
| Purchases/supplies | 12,929.38 | 0.00 | 12,929.38 | 2,357.08 |
| Arbigland admissions | 8,058.50 | 0.00 | 8,058.50 | 2,080.00 |
| Wages | 20,547.35 | 0.00 | 20,547.35 | 13,000.00 |
| HMRC | 3,633.86 | 0.00 | 3,633.86 | 598.76 |
| Marketing/promotion | 6,711.90 | 0.00 | 6,711.90 | 289.00 |
| Telephone/Broadband | 484.38 | 0.00 | 484.38 | 425.13 |
| Website fees | 0.00 | 0.00 | 0.00 | 23.96 |
| Subscriptions | 139.00 | 0.00 | 139.00 | 116.00 |
| Sundries | 258.20 | 0.00 | 258.20 | 209.70 |
| Payroll fees | 802.35 | 0.00 | 802.35 | 560.00 |
| Heat and light | 3,621.53 | 0.00 | 3,621.53 | 1,152.93 |
| Repairs/maintenance | 5,573.84 | 0.00 | 5,573.84 | 1,590.04 |
| Property costs | 6,777.60 | 0.00 | 6,777.60 | 7,207.39 |
| Fire alarm/other alarm | 0.00 | 0.00 | 0.00 | 813.88 |
| Admin/office costs | 3,788.67 | 0.00 | 3,788.67 | 0.00 |
| Computer sundries | 0.00 | 0.00 | 0.00 | 39.25 |
| Insurance | 1,152.77 | 0.00 | 1,152.77 | 1,100.26 |
| Examiners fees | 150.00 | 0.00 | 150.00 | 150.00 |
| Trustee expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Total payments | 74,629.33 | 4,341.72 | 74,629.33 | 31,713.88 |
| Transfers from/(to) funds | 0.00 | 0.00 | 0.00 | 0.00 |
| Surplus / (deficit) | (6,830.40) | 0.00 | (6,830.40) | 19,940.15 |

Other income (Note 1) Includes insurance claim payment £4,371.72

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Financial Statement

Statement of balances as at 31st December 2021

| Bank and cash in hand | Unrestricted Funds £ | Restricted Funds £ | Total 2021 £ | Total 2020 £ |
|---|---------------------------------|-------------------------------|-------------------------|-------------------------|
| Opening balances at 1 st Jan 2021 | 37,019.36 | 0.00 | 37,019.36 | 16,979.01 |
| Surplus / (deficit) | (6,830.40) | 0.00 | (6,830.40) | 19,940.15 |
| Closing balances as at 31 st December 2021 | 30,476.36 | 0.00 | 30,476.36 | 37,019.36 |

| Assets | 2021 | Total 2021 | Total 2020 |
|------------------------------|------------------|-------------------|-------------------|
| Stock held value | 1,488.41 | 1,488.41 | 395.99 |
| Tangible fixed assets | 2021 | Total 2021 | Total 2021 |
| Land and buildings | 84,996.00 | 84,996.00 | 84,996.00 |
| Exhibits | 7,062.00 | 7,062.00 | 7,062.00 |
| TOTAL | 93,546.41 | 93,546.41 | 92,453.99 |

Approved by the Trustees and signed on their behalf:

Signed:

Print name:

Date:

Signed:

Print name:

Date:

**Independent Examiner's Report on the Accounts for the period
1st January 2021 to 31st December 2021**

John Paul Jones Birthplace Museum Trust SC020479

I report on the financial statements which are set out on pages 6 to 7.

Respective responsibilities of the Trustee and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination a variance of £287.40 is reflected in the statement of balances. However I do not deem this a material sum and no other matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - a) To keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and;
 - b) To prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations;Have not been met, or;
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

K Lewis

Date: 23rd Sept 2022

Karen Lewis

Associate of the Association of Charity Examiners
The Hub Dumfries and Galloway (t/a the hub – your community action centre),
24-26 Friars Vennel, Dumfries DG1 2RL