

THE LORD BROCK MEMORIAL TRUST

Report and Financial Statements

For the year ended 31 March 2008

Charity number: 270044

THE LORD BROCK MEMORIAL TRUST

Financial statements for the year ended 31 March 2008

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THE LORD BROCK MEMORIAL TRUST

Legal and administrative information

Reference and administrative details

Status

The Lord Brock Memorial Trust is constituted under a trust deed dated 27 May 1975 and a scheme dated 27 August 1997 and is a registered charity, number 270044.

Trustees

Mr David Firman (Chair)
Mr Giles Hacking (Honorary Treasurer)
Professor Simon Howell
Sir Barry Jackson (Vice Chair)
Mr Martin Jourdan
Mr Robert Mason
Ms Stella Mason
Mr John Monoogian
Professor John Rees
Mr Anthony West
Professor Kevin Burnand

Principle address

The Old Operating Theatre
Museum and Herb Garrett
9A St Thomas' Street
London
SE1 9RY

Independent examiner

P A Stallard FCA
Lentells Limited
Chartered Accountants
11 The Crescent
Taunton
TA1 4EA

THE LORD BROCK MEMORIAL TRUST

Report of the trustees for the year ended 31 March 2008

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2008.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005).

Structure, Governance and Management

Constitution

The Lord Brock Memorial Trust is constituted under a trust deed dated 27 May 1975 and a scheme dated 27 August 1997 and is a registered charity number 270044.

Recruitment and Appointment of Trustees

The Trustees invite individuals to stand for election as a Trustee based on experience they can contribute to the charitable objectives and seek to reflect the diversity of the Museum's stakeholders, particularly in regards the heritage of Guy's and St Thomas' hospitals.

Organisation

Under the above mentioned Deed there are a minimum of six Trustees, who are elected to serve for a period of three years, such term of office being renewable. These six Managing Trustees may appoint other Trustees who they believe will assist them in fulfilling the Trust's objectives.

The Managing Trustees

Mr David Firman (Chair)
Mr Giles Hacking (Honorary Treasurer)
Professor Simon Howell
Sir Barry Jackson (Vice Chair)
Mr Martin Jourdan
Mr Robert Mason
Ms Stella Mason
Mr John Monoogian
Professor John Rees
Mr Anthony West
Professor Kevin Burnand

The Trustees have a management contract with Cultural Heritage Resources (CHR) in respect of the day to day running of the Old Operating Theatre Museum. Under this contract CHR will:

- 1 manage the museum on a day to day basis
- 1 maintain the collection
- 1 monitor the building and bring any problems to the attention of the Trustees
- 1 liaise with museum regulatory and advisory bodies in order to ensure that the museum is operated in accordance with best practice
- 1 publicise and market the museum in order that its existence is brought to as wide an audience as possible
- 1 provide an education service
- 1 seek grants and donations in order to develop the museum
- 1 report to the Trustees on a regular basis
- 1 maintain accurate and appropriate accounting records

The Trustees meet at least twice a year to hear CHR's management report and to decide matters of policy.

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Report of the trustees for the year ended 31 March 2008

Objectives and Activities

The objects of the charity are:

- 1 the maintenance of the building and equipment of the Old Operating Theatre in the original St. Thomas's Street, Southwark, as a place of historic interest open to the public;
- 1 to inform visitors of the history of the building and the practice of surgery by the effective display of museum exhibits and the provision of education facilities including guided tours and the provision of relevant publications for purchase.

Main activities undertaken in the past year

The main activity of the Museum continues to be providing public access and educational services for visitors to the Old Operating Theatre, Museum and Herb Garret. 2007-8 was the first full year since the closure of the Museum for building work in 2006. We can report that the Museum had its most successful year in terms of visitor numbers since opening in 1962 and has helped achieve the Museum's main aim of restoring its financial position.

The Trustees had to reconsider its development plans with the sale of St Thomas Church, the Museum's building, to the Cathedral Property Group PLC. The Trustees therefore began exploration of the acquisition of a long-term lease for the existing Museum space from the new owners. The Trustees also supported exploration of a cooperative scheme to develop a medical museum in Guys Hospital – with the hope that this would help provide the facilities the Museum is currently lacking.

The Trustees reviewed the Museum's accounting procedures with the help of a pro-bonum report by consultant Jonathan Letchfield, which was implemented by Museum staff. The Trust also expanded the number of Trustees in order to broaden the base of the Trust.

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Report of the trustees for the year ended 31 March 2008

Achievements and performance

The excellent results for 2007-8 reflect a year in which Museum staff have been able to concentrate on the development of the Museum without disruption by outside factors. The calendar year 2007 was the best the museum has achieved :

- 1 Attendance figures - 31,224 visitors. 50% up on 2006
- 1 Virtual visitors - 268,931 'hits' on the site. 6% up on 2006
- 1 School groups - 6,239 students. 21% up on 2006
- 1 Medical groups - 902. 72% up on 2006
- 1 Other non medical groups - 1,333. 59% up on 2006

The Education section continued to provide high quality educational activities. This was helped by the completion of the 'Our Blood' Education pack (Foyle Trust) which has been posted out to schools and libraries and is selling in the museum shop. The Museum received a grant of £4,000 from The D'Oyly Carte Charitable Trust for the purposes of co-ordinating education and arts projects which provide access to the arts for those often excluded. We worked on several projects in this area - Several visits has also been made by staff and students of the Lambeth Hospital and Home Tuition Service, based at King's College Hospital, which works with young people who have been out of mainstream education due to long-term sickness. Our Education Officer has been working with Southwark Pensioners' Association and the Peabody Trust on an oral history project. The Museum developed new lectures such as 'King Cholera Walk' and a new talk about germs, gangrene and infection control and how modern microbiology grew from from the work of Pasteur and Koch has been researched. The Museum organised a talk on Indian Medicine for the India Now festival.

The Museum's events programme continued to develop with guest speakers including Guy Attewell from the Wellcome Trust, who gave a lecture on South Asian medical tradition Yunani Tibb for the 'India Now' season, and Dr David Leaback, who presented talks on blood with Karen Howell in the early part of the year, and on malaria and Peruvian Bark with Kirsty Chilton, both featuring a guided walk to Guy's Hospital. Russell Shaffrey gave a talk about the treatment of bones and muscles throughout history.

This year, the Old Operating Theatre has continued to host new and innovative art installations and performances. These included an ambitious full run of 'A Bloodless Field', a performance consisting of two short new plays with a medical theme by the Metal and Bone Company. 'The Bodysnatcher', based on the 19th century work by Robert Louis Stevenson, told the tale of a medical student who becomes involved in the world of the Resurrection Men and 'The Gift', set in the 21st century, explored the subject of organ donation. A gala night in mid April also featured cabaret and debate, and a special performance for a local school was preceded by a day of activities and talks on related subjects for the students. In May, the museum played host to The Poetry Show, an evening of poetry and opera, featuring the poets Laura Bartholomew, Anna Lindup, Mike Shannon and James Windsor. The Museum collaborated once more with artist Richard Squires on a screening of his video project Programme, based around the Salpêtrière Hospital in Paris. 'Programme', which revisited the history of Salpêtrière, and examined aspects of the neurologist's practice, was funded by Arts Council England and the University of Hertfordshire. The Museum has had its own artist in residence, Daniel Baker. In November, Daniel began work on a project called 'The Little Theatre of Disease and Desire', based on traditional Victorian paper theatres and dramatising scenes from "The Simbysial Case", a fictional narrative of a young man's experience of a mysterious disease that affects his whole world. 'Operations of Sound', featuring screenings of the work 'Flow' by sound artist John Wynne and photographer Tim Wainwright in the Herb Garret. 'Flow' is a site specific sound and video installation developed for the Museum using material from the artists' residency at Harefield Hospital, Middlesex.

The Museum sought to improve access to the Museum receiving a grant of £3,091 from MLA London Museums Without Barriers to provide for a hearing loop for the admissions desk, Braille and tactile signs and

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Report of the trustees for the year ended 31 March 2008

improvements to the display. It also covered two access training sessions

The museum continued to develop its collection and displays. Several large donations were received from the Hunterian Museum at the Royal College of Surgeons, as well as individual donations. A number of new items have been added to existing displays, including poison bottles and anaesthetic equipment. Further display information has also been completed, with information on natural poisons used in medicine, as well as a flip-book on pill-making, poultices, ointments and other apothecary/pharmacy processes. The addition of a doctor's cupboard to the children's area has provided further display space for medicine bottles. The Museum has expanded its Handling Collection and continues to expand access to the Collection on-line.

Financial review

The financial performance of the charity are shown on the accompanying Statement of financial affairs, balance sheet and notes.

Income arises principally from museum charges and grants received. Total revenues fell during the year with incoming resources decreasing to £156,969 from £171,201. This was due to a reduction in grant income compared to the previous year. However, museum income increased from £111,447 to £145,743. Included within this year's income was a total of £7,091 of grant income received from the Museum Libraries Archives and The D'Oyly Carte Charitable Trust. Total resources expended totalled £140,960 and this resulted in net incoming resources of £16,009.

Reserves policy

The Trustees consider it appropriate to hold significant reserves due to the uncertain nature of the income stream, which is dependent on museum income and external grants. Reserves increased to £88,509 from £72,500, of which £16,414 were restricted reserves.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005).

Approved by the trustees on and signed on its behalf by:

Mr David Firmin
Chair

THE LORD BROCK MEMORIAL TRUST

Independent examiners' report to the trustees of The Lord Brock Memorial Trust

We report on the accounts of The Lord Brock Memorial Trust for the year ended 31 March 2008 which are set out on pages 7 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, We do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In connection with our examination, no matter has come to our attention:

1. which gives reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with s41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

have not been met; or

2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P A Stallard FCA
Lentells Limited
Chartered Accountants
11 The Crescent
Taunton
TA1 4EA

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THE LORD BROCK MEMORIAL TRUST

Statement of financial activities for the year ended 31 March 2008

	<i>Notes</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<u>2008</u>	<u>2007</u>
Incoming resources					
Incoming resources from generated funds					
Investment income	2	4,135	-	4,135	2,754
Incoming resources from charitable activities	3	145,743	7,091	152,834	168,447
Total incoming resources		<u>149,878</u>	<u>7,091</u>	<u>156,969</u>	<u>171,201</u>
Resources expended					
Charitable activities	4	102,880	31,657	134,537	137,541
Governance costs	5	6,423	-	6,423	3,700
Total resources expended		<u>109,303</u>	<u>31,657</u>	<u>140,960</u>	<u>141,241</u>
Net incoming/(outgoing) resources before transfers revaluations and investment asset disposals		40,575	(24,566)	16,009	29,960
Transfers (net)		(10,040)	10,040	-	-
Net incoming/(outgoing) resources before revaluations and investment asset disposals		30,535	(14,526)	16,009	29,960
Reconciliation of Funds					
Total funds brought forward		41,560	30,940	72,500	42,540
Total funds carried forward		<u>72,095</u>	<u>16,414</u>	<u>88,509</u>	<u>72,500</u>

All of the results relate to continuing activities.

The notes on pages 9 to 12 form part of these financial statements.

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Balance sheet at 31 March 2008

	<u>Notes</u>	<u>2008</u> £	<u>2007</u> £
Current assets			
Stock	8	11,498	9,572
Debtors	9	3,092	1,110
Cash at bank and in hand	10	94,607	96,937
		<u>109,197</u>	<u>107,619</u>
Creditors: amounts falling due within one year	11	(20,688)	(35,119)
Net current assets		<u>88,509</u>	<u>72,500</u>
Total assets less current liabilities		<u>88,509</u>	<u>72,500</u>
Funds			
Restricted funds	12	16,414	30,940
Unrestricted funds	13	72,095	41,560
Total funds carried forward		<u>88,509</u>	<u>72,500</u>

Approved by the Trustees on and signed on their behalf.

_____ **Sir Barry Jackson - Trustee**

_____ **Mr Giles Hacking - Trustee**

The notes on pages 9 to 12 form part of these financial statements.

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Notes to the financial statements for the year ended 31 March 2008

1 Accounting policies

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

a) *Basis of accounting*

The financial statements have been prepared under the historical cost convention and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005 and applicable accounting standards.

b) *Incoming resources*

Charitable trading activities

Museum income is shown on an accruals basis.

Grant income

Grant income is credited in the year in which they are receivable. Grants for specific purposes are treated as forming restricted funds.

Interest receivable

Interest is credited in the year in which it is received.

c) *Resources expended*

Expenditure is recognised when a liability is incurred.

Governance costs include those incurred in the governance of its assets and are primarily associated with constitutional and statutory requirements.

d) *Fund structure*

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

The funds held by the charity are either:

- *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- *Designated funds* - these are funds earmarked by the trustees out of unrestricted general funds for specific future purposes or projects.
- *Restricted funds* - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

e) *Stocks*

Stock and work in progress is valued at the lower of cost and estimated net realisable value.

f) *VAT*

The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

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Notes to the financial statements for the year ended 31 March 2008 (continued)

2 Investment income

	<u>2008</u> £	<u>2007</u> £
Interest receivable	4,135	2,754
Total	<u>4,135</u>	<u>2,754</u>

3 Charitable Activities

	<i>Unrestricted</i> <i>funds</i> £	<i>Restricted</i> <i>funds</i> £	<u>2008</u> £	<u>2007</u> £
Museum income	145,743	-	145,743	111,447
Grants received	-	7,091	7,091	57,000
	<u>145,743</u>	<u>7,091</u>	<u>152,834</u>	<u>168,447</u>

4 Details of costs of Charitable Activities

	<i>Activities</i> <i>Undertaken</i> <i>Directly</i> £	<u>2008</u> <u>Total</u> £	<u>2007</u> <u>Total</u> £
General fund	102,880	102,880	94,884
ALM Collection care	-	-	515
Foyle education pack	5,403	5,403	750
BHSAF roof restoration	-	-	20,000
BHSAF sow & seed & suture	20,496	20,496	21,392
MLA Museum without barriers	3,091	3,091	-
The D'Oyly Carte Charitable Trust	2,667	2,667	-
	<u>134,537</u>	<u>134,537</u>	<u>137,541</u>
Total spend:			
Charitable Activities	<u>134,537</u>	<u>134,537</u>	<u>137,541</u>
Analysis by expenditure			
Shop cost of sales	9,223	9,223	6,101
Establishment costs	10,770	10,770	27,390
Outsourced services	89,734	89,734	77,059
Management fees	9,044	9,044	15,435
Marketing education & displays	9,894	9,894	4,477
Office expenses	5,200	5,200	5,882
Collection management	45	45	594
Bank charges	627	627	603
	<u>134,537</u>	<u>134,537</u>	<u>137,541</u>

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Notes to the financial statements for the year ended 31 March 2008 (continued)

5 Governance costs

	<u>2008</u> £	<u>2007</u> £
Independent examiners fees	1,874	2,500
Accountancy charges	<u>4,549</u>	<u>1,200</u>
	<u>6,423</u>	<u>3,700</u>

6 Employee information

The Trustees have a management contract with Cultural Heritage Resources (CHR) who operate the Old Operating Theatre Museum. This includes the management of the staff who are outsourced by the Old Operating Theatre Museum to CHR. The total cost of outsourcing the staffing of the museum was £89,734 (2007-£77,059)

None of the trustees received any remuneration or reimbursement of expenses during the year.

7 Taxation

The charity is exempt from Corporation tax on its charitable activities.

8 Stocks

	<u>2008</u> £	<u>2007</u> £
Finished goods and goods for resale	<u>11,498</u>	<u>9,572</u>

9 Debtors

	<u>2008</u> £	<u>2007</u> £
Other debtors	<u>3,092</u>	<u>1,110</u>

10 Cash at bank and in hand

	<u>2008</u> £	<u>2007</u> £
Deposit accounts	81,567	79,432
Current accounts	12,690	16,176
Petty cash	350	1,329
	<u>94,607</u>	<u>96,937</u>

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Notes to the financial statements

for the year ended 31 March 2008 (continued)

11 Creditors: amounts falling due within one year

	<u>2008</u> £	<u>2007</u> £
Trade creditors	7,600	19,644
Other creditors	2,535	5,331
Other tax and social security	254	2,094
Accruals and deferred income	10,299	8,050
	<u>20,688</u>	<u>35,119</u>

12 Restricted funds

	<i>Balance at</i> <i>1 April 2007</i>	<i>Incoming</i> <i>resources</i>	<i>Outgoing</i> <i>resources</i>	<i>Transfers</i>	<i>Balance at</i> <i>31 March</i> <i>2008</i>
Feasibility Study GSTCC - Restricted Income	10,000	-	-	-	10,000
Barbara Whatmore Trust - Restricted income	81	-	-	-	81
Foyle education pack	5,250	-	(5,403)	153	-
BHSAF roof restoration	5,000	-	-	-	5,000
BHSAF sow & seed & suture	10,609	-	(20,496)	9,887	-
MLA Museums without barriers	-	3,091	(3,091)	-	-
The D'Oyle Carte Charitable Trust	-	4,000	(2,667)	-	1,333
Total	<u>30,940</u>	<u>7,091</u>	<u>(31,657)</u>	<u>10,040</u>	<u>16,414</u>

The Feasibility Study fund arises from the receipt of a grant to conduct a feasibility study on the possibility of making an application to the heritage lottery fund.

The Barbara Whatmore Trust fund is for conservation costs.

The Foyle Education fund is for the preparation of a GCSE education resource pack.

The BHSAF roof restoration fund utilises a grant provided by the Borough High Street Amenity Foundation to make current and future repairs to the roof of the museum.

The BHSAF sow and seed and suture fund has been used to fund a Project Officer and instigate a development plan to improve tenure and museum facilities.

The MLA Museums without barriers fund is to improve disability access to the museum.

The D'Oyle Carte Charitable Trust fund is being used for co ordinating education and arts projects.

13 Unrestricted funds

	<i>Balance at</i> <i>1 April 2007</i>	<i>Incoming</i> <i>resources</i>	<i>Outgoing</i> <i>resources</i>	<i>Transfers</i>	<i>Balance at</i> <i>31 March</i> <i>2008</i>
	£	£	£	£	£
General funds					
General fund	<u>41,560</u>	<u>149,878</u>	<u>(109,303)</u>	<u>(10,040)</u>	<u>72,095</u>