



Northern Ireland Museums Council

# Annual Report & Financial Statements

2017/2018

Tha Cooncil o Norlin Airlann  
Museums Accoont o Ilka Year

Comhairle Iarsmalann Thuaisceart  
Eireann Tuarascail Bhliantuil  
& Raitis Airgeadais





**Northern Ireland Museums Council**

**Financial statements for the year ended 31 March 2018**

**Registered Company Number: NI027735**

**Charity Registration Number: 101873**

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## **Members of the Board and professional advisors**

### **Directors**

Prof. E Crooke (Chair)  
Councillor R Burgess (Vice-Chair)

Mr N Armstrong  
Ms J Clarke  
Dr R Coulter  
Mr B Crothers  
Ms R Doherty  
Ms A Dorbie (appointed 4<sup>th</sup> August 2017)  
Mr N Hamilton (appointed 28<sup>th</sup> September 2017)  
Mr R Hegarty  
Councillor A D McIntyre (appointed 2<sup>nd</sup> April 2017)  
Mr R Morton

### **Auditor**

Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU

### **Solicitors**

Pinsent Masons  
1 Lanyon Place  
Belfast  
BT1 3LP

### **Bankers**

Danske Bank  
Corporate Banking  
PO Box 183  
Donegall Square West  
Belfast  
BT1 6JS

### **Secretary**

Ms S McCartan (appointed 1<sup>st</sup> August 2017)

### **Registered Office**

153 Bangor Road  
Holywood  
Co Down  
BT18 0EU

### **Charity Registration Number**

101873

### **Audit Committee**

Prof. E Crooke  
Ms A Dorbie  
Mr R Morton

### **Grant Committee**

Mr N Armstrong  
Councillor R Burgess  
Dr R Coulter  
Mr R Hegarty

### **Planning Committee**

Councillor R Burgess  
Ms J Clarke  
Dr R Coulter  
Prof E Crooke  
Ms R Doherty

### **Staff Committee**

Mr N Armstrong  
Prof. E Crooke  
Ms R Doherty  
Mr R Morton

### **Accounting Officer**

Ms S McCartan (appointed 1<sup>st</sup> August 2017)

### **Principal Office**

153 Bangor Road  
Holywood  
Co Down  
BT18 0EU

### **Registered Company Number**

NI027735

## **Chair's statement**

This year was a time of change within the Northern Ireland Museums Council (NIMC). In May 2017 Chris Bailey, our Director of 16 years retired. During his tenure, Chris was responsible for many achievements and successes including making a major contribution to the development of the Northern Ireland Museums Policy, securing NIMC's future during the 2014 Arm's Length Review, undertaking evidence-based research which informed NIMC's activities, and raising funding to enable museums to participate in training, audience development and community programmes. During this period, Chris led the Council in supporting a flourishing museum sector in Northern Ireland.

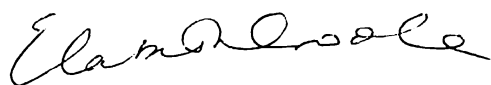
In August 2017 we welcomed our new Director, Sinéad McCartan who is seconded from her position at National Museums Northern Ireland. Already her impact has been a positive one. Impressively Sinéad both continues to nurture the good work put in place by our previous Director while introducing new ideas and thinking that strengthens the NIMC. With her strong leadership, the dedicated team within the Council and the committed Board, NIMC supports our membership with continuing excellence.

There were many successes during 2017-18. Grants to local museums in support of collections care, development and interpretation, and public engagement programmes, were allocated. NIMC's *Dementia Friendly Programme* and *Playful Museums Festival* continued to thrive attracting new audiences to museums and increasing public participation in cultural and artistic activities. The popularity of the Training Programme continued delivering targeted skills development to build knowledge, capacity and resilience within the museum sector. NIMC, as part of a funding partnership, was successfully awarded a grant from the Heritage Lottery Fund under the *Kick the Dust* programme, to engage young people with heritage using digital technologies. The project – *Reimagine, Remake, Replay* – will commence in 2018 for a three and half year period and will enable a new audience to engage with museums.

A challenging operating environment for NIMC remains. The grant-in-aid funding continues to decline, and the Programme for Government remains in draft and has advanced little since October 2016. Likewise, there has been little movement on the Arm's Length Body Review announced in December 2016.

Despite these challenges, NIMC has developed a new three-year Corporate Plan which will take effect from the 1<sup>st</sup> April 2018. This new Plan sets the strategic vision for the Council outlining how it will champion, develop and support a dynamic, inclusive and sustainable museum sector in Northern Ireland.

The Northern Ireland Museums Council's greatest strength is its membership. The Board of Directors thanks the Members for their continued commitment and support.



**Professor Elizabeth Crooke**  
**Chair**

## **Report of the Directors for the year ended 31 March 2018**

The Directors of the Northern Ireland Museums Council, for the purposes of the Companies Act 2006, submit their annual report and the audited financial statements for the year ended 31 March 2018.

### **Northern Ireland Museums Council**

The Northern Ireland Museums Council was established in 1993 to support local museums (ie non-National museums) in Northern Ireland in maintaining and improving their standards of collections care and service to the public and to promote a coherent framework of museum provision.

In pursuit of these aims the Council's main objectives are:

- To assist museums in Northern Ireland to improve standards of collections care;
- To assist museums in Northern Ireland to improve the range and quality of services to the public;
- To improve the status and standing of museums;
- To promote a coherent framework of museum provision in Northern Ireland; and
- To operate the Council efficiently, effectively and economically.

The Council's functions include the following:

- The development and maintenance of links with interested bodies and agencies;
- The provision of information, advice and training to museums across a range of activities such as curatorial practice, collections management, conservation services, marketing and income-generation etc.;
- Assistance with feasibility studies and carrying out developmental research;
- The disbursement of grants to local museums towards approved projects and specimen purchase;
- The promotion of Museum Accreditation for local museums.

The Council is registered as a company limited by guarantee, and operates in compliance with the Companies Act 2006. It is a registered charity. The Council was funded, in the main, by the Department for Communities and as such operates as a Non-Departmental Public Body. The Council does not carry out its functions on behalf of the Crown.

With this remit, and through these aims, Northern Ireland Museums Council plays a unique and fundamental role in the delivery of the Northern Ireland Museums Policy, as well as contributing to the current Programme for Government and the Departmental priorities of promoting social and economic equality, tackling poverty and social exclusion, through allocating resources across areas of the perceived greatest objective need, and seeking excellence across the culture, arts and leisure sectors. For museums these aspects become manifest through the protection and enhancement of the cultural assets they hold, and the prioritising of programmes, activities and resources with the intent of tackling poverty and social exclusion.

The vision of the Northern Ireland Museums Policy is for "a coordinated and sustainable museum sector that develops, preserves and interprets its collections to the highest possible standards; delivers quality services that inspire, educate and engage local, national and international visitors and users; harnesses its strengths and diversity to support economic, social and cultural development in Northern Ireland and a shared and better future."

Northern Ireland Museums Council's work is structurally aligned with the Policy's four strategic priorities, namely;

- Developing Audiences,
- Education and Learning,
- Collections Development, Care, Management and Use, and
- Infrastructure, Investment and Resources.

## Report of the Directors for the year ended 31 March 2018 (continued)

### 2017-2018 Performance

#### Collections Care, Management and Public Engagement

##### Grant Programmes

The Accredited Museum Grant Programme is open to museums which are recognised under the Museum Accreditation Scheme through which they may seek grant support for projects aimed at enhancing the standards of collections care and management and improving public access to museum collections by way of advancing the goals of the Northern Ireland Museums Policy.

The success of the Playful Museums project, in particular, the Festival which was first held in February 2017, was repeated in 2018 and funded from the main grant programme.

In addition, for the second year of NIMC's Dementia Friendly Programme, grants were offered to those museums wishing to engage people living with dementia.

The following grants were made during 2017-18:

Irish Linen Centre and Lisburn Museum	Equipment and materials for Engaging Young Audiences	£1,107.22
Downpatrick and County Down Railway Museum	Restoration of Park Royal Carriage Interior	£2,026.13
Railway Preservation Society of Ireland	Restoration of Ballast Wagon 8309	£3,389.70
Andrew Jackson Cottage/ US Rangers Centre	US Rangers Gallery Conservation and remounting	£1,654.25
Newry and Mourne Museum	Upgrade of museum's Conservation Heating System	£1,942.25
Craigavon Museum Services	Collections Care - Dehumidifiers	£2,523.00
Newry & Mourne Museum	Conservation and remounting	£2,119.00
National Trust Springhill	Collections Care	£1,174.32
Carrickfergus Museum	Engaging Young Audiences	£597.18
Mid-Antrim Museum	Playful Museums Festival	£265.00
Causeway Coast & Glens	Playful Museums Festival	£1,118.00
Craigavon Museum Services	Playful Museums Festival	£230.00
Carrickfergus Museum	Playful Museums Festival	£375.05
North Down Museum	Playful Museums Festival	£275.00
Downpatrick & County Down Railway	Development of An Post T.P.O. Display	£601.64
Armagh Robinson Library & No 5 Vicar's Hill	Playful Museums Festival	£346.00
Flame Gasworks Museum	Document scanning and repacking	£1,389.00
Armagh Robinson Library and No 5 Vicar's Hill	Dementia Friendly Programme	£250.00
Mid-Antrim Museum	Dementia Friendly Programme	£223.50
Newry and Mourne Museum	Dementia Friendly Programme	£250.00
Tower Museum	Dementia Friendly Programme	£231.78
Northern Ireland War Memorial	Dementia Friendly Programme	£250.00
<b>Total</b>		<b>£22,338.02</b>



## Report of the Directors for the year ended 31 March 2018 (continued)

### Acquisition Fund

This Fund is a vital means of helping local museums develop their collections through providing grant assistance towards the acquisition of objects. In so doing the Fund ensures that valued aspects of the common heritage are preserved in perpetuity. During the course of the year, the following grants were made:

Milford House Collection	Buhl cabinet	£600.00
Mount Stewart	7th Marquess of Londonderry's Ministerial Box	£750.00
Coleraine Museum	2 illustrations by Hugh Thomson for Isidore Spielmann's, 'Germany's Impending Doom'	£1,000.00
Carrickfergus Museum	Antrim Artillery items and other items from vendor Robert Huffam	£1,000.00
Armagh County Museum	Two drawings made as preparatory work by John Luke for his painting, 'Judith and the Head of Holofernes'	£925.00
The Inniskillings Museum	'A Winters March', oil painting by Richard Beavis	£300.00
Milford House Collection	'Sea wrack for the Crops', oil painting by W.H Bartlett	£1,000.00
Newry and Mourne Museum	'The Young Seagull' and 'David Clarke' by Margaret Clarke, oil on canvas paintings	£900.00
<b>Total</b>		<b>£6,475.00</b>

### Case Studies

As a primary means of promoting good practice, Northern Ireland Museums Council gathered information on a variety of projects undertaken by local museums, making it publically available through the website in the form of 'case studies'. See [www.nimc.co.uk/what-we-do/](http://www.nimc.co.uk/what-we-do/)

### **Developing Audiences**

#### Under 5s

*Playful Museums*, the pilot project funded by the Heritage Lottery Fund (HLF) concluded in May 2017. NIMC continued to support a *Playful Museums* programme, building on the success of the pilot project. Grants were awarded to five museums to participate in the *Playful Museums Festival* in February 2018 and 13 venues organised events. Pre-school curriculum training in March 2018 further supported and built capacity amongst museum staff. For the museums who participated in the pilot project, working with Under 5s is now well embedded within their public programme offering.

It is anticipated that the pilot programme has laid the foundations for further development and work by museums with this age group, their parents and carers.

## Report of the Directors for the year ended 31 March 2018 (continued)

### Young People

Northern Ireland Museums Council, The Nerve Centre, National Museums Northern Ireland, and NI Screen were jointly awarded £950,000 through the Heritage Lottery Fund's (HLF) *Kick the Dust* programme in July 2017.

The *Reimagine, Remake, Replay* project will allow young people to connect with and enhance museum collections using an exciting mix of creative media and digital technologies.

Over four years, 4,000 young people aged 16-25 from across Northern Ireland will make and curate their own exhibitions, take over museum spaces, and enhance existing exhibits and collections.

The Development Phase of the programme took place between August 2017 and January 2018 which included the recruitment of a Project Manager; the establishment of five local museum partners who availed of a capacity building training programme; pilot projects in Ballymoney museum and the Ulster Museum; a one-day conference called 'Digital Tech, Young People and Heritage; and, the development of Audiences Development and Recruitment Plans and a Year 1 Activity Plan which was submitted to HLF in February 2017. Following assessment by HLF, it is anticipated that the programme will launch in June 2018.

### Older People

As a Dementia Friend Communities Champion, the Development Officer (Learning) delivered dementia awareness training in which 85 local museum staff and volunteers participated. In addition, five museums received grants to further engage with those living with dementia thereby opening their museums up to new audiences and creating inclusive and accessible museum spaces.

NIMC continued to develop its partnership with the Alzheimer's Society and Dementia NI. *Spilling the Beans*, a peer-learning workshop organised by NIMC, took place in September 2017. It focused on dementia projects with presentations from the NI War Memorial, Tower and Mid-Antrim Museums combined with input from the Development Officer (Learning) who highlighted NIMC's work to become dementia friendly.

In November 2017, the Development Officer (Learning) was winner of the Dementia Friends Champion of the Year 2017 by the Alzheimer's Society of Northern Ireland.

### Website, Social Media and e-Newsletters

Northern Ireland Museums Council continued to provide comprehensive information about all accredited museums in Northern Ireland through its website. The site also allows local museums to upload details of their forthcoming events programmes and it carries details of the education and learning programmes on offer. This service is provided in response to an identified barrier for non-participation in museum activities being a lack of information and awareness concerning museum events.

It is supplemented through the public having the option to subscribe to a monthly newsletter which highlights and details NIMC news and museum activities and through Facebook and Twitter feeds.

## Report of the Directors for the year ended 31 March 2018 (continued)

### Education and Learning

#### Learning

Northern Ireland Museums Council continues to work with staff at local museums to raise the standard of the learning and education experiences provided, to develop capacity and to increase awareness of the programmes that local museums offer.

<http://www.nimc.co.uk/what-we-do/guidance-and-information/>

Partnership working has enabled the development of bespoke training for the local museum sector. The Development Officer (Learning) collaborated with Stranmillis University on supporting the pre-school curriculum and Bairbre-Anne Harkin (consultant) on museum-based facilitation skills for audiences with dementia. Both collaborations resulted in two new courses for the NIMC Training Programme.

Bespoke training - Learning Basics: Engaging with Schools - was developed for the recently opened HMS Caroline and delivered in September 2017 to eight staff members.

Northern Ireland Museums Council maintained a publically accessible database of all local museum education programmes related to delivering aspects of the four Key Stages of the curriculum. This information is available at [www.nimc.co.uk/schools-and-learning/](http://www.nimc.co.uk/schools-and-learning/)

#### Training

The training Northern Ireland Museums Council provides is a fundamental component in ensuring that the staff and volunteers at museums have access to opportunities for continuous professional development. During 2017-18, the Council presented 12 training courses:

- Museum Learning: Supporting children with additional needs
- Developing a digital gallery trail (part 1 & 2)
- Learning Basics: Using objects and loan boxes
- Spilling the Beans
- Dementia Friendly Programming: Facilitation skills
- Study Trip to Fermanagh County Museum
- World Host
- Object Journey
- Autism Awareness: Creating ASD-friendly museums
- Exhibition Design and Interpretation
- Caring for Paper
- Museum Learning: Supporting the pre-school curriculum

In total 110 museum staff and volunteers attended training courses.

### Infrastructure and Resources

#### Museum Accreditation

Northern Ireland Museums Council administers the UK-wide Museum Accreditation Scheme for local museums in Northern Ireland, which assesses a museum's performance in relation to the health of its governance and organisation, its collections management, and its visitor facilities and user services. During 2017-18, the Council's staff provided ongoing support to the 40 local museums recognised under the scheme. It also provided guidance and advice to other interested museums preparing Eligibility forms for Accreditation.

## **Report of the Directors for the year ended 31 March 2018 (continued)**

An Accreditation Awards ceremony was organised by NIMC for the first time in 2017-18 to celebrate those museums who achieved or maintained their Full Accreditation status. Twelve local museums were presented with Accreditation certificates for maintaining Full Accreditation status following assessments made in the first half of 2017-18 year:

- **National Trust** - Castle Ward, Florence Court, Mount Stewart, Hezlett House;
- **Local Council Museums** - Down County Museum, Newry and Mourne Museum, Armagh County Museum, FE Mc William Gallery and Studio, North Down Museum; and,
- **Independent museums** - Northern Ireland War Memorial, The Royal Irish Fusiliers Museum, and The Inniskillings Museum

Subsequently, a further three museums retained their Full Accreditation status:

- Armagh Robinson Library and No. 5 Vicar's Hill
- Flame Gasworks Museum
- Mid-Antrim Museum

A total of 15 museums retained their Full Accreditation status and five were awarded Provisional status at Accreditation panels in 2017-18.

### Museum Forum

The purpose of the Museum Forum is to allow those working in the museum sector, either professionally or in a voluntary capacity, to investigate issues pertinent to their work. In 2017-18, NIMC organised a Museum Forum to set out the considerations for celebrating museums through a Festival of Museums/ Museum Day and to explore other opportunities for the museum sector in 2018. The following presentations were given:

- '2018 - European Year of Cultural Heritage – Developing a programme', Sinead McCartan, NIMC Director
- 'Museums Association Conference, Belfast 2018 - what to expect and how to get involved', Paddy Gilmore, Chair of MA Conference 2018 panel, Elaine Hill and Jenny Haslett, Museums Association Representatives for Northern Ireland
- 'Scottish Festival of Museums', Sarah Burry Hayes, Marketing Manager, Museums Galleries Scotland
- 'Social Media advocacy campaigns for Museums #ScottishMuseumDay', Triona White Hamilton, NIMC Development Officer
- 'AIM: Preparing to Prosper', Tamalie Newberry, Executive Director, Association of Independent Museums
- 'Accreditation, the Benefits and the Accreditation Review', Hadrian Ellory-van Dekker, Chair of the Accreditation Committee.

### Advice and Information

The standing information service provided by the Council continued to be heavily used during 2017-18. Notably prominent enquiries were in relation to security, access audits, Museum Accreditation, NIMC Grant programme, documentation, transport services and protocols, exhibition interpretation and refurbishment, funding, staffing, and digital tools.

## **Report of the Directors for the year ended 31 March 2018 (continued)**

### **Governance and Accountability**

In line with the requirement and guidance provided, the Northern Ireland Museums Council has reported in full on the governance of the company during 2017-18 through the Governance Statement which follows.

Northern Ireland Museums Council operates in a transparent manner, with the Council's website carrying information on the company and the Board of Directors, including the minutes of the meetings of the Board available at [www.nimc.co.uk/about-us/governance/](http://www.nimc.co.uk/about-us/governance/)

As a membership organisation, Northern Ireland Museums Council is responsive to the sector, providing leadership and advocacy to advance its interests. It liaises with the membership during each year and the Board of Directors reported to the Council's membership at the Annual General Meeting held in September 2017.

### **Statement of Directors' Responsibilities**

The Directors have overall responsibility for ensuring that Northern Ireland Museums Council has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- Northern Ireland Museums Council is operating efficiently and effectively;
- it maintains a Fraud Prevention Policy and Response Plan;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used by the Council or used for publication is reliable;
- and, that Northern Ireland Museums Council complies with relevant laws and regulations.

Company and charity law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs and of the surplus or deficit for that period. In preparing those statements, the Directors have:

- selected suitable accounting policies and then applied them consistently;
- made judgments and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures, disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

In preparing the annual report and financial statements of the Northern Ireland Museums Council, the Directors have adopted the provisions of the Charities SORP Financial Reporting Standard 102.

## Report of the Directors for the year ended 31 March 2018 (continued)

### Financial Review

It is the view of the Board of Directors that the Northern Ireland Museums Council operated prudently and effectively within the parameters of the financial resources which were available to it. The Board formally monitors the financial position of the Council at least on a quarterly basis, at its scheduled meetings, the Minutes of which are published on the Council's web site.

Northern Ireland Museums Council operates without cash reserves and both the Department for Communities and the Heritage Lottery Fund, as the current major funders of the Council, are aware of this position.

The Council operates within the framework of Managing Public Money NI and, mindful of its requirements, operates on the basis of not drawing down cash resources from its funders in advance of need. However, to facilitate business needs the Council arranged advance payments of the grant from the Heritage Lottery Fund. At the year-end cash at bank was £65,033 (Note 24) against liabilities due for payment of £51,528 (Creditors of £56,704 (Note 14) excluding holiday accrual of £5,176). The excess cash held at 31 March 2018 was the result of an over-statement of liabilities during the year and will be reflected in the drawdown of grant-in-aid for 2018/19. Appropriate measures have been implemented to prevent excess cash drawdown in future periods.

### Plans for the Future

The Board of Directors of Northern Ireland Museums Council has agreed the key components of its planned activity for 2018-19 which aim to advance the goals of the Northern Ireland Museums Policy, address identified Statutory obligations, the Programme for Government (draft) and Departmental Priorities and implement NIMC's new Corporate Plan. These include the delivery of:

- Support to local museums through grant programmes – the Accredited Museum Grant Programme and the Acquisition Fund;
- Guidance and support to local museums regarding the Museum Accreditation Scheme;
- Supporting audience development including increasing the number and diversity of people accessing and engaging in cultural activities with the *Reimagine, Remake, Replay* project, the *Playful Museums Festival* and the *Dementia Friendly Programme*;
- Continuous professional development, skills development and capacity building for those working and volunteering in the sector;
- Assistance to local museums in developing learning programmes;
- Devising plans to address issues concerning collections storage, security, care and documentation at local museums;
- Promoting and increasing awareness of museums and their positive social and economic impact on NI 's society, for example with #NIMuseumsDay;
- Review of elements of NIMC's business activities to ensure they meet the needs of the sector;
- Development Workforce Plan that reflects business need;
- A comprehensive guide to the services and activities of local museums across Northern Ireland.
- Advice and information to the heritage sector and the public generally

In line with its statutory obligations under Section 75 of the Northern Ireland Act 1998, Northern Ireland Museums Council has an Equality Scheme and Disability Action Plan in place, agreed by the Equality Commission, which sets out how the Council will meet its associated duties.

## Report of the Directors for the year ended 31 March 2018 (continued)

### Personnel matters

The Staff Committee oversees the personnel matters of the Council. Employees have been consulted on matters of concern to them by means of regular staff meetings and have been kept informed on specific matters directly by management. The Council has adopted procedures for the annual evaluation of staff performance and appraisal and for the upward feedback for senior management and Directors.

The Council operates several detailed policies in relation to personnel matters including:

- Equal Opportunities;
- Health and Safety;
- Harassment in the Workplace;
- Grievance; and
- Whistleblowing.

In accordance with the Equal Opportunities policy, Northern Ireland Museums Council has long established fair employment practices in the areas of recruitment, selection, retention and training of staff.

### Political and Charitable Donations

Northern Ireland Museums Council made no political or charitable donations during the year.

### Auditors

So far as the Directors are aware, there is no relevant audit information of which the Northern Ireland Museum Council's auditors are unaware, and we have taken all the steps that we ought to have taken as Directors in order to make ourselves aware of any relevant audit information and to establish that the Consequent to The Companies (Public Sector Audit) Order (Northern Ireland) 2008, the Council's accounts are audited through the Northern Ireland Audit Office by the Comptroller and Auditor General.

By order of the Board



**S McCartan**

**Accounting Officer**

**26<sup>th</sup> June 2018**



**E Crooke**  
**Chair**

**26<sup>th</sup> June 2018**

## Remuneration and Staffing Report

### Remuneration Policy

The SCS remuneration arrangements are based on a system of pay scales for each SCS grade containing a number of pay points from minima to maxima, allowing progression towards the maxima based on performance. In 2012, upon creation, there were 11 points on each scale. This was subsequently reduced to 10 points in 2014, 9 points in 2015 and 8 points in 2016 to allow progression through the pay scales within a reasonable period of time.

The pay remit (for the NI public sector and SCS) is normally approved by the Minister of Finance but in the absence of an Executive the DoF Permanent Secretary has set the 2017-18 NI public sector pay policy in line with the overarching HMT parameters and in a manner consistent with the approach taken by the previous Finance Minister in 2016-17.

### Service contracts

Service appointments are made in accordance with the Civil Service Commissioners' Recruitment Code, which requires appointment to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made.

Unless otherwise stated below, the officials covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Further information about the work of the Civil Service Commissioners can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org).

### Staff Profile, Remuneration (audited) and Sickness Absence

During 2017-18 the Northern Ireland Museums Council had six staff on payroll, and as at 31<sup>st</sup> March 2018 this comprised 4 female (one on a fixed contract and one on temporary secondment). The profile of the Directors of the Company at that date was 5 female and 7 male.

The staff costs of the Northern Ireland Museums Council during 2017-18 was as follows

	<b>2018</b>	2017
	<b>£</b>	£
Wages and salaries	<b>116,841</b>	160,138
Social security costs	<b>9,038</b>	12,395
Other pension costs	<b>29,553</b>	38,180
	<b><u>155,522</u></b>	<u>210,713</u>

No remuneration was paid to the Directors of the company. The total of Directors' expenses reimbursed by the company during the year was £158 (2017: £9).

### Sickness Absence

The number of sick days reported in 2017-18 was 25.2 days per person. The majority of this sickness was attributable to a member of staff on long term sickness with short term sickness rates remaining relatively low and below a target of 6.5 days per person.



## Remuneration and Staffing Report (continued)

During 2017-18 the Northern Ireland Museums Council had no expenditure on consultancy, and had no off-payroll engagements as defined in the Public Expenditure System guidance promulgated by HM Treasury.

### Staff Policies

Northern Ireland Museums Council is committed to the development of its staff and to policies that enable them to contribute to the performance and long-term effectiveness of the organisation.

In particular, the Council:

- follows the Northern Ireland Civil Service policy that all eligible persons shall have equal opportunity for employment on the basis of their ability, qualification and aptitude for the work;
- gives equality of opportunity when considering applications from disabled persons, in compliance with all existing legislation with regard to disabled employees;
- recognises the benefit of keeping employees informed of the progress of the business and of involving them in the company's performance; and,
- regularly provides employees, through meetings and notices, with information regarding the financial and economic factors affecting the performance of the company and on other matters of concern to them.

All of the Northern Ireland Museums Council's policies are agreed by the Board of Directors and are accessible to all members of staff.

### Salary and pension entitlements

The following sections provide details of the remuneration and pension interests of the senior management of Northern Ireland Museums Council.

#### Remuneration (including salary) and pension entitlements (audited)

	2017-2018					2016-2017				
	Salary £'000	Bonus payments £000	Benefits in kind (to nearest £100)	Pension Benefits* (to nearest £1000)	Total £000	Salary £'000	Bonus payments £000	Benefits in kind (to nearest £100)	Pension Benefits* (to nearest £1000)	Total £000
C Bailey Chief Executive (to 31/05/17)	5-10	0	0	2	10-15	50-55	0	0	12	65-70
S McCartan Chief Executive (from 01/08/17)	30-35	0	0	8	40-45	-	-	-	-	-
<b>Band of Highest paid Officer's Total Remuneration</b>	40-45					65-70				
<b>Median Total</b>	£32,000					£28,500				
<b>Ratio</b>	1.33					2.37				

\* No minister was in place during 2017-18.

\*The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increases exclude increases due to inflation or any increase or decreases due to a transfer of pension rights.

C Bailey retired as Chief Executive on 31 May 2017. S McCartan was seconded from National Museums Northern Ireland from 1 August 2017. The figures above represent S McCartan's remuneration received in the period from 1 August 2017 to 31 March 2018; the full year equivalent salary is in the band £50k-£55k.

### Salary

"Salary" includes gross salary, overtime and any other allowances to the extent that it is subject to UK taxation and any gratia payments.

## Remuneration and Staffing Report (continued)

### Bonuses

Bonuses are based on performance levels attained and are made as part of the appraisal process. Bonuses relate to the performance in the year which they become payable to the individual. One member of staff was awarded a one-off £500 bonus lump sum which was taxable and non-pensionable for exceptional performance dealing with tasks in a particularly demanding period. This payment adheres to Item 8.06 Special Bonus scheme (Pay and Reward) in the NICS Handbook.

### Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue and Customs as a taxable emolument. There were no benefits in kind during the financial year.

### Pension benefits (audited)

	Accrued pension at age 60 as at 31/3/18 and related lump sum	Real increase in pension sum at age 60 and related lump sum	CETV at 31/3/18	CETV at 31/3/17	Real increase in CETV
	£'000	£'000	£'000	£'000	£'000
<b>C Bailey</b> Chief Executive (to 31/05/17)	15-20 plus a lump sum of 50-55	0-2.5 plus a lump sum of 0-2.5	408	411	-
<b>S McCartan</b> (Chief Executive from 01/08/17)	20-25 plus a lump sum of 65-70	0-2.5 plus a lump sum of 0	449	438	(1)

### Staff pensions

The Principal Civil Service Pension Scheme (NI) ("PCSPS (NI)") of which senior management are members, is an unfunded, multi-employer, defined benefit scheme, but Northern Ireland Museums Council is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out as at 31 March 2012. This valuation is then reviewed by the Scheme Actuary and updated to reflect current conditions and rolled forward to the reporting date of the Department of Finance Superannuation and Other Allowances Resource Accounts as at 31 March 2018.

### Northern Ireland Civil Service (NICS) Pension arrangements

Pension benefits are provided through the Northern Ireland Civil Service pension schemes which are administered by Civil Service Pensions (CSP).

The alpha pension scheme was introduced for new entrants from 1 April 2015. The alpha scheme and all previous scheme arrangements are unfunded with the cost of benefits met by monies voted each year. The majority of existing members of the classic, premium, classic plus and nuvos pension arrangements also moved to alpha from that date. Members who on 1 April 2012 were within 10 years of their normal pension age did not move to alpha and those who were within 13.5 years and 10 years of their normal pension age were given a choice between moving to alpha on 1 April 2015 or at a later date determined by their age. Alpha is a 'Career Average Revalued Earnings' (CARE) arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The rate is 2.32%.

## Remuneration and Staffing Report (continued)

New entrants joining can choose between membership of alpha or joining a good quality ‘money purchase’ stakeholder arrangement with a significant employer contribution (partnership pension account).

New entrants joining on or after 30 July 2007 were eligible for membership of the nuvos arrangement or they could have opted for a partnership pension account. Nuvos is also a CARE arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The current rate is 2.3%.

Staff in post prior to 30 July 2007 may be in one of three statutory based ‘final salary’ defined benefit arrangements (classic, premium and classic plus). From April 2011, pensions payable under classic, premium and classic plus are reviewed annually in line with changes in the cost of living. New entrants joining on or after 1 October 2002 and before 30 July 2007 could choose between membership of premium or joining the partnership pension account.

All pension benefits are reviewed annually in line with changes in the cost of living. Any applicable increases are applied from April and are determined by the Consumer Price Index (CPI) figure for the preceding September. The CPI in September 2017 was 3% and HM Treasury has announced that public service pensions will be increased accordingly from April 2018.

Employee contribution rates for all members for the period covering 1st April 2018 – 31st March 2019 are as follows:

### Scheme Year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

Annualised Rate of Pensionable Earnings (Salary Bands)		Contribution rates – Classic members or classic members who have moved to alpha	Contribution rates – All other members
From	To	From 1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019	From 1st April 2018 to 31st March 2019
£0	£15,000.99	4.6%	4.6%
£15,001.00	£21,636.99	4.6%	4.6%
£21,637.00	£51,515.99	5.45%	5.45%
£51,516.00	£150,000.99	7.35%	7.35%
£150,001.00 and above		8.05%	8.05%

Benefits in Classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years’ pension is payable on retirement. For Premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike Classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of Premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per Classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 8% and 14.7% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer’s basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally provided risk benefit cover (death in service and ill health retirement).

## Remuneration and Staffing Report (continued)

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are at or over pension age. Pension age is 60 for members of **Classic**, **Premium**, and **Classic plus** and 65 for members of **novos**. The normal pension age in alpha is linked to the member's State Pension Age but cannot be before age 65. Further details about the NICS pension arrangements can be found at the website [www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni](http://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni).

### Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The CETV figures, and from 2003-04 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the NICS pension arrangements. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2015 and do not take account of any actual or potential benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

### Real increase in CETV

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period. However, the real increase calculation uses common actuarial factors at the start and end of the period so that it disregards the effect of any changes in factors and focuses only on the increase that is funded by the employer.



**S McCartan**  
Accounting Officer

26<sup>th</sup> June 2018

## **Governance Statement for the year ended 31 March 2018**

### **Introduction**

As Accounting Officer for the Northern Ireland Museums Council, it is my responsibility to ensure that a sound system of governance and internal control is maintained that supports the Council in pursuing its overall aims and objectives, which are predicated upon the Northern Ireland Executive's Programme for Government, most particularly the Northern Ireland Museums Policy, and upon various priorities of the Department for Communities.

### **Remit**

The Northern Ireland Museums Council was established in 1993 by order of the then Minister for Education and is constituted as a company limited by guarantee (without share capital) and has charitable status. As such it operates under the Companies Act 2006 and associated subsequent legislation. The Council is not a Statutory Agency and does not carry out its functions on behalf of the Crown. However, for policy and administrative purposes, NIMC is classified as an executive non-departmental body (NDPB) of the Department for Communities, through which it received most of its funding.

Government has approved the Council's overall aim of supporting local museums in Northern Ireland in maintaining and improving their standards of collections care and services to the public and to promote a coherent framework of museum provision.

### **Governance Framework**

The Northern Ireland Museums Council is in compliance with the Code of Good Practice 2013, issued by the Department of Finance, formerly the Department of Finance and Personnel, concerning corporate governance in central government departments. While the Code does not apply to NDPBs, the Council operated within its principles during the financial year 2017-18.

The Northern Ireland Museums Council is governed by a Board of Directors comprising between seven and fifteen members. Board members serve on a voluntary basis and are normally appointed for a period of three years. Directors are drawn from various bodies and constituencies as follows:

- The Minister of the sponsor department has the right to nominate three Directors
- District Councils that operate an Accredited museum have the right to nominate three Directors
- The Northern Ireland Regional Museum Curators Group has the right to nominate three Directors
- The Independent and service museums have the right to nominate two Directors
- Queen's University and the University of Ulster have the right to nominate one Director
- National Museums Northern Ireland may nominate one Director
- Other Directors may be co-opted.

The Board reports to the Northern Ireland Museums Council membership at the Annual General Meeting, which is held in September each year.

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## **Governance Statement for the year ended 31 March 2018 (continued)**

### **The Role of the Board and Governance Framework**

The Board has the corporate responsibility for ensuring that the Northern Ireland Museums Council effectively and efficiently fulfils its aims and objectives while being mindful of its statutory authority and obligations. To this end, the Board:

- Establishes the overall strategic direction of Northern Ireland Museums Council within the determined policy and resources framework,
- Monitors the performance of the Council as it pursues its aims and objectives,
- Observes the highest standards of propriety, particularly in relation to corporate governance and the stewardship of public funds,
- Operates within the limits of its statutory authority and any delegated authority agreed with the Department, and in accordance with any other conditions relating to the use of public funds,
- Ensures full compliance with the Code of Practice on Access to Government Information,
- Takes account of the views and opinions of the Northern Ireland Museums Council membership in devising the work of the Council,
- Takes account of any guidance issued by the Department when reaching its decisions,
- Establishes a committee structure, including an Audit Committee, to assist in carrying out the work of the Council,
- Appoints and monitors the performance of the Council's Chief Executive, who also serves as Accounting Officer.

In carrying out these functions the Board usually meets four times a year, during March, June, September and December. The venue for these meetings alternates between the Northern Ireland Museums Council headquarters in Cultra and a place, usually a museum, outside Belfast. However, from time to time additional meetings of the Board are held to deal with extra-ordinary business.

Board members do not receive remuneration for their service to the Northern Ireland Museums Council.

A system of internal control is maintained which includes the formulation of policies and procedures relating to: fraud prevention, whistleblowing and the requirements of the Bribery Act 2010; financial planning, performance and procurement; the freedom of information and data management; and, risk management, business planning and performance. These, and other associated matters, are scrutinised by the Northern Ireland Museums Council Board at each of its meetings and are the focus of discussions at quarterly accountability meetings held with the Department for Communities.

In addition, the Northern Ireland Museums Council retains the services of a contracted company to provide internal audit services, with external audit being undertaken by the Northern Ireland Audit Office.

The aim of the system of internal control is to manage the risks to a reasonable level, rather than seek to eliminate all of the risks the Northern Ireland Museums Council faces in undertaking its remit and duties.

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## Governance Statement for the year ended 31 March 2018 (continued)

### The Work of the Board and its Committees

Mindful of its statutory obligations, the Board delegates the operation and monitoring of the governance framework to management, together with the day to day operation of the Council. However, it reserves particular matters for decision by the Board, including issues of corporate strategy; key strategic objectives and targets; major decisions involving the use of financial and other resources; and personnel issues including key appointments and standards of conduct. At each of its meetings the Board receives a report on the management and operation of the Council from the staff.

The Board may decide to delegate, where it has power to do so, responsibility for specified matters to Committees of the Board or individual members. The decisions and recommendations of Committees are recorded and presented to a meeting of the full Board for ratification or note.

Currently the Northern Ireland Museums Council Board has four Committees, each having a *Terms of Reference* agreed by the Board:

- Audit Committee – deals with the strategic processes of audit, risk, control and governance.
- Grant Committee – assesses the requests for grant assistance. (Decisions on the allocation of the Council’s Acquisition Fund is delegated to the Chair.)
- Planning Committee – focuses upon the corporate planning and business planning processes.
- Staff Committee – monitors the staff appraisal process and deals with strategic human resource matters.

### The Board

The Board of the Northern Ireland Museums Council serves a three-year term, which for the current Board runs until the 2018 Annual General Meeting of the company.

During the year under review, the Board formally met on four occasions, with the Committees meeting at intervals between the Board meetings. The table below provides an overview of members’ attendance at meetings of the Board during 2017-18, with the number of attendances being set against the total number of meetings which the member could have attended.

Directors	Board	
	Actual	Possible
Neil Armstrong	2	4
Robert Burgess	4	4
Jayne Clarke	4	4
Riann Coulter	3	4
Elizabeth Crooke	4	4
Ben Crothers	2	4
Roisin Doherty	1	4
Anne Dorbie	3	3
Neil Hamilton	2	2
Roddy Hegarty	2	4
Councillor A D McIntyre	1	4
Robin Morton	4	4

Each year the Board agrees a Business Plan which sets out the actions, targets and the allocation of resources to be delivered in support of the Council’s aims, the Programme for Government and the

## Governance Statement for the year ended 31 March 2018 (continued)

Northern Ireland Museums Policy. The draft plan is submitted to the Department for Communities no later than the 31st January each year. The Permanent Secretary in the Department for Communities approved the Council's 2017-18 Business Plan on 7<sup>th</sup> November 2017.

The NIMC Board did not receive any Ministerial direction during 2017-18.

Standing agenda items for the quarterly meetings the Board include written reports from the Chief Executive on the performance against the Business Plan targets, the financial performance, and governance compliance. The minutes of the meetings of the Board are made public through the Council's web site [www.nimc.co.uk](http://www.nimc.co.uk).

Notable aspects of the business conducted by the Board during 2017-18 included reviewing the Council's governance documents, the development of a new three-year Corporate Plan to commence 1<sup>st</sup> April 2018, revising the current year's Business Plan, approving grant support for museums, museum acquisition and the review of the arm's length bodies sponsored by the Department for Communities.

### The Committees

The Council's Audit Committee met on four occasions during the year. Audit Committee meetings are attended by representatives of the Council's internal and external auditors. The Committee reports included the review of various policies and procedures and the active management of corporate risks through the close scrutiny of the Risk Register at each meeting. It also noted progress made in addressing the recommendations of auditors. During the year the Committee reviewed the Council's Procurement, Fraud and Bribery Prevention, Raising Concerns (Whistleblowing) and Credit Card policies.

The Grant Committee met on two occasions to assess the applications received from museums for support through the Accredited Museum Grant Programme. The Planning and Staff Committee jointly met twice to consider the 2018-2021 Corporate Plan and the 2018/19 Business Plan and staff recruitment.

The table below provides an overview of members' attendance at Committee meetings during 2017-18, with the number of attendances being set against the total number of meetings which the member could have attended.

	Audit Committee		Grant Committee		Planning & Staff Joint Committees	
	Actual	Possible	Actual	Possible	Actual	Possible
Neil Armstrong	-	-	1	2	1	2
Robert Burgess	-	-	2	2	-	-
Jayne Clarke	-	-	-	-	-	-
Riann Coulter	-	-	1	2	-	-
Elizabeth Crooke	4	4	-	-	2	2
Ben Crothers	-	-	-	-	-	-
Roisin Doherty	-	-	-	-	1	2
Anne Dorbie	3	3	-	-	-	-
Neil Hamilton	-	-	-	-	-	-
Roddy Hegarty	-	-	2	2	-	-
Councillor A D McIntyre	-	-	-	-	-	-
Robin Morton	4	4	-	-	2	2



## Governance Statement for the year ended 31 March 2018 (continued)

### Independent Assurance

The Comptroller and Auditor General certifies the Council's accounts and provides an opinion on the financial statements and whether they have been properly prepared in accordance with United Kingdom.

In February 2018 the Northern Ireland Museums Council Audit Committee considered the *Internal Audit Annual Report 2017-18* received from the Council's Internal Auditors, PricewaterhouseCoopers, which provided a 'satisfactory' rating and made four Priority 2 recommendations, relating to internal procedures, IT and the review of NIMC policies and procedures. The report also made three Priority 3 recommendations concerning notation of membership, fixed asset register and the additions by NIMC to the Government Funding Database.

### Operation and Performance

#### Business Planning

During 2017-18 the Northern Ireland Museums Council delivered a Business Plan that was structured around the four pillars of the Northern Ireland Museums Policy - Collections Development, Care, Management and Use; Developing Audiences; Education and Learning; and, Infrastructure, Investment and Resources. The Plan was also aligned to DfC's Balanced Scorecard.

The Plan contained eight actions. By the end of the year under review all actions were completed. Details of the achievements made during 2017-18 are set out in the Report of the Directors above.

#### Risk Management

A register of risks was drawn up in relation to the Business Plan 2017-18. Northern Ireland Museums Council identifies and evaluates risks to its business through its Audit Committee. The Committee received a quarterly risk assessment at each of its meetings, which identified the risk, how it was being manifest and managed, and an action plan for addressing the identified threat. Significant risks are escalated to the Board as and when it is deemed necessary.

Significant risks identified during 2017-18 included NIMC's ability to deliver services in support of the Programme for Government; the maintenance of effective financial and other control environments; staffing complement to deliver objectives; and, a breakdown in business continuity. All risks were either treated or mitigating actions were implemented.

#### Financial Planning

The Northern Ireland Museum Council's key financial target is to operate within the allocated budget for the year. Upon approval of the Council's Business Plan for 2017-18, the Department for Communities confirmed the budget allocation at £212,000. The Department for Communities provided additional funding of £6,000 during the year. Northern Ireland Museums Council operated within the stipulated resource ceiling during 2017-18.

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## **Governance Statement for the year ended 31 March 2018 (continued)**

### Procurement

The Council maintains particular procedures regarding procurement. NIMC implemented additional procurement compliance procedures in January 2018 and a revised Procurement Policy was approved by NIMC Board in March 2018. Northern Ireland Museums Council is committed to the prompt payment of bills for goods and services. The target for payment of bills is 10 days from receipt of an appropriate and valid invoice. Performance in this regard was monitored throughout the year, which found that 100% of the bills were paid within the stipulated timeframe. The comparative figure for 2016-17 was 100%.

### Fraud

The Council maintains a policy and procedures relating to fraud prevention. In an analysis of fraud risk, general payments and those relating to grant assistance were identified as the highest risk elements. A revised Fraud and Bribery Prevention Policy was approved by the NIMC Board in March 2018. No fraud investigations were initiated or on-going during 2017-18.

### Health and Safety

In line with the Council's Health and Safety policy and procedures various checks were undertaken during the year. No health and safety issues occurred during 2017-18.

### Conflicts of Interest

The Council maintains a Register of Interests of its Board of Directors and staff. Declarations of interest are made and recorded at each meeting of the Board and its Committees. No associated issues arose during the year.

### Gifts and Hospitality

NIMC has a policy relating to Gifts and Hospitality. No gifts or hospitality were registered during the year under report.

### Freedom of Information and Data Management

The Northern Ireland Museums Council received one request under the Freedom of Information Act during 2017-18. The requested information was for the providers of services in relation to building and mechanical (plumbing) maintenance focusing specifically on asbestos and legionella services for all Northern Ireland museums including details of contracts start and end dates, contract amounts and next tender release. The request was answered in line with established procedures and within the set timeframes. In compliance with the requirements of the Data Protection Act 1998, the Council maintains an associated policy and procedures. No issues concerning data loss occurred during the year.

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## **Governance Statement for the year ended 31 March 2018 (continued)**

### **Review of Effectiveness**

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the staff that have responsibility for the development and maintenance of the governance environment, the reports and recommendations of internal audit, comments made by the external auditors and other review agencies. In March 2017 an assessment of the Board's performance was undertaken, drawing upon the Unlocking your Board's full potential – Board Evaluation Questionnaire, issued by the National Audit Office. This examined the Board's understanding of its remit and role, performance management, relationships with key stakeholders, propriety and fraud, project management, risk management and audit. It concluded that performance and effectiveness were satisfactory, that it was compliant with the principles of good practice of Corporate Governance Code, and that the quality of information and data made available to it was accurate and of a distinct and consistently high calibre.

In addition, the NIMC Audit Committee has reflected on its effectiveness during 2017-18 utilising the National Audit Office's Audit and Risk Assurance Committee Effectiveness Checklist. It concluded that performance and effectiveness were satisfactory and compliant with best practice.

### **Quality of Information**

Based on the control procedures noted and effective implementation of recommendations from internal and external reviews, the Board is content with the quality of the information and data which they receive.

### **Conclusion**

The information provided above gives an understanding of the internal control structure and stewardship of our organisation, gives a sense of the risks and vulnerabilities encountered during the year and how these have been addressed, and from which I conclude that the systems of governance and internal control operated by the Northern Ireland Museums Council are satisfactory.



**S McCartan  
Accounting Officer**

**26<sup>th</sup> June 2018**

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## **Membership of the Northern Ireland Museums Council at 31 March 2018**

The Northern Ireland Museums Council is a membership organisation. There are three categories of member - Museum Member, Supporting Member, and Associate Member. At 31 March 2018 the Council had 98 members (compared with 99 in 2016-17). Membership on behalf of many museums is held by their parent authority. The name of the museum is shown in brackets, where appropriate.

### **Museum Members**

This class of membership is open to museums in Northern Ireland, which are recognised under the Museum Accreditation Scheme. Museum Members are entitled to advice, information, training and grant-aid.

- Antrim and Newtownabbey District Council (Museum at the Mill and Sentry Hill)
- Ards and North Down District Council (North Down Museum)
- Armagh City, Banbridge and Craigavon Borough Council (Armagh County Museum, Barn Museum, Craigavon Museum Service and F. E. McWilliam Gallery and Studio)
- Armagh Robinson Library and No. 5 Vicar's Hill
- Causeway Coast and Glens Borough Council (Ballycastle Museum, Ballymoney Museum, Coleraine Museum, Green Lane Museum, Limavady Museum)
- Derry City and Strabane District Council (Tower Museum)
- Downpatrick and Co Down Railway
- Fermanagh and Omagh District Council (Fermanagh County Museum)
- Flame: The Gasworks Museum
- Garvagh Museum and Heritage Centre
- Inniskillings Museum
- Linen Hall Library
- Lisburn and Castlereagh City Council (Irish Linen Centre & Lisburn Museum)
- Mid and East Antrim Borough Council (Andrew Jackson Centre / US Rangers Centre)
- Carrickfergus Museum and Mid-Antrim Museum)
- Milford House Collection
- Newry, Mourne and Down District Council (Down County Museum and Newry and Mourne Museum)
- Northern Ireland War Memorial
- Police Museum
- Railway Preservation Society of Ireland
- Royal Irish Fusiliers Museum
- Royal Ulster Rifles Museum
- The National Trust (Ardress House, The Argory, Castle Ward, Florence Court, Hezlett House, Mount Stewart, Springhill)
- The Somme Association (Somme Museum)

### **Supporting Members**

This type of membership is open to district councils in Northern Ireland that operate non-Accredited museums and to those that do not operate museum services. Membership of this category entitles councils to advice, information, training and assistance with feasibility and development studies.

There is currently one Supporting Member – Larne Museum (Mid and East Antrim District Council).

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## **Membership of the Northern Ireland Museums Council at 31 March 2018 (continued)**

### **Associate Members**

Membership is open to the national and centrally funded Accredited museums of Northern Ireland, other museums and any agency, commercial company, individual or other body wishing to subscribe. Membership provides access to advice, information and training.

There are currently 57 Associate Members.

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## **The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council**

### **Opinion on financial statements**

I certify that I have audited the financial statements of the Northern Ireland Museums Council for the year ended 31 March 2018 under the Companies (Public Sector Audit) Order (Northern Ireland) 2013. The financial statements comprise the Statement of Financial Activities, Balance Sheet and Cash Flow Statement; and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting standard including FRS 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland" (United Kingdom Generally Accepted Practice). I have also audited the information in the Remuneration and Staffing Report that is described in that report as having been audited.

In my opinion the financial statements:

- give a true and fair view of the state of Northern Ireland Museums Council's affairs as at 31 March 2018 and of its total incoming resources and expenditure of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

### **Opinion on regularity**

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

### **Basis of opinions**

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of this certificate. My staff and I are independent of Northern Ireland Museums Council in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2016, and have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

### **Other Information**

The directors and Accounting Officer are responsible for the other information included in the annual report. The other information comprises the information included in the Annual Report other than the financial statements, the parts of the Remuneration and Staffing Report described in the report as having been audited, and my audit certificate and report. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

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## **The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council (continued)**

### **Opinion on other matters**

In my opinion:

- the parts of the Remuneration and Staffing Report to be audited have been properly prepared in accordance the Government Financial Reporting Manual; and
- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Responsibilities of the directors and Accounting Officer for the financial statements**

As explained more fully in the Statement of Directors and Accounting Officer Responsibilities, the directors' and the Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

### **Auditor's responsibilities for the audit of the financial statements**

My responsibility is to audit, certify and report on the financial statements in accordance with the Companies (Public Sector Audit) Order (Northern Ireland) 2013.

I am required to obtain evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

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## **The Certificate and Report of the Comptroller and Auditor General to the Members of the Northern Ireland Museums Council (continued)**

### **Matters on which I report by exception**

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the parts of the Remuneration and Staffing Report to be audited are not in agreement with the accounting records; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with the Department of Finance's guidance.

### **Report**

I have no observations to make on these financial statements.



*KJ Donnelly  
Comptroller and Auditor General  
Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU*

*5 July 2018*

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## Statement of Financial Activities

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>INCOME &amp; ENDOWMENTS FROM:</b>					
Donations & legacies	3	218,000	14,391	232,391	291,471
Charitable activities	4	4,780	-	4,780	3,740
Other trading activities	5	12,665	-	12,665	12,978
<b>TOTAL INCOME</b>		<u>235,445</u>	<u>14,391</u>	<u>249,836</u>	<u>308,189</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	6	(221,720)	(12,804)	(234,524)	(309,980)
<b>Total Expenditure</b>		<u>(221,720)</u>	<u>(12,804)</u>	<u>(234,524)</u>	<u>(309,980)</u>
<b>NET INCOME/ (EXPENDITURE)</b>	9	13,725	1,587	15,312	(1,791)
<b>TRANSFERS BETWEEN FUNDS</b>					
		1,587	(1,587)	-	-
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		(2,509)	-	(2,509)	(718)
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>12,803</u>	<u>-</u>	<u>12,803</u>	<u>(2,509)</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 32 to 43 form part of these financial statements

## Balance sheet

		2018	2017
	Note	£	£
<b>Fixed assets:</b>			
Tangible assets	12	2,198	161
<b>Current assets</b>			
Debtors	13	2,276	41,338
Cash at bank		65,033	36,522
		<u>67,309</u>	<u>77,860</u>
<i>Total current assets</i>			
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	14	(56,704)	(80,530)
		<u>10,605</u>	<u>(2,670)</u>
<i>Net current assets/(liabilities)</i>			
		<u>12,803</u>	<u>(2,509)</u>
<i>Total assets less current liabilities</i>			
		<u>12,803</u>	<u>(2,509)</u>
<b>Total net assets</b>			
<b>The funds of the charity</b>			
Restricted income funds	15	-	-
Unrestricted funds	16	12,803	(2,509)
		<u>12,803</u>	<u>(2,509)</u>
<b>Total charity funds</b>			

It is the view of the Board that an exemption from the audit requirements of Part 16 of the Companies Act 2006 is available under section 482 of that Act, since the company meets the Department of Finance, formerly the Department of Finance and Personnel's, definition of a non-profit making company and is subject to a public sector audit under the Companies (Public Sector Audit)(Northern Ireland) Order 2013, being an order issued under Article 5(3) of the Audit and Accountability (Northern Ireland) Order 2003. The Board therefore claims this exemption.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts.

These financial statements have been approved by the Board of Directors on 26<sup>th</sup> June 2018 and signed on its behalf by:



**E Crooke**  
 Chair

The notes on pages 32 to 43 form part of these financial statements

## Statement of Cash Flows

	Note	2018 £	2017 £
<b>NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES</b>	22	31,592	(35,546)
<b>CAPITAL EXPENDITURE</b>			
Payments to acquire tangible fixed assets		(3,081)	—
Net cash outflow from capital expenditure		—	—
<b>INCREASE / (DECREASE) IN CASH</b>	23	<u>28,511</u>	<u>(35,546)</u>

The notes on pages 32 to 43 form part of these financial statements

## Notes to the financial statements

### 1. NATURE OF ORGANISATION

The principal activity of Northern Ireland Museums Council is to support local museums in Northern Ireland. The Council is a company limited by guarantee incorporated in Northern Ireland. The Council's place of business is its registered office at 153 Bangor Road, Holywood, Co Down, BT18 0EU.

### 2. ACCOUNTING POLICIES

#### Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 SORP published on 16 July 2014 and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements also meet the disclosure requirements of the Government Financial Reporting Manual (FRM) and those issued by the Department of Finance and Personnel in so far as those requirements are appropriate.

#### Incoming resources

Income is recognised when the charity is legally entitled to, the income after any performance conditions have been met, the amounts can be measured reliably and it is probable that income will be received.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specific service is deferred until the criteria for income recognition are met.

#### Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities includes costs undertaken to further the purposes of the charity. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs and travel expenses which support the charity's activities. These costs have been allocated to expenditure on charitable activities. The basis on which support costs have been allocated are set out in the notes to the accounts.

## Notes to the financial statements (continued)

### 2. ACCOUNTING POLICIES (continued)

Governance costs include those incurred in the governance of the council and are primarily associated with constitutional, statutory requirements and strategic matters such as audit and accountancy, board expenses and printing financial statements. The salary and related overhead costs pertaining to the Chief Executive and finance staff are apportioned between charitable activities and governance costs at a rate of 95% and 5% respectively.

#### Fund accounting

The Council receives various types of funding which require separate disclosure. These are as follows:

- a) unrestricted funds: funds which may be expended at the discretion of management in furtherance of the objects of the Council; and
- b) restricted funds: funds which are earmarked by the donor for specific purposes.

#### Designated funds

Within unrestricted funds the Council may designate a part of its reserves for particular purposes. Designated funds relate to incoming resources in the current and previous years, which are allocated to fund specific activities in future accounting periods.

#### Fixed assets

Tangible fixed assets are stated at valuation.

The costs of all fixed assets of the company are restated annually to reflect their current value using the relevant price indices at the year end (where material). Any revaluation surplus or loss, net of the corresponding adjustment to accumulated depreciation, is credited to the revaluation reserve. However, due to the immaterial nature of the amounts involved no revaluation has been recognised.

The Northern Ireland Museums Council has a fixed asset capitalisation threshold of £250.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment	- 33% Straight line
Office equipment	- 15% Straight line
Furniture	- 10% Straight line

#### Operating lease agreements

Costs in respect of operating leases are charged on a straight line basis over the lease term.

#### Pension scheme arrangements

Past and present staff of the Northern Ireland Museums Council are members of the Principal Civil Service Pensions Scheme (NI) (PCSPS(NI)), as set out in Note 10. The scheme is a defined benefit scheme and is unfunded. All contributions are charged to the Statement of Financial Activities ("SOFA") as incurred.

## Notes to the financial statements (continued)

### Reserves

Northern Ireland Museums Council receives various types of funding which require separate disclosure. These are differentiated between restricted and unrestricted reserves. Unrestricted reserves represent retained amounts available for discretionary spend on the Council's objectives. Restricted reserves represent retained amounts available for specific projects.

### Holiday Pay

A liability is recognised to the extent of any unused holiday pay entitlement which is accrued at the Balance Sheet date carried forward to future periods. This is measured at the undiscounted salary cost of future holiday entitlement so accrued of the Balance Sheet date.

<b>3. DONATIONS &amp; LEGACIES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£	£	£
<b>Grants receivable</b>				
DFC grant-in-aid	218,000		218,000	226,000
Heritage Lottery Fund	<u>-</u>	<u>14,391</u>	<u>14,391</u>	<u>65,471</u>
	<u>218,000</u>	<u>14,391</u>	<u>232,391</u>	<u>291,471</u>
Total 2017	<u>215,000</u>	<u>76,471</u>	<u>291,471</u>	
<b>4. CHARITABLE ACTIVITIES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£	£	£
Training income	<u>4,780</u>	<u>-</u>	<u>4,780</u>	<u>3,740</u>
Total 2017	<u>3,740</u>	<u>-</u>	<u>3,740</u>	
<b>5. OTHER TRADING ACTIVITIES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£	£	£
Memberships	<u>12,665</u>	<u>-</u>	<u>12,665</u>	<u>12,978</u>
Total 2017	<u>12,978</u>	<u>-</u>	<u>12,978</u>	

## Notes to the financial statements (continued)

### 6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Grants awarded	22,338	–	22,338	45,366
Acquisition fund	6,475	–	6,475	1,937
Bursaries	–	579	579	–
Project costs	1,342	–	1,342	2,179
Membership fees	900	–	900	805
Training	6,402	2,424	8,826	18,967
Wages and salaries	108,565	5,024	113,589	156,194
Employer's N.I. Contributions	8,722	5	8,727	11,981
Staff pension costs	27,835	1,145	28,980	37,312
Temporary staff recruitment costs	3,348	–	3,348	3,387
Support costs (note 7)	15,590	3,627	19,217	8,417
Governance costs (note 8)	20,203	–	20,203	23,435
	<u>221,720</u>	<u>12,804</u>	<u>234,524</u>	<u>309,980</u>
<b>Total 2017</b>	<b><u>234,309</u></b>	<b><u>75,671</u></b>	<b><u>309,980</u></b>	

### 7. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Insurance	652	–	652	830
Telephone and communications	961	–	961	2,607
Computer and software	5,856	–	5,856	1,867
Administration costs	–	3,500	3,500	–
Repairs and maintenance	27	–	27	(7,915)
Printing and stationery	1,448	–	1,448	1,601
Postage	243	–	243	507
Travel and subsistence	4,867	127	4,994	6,351
Bank charges	40	–	40	20
Sundry expenses	165	–	165	905
Professional fees	–	–	–	1,200
Depreciation	1,044	–	1,044	203
Bad debts	267	–	267	128
Promotion and brand development	20	–	20	113
	<u>15,590</u>	<u>3,627</u>	<u>19,217</u>	<u>8,417</u>
<b>Total 2017</b>	<b><u>4,803</u></b>	<b><u>3,614</u></b>	<b><u>8,417</u></b>	

## Notes to the financial statements (continued)

### 8. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£
Staff costs	4,226	4,226	5,348
Accountancy fees	7,158	7,158	9,593
Audit fees	6,750	6,750	6,750
Board member expenses	1,169	1,170	892
Printing of annual report	900	900	852
	<u>20,203</u>	<u>20,203</u>	<u>23,435</u>
<b>Total 2017</b>	<b><u>23,435</u></b>	<b><u>23,435</u></b>	

### 9. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2018	2017
	£	£
Staff pension contributions	29,553	38,180
Depreciation	1,044	203
Auditors' remuneration: - audit of the financial statements	<u>6,750</u>	<u>6,750</u>

### 10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2018	2017
	£	£
Wages and salaries	116,841	160,138
Social security costs	9,038	12,395
Other pension costs	<u>29,553</u>	<u>38,180</u>
	<u>155,522</u>	<u>210,713</u>

No remuneration was paid to the Directors of the company. The total of Directors' expenses reimbursed by the company during the year was £158 (2017: £9).

The Principal Civil Service Pension Scheme (NI) ("PCSPS (NI)") of which all of the Council's employees are members, is an unfunded, multi-employer, defined benefit scheme, but Northern Ireland Museums Council is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out at 31 March 2012 and details of this valuation are available in the PCSPS (NI) resource accounts.



## Notes to the financial statements (continued)

### 10. STAFF COSTS AND EMOLUMENTS *(continued)*

For 2017-18, employers' contributions of £28,981 were payable to the PCSPS (NI) (2016-17: £38,180) at one of three rates in the range 20.8% to 26.31% of pensionable pay, based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. A new scheme funding valuation based on data as at 31 March 2012 was completed by the Actuary during 2014-15. This valuation was used to determine employer contribution rates for the introduction of alpha from April 2015. For 2018-19, the rates will also range from 20.8% to 26.3% however the salary bands differ. The contribution rates are set to meet the cost of the benefits accruing during 2017-18 to be paid when the member retires, and not the benefits paid during this period to existing pensioners.

Employees could opt to open a partnership pension account which is a stakeholder pension with an employer contribution. Employer's contributions were paid to one or more of a panel of four appointed stakeholder pension providers. Employer contributions are age related and range from 8% to 14.75% of pensionable pay. Employers also match employee contributions up to 3% of pensionable pay. In addition, employer contributions of 0.5% of pensionable pay, were payable to PCSPS (NI) to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees.

Contributions due to the partnership pension providers at the balance sheet date were £nil. Contributions prepaid at that date were £nil.

#### **Particulars of employees:**

The average number of employees during the year was as follows:

	<b>2018</b>	2017
	No	No
Number of staff	<u>4</u>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2017 – Nil).

### 11. TAXATION

Northern Ireland Museums Council is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**Notes to the financial statements (continued)**

**12. TANGIBLE FIXED ASSETS**

	Computer Equipment £	Office Equipment £	Furniture £	Total £
<b>VALUATION</b>				
At 1 April 2017	4,874	754	7,759	13,387
Additions	3,080	–	–	3,080
Disposals	(1,104)	(200)	(1,275)	(2,579)
<b>At 31 March 2018</b>	<u>6,850</u>	<u>554</u>	<u>6,484</u>	<u>13,888</u>
<b>DEPRECIATION</b>				
At 1 April 2017	4,874	754	7,598	13,226
Charge for the year	883	–	161	1,044
Eliminated on disposal	(1,105)	(200)	(1,275)	(2,580)
<b>At 31 March 2018</b>	<u>4,652</u>	<u>554</u>	<u>6,484</u>	<u>11,690</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2018</b>	<u>2,198</u>	<u>–</u>	<u>–</u>	<u>2,198</u>
At 31 March 2017	<u>–</u>	<u>–</u>	<u>161</u>	<u>161</u>

**13. DEBTORS**

	2018 £	2017 £
Trade debtors	1,110	567
Other debtors	128	39,976
Prepayments	1,038	795
	<u>2,276</u>	<u>41,338</u>

**14. CREDITORS: Amounts falling due within one year**

	2018 £	2017 £
Trade creditors	31,700	20,307
Short –term compensated absences (holiday pay)	5,176	12,091
Taxation and social security	1,552	2,693
Other creditors	744	3,454
Deferred income	–	23,629
Accruals	17,532	18,356
	<u>56,704</u>	<u>80,530</u>

## Notes to the financial statements (continued)

### 15. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2017 £	Incoming resources £	Outgoing resources £	Transfer between funds £	Balance at 31 Mar 2018 £
Restricted Fund	-	14,391	(12,804)	(1,587)	-

Restricted income during 2017/18 related to Heritage Lottery Fund (HLF) grant towards Playful Museums project. This project was completed in June 2017. Following the completion of the project a balance of £1,587 remained in the Restricted Fund. HLF has confirmed that the Northern Ireland Museums Council can retain this balance therefore a transfer between funds has been made. See also note 16 below.

### 16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2017 £	Incoming resources £	Outgoing resources £	Transfer between funds £	Balance at 31 Mar 2018 £
Unrestricted income funds	(2,509)	235,445	(221,720)	1,587	12,803

### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
Unrestricted Income Funds	2,198	10,605	12,803
Restricted Income Funds	-	-	-
	<u>2,198</u>	<u>10,605</u>	<u>12,803</u>

### 18. FINANCIAL INSTRUMENTS

Northern Ireland Museums Council does not have financial instruments which other than basic financial instruments would require further disclosure in the notes to the financial statements.

### 19. GUARANTOR

Northern Ireland Museums Council is a company limited by guarantee and it does not have share capital. The liability of the member is limited to £1 in the event of the company being wound up.

### 20. ULTIMATE CONTROLLING PARTY

The Board of Directors of the Northern Ireland Museums Council Limited is the ultimate controlling party of the company.

## Notes to the financial statements (continued)

### 21. RELATED PARTY TRANSACTIONS

Northern Ireland Museums Council is a Non-Departmental Public Body of the Department for Communities from whom it received funding. The Department for Communities is regarded as a related party. During the year, Northern Ireland Museums Council had no material transactions with the Department for Communities other than the receipt of payments in respect of funded programmes.

Grants were awarded to a range of bodies that are represented on the Council's Board. These can be summarised as follows:

#### Accredited Museum Grant Programme

<b>Grant Applicant</b>	<b>Project</b>	<b>Amount Awarded</b>	<b>Declared interest of Board Member</b>	<b>Associated Organisation</b>
Irish Linen Centre and Lisburn Museum	Equipment and materials for Engaging Young Audiences	£1,107.22	Aaron McIntyre	Lisburn and Castlereagh City Council
Downpatrick and Co Down Railway Museum	Restoration of Park Royal Carriage Interior	£2,026.13	Robert Burgess	Newry, Mourne and Down District Council
Railway Preservation Society of Ireland	Restoration of Ballast Wagon 8309	£3,389.70	Robin Morton	Railway Preservation Society of Ireland
Andrew Jackson Cottage/ US Rangers Centre	US Rangers Gallery Conservation and remounting	£1,654.25	Jayne Clarke	Mid and East Antrim Borough Council
Newry and Mourne Museum	Upgrade of museum's Conservation Heating System	£1,942.25	Robert Burgess	Newry, Mourne and Down District Council
Newry & Mourne Museum	Conservation and remounting	£2,119.00	Robert Burgess	Newry, Mourne and Down District Council
Mid-Antrim Museum	Playful Museums Festival	£265.00	Jayne Clarke	Mid and East Antrim Borough Council
Carrickfergus Museum	Engaging Young Audiences	£597.18	Jayne Clarke	Mid and East Antrim Borough Council
Carrickfergus Museum	Playful Museums Festival	£375.05	Jayne Clarke	Mid and East Antrim Borough Council
Downpatrick & County Down Railway	Development of An Post T.P.O. Display	£601.64	Robert Burgess	Newry, Mourne and Down District Council
Mid-Antrim Museum	Dementia Friendly Programme	£223.50	Jayne Clarke	Mid and East Antrim Borough Council

**Notes to the financial statements (continued)**

Newry and Mourne Museum	Dementia Friendly Programme	£250.00	Robert Burgess	Newry, Mourne and Down District Council
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Acquisition Fund

Grant Applicant	Project	Amount Awarded	Declared interest of Board Member	Associated Organisation
Carrickfergus Museum	Antrim Artillery items and other items from vendor Robert Huffam	£1,000	Jayne Clarke	Mid and East Antrim Borough Council
The Inniskillings Museum	'A Winters March', oil painting by Richard Beavis	£300	Neil Armstrong	The Inniskillings Museum
Newry and Mourne Museum	'The Young Seagull' and 'David Clarke' by Margaret Clarke, oil on canvas paintings	£900	Robert Burgess	Newry, Mourne and Down District Council

**22. RECONCILIATION OF NET INCOMING/(OUTGOING) RESOURCES TO NET CASH OUTFLOW FROM OPERATING ACTIVITIES**

	2018	2017
	£	£
Net incoming resources before transfers	15,312	(1,791)
Depreciation	1,044	203
Decrease/(Increase) in debtors	39,062	(34,021)
(Decrease)/Increase in creditors	<u>(23,826)</u>	<u>63</u>
Net cash outflow from operating activities	<u>31,592</u>	<u>(35,546)</u>

**23. RECONCILIATION OF NET CASH FLOW MOVEMENT TO MOVEMENT IN NET FUNDS**

	2018	2017
	£	£
Increase/(Decrease) in cash in the period	<u>28,511</u>	<u>(35,546)</u>
Change in net funds	28,511	(35,546)
Net funds at 1 Apr 2017	36,522	72,068
Net funds at 31 Mar 2018	<u>65,033</u>	<u>36,522</u>

**24. ANALYSIS OF CHANGES IN NET FUNDS**

	1 Apr 17	Cash flows	31 Mar 18
	£	£	£
Cash at bank	<u>36,522</u>	<u>28,511</u>	<u>65,033</u>

## Notes to the financial statements (continued)

### 25. LOSSES AND SPECIAL PAYMENTS

	2018 £	2017 £
Bad debt written off in current year	<u>267</u>	<u>128</u>
	<u>267</u>	<u>128</u>

### 26. ADDITIONAL DISCLOSURES REQUIRED BY FReM

Northern Ireland Museums Council as a charitable arm's length body, is required to account for grants-in-aid received under the Charities SORP and accordingly include it within Incoming Resources in the Statement of Financial Activity.

For all other arm's length bodies, the Government Financial Reporting Manual (FReM) requires grants-in-aid to be regarded as contributions from controlling parties giving rise to a financial interest in the residual interest of the body and hence accounted for as financing i.e. by crediting them to the income and expenditure reserve.

In addition FReM requires grant-in-aid to be accounted for on a cash basis.

Were Northern Ireland Museums Council to prepare its accounts on these bases, the results would be as follows:

#### Statement of Financial Activities prepared under FReM

	Note	2018 £	2017 £
<b>Income and endowments from:</b>			
Donations & legacies		14,391	65,471
Charitable activities	4	4,780	3,740
Other trading activities	5	<u>12,665</u>	<u>12,978</u>
<b>Total incoming resources</b>		<u>31,836</u>	<u>82,189</u>
<b>Resources expended</b>			
Charitable activities	6	<u>234,524</u>	<u>309,980</u>
<b>Total resources expended</b>		<u>234,524</u>	<u>309,980</u>
<b>Amount transferred to reserves</b>		<b>(202,688)</b>	<b>(227,791)</b>

#### Analysis of Reserves prepared under FReM

	2018 £	2017 £
Balance at 1 April 2017	(2,509)	(718)
Grant in aid received in year	218,000	226,000
Net operating cost for year	<u>(202,688)</u>	<u>(227,791)</u>
<b>Balance at 31 March 2018</b>	<u>12,803</u>	<u>(2,509)</u>

## **Notes to the financial statements (continued)**

### **27. GOING CONCERN**

In December 2016 the Department for Communities (DfC) informed the Chair of the Board that the Northern Ireland Museums Council (NIMC) would be subject to a broader review of Arm's Length Bodies within the Department. This was further to the 2013 review of NIMC's ALB status which resulted in its co-location with National Museums Northern Ireland at Cultra. The 2016 Review has been stalled given the absence of a Minister for the Department. However, the Board of NIMC is cognisant of the NI Executive's ambition to reduce the number of ALB's which could impact NIMC.

The Department has confirmed the budget for NIMC for 2018/19 which is a 4% reduction on 2017/18 and has indicated that the grant-in-aid is likely to continue to decrease and the Corporate Plan needs to be aligned to the declining budget.

In light of the factors, these accounts have been prepared on a going concern basis as, in the opinion of the Directors, NIMC will continue to operate for the foreseeable future.

### **28. EVENTS AFTER THE BALANCE SHEET DATE**

No events occurred between the balance sheet date and the date on which these financial statements were authorised for issue that require disclosure or adjustment.

The Accounting Office authorised these financial statements for issue on 5<sup>th</sup> July 2018

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**Northern Ireland Museums Council**

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**Image, front**

'A Winter's March' by Richard Beavis (1824-1896)

Oil painting depicting a cavalryman of the  
6<sup>th</sup> Inniskilling Dragoons on horseback in a winter  
scene, circa 1730.

Purchased by Inniskillings Museum with assistance  
from the NIMC Acquisition Fund.

© Inniskillings Museum