

REGISTERED COMPANY NUMBER: 02869264 (England and Wales)
REGISTERED CHARITY NUMBER: 1032032

THE LIVING ARCHIVE PROJECT
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

Thompson Balch Limited
Chartered Accountants
Sovereign House
15 Towcester Road
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MK19 6AN

THE LIVING ARCHIVE PROJECT
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FOR THE YEAR ENDED 31 MARCH 2025

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THE LIVING ARCHIVE PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report and financial statements for the year ended 31 March 2025.

OBJECTIVES AND ACTIVITIES

The Living Archive Project ('Living Archive') was set up in 1984 'to advance public education by fostering, promoting and coordinating the development of the artistic and educational interpretation of documentary material'.

The objective is met by:-

1. Collecting historical and contemporary material (artefacts, images and oral history recordings) about Milton Keynes and the towns and villages that constitute it;
2. Making them available online as a resource to inform and educate the wider public; and
3. Partnering with individuals and organisations to create performances and exhibitions based on collected material to inform, educate and entertain the public.

The Trustees have had due regard to the public benefit requirement under section 2 of the Charities Act 2011 and the Charity Commission's guidance on public benefit.

ACHIEVEMENT AND PERFORMANCE

2024-25 was a landmark year for the Living Archive, marking its fortieth anniversary. The milestone was celebrated with two concerts of established and new songs by the Living Archive Band and Future Songwriters, illustrated by images and recordings from the archive, to tell the story of Milton Keynes from the earliest times.

Other achievements included:-

- Greenleys Estate 50th Anniversary. Living Archive interviewed past and current residents, held an exhibition and made a film to celebrate the occasion.
- The Milton Keynes Songbook II. A second collection of songs by the Living Archive Band was collected and scored as a resource for schools and choirs.
- Heritage Open Days. Living Archive co-ordinated a record 244 free events in 2024 (one of the largest participations in the country). 17,564 people attended talks, displays, activities and landmarks during its 10 days.
- MK Museum 50th Anniversary. Living Archive contributed six Down Memory Lane events, 80 interviews and 30 - digital stories to the project to mark the anniversary.
- Q:alliance MK LGBTQ+ Heritage Project. Living Archive provided oral history interview training as well as videoing the interviews, producing a film and presenting the archive online.

Over the year several significant collections were added to the online archive, including the Phillip Cowlshaw Collection, the Bletchley Youth Centre Collection and MK People's Stories - a Museum for a New City.

There were 30 volunteers (including the Trustees) who contributed invaluable service towards the performance of the charity: mainly scanning, transcribing, summarizing, cataloguing and publishing online, but also attending meetings and events

FINANCIAL REVIEW

The results for the year are set out on page 4. Unrestricted funds at 31st March 2025 were £18,642 (2024 £14,972), which was in line with the policy set out below.

The charity's policy is to maintain a reserve of unrestricted funds equivalent to at least 12 weeks of expenditure (and not more than 24 weeks) in order to ensure an orderly close down in the event that incoming funding cannot maintain the charity's operations. This level of reserves was met throughout the year.

The Trustees assessed the major risks to which the charity is exposed, and were satisfied that systems were in place to mitigate exposure

THE LIVING ARCHIVE PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee, having Charitable Status and not having a share capital. The liability of the members (the Trustees) is limited. In the event of a winding-up of the company, every member undertakes to contribute an amount not exceeding £1.

The charity is governed by a Memorandum and Articles of Association. The number of members on incorporation was 6, but the committee has registered an increase to 9. The minimum number of members shall be not less than 3.

New members are recruited by invitation or application and must be approved or rejected by the committee (the Board) . The committee has the right to terminate any membership for good and sufficient reason and may permit members to retire.

The charity is managed by a part-time General Manager - answerable to the committee - who is assisted by a Creative Co-ordinator and Administrator - both also part-time.

REFERENCE AND ADMINISTRATIVE DETAILS

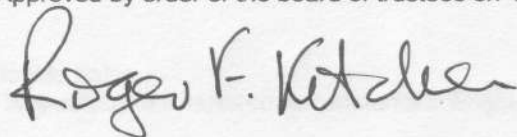
The Living Archive Project Limited ('Living Archive') is registered in England and Wales as a charity (no. 1032032) and limited company (no. 02869264).

The principal and registered office is Milton Keynes Museum, McConnell Drive, Wolverton, Milton Keynes, MK12 5EL.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

R Kitchen Chair
D Bruce Vice Chair (Archives) and Treasurer
V Holton Vice Chair (Artistic)
M Ferns
C Tricks
S Amoah
L Bedeau
T Hill
J Lloyd-Knibbs

Approved by order of the board of trustees on 4 December 2025 and signed on its behalf by:



R F Kitchen - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LIVING ARCHIVE PROJECT

Independent examiner's report to the trustees of The Living Archive Project ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Denise Balch

Denise Balch
The Institute of Chartered Accountants in England and Wales

Thompson Balch Limited
Chartered Accountants
Sovereign House
15 Towcester Road
Old Stratford
Milton Keynes
MK19 6AN

4 December 2025

THE LIVING ARCHIVE PROJECT

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted fund £	Restricted funds £	2025 Total funds £	2024 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	2,994	-	2,994	1,424
Charitable activities					
Project delivery	4	-	107,107	107,107	76,267
Other trading activities	3	1,306	-	1,306	741
Other income		668	-	668	990
Total		4,968	107,107	112,075	79,422
EXPENDITURE ON					
Raising funds	5	128	-	128	52
Charitable activities					
Project delivery	6	17	116,622	116,639	86,106
Other		1,170	-	1,170	780
Total		1,315	116,622	117,937	86,938
NET INCOME/(EXPENDITURE)		3,653	(9,515)	(5,862)	(7,516)
RECONCILIATION OF FUNDS					
Total funds brought forward		14,972	43,806	58,778	66,294
TOTAL FUNDS CARRIED FORWARD		18,625	34,291	52,916	58,778

The notes form part of these financial statements

THE LIVING ARCHIVE PROJECT

BALANCE SHEET 31 MARCH 2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	12	334	17
CURRENT ASSETS			
Cash at bank		54,478	59,511
CREDITORS			
Amounts falling due within one year	13	(1,896)	(750)
NET CURRENT ASSETS		<u>52,582</u>	<u>58,761</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>52,916</u>	<u>58,778</u>
NET ASSETS		<u>52,916</u>	<u>58,778</u>
FUNDS	15		
Unrestricted funds		18,625	14,972
Restricted funds		34,291	43,806
TOTAL FUNDS		<u>52,916</u>	<u>58,778</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

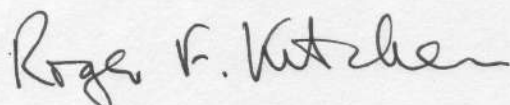
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 4 December 2025 and were signed on its behalf by:



R F Kitchen - Trustee

The notes form part of these financial statements

THE LIVING ARCHIVE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following rate to write off each asset over its estimated useful life.

Fixtures and fittings - straight line over three years.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

THE LIVING ARCHIVE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	<u>2,994</u>	<u>1,424</u>

3. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Fundraising events	<u>1,306</u>	<u>741</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2025	2024
		£	£
Grants	Project delivery	<u>107,107</u>	<u>76,267</u>

The following amounts were received from Milton Keynes Council to fund the projects detailed below.

Heritage Open Days	19,000	18,000
Parks Trust Trail	5,000	-
Discover Milton Keynes	4,000	4,000
Zainabaya Mosque	3,000	-
Look Again	3,000	-
Bradwell Windmill	2,500	-
Organisation Grant	-	8,660
Zerena Grant	-	2,500
Small commissions	-	3,048
	<u>36,500</u>	<u>36,208</u>

5. RAISING FUNDS

Raising donations and legacies

	2025	2024
	£	£
Costs of fundraising	<u>128</u>	<u>52</u>

THE LIVING ARCHIVE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Project delivery	116,639

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025 £	2024 £
Depreciation - owned assets	183	-
Independent Examination	1,170	780

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

9. STAFF COSTS

	2025 £	2024 £
Wages and salaries	71,110	52,313
Other pension costs	1,870	-
	72,980	52,313

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

	2025	2024
Charitable Activities	2	1
Raising Funds	1	1
	3	2

No employees received emoluments in excess of £60,000.

THE LIVING ARCHIVE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,424	-	1,424
Charitable activities			
Project delivery	-	76,267	76,267
Other trading activities	741	-	741
Other income	990	-	990
Total	<u>3,155</u>	<u>76,267</u>	<u>79,422</u>
EXPENDITURE ON			
Raising funds	52	-	52
Charitable activities			
Project delivery	22,990	63,116	86,106
Other	780	-	780
Total	<u>23,822</u>	<u>63,116</u>	<u>86,938</u>
NET INCOME/(EXPENDITURE)	(20,667)	13,151	(7,516)
RECONCILIATION OF FUNDS			
Total funds brought forward	35,639	30,655	66,294
TOTAL FUNDS CARRIED FORWARD	<u><u>14,972</u></u>	<u><u>43,806</u></u>	<u><u>58,778</u></u>

11. PRIOR YEAR ADJUSTMENT

Comparative figures have been re-stated to remove the transfer between funds line of £22,414 which should have been allocated to expenditure.

Expenditure on Charitable activities was amended to £23,770 (previously £56,386) for unrestricted funds and £63,116 (previously £30,050) for restricted funding.

The restricted funding balance was also re-stated by £10,653 to agree it to the Charity's records.

THE LIVING ARCHIVE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2024	26,450
Additions	500
	<hr/>
At 31 March 2025	26,950
DEPRECIATION	
At 1 April 2024	26,433
Charge for year	183
	<hr/>
At 31 March 2025	26,616
NET BOOK VALUE	
At 31 March 2025	334
	<hr/>
At 31 March 2024	17
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13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Social security and other taxes	756	-
Accrued expenses	1,140	750
	<hr/>	<hr/>
	1,896	750
	<hr/>	<hr/>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2025 Total funds £	2024 Total funds £
Fixed assets	-	334	334	17
Current assets	19,765	34,713	54,478	59,511
Current liabilities	(1,140)	(756)	(1,896)	(750)
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	18,625	34,291	52,916	58,778
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THE LIVING ARCHIVE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

15. MOVEMENT IN FUNDS

	At 1/4/24 £	Net movement in funds £	At 31/3/25 £
Unrestricted funds			
General fund	14,972	3,653	18,625
Restricted funds			
Organisation Grant	13,017	(8,968)	4,049
MK Museum	17,329	(16,995)	334
Songwriting Projects	2,880	(1,312)	1,568
Commissions	4,989	1,544	6,533
Pioneer Tales	305	(305)	-
Point Film	5,000	(5,000)	-
Songbook	286	2,125	2,411
Q:alliance	-	12,678	12,678
Bletchley Town Trail	-	3,748	3,748
Hip Hop Project	-	2,970	2,970
	<u>43,806</u>	<u>(9,515)</u>	<u>34,291</u>
TOTAL FUNDS	<u>58,778</u>	<u>(5,862)</u>	<u>52,916</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	4,968	(1,315)	3,653
Restricted funds			
Organisation Grant	-	(8,968)	(8,968)
Heritage Open Days	19,000	(19,000)	-
MK Museum	21,050	(38,045)	(16,995)
Songwriting Projects	7,257	(8,569)	(1,312)
Commissions	5,795	(4,251)	1,544
Discover Milton Keynes	4,000	(4,000)	-
Pioneer Tales	-	(305)	(305)
Point Film	-	(5,000)	(5,000)
Songbook	9,237	(7,112)	2,125
Q:alliance	14,307	(1,629)	12,678
Bletchley Town Trail	5,748	(2,000)	3,748
Bradwell Windmill	2,700	(2,700)	-
Hip Hop Project	3,000	(30)	2,970
Look Again	3,000	(3,000)	-
Zainabaya Mosque	3,000	(3,000)	-
Parks Trust Trail	9,013	(9,013)	-
	<u>107,107</u>	<u>(116,622)</u>	<u>(9,515)</u>
TOTAL FUNDS	<u>112,075</u>	<u>(117,937)</u>	<u>(5,862)</u>

THE LIVING ARCHIVE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/23 £	Net movement in funds £	At 31/3/24 £
Unrestricted funds			
General fund	35,639	(20,667)	14,972
Restricted funds			
Organisation Grant	17,369	(4,352)	13,017
Heritage Open Days	1,150	(1,150)	-
MK Museum	417	16,912	17,329
Songwriting Projects	2,450	430	2,880
Commissions	5,234	(245)	4,989
VE Day Project	82	(82)	-
Zerena	3,953	(3,953)	-
Pioneer Tales	-	305	305
Point Film	-	5,000	5,000
Songbook	-	286	286
	<u>30,655</u>	<u>13,151</u>	<u>43,806</u>
TOTAL FUNDS	<u>66,294</u>	<u>(7,516)</u>	<u>58,778</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	3,155	(23,822)	(20,667)
Restricted funds			
Organisation Grant	8,660	(13,012)	(4,352)
Heritage Open Days	18,000	(19,150)	(1,150)
MK Museum	18,800	(1,888)	16,912
Songwriting Projects	3,000	(2,570)	430
Commissions	3,048	(3,293)	(245)
VE Day Project	-	(82)	(82)
Zerena	2,501	(6,454)	(3,953)
Discover Milton Keynes	4,229	(4,229)	-
Fuller Slade Project	1,100	(1,100)	-
Pioneer Tales	9,955	(9,650)	305
Point Film	5,000	-	5,000
Songbook	1,974	(1,688)	286
	<u>76,267</u>	<u>(63,116)</u>	<u>13,151</u>
TOTAL FUNDS	<u>79,422</u>	<u>(86,938)</u>	<u>(7,516)</u>

THE LIVING ARCHIVE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

15. MOVEMENT IN FUNDS - continued

Restricted Funds

The main funds that were active during the years were :-

- Organisation Grant - for most of the costs of the Creative-Co-ordinator post.
- Heritage Open Days - for the cost of managing and promoting HODs on behalf of Milton Keynes City Council.
- Milton Keynes Museum - for 80 interviews and 30 digital stories as part of the Museum's 'Museum For A New City' project.
- Songwriting Projects - mostly for work with Future Songwriters to produce songs for the 40th Anniversary Concerts.
- Commissions - for smaller projects, principally the Greenley's 50 Anniversary and a project with Santander Unity Place.
- Discover Milton Keynes - for creating and installing exhibitions in the DMK space at the Central Library.
- Point Film - for the second year of a project culminating in a film screened at Heritage Open Days.
- Songbook - for the Milton Keynes Songbook II.
- Q:alliance - for interview training, interview videoing, producing a film and archiving the Q:alliance MK LGBTQ+ Heritage Project.
- Bletchley Town Trail - for research and content for the Bletchley Station to Fenny Stratford Station heritage trail.
- Hip Hop Project - to co-ordinate and work with many partners to capture Milton Keynes' Hip Hop heritage and produce new creative work in dance, music, a film and a magazine

16. RELATED PARTY DISCLOSURES

The following amounts were paid during the year to a business of which Mr R Kitchen , a Trustee, is proprietor .

	£
Editing The Point Documentary film	2,000
Creation of 30 Digital Stories	2,325
Video Camera	500
School training days	500
Oral History training	250
DVD duplication	100

No amounts were outstanding at the end of the reporting period.

During the year ended 31st March 2024, £1,120 was paid for filming and editing.

THE LIVING ARCHIVE PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	2,994	1,424
Other trading activities		
Fundraising events	1,306	741
Charitable activities		
Grants	107,107	76,267
Other income		
Bank deposit interest	668	990
Total incoming resources	112,075	79,422
EXPENDITURE		
Raising donations and legacies		
Costs of fundraising	128	52
Charitable activities		
Wages	71,110	52,313
Pensions	1,870	-
Direct costs of projects	40,869	30,049
Staff and volunteer expenses	717	925
IT and software costs	905	1,572
Telephone and internet	509	460
Memberships	206	315
Sundries	270	472
Fixtures and fittings	183	-
	116,639	86,106
Other		
Independent Examination	1,170	780
Total resources expended	117,937	86,938
Net expenditure	(5,862)	(7,516)

This page does not form part of the statutory financial statements