

**Living history** | northeast  
making memories matter

**The Oral history digital learning centre**

## **REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 March 2022**



LIVING HISTORY (NORTH EAST) LTD  
(A company limited by guarantee)

Charity number 1100755  
Company number 04696986

For the year ended 31 March 2022

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The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 2015)

## **OUR MISSION**

Making Memories Matter: To bring together, to safeguard and then to share living memories and to make this significant cultural heritage asset accessible. We support the innovative use of oral history, personal testimonies, skill development and training to facilitate, encourage and inspired community engagement for the benefit of the people of the city and the region.

*"There are great therapeutic benefits or enhancement-of-life benefits to the narrators doing an oral history. Benefits are directly in proportion to how rigorous a historical effort it is, and therefore, the less "therapeutic" the goal, the more therapeutic the result will be.*

"W. Baum"

# **LIVING HISTORY (NORTH EAST) LTD**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2022

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### **Treasurers Report**

#### **Financial Review**

Living History (North East) Ltd is funded by donations, grants and a variety of generated funds from activities. The total income for the year was £45,070 (2021: £67,948) this income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP). The Balance Sheet at 31 March 2022 shows total funds carried forward of £484,635 (2021: £494,794) of which fixed assets were £481,718 (2021: £481,931)

#### Reserves policy

Living History (North East) Ltd has maintained a small level of free reserves over the years currently there are £3000 reserves to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the free unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. The present level of reserves falls short of this target level. The trustees' strategy is to build reserves through planned operating surpluses.

#### **Reference and Administrative Details**

Charity Name	Living History (North East) Ltd	
Registered Charity Number	1100755	
Company Number	04696986	
Registered Office and operational address	Church Walk Sunderland Tyne and Wear SR1 2BN	
Trustees	Dr Susan Jones	(Chair)
	Mrs. Constance Mary Bulmer	Treasurer
	Mrs. Pauline Hilton	
	Mr. Raymond Hall Davison	
	Miss Sharon Vincent	
	Mr. Alan Cummings	
	Mrs. Janette Hilton	
Company Secretary	Julie Maxwell MICB JM Book keeping 11 Edith Street, Jarrow NE32 5HS	
Independent Examiner		

## **LIVING HISTORY (NORTH EAST) LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2022

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## **Structure, Governance and Management**

### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

### Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

### Organisation

The Council of Management administers the charity and meets monthly. A project director is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the project director has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

### Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

### Public Benefit Statement

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

## **LIVING HISTORY (NORTH EAST) LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2022

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#### **Trustees' Responsibilities in Relation to the Financial Statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

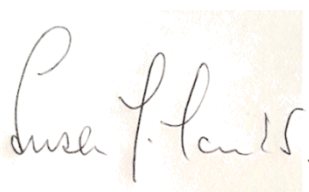
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on:

and signed on their behalf by:

Chair: Dr Susan Jones

A handwritten signature in dark ink, appearing to read 'Susan F. Jones', is written over a light yellow rectangular background.

## **LIVING HISTORY (NORTH EAST) LTD**

- (A company limited by guarantee)

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 31 March 2022

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I report on the financial statements of Living History (North East) Ltd for the year ended 31 March 2022, which are set out on pages 10-18

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

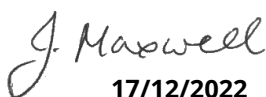
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

  
17/12/2022

Julie Maxwell MICB  
11 Edith Street,  
Jarrow,  
Tyne and Wear

**LIVING HISTORY (NORTH EAST) LTD**

: (A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 31 March 2022

<b><u>Income from:</u></b>	notes	2021 2022 AMOUNT (£) Unrestricted Funds	2021 2022 AMOUNT (£) Restricted Funds	2021 2022 TOTAL (£)	2020 2021 (£)
Voluntary Income	6	15,355		15,355	24,257
Generated Income:	7				
Grants and Contracts		25,300		25,300	21,824
Other Income		2,723		2,723	2,469
Other Trading Activities	8	1,693		1,693	19,398
Investments	9	0		0	0
<b>Total Income</b>		<b>45,071</b>	<b>0</b>	<b>45,071</b>	<b>67,948</b>
<b><u>Expenditure on:</u></b>					
Raising Funds	10	4,843		4,843	1,027
Charitable Activities:		40,903		40,903	
Operation of the Charity	11	9,270		9,270	61,861
<b>Total Expenditure</b>		<b>55,016</b>	<b>0</b>	<b>55,016</b>	<b>62,887</b>
<b>Net Income(expenditure) and net movement of funds</b>		-9,946	0	-9,946	5,061
<b>Reconciliation of Funds</b>					
<b>Total funds brought forward</b>		494,581		494,581	489,520
<b>Total funds carried forward</b>		<b>484,635</b>	<b>0</b>	<b>484,635</b>	<b>494,581</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 12 to 18 form an integral part of these accounts.

# LIVING HISTORY (NORTH EAST) LTD

(A company limited by guarantee)

Charity Number 1100755  
Company Number 04696986

## BALANCE SHEET

As at 31 March 2022

			Total	Total
			2021	2020
			2022	2021
		£	£	£
<b>Fixed Assets</b>				
Tangible Assets	17		481,718	481,718
Total Fixed Assets			481,718	481,718
<b>Current Assets</b>				
Debtors	18			0
Cash at bank and in hand	19	3,267		7,939
Total Current Assets		3,267		7,939
<b>Creditors:</b>				
Amount falling due within one year	20	-350		-350
<b>Net Current Assets</b>			2,917	7,589
<b>Current Assets less</b>			484,635	489,307
<b>Current Liabilities</b>				
<b>Net Assets</b>			484,635	489,307
<b>Represented by:</b>				
Unrestricted Income Funds			484,635	489,520
Restricted Income Funds				
<b>Total Funds</b>			484,635	489,520

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The notes on pages 12 to 20 form an integral part of these accounts.

These financial statements were approved by the Board on: 19/12/2022

and are signed on its behalf by: Pauline Hilton Treasurer



## **LIVING HISTORY (NORTH EAST) LTD**

- (A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2022

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#### **Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

## **2 Basis of accounting**

### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Living History (North East) Ltd meets the definition of a public benefit entity under FRS 102.

### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year end of £2,917 and has already secured funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

## **3 Income**

### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

### **3.3 Grants and donations**

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 specified service is deferred until the criteria of income recognition are met.

## **LIVING HISTORY (NORTH EAST) LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2022

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which give a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of oral history projects and other activities undertaken to further the purposes of the charity and their associated support costs.

## **LIVING HISTORY (NORTH EAST) LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2022

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Property	Straight line over life of lease
Fixtures, fittings and equipment	Straight line over four years

**LIVING HISTORY (NORTH EAST) LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2022

Analysis of Income	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
<b>6 Voluntary Income</b>			0	0
City of Sunderland General Funding	8,934			
Membership Fees	405		405	454
Fundraising Activities	175		175	365
General Donations	5,840		5,840	800
	<b>15,354</b>	<b>0</b>	<b>6,420</b>	<b>1,619</b>
<b>7 Charitable Activities</b>				
<u>Income from Grants and Contracts</u>				
Heritage Fund	0		0	20,400
Awards For All	0		0	0
SIB	0		0	0
Other	2,723		2,723	1,424
<u>Other Income</u>				
Sub Total	0		0	2,469
0	0		0	0
Other Income	0		0	0
	<b>2,723</b>	<b>0</b>	<b>2,723</b>	<b>24,293</b>
<b>8 Other Trading Activities</b>				
Room Hire / Bookings	0		0	188
Services	0		0	17,273
Book Sales	0		0	158
Other	1,693		1,693	1,779
	<b>1,693</b>	<b>0</b>	<b>1,693</b>	<b>19,398</b>
<b>9 Generated Income</b>				
External Projects	25,300		25,300	
	<b>25,300</b>	<b>0</b>	<b>25,300</b>	<b>0</b>

**LIVING HISTORY (NORTH EAST) LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2022

Analysis of expenditure on charitable activities	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
<b>10 Raising Funds</b>				
Merchandising/advertising	1,280		1,280	684
Fundraising and Function Costs	34		34	143
Events and FODS	3,436		3,436	200
Misc	592		592	0
	<b>5,342</b>	<b>0</b>	<b>5,342</b>	<b>1,027</b>
<b>11 Charitable Activities</b>				
<u>Direct Costs</u>				
Salaries and project fees	6,700		6,700	7,000
Travel and volunteer expenses	150		150	1,701
Project expenses	0		0	2,378
Project resources	11		11	4,062
other project costs	956		956	1,239
project training	1,022		1,022	0
Other /Offsite office	1,320		1,320	0
<u>Support Costs</u>				
Salaries	16,780		16,780	16,940
General volunteer expenses	957		957	153
Premises cost and insurance	4,434		4,434	13,662
Utilities	3,393		3,393	2,982
Garden/building maintenance	4,246		4,246	30
Office Costs	6,332		6,832	3,054
Office Equipment purchase/maintenance	1,011		1,011	7,450
Subscriptions/conference fees	260		260	12
bank charges	14		14	14
Travel/ Meetings Costs	394		394	0
Depreciation	0		0	0
Training	375		375	277
Sundries	888		888	344
<u>Governance Costs</u>				
Independent examiners fees	350		350	350
Bookkeeping fees	0		0	0
Trustees' meetings and travel costs	81		81	0
<b>Total Charitable Activities</b>	<b>49,674</b>	<b>0</b>	<b>50,174</b>	<b>46,294</b>
<b>Total Expenditure</b>	<b>55,016</b>	<b>0</b>	<b>55,516</b>	<b>47,321</b>

## LIVING HISTORY (NORTH EAST) LTD

For the year ended 31 March 2022

	2022	2021
	£	£
<b>12 Fees for examination of the accounts</b>		
Independent fees for reporting on the accounts	350	350
	<b>350</b>	<b>350</b>

	2022	2021
	£	£
<b>13 Analysis fo Staff Costs and the cost of key management personnel</b>		
Salaries and Wages	23,480	23940
	<b>23480</b>	<b>23940</b>

No employees received remuneration above £60,000 (2018:£nil)

### 14 Staff Numbers

The average monthly head count was 1 staff (2017: 3staff) and the average monthly number of full-time equivalent employees during the year were as follows

The parts of the charity in which the employees work	2021	2020
	Number	Number
Charitable activities	0.5	0.5
	<b>0.5</b>	<b>0.5</b>

### 15 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or related charity

#### Trustees Expenses

no trustees' expenses have been incurred in the year (2018 £nil)

#### Transaction(s) with related parties

There have been no related party transactions in the reporting period

### 16 Corporation Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988

or section 252 of the Taxation of Chargeable gains Act 1992 to the extent that these are applied to its

charitable objectives

## LIVING HISTORY (NORTH EAST) LTD

For the year ended 31 March 2022

	Freehold land and buildings £	Fixtures, Fittings and Equipment £	Total £
<b>17 Tangible fixed assets</b>			
<b>Cost</b>			
Balance brought forward	481,718	61,320	543,038
Additions			
Disposals			
<b>Balance carried forward</b>	<b>481,718</b>	<b>61,320</b>	<b>543,038</b>
<b>Depreciation</b>			
Basis		SL	
Rate		25%	
Balance brought forward		213	
Deprecation charge for year		213	
Disposals			
<b>Balance carried forward</b>	<b>0</b>	<b>426</b>	<b>0</b>
<b>Net Book Value</b>			
<b>Brought Forward</b>	<b>481,718</b>	<b>0</b>	<b>481,718</b>
<b>Carried Forward</b>	<b>481,718</b>	<b>0</b>	<b>481,718</b>
<b>18 Debtors and prepayments receivable within 1 year)</b>	<b>2022</b>	<b>2021</b>	
	£	£	
Trade Debtors	0	0	
	<b>0</b>	<b>0</b>	
<b>19 Cash at bank and in hand</b>	<b>2022</b>	<b>2021</b>	
	£	£	
Cash at bank	15,818	15,818	
Cash in hand		0	
	<b>15,818</b>	<b>15,818</b>	
<b>20 Creditors and accruals (payable in 1 year)</b>	<b>2022</b>	<b>2021</b>	
	£	£	
Trade Creditors			
Accruals			
Independent examination of accounts	350		
Other Creditors		2955	
	<b>350</b>	<b>2955</b>	