

# FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

England & Wales · Charity number 1152314

## Details

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Other names	FRIENDS OF THE HUNTLEY ARCHIVES AT LONDON METROPOLITAN ARCHIVES, FHALMA
Status	Registered
Legal form	Trust
Registered	2013-06-06
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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London Metropolitan Archives  
40 Northampton Road  
London  
EC1R 0HB

**Phone** 02082558733

**Email** [admin@fhalma.org](mailto:admin@fhalma.org)

**Website** [www.fhalma.org](http://www.fhalma.org)

## Activities

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**Objects:** THE PROMOTION FOR THE GENERAL PUBLIC BENEFIT OF THE HERITAGE OF THE CARIBBEAN AND AFRICAN DIASPORA, IN PARTICULAR BY PROMOTING AND ENHANCING PUBLIC AWARENESS OF AND SUPPORTING EDUCATION AND COMMUNITY PROJECTS FOR THE HUNTLEY COLLECTION AT THE LONDON METROPOLITAN ARCHIVES THE TRUSTEES WILL USE THE INCOME OF THE TRUST SOLELY IN PROMOTING THE OBJECTS AND AT THEIR DISCRETION MAY ALSO SO USE THE CAPITAL

**Activities:** FHALMA develops educational heritage activities drawing knowledge and experiences from Jessica and Eric Huntley's archives, reflecting their impact as pioneering, politically active Black British publishers and community based-educators. FHALMA serves the global Black Diaspora through its activities, including an annual conference, intergenerational archive projects, events and art displays

## Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, Elderly/old People, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Throughout London

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£4,946	£11,660	-	-
2024-04-05	£17,128	£32,046	-	-
2023-04-05	£19,915	£23,247	-	-
2022-04-05	£15,110	£32,877	-	-
2021-04-05	£49,689	£5,938	-	-

## Trustees

Name	Role	Appointed
ACCABRE RUTLIN BSC PGCE		2013-04-19
JANET BROWNE MA BA CERT		2013-04-19
Juliet Alexander		2020-11-01
KEITH WAITHE LRSM PCGEA		2013-04-19
Michelle Anthony		2020-11-20

**FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION**

England & Wales - Charity number 1152314

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# Accounts

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**FRIENDS OF THE HUNTLEY ARCHIVES AT  
LMA FOUNDATION**

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**REPORT AND FINANCIAL STATEMENTS**

**For the year ended**

**5th April 2021**

FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

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## FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

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### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Registered Charly Name</b>	<b>FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION</b>
<b>Charlty number</b>	<b>1152314</b>
<b>Trustees and directors</b>	Juliet Alexander (joined November 2020) Michelle Anthony (joined November 2020) Ade Bamigboye (joined August 2020) Janet Browne Margaret Busby (retired March 2021) Noreen Dunn Peter Edwards (joined March 2020) Donald Hinds retired July 2021 Eric Huntley Rachel Lewis (joined October 2020) Dominic Love joined September 2020 Colin Prescod (retired March 2021) Accabre Rutlin Keith Waithe
<b>Registered Office</b>	London Metropolitan Archives 40 Northampton Road London EC1R 0HB
<b>Independent Examiners</b>	Nadia Shafiq Khan  MNSK Limited 206 Robin Hood Lane Hall Green, Birmingham West Midlands B28 0LG

**Trustees' Report**  
**for the year ended 5th April 2021**

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**ANNUAL REPORT OF THE TRUSTEES for the year ending 5th April 2021**

The trustees present their annual report together with the financial statements for the year ending **5th April 2021**. The trustees who served during the period and up to the date of this report are on page 3.

**Structure and details of how charity managed and Trustee recruitment**

Friends of the Huntley Archives at LMA (FHALMA) is a charitable trust that advises on and organises activities around the Eric and Jessica Huntley Archives held at London Metropolitan Archives (LMA).

FHALMA was registered with the Charity Commission on 6 June 2013. The charity promotes the archives of Eric Huntley (b. 1929) and his wife Jessica (née Carroll) Huntley (1927 – 2013), Black political activists and publishers, who played a prominent role in the Black Caribbean community, and who founded the publishing house Bogle-L'Ouverture Publications in 1968. The Huntleys emigrated from British Guiana, now Guyana, and arrived in London in 1957-58. The Huntleys deposited their archives at London Metropolitan Archives (LMA) in 2005. Their archives were the first major deposit from the African Caribbean community in London to LMA. They contain records of the Huntleys' business, campaigning and education initiatives, personal documents, and copies of a number of the books from the Bogle-L'Ouverture Publications catalogue. These records span more than 50 years of Black African-Caribbean history in London and worldwide. The main series were catalogued between 2005 -2010, funded by LMA. Further rounds of funding for uncatalogued archives is the responsibility of FHALMA.

FHALMA seeks good relationships as those that deliver benefits to all partners. We collaborate formally with London Metropolitan Archives and through this partnership have worked with universities, colleges and schools, charities and community groups, central government, local authorities and other organisations including archives and, art as well as heritage, museums.

**Management**

The FHALMA Board consists of up to 14 members with experience in finance, law, arts, heritage and media, business, IT, education, publishing and a number of other areas that support the charity's work. The trust deed is the governing document used to manage the charity. The Board of Trustees at the most senior level, make strategic decisions and monitor the Chair and leadership of its committees. FHALMA has adopted policies and procedures for the management of finance and resources, volunteers.

FHALMA does not own any property; however, its partnership with London Metropolitan Archives provides a postal address and the venue for an annual conference at 40 Northampton Road, London EC1R 0HB.

The whole Board meets 3-4 times a year and via a series of sub-committees. The Transformation Strategy Group (TSG) is FHALMA's primary operational decision-making body and sub-committee. It is the Board's executive and has delegated powers to make operational decisions and to move forward on its general business. The TSG was set up in 2016 and aims to meet monthly to develop strategic and operational activity. In 2020, the Board agreed that the primary focus for the charity was to concentrate on Digital, Fundraising and Governance for the financial year and approved the set up further three sub-committees to lead in these areas, each headed by a volunteer Chair. The sub-committee membership always comprises at least one Trustee.

FHALMA's work is carried out by volunteers and funding is raised to pay staff for specific projects. FHALMA engages the chief executive in a freelance consultant capacity, as its project manager for

## FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

funded projects. The chief executive is responsible for the charity's leadership, managing the charity's un-funded projects, (for example archive heritage programmes) and for making ongoing organisational decisions in partnership with the TSG members. The chief executive makes strategic recommendations and delivers the strategy according to agreement reached by the Board. Day to day reporting is via the charity's founding Trustee, Eric Huntley.

### Volunteer Recruitment

A rolling programme of recruitment and engagement of volunteers is systemic of how the charity operates. In 2020/21 we continued to improve and develop our processes and policies. As well as refreshing the volunteer pool for organisational development and recruitment expertise, we developed a plan to recruit individuals with skills and experience to provide oversight, energy and commitment to volunteer across all of our development projects. We contracted the pro-bono/para-voluntary commitment of senior-level freelance consultants to support our growth and created specific roles and titles for their work: e.g., a former co-curator for our *No Colour Bar* project joined formerly as a volunteer Senior Advisor. Our plan included recruiting legal professional skills to support the work across partnership and licensing agreements.

During the end of 2019 and the early part of 2020 before Covid-19 caused lockdowns, we successfully recruited and inducted seven new volunteers with skills in evaluation, research, design, branding, event producing. After a detailed and robust process of recruitment, it became more apparent that a Member of the Board who was needed to lead and take responsibility for improving the volunteer experience. This was deemed a priority for FHALMA was to be an important role to ensure that we were on top of supporting skills, nurturing the volunteers. A skills review conducted on current policies on Structure, HR, training and to suggest ways to improve the volunteer experience.

### Trustees Recruitment

FHALMA is committed to increasing the diversity of its skills on Board. We employ an open application process and advertise widely on free job sites. Advertising took place via our newsletters, free online services, (principally via Reach volunteering), direct invitations to targeted individuals and our networks. A Nominations sub-committee comprising of Senior Advisor, Founding Trustee and Chief Executive take potential candidates through a seven-step process. All new Trustees are invited to observe a formal Board meeting, and if moving forward undertake an induction process. Ongoing skills training is offered or arranged as necessary for good practice purposes and to ensure full compliance (e.g. safeguarding updates). The current Trustees represent a significant asset to the charity and will remain a major component of FHALMA's future success.

All Trustees give their time voluntarily and none have any beneficial interest in the charity

During 2020/21, to future proof the charity's legacy, build its resilience, and attract partnerships, we worked towards strengthening our strategic approach, improving digital financial governance with the core goal of making the charity more secure, sustainable. Following an internal skills and governance audit, the analysis presented to the Board revealed several pending retirements and the appetite for trustee participation. After that it was agreed an increase in the numbers of participating trustees was essential to boost strategic skills to enhance our work and raise profile

<b>Trustee Roles</b>	<b>Key areas of support/Input</b>
1. Chair	Lead on governance, driving the strategic development and management, the Chair will support the Trustees to monitor and review FHALMA's performance at Board meetings including the AGM (Annual General Meeting), assist with fundraising activities and to act as an ambassador for FHALMA

## FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

2. Treasurer/Company Secretary	Financial management reporting, compliance and oversight against forecasts and budgets, Charity Commissions reporting
3. Digital/IT systems	Lead on Digital strategy and operational plan to support and future proof organisational needs, provide recommendations for IT systems, Inc. digital & data compliance. Help to seek extra pro-bono support (e.g. from corporates or consultancies)
4. Innovation Advocacy/Archives/Education	Explore innovation and research options to help build alliances/partnerships with other heritage or other Black archives
5. HR Volunteer recruitment/management	Support the development and establishment of robust policies to ensure volunteering experience is excellent and rewarding. Recruitment and OD policies oversight.
6. Fundraiser/Bid writer	Support Chief Exec. With fundraising plans and suggest sources for bid applications

Six new trustee appointments were made in 2020/21. In the previous financial year, Founding Trustee, Company Secretary and Treasurer, Denise Baptiste had stepped down and in March 2020, Peter Edwards was recruited to take up that position. Also in 2020, Ade Bamigboye, (Fundraising) Dominic Love (Digital), Rachel Lewis (OD/HR) Michelle Anthony (Innovation/Learning & Development) were appointed to the Board. Juliet Alexander who had served as Interim Chair, took up the formal role as Chair in November 2020.

### Charitable Purposes, Activities and Objectives

#### **Charitable Purposes**

Our charitable objectives focus on delivering positive outcomes in furthering the use of archives in Education, Research, Outreach and Community Engagement. FHALMA plans to develop internships and an awareness-raising programme, to assist specifically Black young people in considering careers in the heritage sector, with the intention of inserting and attaching Black achievement and experience into national heritage narratives. These aims are integral to our work in positioning the Huntley Archives as part of the story of all of London and beyond. We meet our intergenerational audience outcomes by producing cultural heritage projects, community engagement events, workshops, and live exhibitions.

During 2020/21, the centrepiece of our public-facing work was the London-based annual Huntley conference which took as its theme the impact and influence of activist scholar, Dr Walter Rodney. The Huntley conference was chaired by Juliet Alexander and held at LMA, developed with volunteers, drawing from the materials and testimonies found in the Archives.

#### **Objectives**

We agreed to develop activity that focused on our Strategic Objectives for the next two years. The importance of building resilience and bringing in new skills to ensure that the work of the charity could continue was the priority for the future.

One of the expected outcomes of our two-year plan is to improve our digital footprint, web/online presence, raise awareness and increase the opportunity to share the archive materials through stories of Black resilience and excellence more broadly. We are working even more closely with LMA to extend the current physical footprint of the Archives through digitisation projects.

1. <b>Raise the profile of FHALMA</b> as a charity within the heritage sector, and seek to strengthen awareness and accessibility of our work:
a. Ensure that the Huntley Archives becomes better known, relevant to younger and relatable to wider audiences
b. Provide leadership and act as a focal point in London and the UK for debate, critique and celebration of Black British struggles.
2. <b>Animate Black narratives and support research for heritage initiatives</b> contained in Huntley archives:
a. principally as the basis for developing educational interventionist projects that demonstrate Black contributions to British culture and society

## FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

3. Establish partnerships with Black British heritage organisations; other reputable, values-based heritage, arts and community organisations for the co-development and joint delivery of new programmes;
4. Change and improve attitudes, practices and upturn conventional knowledge within the education sector and wider society regarding the Black presence in Britain
5. Encourage new generations of volunteers/advisors to take on responsibility for the governance, management and running of FHALMA and associated activities
6. Develop a stronger, more progressively enterprising approach to income generation and fundraising, in particular to raise funds in order to develop educational bursaries for the Jessica Huntley Memorial Fund.
7. Strengthen our strategic approach and governance to develop a structurally beneficial platform to attract influential patrons and donors

### Achievements and Performance, including public benefit

#### 2020/21 Objectives

As custodians of the Huntley Archives, the FHALMA Foundation's mission is to develop interventionist heritage projects that demonstrate Black contributions to British culture: to change attitudes, practices and received knowledge within education and the wider society; and to act as a focal point in London and the UK for critique and celebration of Black struggles to belong in Britain.

To achieve our vision, we made a concerted effort to focus on delivering three strategic outcomes through our core plan.

#### 1. Secure an Improved and Coherent Digital presence

#### 2. Develop actions for Raising funds:

#### 3. To improve our record on Governance:

Activity	Objective	Outcomes
1. Secure an Improved and Coherent Digital presence	to design and develop a fit for purpose digital platform (or website) which supports our ambition.	An action plan, sitemap and curation of content was developed, alongside new strategic partnership working
2. Develop actions for Raising funds:	to establish the means of delivering money to fulfil our ambition	Revenue streams for licensing, contractual agreements out in place for commercial entities and pro-bono agreements for charitable/educational research organisations.  Projects were developed to fulfil ambition 1- We raised grants for digitising archives, presence and supporting.  Further excavation and research funding bids has been developed for 2021/22.
3. To improve our record on Governance	to put in place an essential level of governance and risk assessment to satisfy the Charities Commissioners and to	New online compliance systems in place with Xero financial software apps, volunteer recruitment policies

## FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

	demonstrate our credibility in the sector.	and onboarding via secure SharePoint IT systems/
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### **Achievements and Performance**

One important lesson emerged from the prior year's intense activity: we learned that we needed to plan for more financial resources to improve the process of evaluation, to better measure impact and to build in resilience and resources. Our fourth goal of changing and improving attitudes, practices and upturn conventional knowledge within the education sector and wider society regarding the Black presence in Britain is a big aim which must be underpinned by collaboration and strengthening our infrastructure.

Our partnership work with the Gunnersbury Park & Museum had developed furthermore with the introduction of activities and public engagement (events and exhibition) A new Youth Forum that had commenced earlier in 2019, including young people taking master classes and interviewing Eric Huntley, going through to the spring of 2020 saw with the youth forum presenting at the annual Huntley conference in February. At the time of planning the financial year for 2020-21, understandably we were not expecting to cope with a global pandemic. One casualty was the learning and development work of this intergenerational project with the community youth Forum based in Ealing which was disbanded due to social distancing and lockdown. However, during the first part of 2020 to June 2020, whilst we were able to continue our programme of public-facing work up through to the end of year by adapting live engagements events to online/digital activity and maintaining some of objectives that had been originally planned.

Having recently recruited new volunteer teams to kick off the year in the areas of branding, marketing, evaluation and events, we faced a shortfall of experienced support and skills as FHALMA's pool of volunteers took a hit with the ravages our outcomes of the pandemic. On-going volunteering support was immediately impacted by Covid-19. By May 2020 the limit on resources and volunteering input was palpable. However, we had been able to raise funds before the pandemic took hold and deliver a live /in person annual Huntley conference in February 2020 just before the first lockdown. The momentum and forward planning that had taken place in 2019-2020 when FHALMA marked the 50<sup>th</sup> anniversary of Jessica and Eric Huntley's 'Bogle L'Ouverture Publishing company, under the banner "More than Words: 50 years of Bogle L'Ouverture Publishing" helped us continue to develop and build on further activity into the pandemic. Having delivered numerous projects, exhibitions, events and heritage archive initiatives that we either co-produced or supported during the previous financial year, we were able to continue progress against our first three strategic objectives.

1. Raise our profile
2. Animate Black narratives and support research for heritage
3. Establish partnerships with Black British heritage organisations

With online heritage training and new digital skills, by May /June 2020, we were able to reach new intergenerational audiences and increase community engagement by producing a small series of digital/online events, leveraging additional volunteers and increasing our social media engagement. We continued celebrating half a century of writings, books, activism and community with two further projects linked to Walter Rodney in June 2020 and November 2020 (called *Grounded Revolutions*) curated by our volunteers and senior advisors. These online events produced positive outcomes opportunities against our three aims, with the generation of an interest in the heritage as assets, and in the work of the archives, which lead to approached from Museums, Galleries and filmmakers to conduct research to access the archives.

### **Digitising the Huntley Archives**

In Oct 2020 we were able to raise project funds through the National Lottery Heritage Fund (HLF) covid-emergency grant, to stabilise and fund our work to help commence the process to leverage research activities and expertise in increasing exposure for the Huntley archives by means of creating a digitisation project. This major grant enabled us to provide resourcing for digital and online operational resources, Covid-protection, project staffing and consultancy work. The Digitalisation and archiving project work is running on a two-year trajectory, to take into account the innovation, collaboration, learning and development via the LMA partnership, with expenditure against funds being extended into 2021/22 to cover the revised project timeline. One of the outcomes will be a revised website, uploading curated archives, working with our partners LMA and ensuring licensable access to ongoing digital records.

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### Digital Anthology and Research Resource

From our Timespan (TS) partnership, the BLP books that were purchased by TS for the exhibition and installation bookshop in Helmsdale, were then donated to the Acklam community centre in West London, to help start up an accessible library and education programme. We also donated 50 copies of our legacy publication *No Colour Bar* and 20 copies of *New Daughters of Africa, An international anthology of writing by women of African descent*, edited by Margaret Busby. The Black Bookshop in Ladbrooke Grove was launched on 6<sup>th</sup> March 2020 with Acklam, Timespan and FHALMA, plus elders from Black publishing. We are looking to revisit collaborative plans for establishing this as a functioning library in North Kensington with ideas to hold activities for youth engagement at grassroots level to produce a *Street University* learning and reading programme, possibly linking up with young Black lecturers (Goldsmiths, Kings College, Greenwich) and other organisations including Westway Trust, New Beacon Books. An online anthology and research resource of responses to the Huntley's archive records from intergenerational contributors got underway with Acklam Village Community Centre. <https://timespan.org.uk/programme/exhibitions/no-colour-bar-highland-remix/>

### Digitising Archive Project: British Library's Unlocking Our Sound Heritage project: Eric and Jessica Huntley/Bogle L'Ouverture (Sound) Archives at LMA

Our strategic partner, London Metropolitan Archives (LMA) one of ten regional hubs across the UK delivering the British Library's *Unlocking Our Sound Heritage* (UOSH) project, which is funded by the Heritage Lottery Fund (HLF). Of the sound recordings selected from 18 different archives at LMA, two are Eric and Jessica Huntley records and Bogle-L'Ouverture archives. By the end of the financial year, LMA had digitised and catalogued all selected items from both the Huntley and Bogle archives. In total, this represents 15 recordings from the Huntley Archives including '*Black Children in British Schools*' (1989), '*Cuts in Education*' with Maureen Stone (1983), 'Interviews with Eric and Jessica Huntley' by Harry Goulbourne (1992), and talks by 'Eric Huntley at Manchester Polytechnic and Ealing Town Hall' (1986-89). There are 38 digital files from the Bogle archives including a poetry reading by Valerie Bloom (1995), and an interview with Colin Prescod and Eric Huntley, editors of *Torch* (1986).

We were very pleased to support LMA who developed and curated Radical Voices, an online events series on the back of the UOSH digitised archive recordings during the autumn. The events were planned from March 2021 to May 2021 and attracted more than 80 attendees at each event.

### Financial review including any debts and details of your reserves policy (if applicable)

FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

Independent examiners' report  
for the year ended 5th April 2021

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**Independent examiner's report to the Trustees of Friends of the Huntley Archives at LMA (FHALMA)**

I report to the trustees on my examination of the accounts of the Trustees of Friends of the Huntley Archives at LMA (FHALMA) for the year ended 5th April 2021, which are set out on pages 11 to 15.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

accounting records were kept in respect of the Trust as required by section 130 of the Act;

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.



Senior statutory Auditor

Nadia Shafiq Khan  
MNSK Limited  
206 Robin Hood Lane  
Hall Green  
Birmingham  
West Midlands  
B28 0LG

Date:

4/3/2022

FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 5<sup>th</sup> April 2021

	Notes	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total £	Unrestricted Funds 2020 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Charitable activities	2	39,060	10,629	49,689	13,836
<b>Total incoming resources</b>		<b>39,060</b>	<b>10,629</b>	<b>49,689</b>	<b>13,836</b>
<b>Expenditure on:</b>					
Charitable activities		500	1,204	1,704	5,996
Governance cost		507	3,727	4,234	4,296
<b>Total resources expended</b>	3	<b>1,007</b>	<b>4,931</b>	<b>5,938</b>	<b>10,292</b>
<b>Net incoming/(outgoing) resources before transfers for the year</b>		<b>38,053</b>	<b>5,698</b>	<b>43,751</b>	<b>3,544</b>
<b>Net movement in funds</b>					
<b>Reconciliation of funds</b>					
Total funds brought forward		-	18,942	18,942	15,398
<b>Total funds carried forward</b>		<b>38,053</b>	<b>24,640</b>	<b>62,693</b>	<b>18,942</b>

The statement of financial activities includes all gains and losses in the year.

All incoming resources and resources expended derive from continuing activities.

The notes on page 9 to 11 form part of these financial statements.

**FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION**

**BALANCE SHEET  
AS AT 5<sup>th</sup> April 2021**

	Note	£	2021 £	£	2020 £
<b>Current assets</b>					
Other debtors	5	4,458		5,025	
Cash at bank and in hand		59,776		19,747	
		64,234		24,772	
<b>Creditors: amounts falling due within one year</b>	6	(1,541)		(5,830)	
<b>Net current assets</b>			62,693		18,942
<b>Net assets</b>			<b>62,693</b>		<b>18,942</b>
<b>Represented by:</b>					
Unrestricted funds			24,640		18,942
Restricted funds			38,053		-
<b>Total funds</b>			<b>62,693</b>		<b>18,942</b>

The Charitable Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for year ended 5<sup>th</sup> April 2021.

The members have not required the company to obtain an audit of its financial statements for the ended 31<sup>st</sup> March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable 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 special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 3<sup>rd</sup> March 2021 and were signed on its behalf by:

X

*Juliet Alexander*  
Juliet Alexander  
Chair  
Trustee

*Peter Edwards*  
Peter Edwards,  
Treasurer and Company Secretary  
Trustee

# FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION

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## NOTES TO THE FINANCIAL STATEMENTS for the year ended 5th April 2021

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### 1. Summary of significant accounting policies

#### (a) General information and basis of preparation

FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION is registered charity in United Kingdom. The charity constitutes a public benefit entity as defined by FRS 102. 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 applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The charitable company has taken advantage of the option provided in SORP (FRS102) to use headings in the Statement of Financial Activity that are applicable to its operations rather than reporting on an activity basis.

#### (b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

#### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received:

#### (d) Expenditure recognition

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.

**FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION**

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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 5th April 2021

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**(e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

**(f) Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**2. Analysis of Income 2021**

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Income	10,629	39,060	49,689	13,836
<b>Total</b>	<b>10,629</b>	<b>39,060</b>	<b>49,689</b>	<b>13,836</b>

**3. Analysis of Expenses 2021**

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Project costs	500	1,050	1,550	4,021
Trading costs	66	-	66	900
Speaker expenses	-	-	-	1,075
Volunteer expenses	256	-	256	666
IT charges	1,011	-	1,011	-
Printing & stationery	-	-	-	691
Telephone & Internet	37	82	119	-
General expenses	389	-	389	2,939
Postage & freight	225	-	225	-
Office equipment	438	425	863	-
Financial fees	19	-	19	-
Independent examination	1,440	-	1,440	-
<b>Total</b>	<b>4,381</b>	<b>1,557</b>	<b>5,938</b>	<b>10,292</b>

**FRIENDS OF THE HUNTLEY ARCHIVES AT LMA FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 5th April 2021

	2021	2020
	£	£
<b>4. Other Debtors</b>		
	4,458	5,025
	<u>4,458</u>	<u>5,025</u>
	<u><u>4,458</u></u>	<u><u>5,025</u></u>
<b>5. Creditors: Amounts falling due within one year</b>		
	108	5,829
	1,440	-
	<u>1,548</u>	<u>5,829</u>
	<u><u>1,548</u></u>	<u><u>5,829</u></u>
<b>6. Controlling party</b>		

The charitable company is under the control of the Board of Trustees.