

THE FRIENDS OF THE KEEP ARCHIVES

England & Wales · Charity number 1159372

Details

Other names	THE KEEP FRIENDS
Status	Registered
Legal form	CIO
Registered	2014-11-26
Register	View on the Charity Commission register

Contact

Address	The Keep Woollards Way Brighton BN1 9BP
Phone	01825722881
Email	membersfotka@gmail.com

Activities

Objects: ADVANCEMENT OF THE ARTS, CULTURE, HERITAGE AND SCIENCE IN EAST SUSSEX (WHICH FOR THE PURPOSES OF THIS CONSTITUTION SHALL INCLUDE BRIGHTON AND HOVE), IN PARTICULAR BY ASSISTING IN THE USE, MAINTENANCE AND IMPROVEMENT OF ARCHIVE SERVICES AT THE KEEP, WOOLLARDS WAY, BRIGHTON BN1 9BP ("THE KEEP").

Activities: The advancement of the arts, culture, heritage and science of East Sussex (including the City of Brighton and Hove) in particular by assisting in the use, maintenance and improvement of archive services at The Keep, Brighton BN1 9BP. This includes the promotion of archive services; raising funds in order to make grants; providing assistance; and stimulating public interest in the archives.

Classification

- **How:** Makes Grants To Organisations, Provides Human Resources, Provides Services, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- Brighton And Hove
- East Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£6,262	£6,756	-	-
2024-03-31	£6,119	£4,451	-	-
2023-03-31	£5,558	£8,919	-	-
2022-03-31	£20,227	£14,186	-	-
2021-03-31	£9,183	£3,665	-	-

Trustees

Name	Role	Appointed
BILL SHELFORD	Chair	2022-10-09
Annette Betty Shelford		2023-10-07
Christopher Henry Charles Whittick		2022-07-20
Clive Wilson		2022-10-09
Diana Jill Hansen		2022-10-07
Dr Sheena Stevenson Parker		2023-10-07
Jennifer Ann Manthorpe		2024-03-06
PHILIP HAMERTON		2022-10-07
Penelope Ann Mayor Pursey		2022-10-09
Philip Pople		2021-10-07
Richard Eric Pursey		2023-10-25

THE FRIENDS OF THE KEEP ARCHIVES

England & Wales - Charity number 1159372

Accounts

FRIENDS OF THE KEEP ARCHIVES

Trustee Report for the year ended 31 March 2025

The Trustees present herewith their annual report together with the accounts of the charity for the year ended 31 March 2025

Reference and Administration Information

Name & Address: The Friends of The Keep Archives (FoTKA)
The Keep
Woollards Way
Brighton
East Sussex deBN1 9BP

Charity Registration No: 1159372

Trustees: Bill Shelford (Chairman)
Christopher Whittick (Vice Chairman)
Annette Shelford
Clive Wilson
Diana Hansen
Penelope Pursey
Philip Hamerton
Philip Pople
Richard Pursey
Sheena Parker
Anna Manthorpe (Elected 9th October 2024)

Independent Examiner: Roy Thompson FCA

Treasurer: Richard Pursey

Secretary: Diana Hansen

Structure, Governance and Management

FOTKA is a Charitable Incorporated Organisation (CIO) governed by the constitution adopted on 26 November 2014. The management of FOTKA is vested in the Trustees of whom there are currently eleven (maximum fifteen). The Trustees meet regularly and all decisions affecting the CIO are taken collectively at these meetings.

Trustees are appointed for their particular skills and experience which are beneficial to the management of the CIO. On appointment Trustees are given copies of the Constitution, the latest Report & Accounts, the Risk Analysis and "Responsibilities of Trustees". The regulations for the election and terms of office for Trustees are contained in the constitution.

Objectives and Activities

The objects of the CIO are the advancement of the arts, culture, heritage and science in East Sussex (which includes Brighton and Hove) and in particular by assisting in the use, maintenance and improvement of archive services at the Keep. The CIO meets its objectives by raising funds for the support of the Keep and holding events to increase public awareness of both the Keep and the CIO.

Achievements and Performance

In the 12 months under report FoTKA funded the purchase of groups of documents on behalf of the Keep at a total cost of £2,124. Additionally there was expenditure of £2,580 on 2 digitisation projects, £1,200 being given to The Keep and £1,380 to the University of Sussex.

Members receive online or by post Spring and Autumn Newsletters; the latter containing an account of noteworthy acquisitions funded by FoTKA.

During the year under review FoTKA organized a series of Zoom talks for members and non-members.

Financial Review

Income during the year under review after activities was £6,037 an increase of £679 compared to the previous year.

Expenditure increased by £2,841 to £6,531, due almost entirely to the increased expenditure on payments for acquisitions and projects. This resulted in a deficit for the year of £494 compared to the previous year's surplus of £1,668, reducing our net resources to £80,346.

Future Plans

To take action to increase our membership in order to augment our income and ability to support future purchases of new material for The Keep.

This Report was approved by the Trustees on the 21st May 2025 and signed on their behalf by

Bill Shelford, Chairman

FRIENDS of THE KEEP ARCHIVES

Statement of Financial Activities for the year ended 31 March 2025

INCOMING RESOURCES		<u>2025</u>	<u>2024</u>
	Note		
Voluntary income	2	3994	4121
Activities	3	-225	685
Interest		2268	552
		<u>6037</u>	<u>5358</u>
RESOURCES EXPENDED			
Charitable activities		4704	1929
Governance and Administration	4	487	965
Newsletter		1340	796
		<u>6531</u>	<u>3690</u>
NET INCOMING RESOURCES		-494	1668
FUNDS brought forward		80840	79172
FUNDS carried forward		<u>80346</u>	<u>80840</u>

Statement of Assets and Liabilities at 31 March 2025

CASH FUNDS			
Cash at Bank		80346	80840
OTHER MONETARY ASSETS			
Debtors (Gift Aid)		483	495

Approved by the Trustees on 21st May 2025
and signed on their behalf by

Bill Shelford (Chairman)

FRIENDS of THE KEEP ARCHIVES

Notes to the Financial Statement period ended 31 March 2025

1. Accounting Policies

As permitted under section 133 of the Charities Act 2011 the accounts have been prepared on a Receipts and Payments basis.

There are no restricted funds.

	<u>2025</u>	<u>2024</u>
2. Voluntary Income		
Membership subs.	3182	3182
Donations	478	478
Gift Aid tax	461	461
	<u>4121</u>	<u>4121</u>
3. Activities (visits)		
Income	1446	1446
Expenditure	761	761
Net	<u>685</u>	<u>685</u>
4. Governance and Administration		
Insurance	90	90
Website	575	575
Sundry	300	300
	<u>965</u>	<u>965</u>

5. Expenditure

During the year no trustee received any remuneration (2023/2024 - £nil).

Three trustees received reimbursement of their expenses amounting in aggregate to £1,023 (2023/2024 - £922).

6. Staff Costs.

The Charity has no employees.

Independent Examiner's Report to the Trustees of The Friends of The Keep Archives

I report on the Statement of Financial Activities for the year ended 31st March 2025 and the Statement of Assets and Liabilities at that date together with the notes thereto set out on pages 3 and 4. I have reviewed the accounting records from which the Statements have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the Statements to be obtained.

Roy Thompson FCA
Jasmine Cottage, Highlands Avenue
Uckfield

May 2025

THE FRIENDS OF THE KEEP ARCHIVES

England & Wales - Charity number 1159372

Accounts

FRIENDS OF THE KEEP ARCHIVES

Trustee Report for the period ended 31 March 2024

The Trustees present herewith their annual report together with the accounts of the charity for the year ended 31 March 2024

Reference and Administration Information

Name & Address: The Friends of The Keep Archives
(FoTKA)
The Keep
Woollards Way
Brighton
East Sussex deBN1 9BP

Charity Registration No: 1 159372

Trustees: Bill Shelford (Chairman)
Christopher Whittick (Vice Chairman)
Annette Shelford
Clive Wilson
Diana Hansen
Penelope Pursey
Philip Hamerton
Philip Pople
Colin French (Resigned 25th October 2023)
Richard Pursey (Elected 25th October 2023)
Sheena Parker
Anna Manthorpe (Co-opted 6th March 2024)

Independent Examiner: Roy Thompson FCA

Treasurer: Richard Pursey

Diana Hansen

: Secretary
Structure, Governance and Management

FOTKA is a Charitable Incorporated Organisation (CIO) governed by the constitution adopted on 26 November 2014. The management of FOTKA is vested in the Trustees of whom there are currently eleven (maximum fifteen). The Trustees meet regularly and all decisions affecting the CIO are taken collectively at these meetings.

Trustees are appointed for their particular skills and experience which are beneficial to the management of the CIO. On appointment Trustees are given copies of the Constitution, the latest Report & Accounts, the Risk Analysis and "Responsibilities of Trustees". The regulations for the election and terms of office for Trustees are contained in the constitution.

Objectives and Activities

The objects of the CIO are the advancement of the arts, culture, heritage and science in East Sussex (which includes Brighton and Hove) and in particular by assisting in the use, maintenance and improvement of archive services at the Keep. The CIO meets its objectives by raising funds for the support of the Keep and holding events to increase public awareness of both the Keep and the CIO.

Achievements and Performance

In the 12 months under report FoTKA funded the purchase of groups of documents on behalf of the Keep at a total cost of £1,929. There was no expenditure on projects during the year. Members receive online or by post Spring and Autumn Newsletters; the latter containing an account of noteworthy acquisitions funded by FoTKA.

During the year under review FoTKA organized successful visits to Brightling and Trinity House, Lewes and continued with a series of Zoom talks for members and non-members.

Financial Review

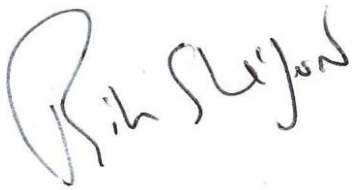
Income during the year under review was £5,358 an increase of £486 compared to the previous year.

Expenditure was reduced in total by £4,543 to £3,690, due almost entirely to the reduced expenditure on payments for acquisitions. This resulted in a surplus for the year of £1,668 compared to the previous year's deficit of £3,362, increasing our net resources to 280,840.

Future Plans

To take action to increase our membership in order to augment our income and ability to support future purchases of new material for The Keep.

This Report was approved by the Trustees on the July 2024 and signed on their behalf by Bill Shelford, Chairman



FRIENDS of THE KEEP ARCHIVES

Statement of Financial Activities for the year ended 31 March 2024

INCOMING RESOURCES		2024	2023
	Note		
Voluntary income	2	4121	5021
Activities	3	685	-149
Interest		552	

	5358	4872
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RESOURCES EXPENDED

Charitable activities	1929	6895
Governance and Administration	965	956
4	796	383
Newsletter	3690	8233
	1668	-3362

NET INCOMING RESOURCES	79172	82534
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FUNDS brought forward

	80840	79172
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FUNDS carried forward

Statement of Assets and Liabilities at 31 March 2024

CASH FUNDS

Cash at Bank	80840	79172
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OTHER MONETARY ASSETS

Debtors (Gift Aid)	495	459
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Approved by the Trustees on July 2024 and signed on their behalf by

Bill Shelford
(Chairman)

FRIENDS of THE KEEP ARCHIVES

Notes to the Financial Statement period ended 31 March 2024

1 - Accounting Policies

As permitted under section 133 of the Charities Act 2011 the accounts have been prepared on a Receipts and Payments basis. There are no restricted funds.

	2024	2023		
2. Voluntary Income			4121	5021
Membership subs.	3182	2999	1446	537
Donations	478	1483	761	686
Gift Aid tax	461	539	685	-149
3. Activities (visits)				
Income			90	75
Expenditure			575	575
Net			300	306
4. Governance and Administration			965	956
Insurance				
Website				
Sundry				

5. Expenditure

During the year no trustee received any remuneration (2022/2023 - Enil).

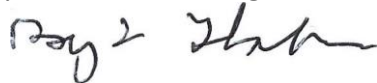
Six trustees received reimbursement of their expenses amounting in aggregate to E922 (2022/2023 - E211).

6. Staff Costs

The Charity has no employees

Independent Examiner's Report to the Trustees of The Friends of The Keep Archives

I report on the Statement of Financial Activities for the year ended 31st March 2024 and the Statement of Assets and Liabilities at that date together with the notes thereto set out on pages 3 and 4. I have reviewed the accounting records from which the Statements have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the Statements to be obtained.



Roy Thompson FCA
Jasmine Cottage, Highlands Avenue
Uckfield

July 2024

THE FRIENDS OF THE KEEP ARCHIVES

England & Wales - Charity number 1159372

Accounts

FRIENDS OF THE KEEP ARCHIVES

Trustee Report for the period ended 31 March 2023

The Trustees present herewith their annual report together with the accounts of the charity for the year ended 31 March 2023

Reference and Administration Information

Name & Address: The Friends of The Keep Archives (FoTKA)
The Keep
Woollards Way
Brighton
East Sussex BN1 9BP

Charity Registration No: 1159372

Trustees: Bill Shelford (Chairman)
Christopher Whittick (Vice Chairman)
Annette Shelford
Clive Wilson
Colin French
Diana Hansen
Penelope Pursey
Philip Hamerton
Philip Pople
Sheena Parker

Independent Examiner: Stephen Cole FCA

Treasurer: Colin French

Secretary: Diana Hansen

Structure, Governance and Management

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Objectives and Activities

The objects of the CIO are the advancement of the arts, culture, heritage and science in East Sussex (which includes Brighton and Hove) and in particular by assisting in the use, maintenance and improvement of archive services at the Keep. The CIO meets its objectives by raising funds for the support of the Keep and holding events to increase public awareness of both the Keep and the CIO.

Achievements and Performance

In the 12 months under report FoTKA funded the purchase of groups of documents on behalf of the Keep at a total cost of £6895. There was no expenditure on projects during the year. Members receive an account of noteworthy acquisitions funded by FoTKA in the Autumn Newsletter which is sent to all members online or by post. In addition to the Spring and Autumn newsletters members can access the FoTKA website.

Following the lifting of the COVID restrictions FoTKA was able to organize a very successful visit to Sutton Place and also started a series of talks delivered to both members and non-members using Zoom which have been watched by an increasing number of viewers.

Financial Review

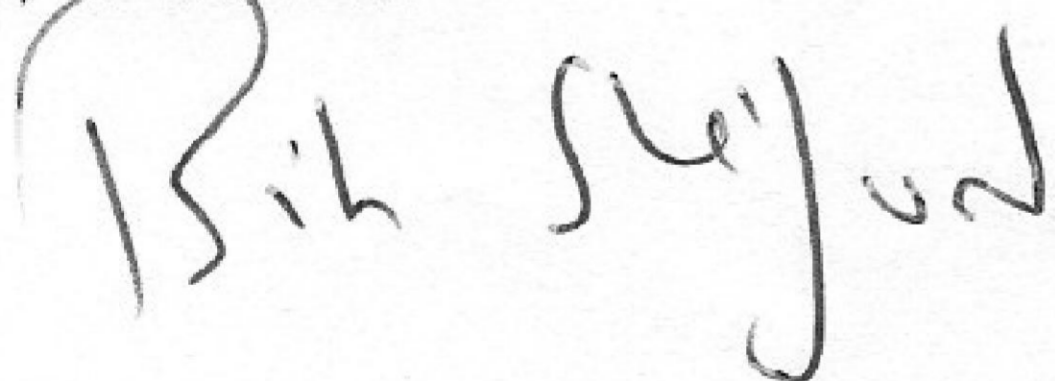
Income during the year under review was £4872 a decrease of some £15355 compared to the previous year which was exceptionally high due to a donation of £10000 in memory of Mrs. Gillian Fane. The negative result of £149 shown for Activities includes the costs of the Zoom talks which are currently provided free of charge.

Expenditure was reduced in total by £5953 to £8233, due entirely to the reduced expenditure on payments for acquisitions. This produced a deficit for the year of £3361 compared to the previous year's surplus of £6041, reducing our net resources to £79173.

Future Plans

To take action to increase our membership in order to augment our income and ability to support future purchases of new material for The Keep.

This Report was approved by the Trustees on the 10th July 2023 and signed on their behalf by Bill Shelford, Chairman



FRIENDS of THE KEEP ARCHIVES

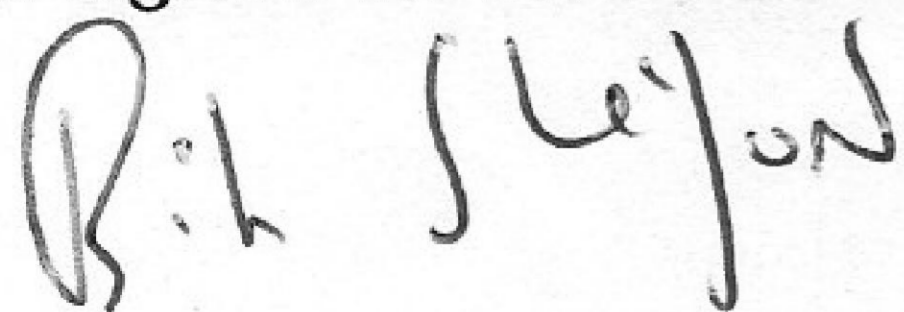
Statement of Financial Activities for the year ended 31 March 2023

INCOMING RESOURCES		<u>2023</u>	<u>2022</u>
	Note		
Voluntary income	2	5021	20227
Activities	3	-149	0
		<u>4872</u>	<u>20227</u>
RESOURCES EXPENDED			
Charitable activities		6895	12861
Governance and Administration	4	956	857
Newsletter		382	468
		<u>8233</u>	<u>14186</u>
NET INCOMING RESOURCES		-3361	6041
FUNDS brought forward		82534	76493
FUNDS carried forward		<u>79173</u>	<u>82534</u>

Statement of Assets and Liabilities at 31 March 2023

CASH FUNDS			
Cash at Bank		<u>79173</u>	<u>82534</u>
OTHER MONETARY ASSETS			
Debtors (Gift Aid)		<u>461</u>	<u>539</u>

Approved by the Trustees on 10th July 2023
and signed on their behalf by



Bill Shelford
(Chairman)

FRIENDS of THE KEEP ARCHIVES

Notes to the Financial Statement period ended 31 March 2023

1. Accounting Policies

As permitted under section 133 of the Charities Act 2011 the accounts have been prepared on a Receipts and Payments basis.

There are no restricted funds.

	<u>2023</u>	<u>2022</u>
2. Voluntary Income		
Membership subs.	2999	3119
Donations	1483	16504
Gift Aid tax	539	604
	<u>5021</u>	<u>20227</u>
3. Activities (visits and talks)		
Income	537	0
Expenditure	686	0
Net	<u>-149</u>	<u>0</u>
4. Governance and Administration		
Insurance	75	75
Independent examination	0	0
Website	575	630
Sundry	306	152
	<u>956</u>	<u>857</u>

5. Expenditure

During the year no trustee received any remuneration (2021/2022 - £nil).

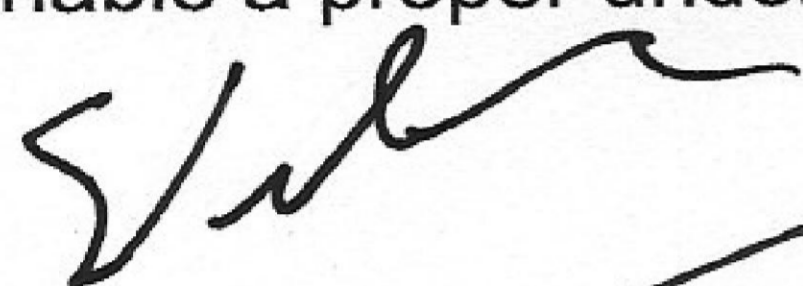
Two trustees received reimbursement of their expenses amounting in aggregate to £211 (2021/2022 - £173).

6. Staff Costs

The Charity has no employees

Independent Examiner's Report to the Trustees of The Friends of The Keep Archives

I report on the Statement of Financial Activities for the year ended 31st March 2023 and the Statement of Assets and Liabilities at that date together with the notes thereto set out on pages 3 and 4. I have reviewed the accounting records from which the Statements have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the Statements to be obtained.



Stephen Cole FCA
33, Shirleys, Ditchling

15th July 2023

THE FRIENDS OF THE KEEP ARCHIVES

England & Wales - Charity number 1159372

Accounts

FRIENDS OF THE KEEP ARCHIVES

Trustee Report for the period ended 31 March 2022

The Trustees present herewith their annual report together with the accounts of the charity for the year ended 31 March 2022

Reference and Administration Information

Name & Address: The Friends of The Keep Archives (FoTKA)
The Keep
Woollards Way
Brighton
East Sussex BN1 9BP

Charity Registration No: 1159372

Trustees: Bill Shelford (Chairman)
Christopher Whittick (Vice Chairman)
Annette Shelford
Clive Wilson
Colin French
Diana Hansen
Penelope Pursey
Philip Hamerton
Philip Pople
Sheena Parker

Independent Examiner: Stephen Cole FCA

Treasurer: Colin French

Secretary: Diana Hansen

Structure, Governance and Management

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Trustees are appointed for their particular skills and experience which are beneficial to the management of the CIO. On appointment Trustees are given copies of the Constitution, the latest Report & Accounts, the Risk Analysis and "Responsibilities of Trustees". The regulations for the election and terms of office for Trustees are contained in the constitution.

Objectives and Activities

The objects of the CIO are the advancement of the arts, culture, heritage and science in East Sussex (which includes Brighton and Hove) and in particular by assisting in the use, maintenance and improvement of archive services at the Keep. The CIO meets its objectives by raising funds for the support of the Keep and holding events to increase public awareness of both the Keep and the CIO.

Achievements and Performance

In the 12 months under report FoTKA funded the purchase of groups of documents on behalf of the Keep at a total cost of £12861. There was no expenditure on projects during the year. Members receive an account of noteworthy acquisitions funded by FoTKA in the Autumn Newsletter which is sent to all members online or by post. In addition to the Spring and Autumn newsletters members can access the FoTKA website.

Due to the COVID restrictions FoTKA was unable to organize any visits normally arranged for members.

Financial Review

Income during the year under review was £20200 an increase of some £11200 compared to the previous year due to a donation of £10000 in memory of Mrs Gillian Fane, one of our most generous members, who sadly died last year.

Expenditure increased in total by £10700 to £14200, due to the increase of £10100 in payments for acquisitions, £600 expenditure on our website and a very small increase for stationery and postage. This produced a surplus for the year of £6000 compared to the previous year's surplus of £5500, increasing our net resources to £82500.

Future Plans

To take action to increase our membership in order to augment our income and ability to support future purchases of new material for The Keep.

This Report was approved by the Trustees on the 20th June 2022 and signed on their behalf by Bill Shelford, Chairman



FRIENDS of THE KEEP ARCHIVES

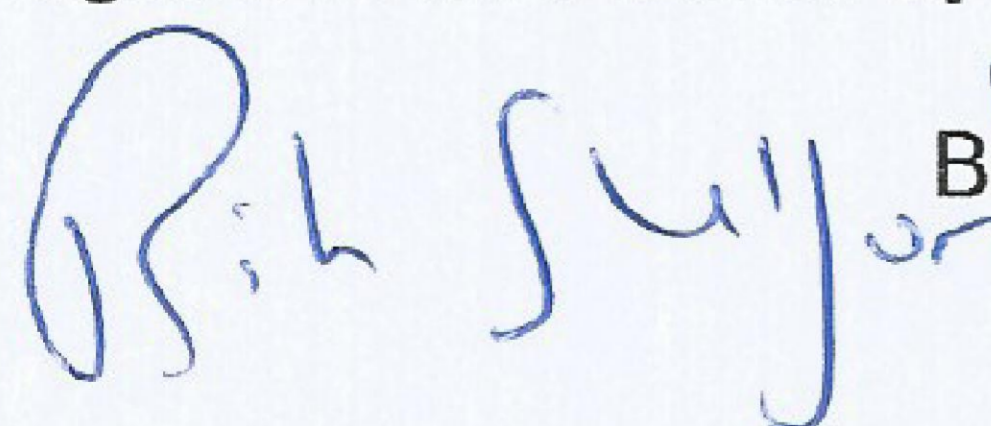
Statement of Financial Activities for the year ended 31 March 2022

INCOMING RESOURCES		<u>2022</u>	<u>2021</u>
	Note		
Voluntary income	2	20227	8967
Activities	3	0	0
		<u>20227</u>	<u>8967</u>
RESOURCES EXPENDED			
Charitable activities		12861	2756
Governance and Administration	4	857	211
Newsletter		468	482
		<u>14186</u>	<u>3449</u>
NET INCOMING RESOURCES		6041	5518
FUNDS brought forward		76493	70975
FUNDS carried forward		<u>82534</u>	<u>76493</u>

Statement of Assets and Liabilities at 31 March 2022

CASH FUNDS			
Cash at Bank		<u>82534</u>	<u>76493</u>
OTHER MONETARY ASSETS			
Debtors (Gift Aid)		<u>539</u>	<u>604</u>

Approved by the Trustees on 20th June 2022
and signed on their behalf by

 Bill Shelford
(Chairman)

FRIENDS of THE KEEP ARCHIVES

Notes to the Financial Statement period ended 31 March 2022

1. Accounting Policies

As permitted under section 133 of the Charities Act 2011 the accounts have been prepared on a Receipts and Payments basis.

There are no restricted funds.

	<u>2022</u>	<u>2021</u>
2. Voluntary Income		
Membership subs.	3119	2931
Donations	16504	5302
Gift Aid tax	604	734
	<u>20227</u>	<u>8967</u>
3. Activities (visits)		
Income	0	0
Expenditure	0	0
Net	<u>0</u>	<u>0</u>
4. Governance and Administration		
Insurance	75	75
Independent examination	0	0
Website	630	0
Sundry	152	136
	<u>857</u>	<u>211</u>

5. Expenditure

During the year no trustee received any remuneration (2020/2021 - £nil).

Two trustees received reimbursement of their expenses amounting in aggregate to £173 (2020/2021 - £233).

6. Staff Costs

The Charity has no employees

Independent Examiner's Report to the Trustees of The Friends of The Keep Archives

I report on the Statement of Financial Activities for the year ended 31st March 2022 and the Statement of Assets and Liabilities at that date together with the notes thereto set out on pages 1 and 2. I have reviewed the accounting records from which the Statements have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the Statements to be obtained.



Stephen Cole FCA
33, Shirleys, Ditchling

23rd June 2022

THE FRIENDS OF THE KEEP ARCHIVES

England & Wales - Charity number 1159372

Accounts

FRIENDS OF THE KEEP ARCHIVES

Trustee Report for the period ended 31 March 2021

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Charity Registration No: 1159372

Trustees: Bill Shelford (Chairman)
Christopher Whittick (Vice Chairman)
Ann Norman
Annette Shelford
Clive Wilson
Colin French
Diana Hansen
Ken Norman
Penelope Pursey
Philip Hamerton
Philip Pople
Sheena Parker

Independent Examiner: Stephen Cole FCA

Treasurer: Colin French

Secretary: Diana Hansen

Structure, Governance and Management

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Achievements and Performance

In the 12 months under report FOTKA funded the purchase of groups of documents on behalf of the Keep at a total cost of £2800. There was no expenditure on projects during the year. Members receive an account of noteworthy acquisitions funded by FoTKA in the Autumn Newsletter which is sent to all members online or by post. In addition to the Spring and Autumn newsletters members can access the FoTKA website.

Due to the COVID restrictions FoTKA was unable to organize any visits normally arranged for members.

Financial Review

Income during the year under review was £9000 a reduction of some £3200 compared to the previous year due to FotKA being unable to arrange any visits which contributed £2100 in 2020.

Expenditure decreased in total by £5600 to £3500, due to the £3700 reduction in payments for acquisitions, no expenditure on our website and savings on stationery and postage. This produced a surplus for the year of £5500 compared to the previous year's surplus of £3100, increasing our net resources to £76500.

Future Plans

To take action to increase our membership in order to augment our income and ability to support future purchases of new material for The Keep.

This Report was approved by the Trustees on the **th June** 2021 and signed on their behalf by Bill Shelford, Chairman

Statement of Financial Activities for the year ended 31 March 2021

INCOMING RESOURCES		<u>2021</u>	<u>2020</u>
	Note		
Voluntary income	2	8967	10084
Activities	3	0	2131
		<u>8967</u>	<u>12215</u>
RESOURCES EXPENDED			
Charitable activities		2756	6465
Governance and Administration	4	211	1847
Newsletter		482	822
		<u>3449</u>	<u>9134</u>
NET INCOMING RESOURCES		5518	3081
FUNDS brought forward		70975	67894
FUNDS carried forward		<u>76493</u>	<u>70975</u>

Statement of Assets and Liabilities at 31 March 2021

CASH FUNDS		
Cash at Bank	<u>76493</u>	<u>70975</u>
OTHER MONETARY ASSETS		
Debtors (Gift Aid)	<u>604</u>	<u>734</u>

Approved by the Trustees on 14th June 2021
and signed on their behalf by

Bill Shelford
(Chairman)

Notes to the Financial Statement period ended 31 March 2021

1. Accounting Policies

As permitted under section 133 of the Charities Act 2011 the accounts have been prepared on a Receipts and Payments basis.

There are no restricted funds.

	<u>2021</u>	<u>2020</u>
2. Voluntary Income		
Membership subs.	2931	3066
Donations	5302	5800
Gift Aid tax	734	1218
	<u>8967</u>	<u>10084</u>
3. Activities (visits)		
Income	0	2475
Expenditure	0	344
Net	<u>0</u>	<u>2131</u>
4. Governance and Administration		
Insurance	75	75
Independent examination	0	195
Website	0	900
Sundry	136	677
	<u>211</u>	<u>1847</u>

5. Expenditure

During the year no trustee received any remuneration (2019/2020 - £nil).

Four trustees received reimbursement of their expenses amounting in aggregate to £233 (2019/2020 - £351).

6. Staff Costs

The Charity has no employees

Independent Examiner's Report to the Trustees of The Friends of The Keep Archives

I report on the Statement of Financial Activities for the year ended 31st March 2021 and the Statement of

Assets and Liabilities at that date together with the notes thereto set out on pages 1 and 2. I have reviewed the accounting records from which the Statements have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the Statements to be obtained.

Stephen Cole FCA
33, Shirleys, Ditchling

th June 2021