

# **FRIENDS OF THE KEEP ARCHIVES**

## **Trustee Report for the period ended 31 March 2021**

The Trustees present herewith their annual report together with the accounts of the charity for the year ended 31 March 2021

### **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)  
                                  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**

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 twelve (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 £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 1<sup>st</sup> 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
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FUNDS brought forward		70975	67894
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FUNDS carried forward		<u>76493</u>	<u>70975</u>
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### 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>
<b>2. Voluntary Income</b>		
Membership subs.	2931	3066
Donations	5302	5800
Gift Aid tax	734	1218
	<u>8967</u>	<u>10084</u>
<b>3. Activities (visits)</b>		
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 31<sup>st</sup> 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

<sup>th</sup> June 2021