

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

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 ten (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 £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

A handwritten signature in blue ink, appearing to read 'Bill Shelford', is written over the printed name of the 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