

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

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 £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

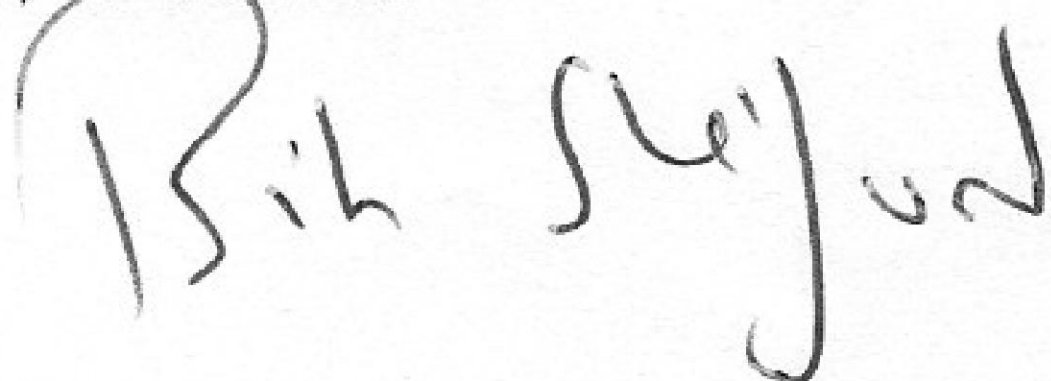
Income during the year under review was £4872 a decrease of some £15355 compared to the previous year which was exceptionally high due to a donation of £10000 in memory of Mrs. Gillian Fane. The negative result of £149 shown for Activities includes the costs of the Zoom talks which are currently provided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

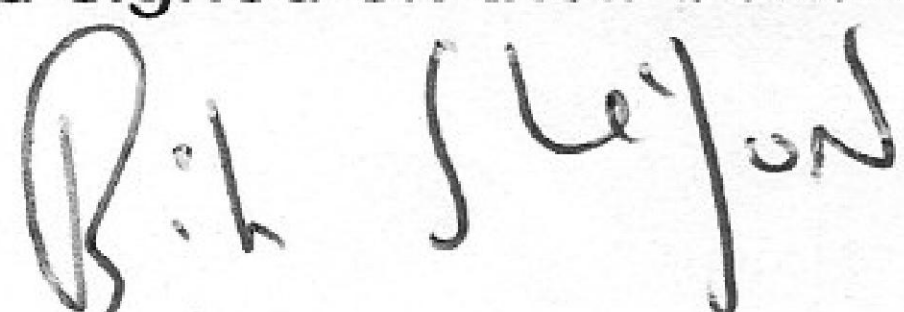
Statement of Financial Activities for the year ended 31 March 2023

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).

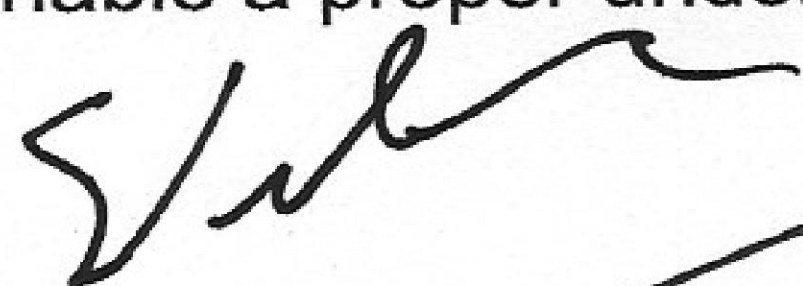
Two trustees received reimbursement of their expenses amounting in aggregate to £211 (2021/2022 - £173).

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