

# 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 BN1 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 25<sup>th</sup> October 2023)  
Richard Pursey (Elected 25<sup>th</sup> October 2023)  
Sheena Parker  
Anna Manthorpe (Co-opted 6<sup>th</sup> 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

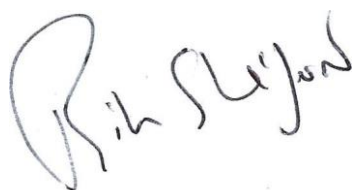
Income during the year under review was £5,358 an increase of £486 compared to the previous year.

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	965	956
4	796	383
Administration	3690	8233
Newsletter	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).

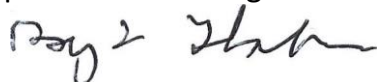
Six trustees received reimbursement of their expenses amounting in aggregate to E922 (2022/2023 - E211).

## 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 31<sup>st</sup> 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