

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)

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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