

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

England & Wales · Charity number 1185971

Details

Other names	FTNA
Status	Registered
Legal form	CIO
Registered	2019-10-24
Register	View on the Charity Commission register

Contact

Address The National Archives
Ruskin Avenue
Richmond
TW9 4DU

Phone 02088763444

Email enquiries@ftna.org.uk

Website www.ftna.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE FOR THE PUBLIC BENEFIT TO ADVANCE THE EDUCATION OF THE PUBLIC, IN PARTICULAR BUT NOT EXCLUSIVELY BY PROMOTING, SUPPORTING AND ASSISTING THE NATIONAL ARCHIVES IN THE FOLLOWING WAYS:(1) PRESERVING AND IMPROVING PUBLIC ACCESS TO DOCUMENTS THAT ARE OF NATIONAL, CULTURAL, ACADEMIC AND HISTORICAL IMPORTANCE;(2) EDUCATING THE PUBLIC ABOUT THE DOCUMENTS AND RECORDS HELD BY THE NATIONAL ARCHIVES.

Activities: Advancing the education of the public, in particular but not exclusively by promoting, supporting and assisting TheNational Archives in the following ways:(1) Preserving and improving public access to documents that are of national,cultural, academic and historical importance;(2) Educating the public about the documents and records held by The NationalArchives.

Classification

- **How:** Makes Grants To Organisations, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** The General Public/mankind

Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£18,737	£13,967	-	-
2023-12-31	£25,990	£16,927	-	-
2022-12-31	£24,764	£35,353	-	-
2021-12-31	£36,110	£36,236	-	-
2020-12-31	£23,927	£9,904	-	-

Trustees

Name	Role	Appointed
Andrew John House		2024-09-17
Asha Lutchmun		2024-12-03
Brian Martin Smith		2021-05-19
Charles Waddicor		2023-09-20
Maria Leonor das Neves Murta Ladeira		2026-04-07
Rebecca Gregory		2021-12-07
Samantha Jane Edwards		2024-12-03
Simon Toby Campbell Ewin		2023-01-25
Stephen Paul DGLISH		2024-09-09

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

England & Wales - Charity number 1185971

Accounts



FRIENDS OF THE NATIONAL ARCHIVES CIO

Trustees' Annual Report for the Year Ending 31 December 2024

1. Legal and Administrative Details

1.1 The Charity

Friends of The National Archives CIO, The National Archives, Ruskin Avenue, Richmond, TW9 4DU. Charity No. 1185971.

1.2 Legal Structure

Charitable Incorporated Organisation.

1.3 Trustees

Charles Waddicor (Chair), Stephen Daghish (appointed December 2024), Samantha Edwards (appointed December 2024), Toby Ewin, Rebecca Gregory, Charlotte Gunnell, Andrew House (appointed September 2024), Asha Lutchmun (appointed December 2024), Nicola Martin (appointed December 2024), Brian Smith, Mervyn Watson (appointed December 2024), Harald Wollinger.

1.4 Governing document

CIO Constitution, registered by the Charity Commission on 24 October 2019 and unamended.

1.5 Objects

The objects of the Charity are for public benefit to advance the education of the public, in particular but not exclusively, by promoting, supporting and assisting The National Archives in the following ways:

1. Preserving and improving public access to documents that are of national, cultural, academic and historical importance.
2. Educating the public about the documents and records held by The National Archives.

2. Explanation of the Work of the Charity

The Friends of The National Archives (FTNA) was able to stabilise its membership numbers during 2024 whilst maintaining support for the National Archives.

Trustees:

The Council of Trustees was successful in recruiting several new trustees who have been important in maintaining the capacity of the Council.

Membership:

Work was begun on reviewing the details of the members.

The Trustees decided to hold the membership fees for FTNA for a further year.

The Council decided to undertake a survey of its membership in 2025.

Support for The National Archives:

FTNA has continued to support the work of The National Archives (TNA), including providing the funding for a film making venture by young people which took its theme from the successful Great Escapes Exhibition; Sensing the Archives, a workshop for blind and partially sighted students, and the Gresford Colliery disaster anniversary. FTNA continued its support of the Christmas Tree located in the entrance foyer of the TNA.

Publications:

We continue to publish our magazine, *Magna*, and a quarterly Newsletter for our members. In September, a 94 page edition of *Magna* was issued to great acclaim. These publications are produced by volunteers.

Possible merger:

The Council explored the possibility of a merger with another small charity, the National Archives Trust, but after consulting its members the Council decided not to proceed.

3. Organisation and Sources of Support

3.1 Organisational structure

The Charity is governed by the trustees, collectively known as the 'Council'. The trustees are supported by volunteers who in operational roles provide information needed to assist in the decision making process. During 2024 the trustees met for Council Meetings on five occasions. These meetings were either via Zoom, or in person at TNA, Kew.

An Annual General Meeting (AGM) held at TNA Kew in June.

3.2 Sources of funding

Funding is derived primarily from membership subscriptions, public donations and legacies received.

3.3 Contribution of volunteers

The volunteers consist of trustees, some currently with operational roles, and members who undertake a range of operational responsibilities in supporting the activities of the Charity.

4. Policies

The trustees took full account of the Charity Commissions Guidance on Public Benefit when formulating the objects for the CIO.

The Charity has Codes of Practice in place which contain a wide range of policies and role descriptions that provides a sound foundation for the Charity's governance and management. Policies include: Data Protection, Treasury and Reserves, Grant making, Equality and Diversity and Editorial and Publications. With regards to health and safety and safeguarding, the Charity observes the policies of The National Archives as related activities only occur on The National Archives premises.

The Charity also has a memorandum of understanding with The National Archives, to ensure the independent identity and interests of the Charity are clearly defined and maintained.

Trustees' approval and signature

I confirm that the trustees have reviewed and approved this report.

Charles Waddicor

Charles Waddicor
Chair of The Friends of The National Archives
7 October 2025

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

BALANCE SHEET AT 31ST DECEMBER 2024

31/12/2023		NOTES	£	£	31/12/2024
£			£	£	£
	CURRENT ASSETS				
50,662	Investments	6	0		
15,000	Deposit account funds		15,000		
10,101	Savings Account		46,906		
2,530	Cash at Bank		2,927		
11,129	Sundry debtors		0		
<u>89,422</u>	Total current assets			<u>64,833</u>	
	CURRENT LIABILITIES				
30,520	Sundry creditors payable within 1 year		3,750		
5,350	Subscriptions in advance		5,880		
<u>35,870</u>	Total current liabilities			<u>9,630</u>	
<u>53,552</u>	NET CURRENT ASSETS				<u>55,203</u>
<u>53,552</u>	TOTAL ASSETS LESS CURRENT LIABILITIES				<u>55,203</u>
	REPRESENTED BY:				
	GENERAL FUND	7			
32,890	B/fwd at 1st January 2023			46,052	
13,162	Add: surplus for year			4,151	
<u>46,052</u>	BALANCE			<u>50,203</u>	
	LIFE MEMBERS FUND	4			
10,000	B/fwd at 1st January 2023			7,500	
	Add: New subscriptions in year				
-2,500	Less: transfer to I&E account			-2,500	
<u>7,500</u>	BALANCE			<u>5,000</u>	
<u>53,552</u>	TOTAL FUNDS				<u>55,203</u>

Signed by one or two trustees on behalf of all the trustees

Signature


Print Name
 Harald Wollinger

Date of approval dd/mm/yyyy
 18/06/2024

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2024

Year ended 31/12/2023		NOTES	Year ended 31/12/2024
£			£
	INCOMING RESOURCES	1	
9,129	Subscriptions	2	11,297
2,500	Life subscriptions	3	2,500
8,629	Gift Aid		0
1,574	Investment income		1,255
0	Seminars, classes and visits (net)		0
4,158	Donations	5	3,685
25,990	TOTAL INCOME		18,737
	RESOURCES EXPENDED	4	
	Operating costs		
2,355	IT related costs		1,960
4,589	Administration		3,117
60	Postage		0
0	Accounts Examination		0
7,004	Total Operating Costs		5,077
	Charitable Activities		
3,831	Magazine costs		4,840
6,092	TNA Projects & Support		4,050
9,923	Total Charitable Activities		8,890
16,927	TOTAL EXPENDITURE		13,967
9,063	Net income/(expenditure) before investment gains/(losses)		4,770
4,099	Unrealised gain/(loss) on investments		-619
13,162	Net income/(expenditure)		4,151
	Other recognised gains/losses		
-2,500	Life membership subscriptions received		-2,500
-2,500	Transfer from Life Membership Fund to I&E		-2,500
-2,500	Net movement in funds		-2,500
	Reconciliation of funds:		
42,890	Total funds brought forward		53,552
53,552	Total funds carried forward		55,203

NOTES TO THE ACCOUNTS

1. General Basis of Preparation.

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (second edition - October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as revised to March 2018, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view' This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

2. Income.

All income is included when the charity is legally entitled to it and the amount can be quantified with reasonable accuracy.

3. Life membership

Subscriptions are credited on receipt to the Life Members Fund (a designated fund). Life subscriptions are depreciated on a straight line basis over a four year period.

This being a change of policy which was agreed at the Trustees meeting on the 16th March 2023.

4. Expenditure.

All expenditure is accounted for on an accruals basis.

TNA Projects & Support are accounted for when approval has been given by Council.

5. Donations

This includes a legacy of £1,000

6. Investments.

The trustees decided to exit the volatile investment market and has exited these at the beginning of 2024.

The realised funds were transferred to bank deposit accounts.

7. Fund accounting.

General funds are unrestricted funds which are available for use by the Trustees

in furtherance of the general objectives of the charity and which have not been designated for other purposes.

8. Staff costs.

The charity is entirely managed by voluntary trustees and does not employ staff.

Some Trustees receive out-of-pocket expenses for travel on Charity business.



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: The Friends of the National Archives

On accounts for the year ended

31st December 2024 Charity no (if any): 1185971

Set out on pages

1-2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: Shona B Milne

Date: 10/10/25

Name: Shona B Milne

Relevant professional qualification(s) or body (if any):

Chartered Accountant (ICAS)

Address:

44 Denbigh Road
Ealing
London W13 8NH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Nothing to report

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

England & Wales - Charity number 1185971

Accounts



FRIENDS OF THE NATIONAL ARCHIVES CIO

Trustees' Annual Report for the Year Ending 31 December 2023

1. Legal and Administrative Details

1.1 The Charity

Friends of The National Archives CIO, The National Archives, Ruskin Avenue, Richmond, TW9 4DU. Charity No. 1185971

1.2 Legal Structure

Charitable Incorporated Organisation

1.3 Trustees

Charles Waddicor (from September 2023); Eileen Wicks; Maggie Deighton; Suzy Bibko; Brian Smith; Steven Gould; Rebecca Gregory; Toby Ewin; Harald Wollinger

1.4 Governing document

CIO Constitution, approved by CC on 24 October 2019 and is unamended.

1.5 Objects

The objects of the Charity are for public benefit to advance the education of the public, in particular but not exclusively by promoting, supporting and assisting The National Archives in the following ways;

1. Preserving and improving public access to documents that are of national, cultural, academic and historical importance.
2. Educating the public about the documents and records held by The National Archives.

2. Explanation of the Work of the Charity

During the reporting year the Charity continued the work of the former unincorporated association charity, Friends of The National Archives, registered charity number 328630.

The long serving chair of trustees stepped down in 2022. Without the dedication of several trustees who took over some of his responsibilities, the FTNA would have struggled significantly as it and the country emerged from the impact of the pandemic. A new chairman was appointed in September 2023.

One of the lasting impacts of Covid for membership organisations, like FTNA, is we have lost a number of members. Membership fees are our principal source of income. Without this we cannot support the National Archives in its work. This is why we have made growing the membership numbers our major strategic objective for 2024, whilst holding the fees at 2022 levels.

Membership fees enable us to sponsor and support projects at the National Archives. In 2023 these included work on the Prize Papers (which has received national recognition), work with school children on the archival collections, including those with special educational needs, and helping to fund the exhibition which celebrated 75 Years of the NHS and attracted over 13,000 visitors. Activities like these enable us to help make the national records and archives relevant and accessible to all.

3. Organisation and Sources of Support

3.1 Organisational structure

The Charity is governed by the trustees, collectively known as the 'Council'. The trustees are supported by volunteers who in operational roles provide information needed to assist in the decision making process. During 2023 the trustees met for Council Meetings every two months, as well as for sub-committee meetings. These were either held via zoom, or live at TNA, Kew. There was also an AGM which was held live at TNA Kew in June.

3.2 Sources of funding

Funding is derived primarily from membership subscriptions, public donations and legacies received.

3.3 Contribution of volunteers

The volunteers consist of trustees, some currently with operational roles, and members who undertake a range of operational responsibilities in supporting the management activities of the Charity.

4. Policies

The trustees took full account of the Charity Commissions Guidance on Public Benefit when formulating the objects for the CIO.

The Charity has a Codes of Practice which contains a wide range of policies and role descriptions that provides a sound foundation for the Charity's governance and management. Policies include: Reserves; Grant-Making; Investment; Investment; Complaints; Data Protection and Equality and Diversity. The policies are reviewed and updated. With regards to health and safety, and safeguarding, the Charity observes the

policies of The National Archives as related activities only occur on The National Archives premises.

The Codes of Practice also serve as an induction source for new trustees, as well as for the voluntary assistants when joining the management team to undertake non-trustee operational roles. The CIO maintains a Risk Register and a Succession Plan. The Charity also has a memorandum of understanding with The National Archives, to ensure the independent identity and interests of the Charity are clearly defined and maintained.

Trustees approval and signature

I confirm that the trustees have reviewed and approved this report.


Charles Waddicor
Chair of The Friends of The National Archives

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

BALANCE SHEET AT 31ST DECEMBER 2023

31/12/2022	£	NOTES	£	£	£	31/12/2023
CURRENT ASSETS						
46563		Investments	6			50662
15000		Deposit account funds				15000
		Savings Account				10101
11749		Cash at Bank				2530
2500		Sundry debtors				11129
<u>75812</u>		Total current assets				<u>89422</u>
CURRENT LIABILITIES						
30703		Sundry creditors payable within 1 year				30520
2219		Subscriptions in advance				5350
<u>32922</u>		Total current liabilities				<u>35870</u>
<u>42890</u>		NET CURRENT ASSETS				<u>53552</u>
<u>42890</u>		TOTAL ASSETS LESS CURRENT LIABILITIES				<u>53552</u>
REPRESENTED BY:						
GENERAL FUND						
52192		B/fwd at 1st January 2022	7			32890
-19302		Add: surplus for year				13162
<u>32890</u>		BALANCE				<u>46052</u>
LIFE MEMBERS FUND						
11164		B/fwd at 1st January 2022	4			10000
1500		Add: New subscriptions in year				
-2664		Less: transfer to I&E account				-2500
<u>10000</u>		BALANCE				<u>7500</u>
<u>42890</u>		TOTAL FUNDS				<u>53552</u>

Signed by one or two trustees on behalf of all the trustees

Signature 

Print Name Harold Hollinger

Date of approval dd/mm/yyyy 18/06/2024

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

NOTES TO THE ACCOUNTS

1. General Basis of Preparation.

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (second edition - October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as revised to March 2018, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view' This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

2. Income.

All income is included when the charity is legally entitled to it and the amount can be quantified with reasonable accuracy.

3. Life membership

Subscriptions are credited on receipt to the Life Members Fund (a designated fund). Life subscriptions are depreciated on a straight line basis over a four year period. This being a change of policy which was agreed at the Trustees meeting on the 16th March 2023.

4. Expenditure.

All expenditure is accounted for on an accruals basis.

TNA Projects & Support are accounted for when approval has been given by Council.

5. The figure for 2023 Donations include two legacies of £629 and £500

6. Investments.

Investments are stated at market value at the Balance Sheet date.

Unrealised gains/losses are shown in the Income & Expenditure Accounts

	Value at 31/12/2022	Disposals	Additions	Inc/(Dec)	Value at 31/12/2023
COIF Investment Fund	41964	0	0	3856	45820
COIF Fixed Interest Fund	4599	0	0	243	4842
	46563	0	0	4099	50662

7. Fund accounting.

General funds are unrestricted funds which are available for use by the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

8. Staff costs.

The charity is entirely managed by voluntary trustees and does not employ staff. Some Trustees receive out-of-pocket expenses for travel on Charity business.



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Friends of the National Archives

On accounts for the year
ended

31 st December 2023	Charity no (if any)	1185971
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Set out on pages

1-2	<small>(examiner to include the page numbers of additional sheets)</small>
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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.12.2023

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: Shona B. Milne Date: 28th Oct. 2024

Name: SHONA B. MILNE

Relevant professional
qualification(s) or body
(if any):

CHARTERED ACCOUNTANT
(ICAS)

Address:

<u>44 DENRIGH ROAD</u>
<u>FAUNG</u>
<u>LONDON W13 8NH.</u>

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Nothing to report

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

England & Wales - Charity number 1185971

Accounts



FRIENDS OF THE NATIONAL ARCHIVES CIO

Trustees' Annual Report for the Year Ending 31 December 2022

1. Legal and Administrative Details

- 1.1 The Charity
Friends of The National Archives CIO, The National Archives, Ruskin Avenue, Richmond, TW9 4DU. Charity No. 1185971
- 1.2 Legal Structure
Charitable Incorporated Organisation
- 1.3 Trustees
Tony Wakeford (until June 2022); Eileen Wicks; Maggie Deighton; Suzy Bibko; Brian Smith; Steven Gould; Rebecca Gregory; Julie Senior.
- 1.4 Governing document
CIO Constitution, approved by CC on 24 October 2019 and is unamended.
- 1.5 Objects
The objects of the Charity are for public benefit to advance the education of the public, in particular but not exclusively by promoting, supporting and assisting The National Archives in the following ways;
 - 1. Preserving and improving public access to documents that are of national, cultural, academic and historical importance.
 - 2. Educating the public about the documents and records held by The National Archives.

2. Explanation of the Work of the Charity

During the reporting year the Charity continued the work of the former unincorporated association charity, Friends of The National Archives, registered charity number 328630. This work though continued to be curtailed in three ways because of the ongoing circumstance surrounding the Covid Pandemic, along with the following 'Cost of Living Crisis'.

Firstly, there was the continuing decline in FTNA membership numbers resulting in a reduced level of income. Secondly, there was a decline in

volunteers available to take on and maintain a role of FTNA trustee or voluntary assistant. Thirdly, as The National Archives and its staff were not completely fully functional throughout 2022, there was a continued impact on the charity in being able to support prospective projects to unlock the historical record for public benefit.

Despite all of this though, funding support was still able to be provided. This included funding to pay for the six month employment of an experienced Post-Doctoral researcher with specialism in 18 and 19 century Irish-British history. Also funding support was given to the TNA Education Department with their annual film making project, which enables young persons to access original documents and produce their own historical interpretation and understanding through the media of short films.

The Charity also continued with its ongoing development and increase of its social media presence, using it to showcase the past and present work of the Charity, trying to attract new membership and voluntary assistance, and highlighting the scale and diversity of the historical record.

3. Organisation and Sources of Support

3.1 Organisational structure

The Charity is governed by the trustees, collectively known as the 'Council'. The trustees are supported by volunteers who in operational roles provide information needed to assist in the decision making process. During 2022 the trustees met for Council Meetings every two months, as well as for sub-committee meetings. These were either held via zoom, or live at TNA, Kew. There was also an AGM which was held live at TNA Kew in June.

3.2 Sources of funding

Funding is derived primarily from membership subscriptions, public donations and legacies received. The Charity did not fundraise for any projects during 2022.

3.3 Contribution of volunteers

The volunteers consist of trustees, some currently with operational roles, and members who undertake a range of operational responsibilities in supporting the management activities of the Charity.

4. Policies

The trustees took full account of the Charity Commissions Guidance on Public Benefit when formulating the objects for the CIO.

The Charity has a Codes of Practice which contains a wide range of policies and role descriptions that provides a sound foundation for the Charity's governance and management. Policies include: Reserves;

Grant-Making; Investment; Investment; Complaints; Data Protection and Equality and Diversity. The policies are reviewed and updated. With regards to health and safety, and safeguarding, the Charity observes the policies of The National Archives as related activities only occur on The National Archives premises.

The Codes of Practice also serve as an induction source for new trustees, as well as for the voluntary assistants when joining the management team to undertake non-trustee operational roles. The CIO maintains a Risk Register and a Succession Plan. The Charity also has a memorandum of understanding with The National Archives, to ensure the independent identity and interests of the Charity are clearly defined and maintained.

Trustees approval and signature

I confirm that the trustees have reviewed and approved this report.

Eileen Wicks
Vice Chairman

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2022

Year ended 31/12/2021		NOTES	Year ended 31/12/2022
£			£
	INCOMING RESOURCES	1	
14323	Subscriptions	2	18227
973	Life subscriptions	3	2664
2500	Gift Aid		0
2099	Investment income		1187
-56	Seminars, classes and visits (net)		20
16271	Donations	5	2666
<u>36110</u>	TOTAL INCOME		<u>24764</u>
	RESOURCES EXPENDED	4	
	Operating costs		
1293	IT related costs		1918
6050	Administration		5673
254	Postage		53
100	Accounts Examination		0
<u>7697</u>	Total Operating Costs		<u>7645</u>
	Charitable Activities		
6679	Magazine costs		6138
21860	TNA Projects & Support		21570
<u>28539</u>	Total Charitable Activities		<u>27708</u>
<u>36236</u>	TOTAL EXPENDITURE		<u>35353</u>
-126	Net income/(expenditure) before investment gains/(losses)		-10589
8060	Unrealised gain/(loss) on investments		-8721
<u>7934</u>	Net income/(expenditure)		<u>-19310</u>
	Other recognised gains/losses		
325	Life membership subscriptions received		1500
-973	Transfer from Life Membership Fund to I&E		-2664
<u>7286</u>	Net movement in funds		<u>-1164</u>
	Reconciliation of funds:		
56070	Total funds brought forward		63356
<u>63356</u>	Total funds carried forward		<u>42882</u>

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

BALANCE SHEET AT 31ST DECEMBER 2022

31/12/2021		NOTES	£	£	31/12/2022
£					£
	CURRENT ASSETS				
75285	Investments	6	46563		
15000	Deposit account funds		15000		
18157	Cash at Bank		11748		
7915	Sundry debtors		2500		
<u>116357</u>	Total current assets			<u>75812</u>	
	CURRENT LIABILITIES				
46363	Sundry creditors payable within 1 year		30583		
6638	Subscriptions in advance		2219		
<u>53001</u>	Total current liabilities			<u>32802</u>	
<u>63356</u>	NET CURRENT ASSETS				<u>43010</u>
<u>63356</u>	TOTAL ASSETS LESS CURRENT LIABILITIES				<u>43010</u>
	REPRESENTED BY:				
	GENERAL FUND	7			
44258	B/fwd at 1st January 2021		52192		
7934	Add: surplus for year		-19310		
<u>52192</u>	BALANCE			<u>32882</u>	
	LIFE MEMBERS FUND	4			
11812	B/fwd at 1st January 2021		11164		
325	Add: New subscriptions in year		1500		
-973	Less: transfer to I&E account		-2664		
<u>11164</u>	BALANCE			<u>10000</u>	
<u>63356</u>	TOTAL FUNDS				<u>42882</u>

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
<i>Suzanne C. Bibko</i>	Suzanne C. Bibko	20/06/2023

NOTES TO THE ACCOUNTS

1. General Basis of Preparation.

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (second edition - October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as revised to March 2018, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a ‘true and fair’ view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a ‘true and fair view’ This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

2. Income.

All income is included when the charity is legally entitled to it and the amount can be quantified with reasonable accuracy.

3. Life membership

Subscriptions are credited on receipt to the Life Members Fund (a designated fund). Life subscriptions are depreciated on a straight line basis over a four year period. This being a change of policy which was agreed at the Trustees meeting on the 16th March 2023.

4. Expenditure.

All expenditure is accounted for on an accruals basis.
TNA Projects & Support are accounted for when approval has been given by Council.

5. The figure for 2021 Donations include a legacy of £15,000.00

6. Investments.

Investments are stated at market value at the Balance Sheet date.
Unrealised gains/losses are shown in the Income & Expenditure Accounts

	Value at 31/12/2021	Disposals	Additions	Inc/(Dec)	Value at 31/12/2022
COIF Investment Fund	70018	-20000	0	-8053	41964
COIF Fixed Interest Fund	5267	0	0	-668	4599
	<u>75285</u>	<u>-20000</u>		<u>-8721</u>	<u>46563</u>

7. Fund accounting.

General funds are unrestricted funds which are available for use by the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

8. Staff costs.

The charity is entirely managed by voluntary trustees and does not employ staff.
Some Trustees receive out-of-pocket expenses for travel on Charity business.

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

England & Wales - Charity number 1185971

Accounts

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

Trustees' Annual Report for the Year Ending 31 December 2021

1. Legal and Administrative Details

1.1 The Charity

The Friends of The National Archives CIO, The National Archives, Ruskin Avenue, Richmond, TW9 4DU, charity no.1185971.

1.2 Legal Structure

Charitable Incorporated Organisation

1.3 Trustees

Dr Tony Wakeford; Eileen Wicks; Dr. Chris Woodward (until 17 August); Julie Senior; Maggie Deighton; Tony Reed (until 7 December); Anthony Willenbruch (until 15 September); Carole Shaw; Barbara Mackie (from 19 May), Brian Smith (from 19 May), David Pye (from 19 May); Suzy Bibko (from 7 December), Rebecca Gregory (from 7 December).

1.4 Governing document

CIO Constitution, approved by CC on 24 October 2019 and is unamended.

1.5 Objects

The objects of the Charity are for public benefit to advance the education of the public, in particular but not exclusively by promoting, supporting, and assisting The National Archives in the following ways:

1. Preserving and improving public access to documents that are of national, cultural, academic and historical importance;
2. Educating the public about the documents and records held by The National Archives.

2. Explanation of the Work of the Charity

During the reporting year the Charity began to continue the work of the former unincorporated association charity, The Friends of The National Archives, registered charity number 328630. This work was severely curtailed in two ways by the ongoing Covid pandemic.

Firstly, there was a decline in membership and a reduction in the level of income. Due to the economic uncertainty the annual Friends' funded research fellowship was postponed for 12 months. Secondly, The National Archives was not fully functional during the year and that impacted upon the charity's ability for supporting prospective projects to unlock the historical record for public benefit.

However, support was given to a diverse range of projects. For example, funding support was provided to a project to research an important document from the 15th century and showcase the contents for wider public benefit and provide the basis for further research. The Charity also supported education and projects. Funds were provided for a project to enable young people to access original documents and produce their historical interpretation and understanding through short films. The Charity's funds also supported a local history project for adults with learning needs.

To counter the ongoing Covid constraints the Charity developed a greater presence online to showcase the past and present work of the Charity, and to highlight the scale and diversity of the historical record.

3. Organisation and Sources of Support

3.1 Organisational structure

The Charity is governed by the trustees, collectively known as the 'Council'. The trustees are supported by volunteers in operational roles providing information to assist in the decision making process. The trustees meet every two months and during the year all Council, subcommittee meetings and the AGM were held online via Zoom.

3.2 Sources of funding

Funding is derived primarily from members' subscriptions, members' and public donations, and also legacies. The Charity did not fundraise for any projects.

3.3 Contribution of volunteers

The volunteers consist of trustees, some currently with operational roles, and members who undertake a range of operational responsibilities in supporting the management and activities of the Charity.

4. Policies

The trustees took full account of the Charity Commission's guidance on public benefit when formulating the objects for the CIO.

The Charity has a Codes of Practice which contains a wide range of policies and role descriptions that provides a sound foundation for the charity's governance and management. Policies include: Reserves; Grant-Making; Investment; Complaints; Data Protection and Equality and Diversity. The policies are reviewed and updated on a regular basis. With regard to health and safety, and safeguarding, the Charity observes the policies of The National Archives as related activities only occur on The National Archives' premises.

The Codes of Practice also serves as an induction source for new trustees and members joining the management team to undertake non-trustee operational roles. The CIO maintains a Risk Register and a Succession Plan. The charity also has a memorandum of understanding with The National Archives, a non-charitable body, to ensure the independent identity and interests of the charity are clearly defined and maintained. At year end draft plans were in place to introduce an anti-fraud policy and procedures to fulfill the recently published guidance.



Trustees' approval and signature

I confirm that the trustees reviewed and approved this report on 17 March 2022.

Dr A. Wakeford
Chairman

THE FRIENDS OF THE NATIONAL ARCHIVES CIO (Charity Registration No. 1185971)
BALANCE SHEET AT 31ST DECEMBER 2021

<u>31.12.20</u>		<u>NOTES</u>	£	£	£
£					
	<u>CURRENT ASSETS</u>				
67,225	Investments	7	75,285		
30,000	Deposit account funds		15,000		
15,197	Cash at Bank		18,157		
1,002	Sundry debtors		7,915		
<u>113,424</u>	Total current assets			<u>116,357</u>	
	<u>CURRENT LIABILITIES</u>				
52,906	Sundry creditors payable within 1 year		46,363		
4,448	Subscriptions in advance		6,638		
<u>57,354</u>	Total current liabilities			<u>53,001</u>	
<u>56,070</u>	NET CURRENT ASSETS				<u>63,356</u>
<u>56,070</u>	TOTAL ASSETS LESS CURRENT LIABILITIES				<u>63,356</u>
	<u>REPRESENTED BY:</u>				
	<u>GENERAL FUND</u>	8			
75,243	B/fwd at 1st January 2021			44,258	
(30,985)	Add: surplus for year			7,934	
<u>44,258</u>	BALANCE				<u>52,192</u>
	<u>LIFE MEMBERS FUND</u>	4,8			
11,444	B/fwd at 1st January 2021			11,812	
1,325	Add: New subscriptions in year			325	
(957)	Less: transfer to I&E account			(973)	
<u>11,812</u>	BALANCE				<u>11,164</u>
<u>56,070</u>	<u>TOTAL FUNDS</u>				<u>63,356</u>

Signed by one or two trustees on behalf of all the trustees		
Signature	Print Name	Date of approval dd/mm/yyyy
	B.M. Smith	14/06/22
	E A HICKS	14/06/22

THE FRIENDS OF THE NATIONAL ARCHIVES CIO (Charity Registration No. 1185971)
INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2021

Year ended <u>31.12.20</u>		<u>NOTES</u>	£	£
£				
	<u>INCOMING RESOURCES</u>	2		
13,357	Subscriptions	3		14,323
957	Life subscriptions	4		973
2,343	Gift Aid			2,500
2,199	Investment income			2,099
0	Seminars, classes and visits (net)			(56)
1,341	Donations	5		16,271
<u>20,197</u>	TOTAL INCOME			<u>36,110</u>
	<u>RESOURCES EXPENDED</u>	6		
	Operating costs			
998	IT related costs		1,293	
501	Administration		6,050	
1,088	Postage		254	
50	Accounts Examination		100	
<u>2,637</u>	Total Operating Costs		<u>7,697</u>	
	Charitable Activities			
7,267	Magazine costs		6,679	
45,008	TNA Projects & Support		21,860	
<u>52,275</u>	Total Charitable Activities		<u>28,539</u>	
<u>54,912</u>	TOTAL EXPENDITURE			<u>36,236</u>
(34,715)	Net income/(expenditure) before investment gains/(losses)			(126)
3,730	Unrealised gain/(loss) on investments	7		8,060
<u>(30,985)</u>	Net income/(expenditure)			<u>7,934</u>
	Other recognised gains/losses			
1325	Life membership subscriptions received			325
(957)	Transfer from Life Membership Fund to I&E			(973)
<u>(30,617)</u>	Net movement in funds			<u>7,286</u>
	Reconciliation of funds:			
86,687	Total funds brought forward			56,070
56,070	Total funds carried forward			63,356

THE FRIENDS OF THE NATIONAL ARCHIVES CIO (Charity Registration No. 1185971)
NOTES TO THE ACCOUNTS

1. General Basis of Preparation. The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as revised to March 2018, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

2. Income. All income is included when the charity is legally entitled to it and the amount can be quantified with reasonable accuracy.

3. During the year, the algorithm used to apportion subscription revenue between the year of payment and the subsequent year was amended so as to reflect more accurately the date of membership renewal. The amount of 2021 revenue carried forward to 2022, using the revised algorithm, was £2627, whereas using the previous algorithm it would have been £3736. This adjustment should be born in mind when comparing 2021 Subscription Revenue with that for the previous year.

4. Life membership subscriptions are credited on receipt to the Life Members Fund (a designated fund) and are subsequently depreciated on a straight line basis over a twenty year period. A corresponding transfer is made each year from the Life Members Fund to the I & E account.

5. The figure for 2021 Donations includes a legacy of £15,000.

6. Expenditure. All expenditure is accounted for on an accruals basis. TNA Projects & Support are accounted for when approval has been given by Trustees.

7. Investments. Investments are stated at market value on the Balance Sheet date. Unrealised gains/losses are given in the Income & Expenditure Account.

	Value at 31.12.20	Disposals	Additions	Inc/(Dec) in period	Value at 31.12.21
COIF Investment Fund	61,564	-	-	8,454	70,018
COIF Fixed Interest Fund	5,661	-	-	(394)	5,267
	<u>67,225</u>			<u>8,060</u>	<u>75,285</u>

8. Fund accounting. The General Fund is an unrestricted fund and as such comprises assets available for use by the Trustees, as they see fit, in furtherance of the general objectives of the charity. The Life Members' Fund is a Designated Fund and therefore represents an unrestricted fund that the trustees have set aside for a particular purpose. Such funds can be undesignated or re-designated as the Trustees determine.

9. Staff costs. The charity is entirely managed by voluntary trustees and officers, and does not employ staff. Trustees and officers receive reimbursement only for certified out-of-pocket expenses.

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

The Friends of the National Archive CIO

On accounts for the year
ended

31st December 2021

Charity no
(if any)

1185971

Set out on pages

Pages 1 to 3

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 12/ 2021

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of International Association of Bookkeepers.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed: J.Suffolk

Date: 11th March 2022

Name: Janice Suffolk

Relevant professional
qualification(s) or body
(if any):

AIAB

Address: 30 Berenda Drive Longwell Green BS30 9YX

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

England & Wales - Charity number 1185971

Accounts

THE FRIENDS OF THE NATIONAL ARCHIVES CIO

Trustees' Annual Report for the Year Ending 31 December 2020

1. Legal and Administrative Details

1.1 The Charity

The Friends of The National Archives CIO, The National Archives, Ruskin Avenue, Richmond, TW9 4DU, charity no.1185971.

1.2 Legal Structure

Charitable Incorporated Organisation

1.3 Trustees

(*UA and CIO*) Tony Wakeford, Eileen Wicks, Chris Woodward, Cathy Quinn (until 31 May 2020), Julie Senior, Maggie Deighton.

(*CIO only*) Anthony Willenbruch, Sara Anderson (until 3 August 2020)

1.4 Governing document

CIO Constitution, approved by CC on 24 October 2019 and is unamended.

1.5 Objects

The objects of the CIO are for public benefit to advance the education of the public, in particular but not exclusively by promoting, supporting, and assisting The National Archives in the following ways:

1. Preserving and improving public access to documents that are of national, cultural, academic and historical importance;
2. Educating the public about the documents and records held by The National Archives.

2. Explanation of the Work of the Charity

The CIO was formed on 25 October 2019 to take over the work of the former unincorporated association charity (UA) The Friends of The National Archives, registered charity number 328630. On 12 November 2020 the members of the former charity resolved that it should be wound up and all the work, assets and liabilities transferred to the CIO. Six of the CIO trustees were also trustees of the former charity but two new trustees were appointed when the CIO was formed. The CIO trustees had met regularly to agree arrangements for the transfer, and all assets and liabilities of the former charity were transferred to the CIO from 17 November 2020.

During this reporting year the bulk of the work and activities were carried out under the auspices of the UA. This work was severely curtailed by the Covid pandemic. The CIO did not undertake any work for the six weeks or so remaining in 2020 but will begin to continue the public benefit work of the former charity during 2021.

3. Organisation and Sources of Support

3.1 Organisational structure

The CIO is governed by the trustees, collectively known as 'the Council'. The trustees are also supported by volunteers in operational roles providing information to assist in the decision making process.

3.2 Sources of funding

Funding is derived primarily from members' subscriptions, members' and public donations, and legacies.

3.3 Contribution of volunteers

The volunteers consist of trustees, some currently with operational roles, and members who undertake a range of operational roles in supporting the management and activities of the CIO. Following the transition from UA to CIO, attention will be given to reducing the operational roles for trustees.

4. Policies

The trustees took full account of the Charity Commission's guidance on public benefit when formulating the objects for the CIO.

The CIO has a Codes of Practice which contains a wide range of policies and role descriptions that provides a sound foundation for the charity's governance. Policies include: Reserves, Grant-Making, Investment, Data Protection and Equality and Diversity. The policies are reviewed and updated on a regular basis. The Codes of Practice also serves as an induction source for new trustees and members joining the management team to undertake non-trustee operational roles. The CIO maintains a Risk Register and a Succession Plan.

Trustees' approval and signature

I confirm that the trustees reviewed and approved this report on 10 February 2021.

Dr A. Wakeford
Chairman

MERGED CHARITY ACCOUNTS

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 328630)

THE FRIENDS OF THE NATIONAL ARCHIVES CIO (Charity Registration No. 1185971)

BALANCE SHEET AT 31ST DECEMBER 2020

<u>31.12.19</u>		<u>NOTES</u>	£	£	£
£					
	<u>FIXED ASSETS</u>				
14,485	Investments	1c	-		
	<u>CURRENT ASSETS</u>				
49,010	Investments	5	67,225		
25,000	Cash at Bank Deposit		30,000		
12,870	Cash at Bank Current		15,197		
698	Sundry debtors		1,002		
<u>87,578</u>	Total current assets			<u>113,424</u>	
	<u>CURRENT LIABILITIES</u>				
11,334	Sundry creditors payable within 1 year		52,906		
4,042	Subscriptions in advance		4,448		
<u>15,376</u>	Total current liabilities			<u>57,354</u>	
72,202	NET CURRENT ASSETS				56,070
<u>86,687</u>	TOTAL ASSETS LESS CURRENT LIABILITIES				<u>56,070</u>
	<u>REPRESENTED BY:</u>				
	<u>GENERAL FUND</u>				
		6			
58,298	b/fwd			75,243	
16,945	Add: Surplus for period			(30,985)	
<u>75,243</u>	BALANCE				<u>44,258</u>
	<u>LIFE MEMBERS FUND</u>				
		3			
12,025	b/fwd			11,444	
500	Add: life subscriptions received			1,325	
(1,081)	Less: transfer to I&E account			(957)	
<u>11,444</u>	BALANCE				<u>11,812</u>
<u>86,687</u>	TOTAL FUNDS				<u>56,070</u>

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval dd/mm/yyyy

CJA Woodward

C J H WOODWARD

25/02/2021

MERGED CHARITY ACCOUNTS

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 328630)

THE FRIENDS OF THE NATIONAL ARCHIVES CIO (Charity Registration No. 1185971)

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2020

Year ended <u>31.12.19</u> £		NOTES	£	£
	<u>INCOMING RESOURCES</u>			
15,038	Subscriptions	2	13,357	
1,081	Transfer from Life Members Fund	3	957	
2,530	Gift Aid		2,343	
2,191	Investment income		2,199	
940	Seminars, classes and visits (net)		-	
2,550	Donations		1,341	
<u>24,330</u>	TOTAL INCOME			<u>20,197</u>
	<u>RESOURCES EXPENDED</u>			
	Operating Costs	4		
1,414	IT-related		998	
1,176	Administration		501	
1,398	Postage & Stationery		1,088	
129	Accounts Examination		50	
<u>4,117</u>	Total Operating Costs		<u>2,637</u>	
	Charitable Activities			
5,071	Magazine		7,267	
7,975	TNA Projects & Support	4	45,008	
<u>13,046</u>	Total Charitable Activities		<u>52,275</u>	
<u>17,163</u>	TOTAL EXPENDITURE			<u>54,912</u>
7,167	Net income/(expenditure) before investment gains/(losses)			(34,715)
9,778	Unrealised gain/(loss) on investments	5		3,730
<u>16,945</u>	<u>Net income/(expenditure)</u>			<u>(30,985)</u>
	Other recognised gains/losses			
500	Life membership subscriptions received			1,325
(1,081)	Transfer from Life Members Fund to I&E			(957)
<u>16,364</u>	Net movement in funds			<u>(30,617)</u>
	Reconciliation of funds:			
70,323	Total funds brought forward			86,687
86,687	Total funds carried forward			56,070

MERGED CHARITY ACCOUNTS

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 328630)

THE FRIENDS OF THE NATIONAL ARCHIVES CIO (Charity Registration No. 1185971)

NOTES TO THE ACCOUNTS

1a. Rationale for merged accounts. The Friends of the National Archives CIO (Charity Commission Registration 1185971) was registered on 28th October 2019. On 23rd March 2020 the Charity Commission agreed to extend the accounting year end to 31st December. Prior to 19th November 2020 there were no financial transactions attributable to the CIO. The Friends of the National Archives (registration 328630) is an Unincorporated Association registered in 1988 with accounting year end 31st December. On 19th November the net assets of the Unincorporated Association were transferred to the CIO in accordance with a motion passed at a Special General Meeting held on 12th November 2020.

CHARITIES SORP (FRS 102) (second edition - October 2019) s27.12-27.13 requires that merger accounting be applied under these circumstances provided that certain pre-conditions are satisfied. The Trustees are of the view that these conditions are satisfied and therefore these accounts follow the conventions for merger accounting as detailed in CHARITIES SORP (FRS 102) (second edition - October 2019) s27.

1b. General Basis of Preparation. The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as revised to March 2018, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

1c. Change in accounting policy. In previous accounts for the Unincorporated Association (Registration number 328630) a number of units in investment funds were designated as Fixed Assets. At the merger date (19th November 2020) these investments had a market value of £14,774. The Trustees have determined that this designation serves no useful purpose and that financial management of the charity, as well as comprehension of its accounts, will be assisted by its discontinuation. Accordingly in these and subsequent accounts the investments previously designated as Fixed Assets are pooled with the charity's remaining investments and are designated as Current Assets.

2. Income. All income is included when the charity is legally entitled to it and the amount can be quantified with reasonable accuracy.

3. Life membership subscriptions are credited on receipt to the Life Members Fund (a designated fund). Life subscriptions are depreciated on a straight line basis over a twenty year period. A corresponding transfer is made each year from the Life Members Fund to the I & E account.

4. Expenditure. All expenditure is accounted for on an accruals basis. TNA Projects & Support are accounted for when approval has been given by Council.

5. Investments. Investments are stated at market value at the Balance Sheet date. The Income and Expenditure Account includes the net gains and losses on revaluations at the Balance Sheet date and any disposals throughout the year.

	Value at 31.12.19	Disposals	Additions	Inc/(Dec) in period	Value at 31.12.20
COIF Investment Fund	57,987	-	-	3,577	61,564
COIF Fixed Interest Fund	5,508	-	-	153	5,661
	<u>63,495</u>			<u>3,730</u>	<u>67,225</u>

6. Fund accounting. General funds are unrestricted funds which are available for use by the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated Funds are unrestricted funds that the trustees have set aside for a particular purpose. Such funds can be undesignated or re-designated as the Trustees determine.

7. Staff costs. The charity is entirely managed by voluntary trustees and does not employ staff. Some Trustees receive out-of-pocket expenses for travel on Charity business.

8. Disclosures relating to merger required by FRS102 and detailed in CHARITIES SORP (FRS 102) (second edition - October 2019) s27-14-27.16. In these tables UA and CIO refer to the charities with registration numbers 328630 and 1185971 respectively

Table 1: Analysis of principal SoFA components for the current reporting period (£)

	UA (pre-merger)	CIO (pre-merger)	Charity (post-merger)	Combined total
Total income	17,273	-	2,924	20,197
Total expenditure	50,123	-	4,789	54,912
Net income/(expenditure)	(32,850)	-	(1,865)	(34,715)
Other gains/(losses)	2,856	-	1,242	4,098
Net movement in funds	(29,994)	-	(623)	(30,617)

Table 2: Analysis of principal SoFA components for the previous reporting period (£)

	UA	CIO	Combined total
Total income	24,330	-	24,330
Total expenditure	17,163	-	17,163
Net income/(expenditure)	7,167	-	7,167
Other gains/(losses)	9,197	-	9,197
Net movement in funds	16,364	-	16,364
Total funds b/fwd	70,323	-	70,323
Total funds c/fwd	86,687	-	86,687

Table 3: Analysis of net assets at the date of merger (£)

	UA	CIO	Combined total
Net assets	56,693	-	56,693
<i>Represented by:</i>			
Unrestricted funds	56,693	-	56,693
Restricted income funds	-	-	-
Endowment funds	-	-	-
Total funds	56,693	-	56,693