

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>				
	GENERAL FUND	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>
	LIFE MEMBERS FUND	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>	TOTAL FUNDS				<u>63,356</u>

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

Signature



Print Name

B. M. Smith

Date of approval dd/mm/yyyy

14/06/22



E A WICKS

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>		NOTES	£	£
£				
	<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