



## **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
£					
<b>CURRENT ASSETS</b>					
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>		
<b>CURRENT LIABILITIES</b>					
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>	<b>NET CURRENT ASSETS</b>			<u>53552</u>	
<u>42890</u>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>53552</u>	
<b>REPRESENTED BY:</b>					
<b>GENERAL FUND</b>					
52192	B/fwd at 1st January 2022	7	32890		
-19302	Add: surplus for year		13162		
<u>32890</u>	<b>BALANCE</b>		<u>46052</u>		
<b>LIFE MEMBERS FUND</b>					
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>	<b>BALANCE</b>		<u>7500</u>		
<u>42890</u>	<b>TOTAL FUNDS</b>			<u>53552</u>	

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

Signature

Print Name

Date of approval dd/mm/yyyy



Harold Hollings

18/06/2024

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

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2023

Year ended 31/12/2022	Year ended 31/12/2023
£	£
<b>INCOMING RESOURCES</b>	
18227	1
Subscriptions	2
2664	3
Life subscriptions	
0	
Gift Aid	
1187	
Investment income	
20	
Seminars, classes and visits (net)	
2666	5
Donations	
<b>24764</b>	<b>25990</b>
<b>TOTAL INCOME</b>	
<b>RESOURCES EXPENDED</b>	
Operating costs	
1918	4
IT related costs	2355
5664	4589
Administration	60
53	0
Postage	
0	
Accounts Examination	
7635	7004
Total Operating Costs	
Charitable Activities	
6138	3831
Magazine costs	
21570	6092
TNA Projects & Support	
27708	9923
Total Charitable Activities	
<b>35343</b>	<b>16927</b>
<b>TOTAL EXPENDITURE</b>	
-10579	9063
Net income/(expenditure) before investment gains/(losses)	
-8723	4099
Unrealised gain/(loss) on investments	
-19302	13162
Net income/(expenditure)	
Other recognised gains/losses	
1500	
Life membership subscriptions received	
-2664	-2500
Transfer from Life Membership Fund to I&E	
-1164	-2500
Net movement in funds	
Reconciliation of funds:	
63356	42890
Total funds brought forward	
42890	53552
Total funds carried forward	

## 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.





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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<sup>st</sup> December 2023

Charity no  
(if any)

1185971

Set out on pages

1-2

(reservation 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 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.

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.*

Independent  
examiner's statement

Signed:

*Shona B. Milne*

Date:

28th Oct. 2024

Name:

SHONA B. MILNE

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

CHARTERED ACCOUNTANT  
(ICAS)

Address:

44 DENGIGH 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