



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 Daglish (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			
	Life membership subscriptions received			
-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: 

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