

THE NATIONAL JAZZ ARCHIVE

England & Wales · Charity number 1195381

Details

Status Registered

Legal form CIO

Registered 2021-08-03

Register [View on the Charity Commission register](#)

Contact

Address National Jazz Archive
Loughton Central Library
Traps Hill
Loughton
IG10 1HD

Phone 02085024701

Email enquiries@nationaljazzarchive.org.uk

Website <https://nationaljazzarchive.org.uk/>

Activities

Objects: TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE THE EDUCATION OF THE PUBLIC BY ENCOURAGING AND FOSTERING THE UNDERSTANDING, KNOWLEDGE, APPRECIATION AND DEVELOPMENT OF JAZZ AND ASSOCIATED FORMS OF MUSIC AND CULTURE.

Activities: To promote, maintain, improve and advance the education of the public by encouraging and fostering the understanding, knowledge, appreciation and development of jazz and associated forms of music and culture.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£106,342	£125,119	-	-
2024-03-31	£125,610	£86,557	-	-
2023-03-31	£0	£0	-	-
2022-03-31	£0	£0	-	-

Trustees

Name	Role	Appointed
Mark David Kass	Chair	2022-12-05
Dr Ellie Pridgeon		2021-07-26
Dr PEDRO MIGUEL CRAVINHO LOPES		2021-07-26
Jenny Golden		2024-04-01
John Rosie		2023-04-01
Karoline Engelhardt		2025-01-02
Martin Astell		2021-07-26
Orphy Robinson		2023-04-01
Professor TIM WALL		2021-07-26
Ruth Robinson		2023-04-01

THE NATIONAL JAZZ ARCHIVE

England & Wales - Charity number 1195381

Accounts

THE NATIONAL JAZZ ARCHIVE CIO

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

THE NATIONAL JAZZ ARCHIVE CIO

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THE NATIONAL JAZZ ARCHIVE CIO

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2025

Trustees	M D Kass, Chair K Engelhardt, Trustee (appointed 2 January 2025) J Golden, Trustee (appointed 1 April 2024) J Rosie, Trustee O Robinson, Trustee R Robinson, Trustee Dr P M Cravinho, Trustee M Astell, Trustee Dr E Pridgeon, Trustee Prof T Wall, Trustee
Charity registered number	1195381
Principal office	National Jazz Archive Loughton Central Library Loughton IG10 IHD
Accountants	Haslers Chartered Accountants Old Station Road Loughton Essex IG10 4PL

THE NATIONAL JAZZ ARCHIVE CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

GOVERNING DOCUMENT

The National Jazz Archive is governed by its Trustees for public benefit in accordance with S.17 of the Charities Act 2011 under its Constitution agreed and approved by the Charities Commission on 23rd May 2023.

OBJECTS OF THE NATIONAL JAZZ ARCHIVE

To promote, maintain, improve and advance the education of the public by encouraging and fostering the understanding, knowledge, appreciation and development of jazz and associated forms of music and culture.

HISTORICAL TRADING

The National Jazz Archive operated as a Charitable Trust from its inception 9th August 1988 and was finally converted to a new legal entity, a Charitable Incorporated Organisation as above. This is reflected in the Charities Commission website publication for CIO.

TRUSTEE APPOINTMENT & RISK MANAGEMENT

Trustees are approved and appointed by the Trustee Board and take a wholly strategic approach to the governance and operations of the organisation, delegating day-to-day leadership and management to the Executive Chair/CEO.

Trustees are appointed under guidelines published by the Charities Commission and are not entitled to any remuneration save for approved reimbursement of out-of-pocket expenses if declared.

Trustees meet four times a year in person or online and identify and endeavour to mitigate against any major risks that may affect the maintenance and management of the archive particularly given its physical fragility and need for adequate and improved accessibility.

PRIMARY ACTIVITIES OF THE NATIONAL JAZZ ARCHIVE (“The Charity”)

As a globally recognised national organisation, the Charity acts as the UK’s premier repository for past and current jazz artifacts and ephemera making these collections available as a resource for researchers, students, the media, musicians, broadcasters, filmmakers, designers, and others interested in the art, culture, creativity and business of jazz music in all its forms.

We hold over 50,000 items in in-excess of 2500 collections across the country, have loan collections with other institutions and we continue to operate “The Jazz Hub” our small publicly accessible music venue, jazz museum and cultural at our Loughton HQ where we host record fayres, talks, films and small grassroots live music performances.

REVENUE SOURCES

Our principal sources of income come from donations, Council and University in-kind contributions and the sale of tickets to our live events. Our Jazz Hub concept continues to see us test the retail market for the sale of donated pre-loved jazz recordings, books and other non-archivable items or duplicates of items already held in our collections.

THE NATIONAL JAZZ ARCHIVE CIO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

We hold agency and licencing relationships with established photo libraries, the media and broadcasters and operate on a revenue share basis with record dealers and other non-commercial organisation to generate income that contribute to the core functions of the Charity. We currently do not receive direct application grant funding from any public bodies or any trusts and foundations.

ACHEIVEMENTS AND PERFORMANCE OF THE CHARITY

IN-KIND SUPPORT

We are extremely grateful to our two generous host “landlords”, Essex County Council’s Essex Libraries and to Birmingham City University (BCU), who continue to fund or contribute in-kind personnel, property and operational costs of the Charity.

Following the retirement of our longstanding part-time Jazz Archive Researcher who was generously funded by Essex County Council, we have worked closely with the Essex Libraries team to recruit a suitable replacement who finally joined us in July 2025

Following the Government’s publication in December 2024 of it English Devolution White Paper, Essex County Council is currently consulting on a proposal to form a Mayoral Combined County Authority that has seen the reconfiguration of its Essex Music Services, the music education hub for the County and we have agreed to work closely with them in schools and in the local community to bring the art, culture and heritage of jazz music alive in the form of exhibitions and live performances.

Similarly, following a recent restructuring at Birmingham City University, proposals are underway to integrate our satellite jazz archive into the Royal Birmingham Conservatoire’s Libraries and Archives division, and we anticipate this to be fully integrated during the next financial year.

We are pleased to continue to receive corporate sponsorships that underwrite and or pre-fund commissions such as exhibitions, open days and special events and some of our marketing activities.

But most significantly, in the last financial year we have had the invaluable support of our bank of in-house and remote volunteers whose time - around 5000 hours per annum – is dedicated to ensuring quality delivery of the day-to-day operations of the Charity.

POTENTIAL RISKS AND MITIGATIONS

RE-LOCATION OF LOUGHTON ARCHIVE AND CHARITY HEADQUARTERS

The Trustees remain aware of Essex County Council’s ongoing plans to redevelop Loughton Library, the home of our main archive and our headquarters. Planning permission has been granted and is still current but we continue to wait for a timeline for this redevelopment which will involve relocating the Archive to temporary premises during the demolition and reconstruction programme before moving back into the new Library. This effectively puts the archive “at risk” and as such, the Trustees are developing a detailed risk management plan including new funding bids and fundraising mechanisms to minimise physical and operational impact on the Charity.

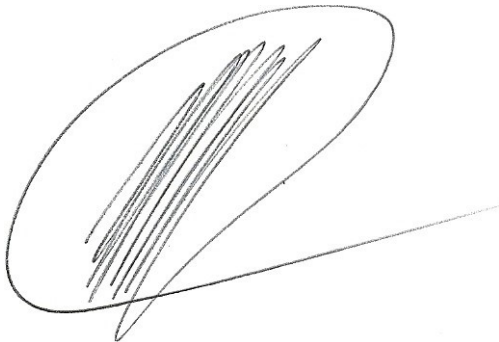
THE NATIONAL JAZZ ARCHIVE CIO

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

FINANCIAL REVIEW & RESERVES POLICY

Trustees have agreed that they need to protect and build reserves in advance of this potential move and in the absence of any grant funding. As we are unable to ascertain the cost implications to the Charity and given that we receive no public funding save for the in-kind support, a significant financial review has led to a strict cost-cutting exercise which will be carried forward into the next financial year. This will see a significant reduction in spending on consultancy fees, IT and marketing investments and general overheads in the next financial year. As such, we have increased our minimum reserves level to £9,000, equivalent to approximately three months operational costs.

Approved by order of the members of the board of Trustees on 29 January 2026 and signed on their behalf by:

A handwritten signature in black ink, consisting of several overlapping, diagonal strokes that form a stylized, somewhat abstract shape. The signature is enclosed within a faint, hand-drawn oval outline.

M D Kass
(Chair of Trustees)

THE NATIONAL JAZZ ARCHIVE CIO

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2025

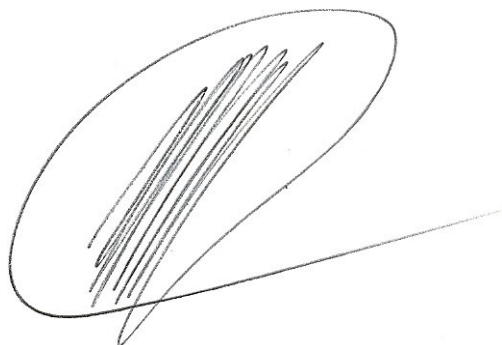
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 29 January 2026 and signed on its behalf by:

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a large, somewhat circular shape with a long tail extending to the right.

M D Kass
(Chair of Trustees)

THE NATIONAL JAZZ ARCHIVE CIO

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2025**

Independent Examiner's Report to the Trustees of The National Jazz Archive CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2025.

Responsibilities and Basis of Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity'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 2011 Act.

Independent Examiner's Statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:



Dated: 29 January 2026

Matthew Wells ACA

Haslers
Chartered Accountants
Old Station Road
Loughton
Essex
IG10 4PL

THE NATIONAL JAZZ ARCHIVE CIO

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025**

	Note	Unrestricted funds 2025 £	Total funds 2025 £	<i>As restated</i> Total funds 2024 £
Income from:				
Donations and legacies	3	86,410	86,410	74,754
Charitable activities	4	1,884	1,884	3,009
Other trading activities	5	18,048	18,048	18,983
Funds inherited on Conversion	6	-	-	68,864
Total income		106,342	106,342	165,610
Expenditure on:				
Charitable activities		125,119	125,119	126,557
Total expenditure		125,119	125,119	126,557
Net movement in funds		(18,777)	(18,777)	39,053
Reconciliation of funds:				
Total funds brought forward		39,053	39,053	-
Net movement in funds		(18,777)	(18,777)	39,053
Total funds carried forward		20,276	20,276	39,053

The Statement of Financial Activities includes all gains and losses recognised in the year.

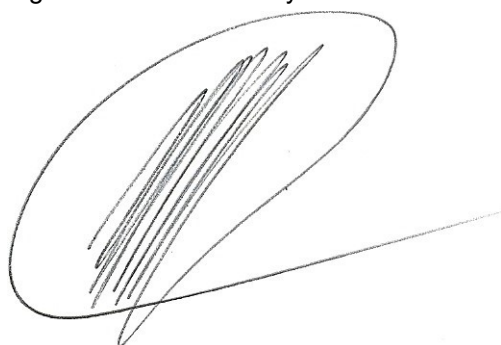
The notes on pages 9 to 16 form part of these financial statements.

THE NATIONAL JAZZ ARCHIVE CIO

**BALANCE SHEET
AS AT 31 MARCH 2025**

	Note	2025 £	2024 £
Fixed assets		<u> </u>	<u> </u>
		-	-
Current assets			
Cash at bank and in hand	20,276	39,053	
	<u>20,276</u>	<u>39,053</u>	
Current liabilities			
Net current assets		<u>20,276</u>	<u>39,053</u>
Total assets less current liabilities		<u>20,276</u>	<u>39,053</u>
Net assets excluding pension asset		<u>20,276</u>	<u>39,053</u>
Total net assets		<u><u>20,276</u></u>	<u><u>39,053</u></u>
Charity funds			
Restricted funds	11	-	-
Unrestricted funds	11	20,276	39,053
Total funds		<u><u>20,276</u></u>	<u><u>39,053</u></u>

The financial statements were approved and authorised for issue by the Trustees on 29 January 2026 and signed on their behalf by:



M D Kass
(Chair of Trustees)

The notes on pages 9 to 16 form part of these financial statements.

THE NATIONAL JAZZ ARCHIVE CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. General information

The National Jazz Archive CIO is recognised as a charitable trust by the Charities Commission. The address of the registered office is National Jazz Archive, Loughton Central Library, Traps Hill, Loughton, IG10 1HD. The principal objective of the Trust is to educate the public by promoting understanding and development of jazz and related music and culture.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The 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 the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The National Jazz Archive CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

2. Accounting policies (continued)

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.6 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.7 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

THE NATIONAL JAZZ ARCHIVE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

3. Income from donations and in-kind benefits

	Unrestricted funds 2025 £	Total funds 2025 £	<i>As restated Total funds 2024 £</i>
Donations	7,429	7,429	8,526
Donated facilities and services	78,981	78,981	66,228
	86,410	86,410	74,754
	74,754	74,754	
<i>Total 2024 as restated</i>			

4. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £	<i>Total funds 2024 £</i>
Heritage images commission and sundry receipts	1,198	1,198	3,009
Other income	686	686	-
	1,884	1,884	3,009
	3,009	3,009	
<i>Total 2024</i>			

THE NATIONAL JAZZ ARCHIVE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Fundraising events, talks, sale of recorded materials and books & other cultural activities	18,048	18,048	18,983
<i>Total 2024</i>	18,983	18,983	

6. Operating Capital Introduced

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Funds introduced from cash transferred from Trust to CIO	-	-	68,864
<i>Total 2024</i>	68,864	68,864	

THE NATIONAL JAZZ ARCHIVE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

7. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £	<i>As restated</i> Total funds 2024 £
Artist performance fees	6,400	-	6,400	2,700
Venue hire	4,260	-	4,260	10,884
In-Kind property and staffing costs	-	78,981	78,981	66,228
Project management consulting	-	9,451	9,451	9,683
IT and other consulting	-	8,797	8,797	16,277
Bookkeeping	-	3,180	3,180	1,658
Marketing	-	3,131	3,131	3,247
Insurance and licence fees	-	3,933	3,933	880
Postage, packaging and stationary	-	2,490	2,490	5,574
Subscriptions	-	822	822	3,582
Other expenditure	-	3,674	3,674	5,844
	<u>10,660</u>	<u>114,459</u>	<u>125,119</u>	<u>126,557</u>
<i>Total 2024 as restated</i>	<u>5,818</u>	<u>120,739</u>	<u>126,557</u>	

8. Independent examiner's remuneration

	2025 £	2024 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>1,950</u>	<u>1,920</u>

THE NATIONAL JAZZ ARCHIVE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

10. Prior year adjustments

During the year, the charity identified that an in-kind benefit relating to the previous financial period had not been recognised in the prior year's financial statements. The benefit consisted of donated facilities and staff time provided to support the charity's activities. The comparative figures have been restated to reflect the value of this donated service in the period to which it relates.

The adjustment increases both income and the corresponding expenditure for the prior year, hence this restatement has no impact on the charity's net funds or reserves.

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
Unrestricted funds				
Designated funds				
Designated Funds	9,000	-	-	9,000
General funds				
General Funds	30,053	146,342	(165,119)	11,276
Total Unrestricted funds	39,053	146,342	(165,119)	20,276

THE NATIONAL JAZZ ARCHIVE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

11. Statement of funds (continued)

Statement of funds - prior year

	<i>Income</i>	<i>Expenditure</i>	<i>Balance at</i>
	<i>£</i>	<i>£</i>	<i>31 March</i>
			<i>2024</i>
			<i>£</i>
Unrestricted funds			
Designated funds			
Designated Funds	9,000	-	9,000
	<hr/>	<hr/>	<hr/>
General funds			
General Funds	116,610	(86,557)	30,053
	<hr/>	<hr/>	<hr/>
Total Unrestricted funds	<u>125,610</u>	<u>(86,557)</u>	<u>39,053</u>

12. Summary of funds

Summary of funds - current year

	Balance at 1	Income	Expenditure	Balance at
	April 2024	£	£	31 March
	£	£	£	2025
				£
Designated funds	9,000	-	-	9,000
General funds	30,053	146,342	(165,119)	11,276
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>39,053</u>	<u>146,342</u>	<u>(165,119)</u>	<u>20,276</u>

THE NATIONAL JAZZ ARCHIVE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

12. Summary of funds (continued)

Summary of funds - prior year

	<i>Income</i>	<i>Expenditure</i>	<i>Balance at</i>
	<i>£</i>	<i>£</i>	<i>31 March</i>
			<i>2024</i>
			<i>£</i>
Designated funds	9,000	-	9,000
General funds	116,610	(86,557)	30,053
	125,610	(86,557)	39,053
	125,610	(86,557)	39,053

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds	Total funds
	2025	2025
	£	£
Current assets	20,276	20,276
Total	20,276	20,276
	20,276	20,276

Analysis of net assets between funds - prior year

	<i>Unrestricted funds</i>	<i>Total funds</i>
	<i>2024</i>	<i>2024</i>
	<i>£</i>	<i>£</i>
Current assets	39,053	39,053
Total	39,053	39,053
	39,053	39,053

14. Related party transactions

The The National Jazz Archive CIO has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the The National Jazz Archive CIO at 31 March 2025.

THE NATIONAL JAZZ ARCHIVE

England & Wales - Charity number 1195381

Accounts

THE NATIONAL JAZZ ARCHIVE CIO
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st MARCH 2024

Charity Number 1195381

THE NATIONAL JAZZ ARCHIVE CIO
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THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

The Trustees present their report and the financial statements of the charity for the year ended 31st March 2024. The Financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's declaration of trust, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland published on 16th July 2014.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number:	1195381
Principal Office:	Loughton Library, Traps Hill, Loughton, IG10 1HD
Independent Examiner	Matthew Wells ACA Haslers Old Station Road, Loughton, IG10 4PL
Bankers:	Lloyds Bank, Loughton
Website details:	www.nationaljazzarchive.co.uk

Trustees

The Trustees who served during the year were:

Martin Astell
Dr Pedro Cravinho
Dr Vic Hobson (resigned July 2023)
Mark Kass (Chair)
Andy Linehan (ceased February 2024)
Dr Cory Mwamba (resigned 1st April 2023)
Dr Ellie Pridgeon
Orphy Robinson (appointed 1st April 2023)
Ruth Robinson (nee Fisher) (appointed 1st April 2023)
John Rosie (appointed 1st April 2023)
Prof Catherine Tackley
Prof Tim Wall

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Previously operating as the National Jazz Archive a registered charity (327894) governed by a Declaration of Trust dated 9 June 1988 as amended by a supplemental deed dated 4 February 2002, and following extensive administrative work to enable this, the charity now operates as a Charitable Incorporated Organisation (1195381) under a Constitution dated and approved by former trustees on 21st January 2021.

This CIO remained dormant until the commencement of this financial year where all assets and liabilities from the original Trust were formerly transferred by Charity Commission Consent Order under section 105 of the Charities Act 2011 to the CIO on 23rd May 2023.

His Majesty's Revenue & Customs ultimately approved the CIO as a charity for tax purposes on 23rd January 2024

Historical Data and Removed Charity

These accounts represent the first trading year of the new CIO. Previous accounts for the CIO were submitted as dormant accounts so no historical data is submitted herein. The Charity Commission no longer publishes the original Trust data as it has effectively ceased trading with assets transferred from the Trust to the CIO and is therefore deemed to be a Removed Charity. Trust data is still in the public domain and as such these accounts should be read in conjunction with historical data recognising our establishment in 1987 and demonstrating ongoing and longstanding existence.

Appointment of Trustees

Remaining trustees from the original Trust resigned and became new Trustees of the CIO. New Trustees are provided with a pack of information describing the constitution, work, finances and administration of the Charity. Guidance concerning the duties and responsibilities of Trustees is also provided. A system of mentoring new Trustees is in place. The method of recruiting new Trustees includes advertising vacancies and professional business contacts wherever relevant.

The Trustees receive no remuneration save for any out-of-pocket expenses incurred.

Risk Management

The Trustees are responsible for the identification and management of the major risks facing the Archive. The maintenance and management of the Archive represents a considerable financial risk due to the perishable nature of many of the items held, and the need to keep the Archive accessible. Meetings of all Trustees are held at least four times a year and there are numerous meetings of sub-committees throughout the year. The Trustees continue to review the risks on a regular basis and to seek means of mitigating them.

Aims and Objectives of the National Jazz Archive for the Public Benefit

The Archive's objects as set out in the Constitution is to promote, maintain, improve and advance the education of the public by encouraging and fostering the understanding, knowledge, appreciation and development of music, especially jazz and its associated forms of music.

The Trustees confirm that they have complied with the duty in S.17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

Achievements and Performances

Founded in 1988 with generous support from Essex County Council, The Archive continues to hold the UK's finest collection of written, printed and visual material on jazz, blues and related music, from the 1920's to the present. It was founded by and continues to be managed by a diverse group of jazz professionals and volunteer enthusiasts. The Archive's vision is to ensure that significant jazz material is safeguarded for future generations of enthusiasts, professionals, researchers and the musically curious. The Trustees are again extremely grateful for the continued in-kind support of Essex County Council in the form of premises and their commitment to financial support for an in-house specialist jazz collection archivist post.

Following public demand and building on the original vision, the Archive is rapidly evolving and slowly building a stock of unpublished recorded material principally donated by jazz professionals and curating a holding of jazz music-related personal and professional jazz artifacts and ephemera.

To celebrate the Archive's 35th anniversary, in October 2023 the Trustees agreed to invest in the takeover and conversions of over 1200 sq ft of additional self-contained, ground floor redundant space at Loughton Library where we launched The National Jazz Hub (Loughton), a pop-up, community facing cultural centre showcasing the art, culture, heritage of jazz through the operation of a small museum, retail store, grassroots live music venue and studio space.

Telling the story of jazz through items contained in our archives and from new donations, hosting live music events, and publicly accessible talks and interviews, The Jazz Hub continues to prove popular for visitors, researchers and performers and has strengthened our vision that the NJA is recognised more than just a store room but as a "story room."

However, due to on-going property concerns, the studio space has yet to be fully utilised and the significant forecasted revenue from this space, has yet to transpire. The trustees are aware that this is a key contributor to our small financial loss incurred for the year. We are in regular communication with our landlord where hope they will rectify this as a matter of urgency.

During the year, we increased the number of fundraising events three-fold using local community venues and our own Jazz Hub to host regular audiences of around 200 ticket-buying jazz lovers. In line with our commitment to demonstrating the inclusiveness of our activities, we introduced new styles of live jazz music, moving away from the traditional strands and introducing considerably more contemporary jazz to the programming. We themed our events according to the "jazz calendar" hosting concerts centred around International Women's Day, Black History Month, International Jazz Day and centenary birthdays of renowned jazz artists. All our events are "storytelling" events and our most popular concerts where those themed around specific instruments, geographies and individual artists.

Our visibility in the jazz sector has increased professionally and at local and national community level, but is rapidly leading the Archive to become a victim of its own success, with an increase in new physical donations of artifacts and ephemera being received almost weekly. As such, we are fast running out of physical space both in Loughton, at our satellite collections at Birmingham City University and at our book repository in Hertfordshire. We continue to have a collection of books and videos out on contractual loan to the Jazz Centre UK in Southend-on-Sea, Essex and continue to work closely with the British Library's National Sound Archive where we assisted in their recent "Beyond the Bass" celebration of Black Music in the UK but are now exploring additional UK-wide locations as satellite outlets of the NJA.

Our global reach has increased with researchers from the USA, Canada, Australia, South Africa and the Middle East regularly using the NJA as a resource for their new projects. Broadcast media attention has grown too and throughout the year we continued to work alongside the BBC, Jazz FM and numerous production companies in providing images, sound recordings and other documentation for inclusion in their program development.

The proposed redevelopment of Loughton library has now finally been approved, and planning permission was granted on 30th April 2024. The National Jazz Archive has been allocated a marginally increased and visible operating space in the new building demonstrating Essex County Council's ongoing commitment to the national significance of our work as an arts and cultural archive and although good news in principle, this is only Planning Permission (and with associated legal approvals), the Council has three years to commence works before resubmitting an application. We have been advised by ECC Officers that works will commence as Loughton Library is rapidly becoming unfit for purpose as significant repairs and renewals may not be economically viable given the potential for demolition and redevelopment in the not-too-distant future! This may of course impact on the charity over the course of time and as such we are currently developing an action plan to respond to expected formal notice.

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

Financial Review

Total income for the year including capital introduced from funds transferred from the original Charitable Trust to fund new projects were £125,610 and after allowing for expenditure on charitable activities of £86,557 the charity has achieved a profit for the year of (£39,053). This was incurred as a result of increased spend on The Jazz Hub refurbishments, inventory investment, ICT costs and marketing.

The Trustees continue to remain aware that no grant funding was received during the period, and we remained dependent on our live music events and our commercial activities to achieve the archive's financial stability. Existing commercial partnerships continue to support our income streams, and we are developing new relationships through the industry with others including TV, radio and other media producers.

We have held back on developing new income sources until we've been issued a timeline for movement of the Archive into our new home. On receipt of this, we will be better placed to revisit our fundraising strategy and action plans to improve those grant-funded and commercial revenues and potentially protect against any costs of moving.

We continue to build on our approach to developing legacy bequests and are actively seeking further support from donors, philanthropists and additional pure commercial sponsorship. To solidify our commitment to financial governance, we applied for and successfully received certification approval from The Fundraising Regulator.

Reserves Policy

The Trustees are looking at opportunities to increase income and control costs so that reserves can be accumulated over the foreseeable future. The Trustees consider that £30,000 is a reasonable target for reserves in the next five years and using new accounting software systems, the Trustees continue to strictly monitor cash flow and review the cash position quarterly at meetings of all Trustees. However, given the potential of a move to new premises, the Trustees commit to retaining a minimum reserve sum equal to three months core operating expenditure, a sum not less than £9,000 at any time.

The Trustees continued to support key investments from reserves to ensure the Archive develops its commitment to 21st-Century standards, to global accessibility through improved digital capabilities and to operating more efficiently and professionally in cataloguing and archiving processes; these are being funded through previously designated reserves and with additional costs countered by net proceeds from our additional live music and fundraising activities.

The Trustees also agreed that with space at a premium at both Loughton and Birmingham, additional premises investment will likely need to be made to accommodate our unprecedented growth, and this will likely come from reserves alongside some additional external fundraising activities and the development of new strategic & operational partnerships.

Trustees are also in agreement that there will likely be a need for new applications for grant funding, potential bank borrowing and other specific forms of fundraising such as crowdfunding during any transition period where the Essex County Council redevelopment of Loughton Library may impact.

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

Statement of Responsibilities of the Trustees

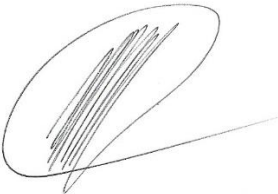
The Trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, (Accounts and Report) Regulations 2008 and the provisions of the declaration of trust. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed by order of the Trustees

A handwritten signature in black ink, appearing to be 'M Kass', written over a faint, circular stamp or watermark.

M Kass – Executive Chair
Date: 31st January 2025

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

Independent examiner's report to the Trustees of National Jazz Archive ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2024.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

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

I report in respect of my examination of the charity'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 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.


I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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. This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Dated: 31st January 2025

Matthew Wells ACA 
Haslers Chartered Accountants
Old Station Road
Loughton
Essex IG10 4PL

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

THE NATIONAL JAZZ ARCHIVE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Funds 2024 £	Designated Funds 2024 £	Total Funds 2024 £
Income from:				
Donations and Legacies	2	34,754		34,754
Charitable activities	3	3,009		3,009
Other trading activities	4	18,983		18,983
Funds Inherited on Conversion	5	59,864	9,000	68,864
Total income		116,610	9,000	125,610
Expenditure on:				
Charitable activities	6	86,557		86,557
Total expenditure		86,557		86,557
Net movement in funds		30,053	9,000	39,053
Reconciliation of funds:				
Total funds brought forward		-	-	-
Total funds carried forward		30,053	9,000	39,053

The notes on 12 – 15 form part of these financial statements.

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

THE NATIONAL JAZZ ARCHIVE
BALANCE SHEET
AS AT 31 MARCH 2024

	<u>Note</u>	2024
		£
Current assets		
Cash at bank and in hand		39,053
Net assets		<u>39,053</u>
Charity Funds		
Unrestricted Funds	13	33,053
Designated Funds		9,000
Total Funds		<u>39,053</u>

The notes on 12 – 15 form part of these financial statements.

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

THE NATIONAL JAZZ ARCHIVE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2024

1. Accounting Policies

Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The 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 (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) including Update Bulletin 1 and the Charities Act 2011.

The 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 the Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005 which has since been withdrawn.

The CIO constitutes a public benefit entity as defined by FRS102.

The Trustees have a reasonable expectation that the Charity will have adequate resources to continue in operational existence for the foreseeable future.

The Trustees consider the Charity to be sufficiently robust that its operations will be able to generate and maintain sufficient levels of cash in order to meet its overhead commitments for at least the period under review. The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means that actual outcomes could differ from those estimates. There were no judgements which have had a significant effect on amounts recognised in the financial statements

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably. Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity, and it is probable that those conditions will be met. Donations in Kind are treated as income and expenditure in the year of receipt.

Income from government and other grants, whether capital grants or revenue grants is recognised when the charity has entitlement to the funds, any performance related conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

Legacy income is recognised when the charity receives entitlement of a gift which is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with the Charity's compliance with constitutional and statutory compliance.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for trade discounts due.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Taxation

The Charity is exempt from tax on its charitable activities.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualifies as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Charitable activities

Costs of charitable activities include support costs and governance costs.

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

Fund Accounting

Unrestricted funds can be used in accordance with the Charity's objects at the discretion of the Trustees.
Restricted funds can only be used for particular restricted purposes within the objects of the Charity.
Restrictions arise when specified by the donor or when funds are raised for restricted purposes.

Data Reporting

Trustees highlight prior dormancy of the Charitable Incorporated Organisation and as such these accounts are "Year One" of operation under this new structure. As such, references and comparisons made to previous year's trading will refer to the Charity's original Trust status and all associated submissions and annual returns. As only the legal status of the organisation has changed, the Charity continues to operate and report "business as usual."

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

2. Income from Donations and Legacies	CIO
	2024
	£
Donations	8,526
Donated facilities and services	26,228
	<hr/> 34,754 <hr/>
3. Income from Charitable Activities	
	2024
	£
Heritage Images commission and sundry receipts	3,009
	<hr/> 3,009 <hr/>
4. Income from other trading activities	
	2024
	£
Fundraising events, talks, sale of recorded materials and books & other cultural activities	18,983
5. Operating Capital Introduced	2024
	£
Funds introduced from cash transferred from Trust to CIO	68,864

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

6. Expenditure on Charitable activities

Unrestricted Charity expenses	2024
ARTIST PERFORMANCE FEES	2,700
BANK CHARGES	258
BOOKKEEPING	1,658
CLEANING	200
CONSULTANT ARCHIVIST	6,600
FURNITURE	2,723
DIGITISATION	254
IN-KIND HR & PROPERTY COSTS	26,228
INSURANCE	187
INTERNET	583
IT CONSULTING	9,677
IT LICENCE	693
IT SUNDRIES	1,145
LOTTERY LICENSING	20
MARKETING	3,247
JAZZ HUB FIXTURES & FITTINGS	6,666
PETTY CASH FLOAT	100
POSTAGE & PACKAGING	959
PROJECT MANAGEMENT CONSULTING	9,683
PROPERTY LICENCE (JAZZ HUB)	420
REPAIRS & RENEWALS	680
STATIONERY	4,615
SUBSCRIPTIONS	3,582
SUNDRIES	47
TELEPHONY	77
TRAVEL & SUBSISTANCE	437
VENUE HIRE	<u>3,118</u>
Total	<u>86,557</u>

7. Staff costs

The Charity did not have any employees in the current or preceding year.

8. Trustee expenses

During the year one Trustee was reimbursed £6,667 for stationery, concert, travel and Jazz Hub-related project costs. No Trustees made any donations to the charity. No Trustee received any remuneration from the Archive in the current or preceding year.

9. Debtors

	2024
Trade debtors	Nil

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

10. Creditors: Amounts falling due within one year

	2024
	£
Trade creditors	Nil

11. FINANCIAL INSTRUMENTS

	2024
	£
Financial assets	
Financial assets measured at fair value through profit or loss	39,053
	<u>39,053</u>
	2024
	0
Financial liabilities	
Financial liabilities measured at amortised cost	0

12. Analysis of net assets between funds

	Cash at Bank	Net Current (Liabilities)
Unrestricted Funds		
General	30,053	-
Designated	9,000	-
	<u>39,053</u>	<u>-</u>

13. Movement in Reserves

	At 1st April 2023	Incoming Resources	Outgoing Resources	Funds Inherited on Conversion	At 31st March 2024
	£	£	£	£	£
Undesignated Funds	-	56,746	(86,557)	59,864	30,053
Designated Funds	-	-	-	9,000	9,000
	<u>-</u>	<u>56,746</u>	<u>(86,558)</u>	<u>68,864</u>	<u>39,053</u>

THE NATIONAL JAZZ ARCHIVE CIO
TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2024

The Trustees agreed to use previously designated funds to fund investment in The Jazz Hub and future operations. The Trustees continue to use a freelance archivist on an ad hoc basis and bolster its use of its IT consultant from these reserves over a three-year period, subsequently reducing the amount of this reserve proportionately.

Essex County Council are obliged to start redevelopment works at Loughton Library, where the Archive is based, by the end of 2027. The Trustees have agreed to use a previously designated relocation reserve of £9,000 to fund an early-stage development programme to model for its future operation in the new building.

Once defined timelines are known, any costs associated with relocation the Archive whilst the redevelopment takes place will need to be provided for and the Trustees will review all options including the potential launch of dedicated public Building Fund crowdfunding and other income generating fundraising schemes and campaigns.

14. Related Parties

Save for the short transition period during the close down of the original Charitable Trust and the movement of balance of funds from one organisation the other, there were no related party transactions arising during the year. Only one Trustee reclaimed out-of-pocket expenses throughout the year as reported in Section 8 above.

THE NATIONAL JAZZ ARCHIVE

England & Wales - Charity number 1195381

Accounts



Trustees' annual report (including Directors' report) for the period

From: 1st April 2022

To: 31st March 2023

Charity name: The National Jazz Archive cio

Charity registration number: 1195381

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote, maintain, improve and advance the education of the public by encouraging and fostering the understanding, knowledge, appreciation and development of jazz and associated forms of music and culture.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Charity was dormant throughout the year.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Charity was dormant throughout the year.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Charity was dormant throughout the year.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity was dormant throughout the Year
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity was dormant throughout the Year
Amount of reserves held	Para 1.22	The Charity was dormant throughout the Year
Reasons for holding zero reserves	Para 1.22	The Charity was dormant throughout the Year
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed , memorandum and articles of association etc	Para 1.25	Constitution

How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Selection is by merit having regard to the skills, knowledge & experience needed for the effective administration of the CIO

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	The National Jazz Archive
Other name the charity uses	none
Registered charity number	1195381
Charity's principal address	Loughton Library, Traps Hill, LOUGHTON IG10 1HD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mark Kass	Chair		
2	Victor Hobson			
3	Ellie Pridgeon			
4	Martin Astell			
5	Andrew Linehan			
6	Tim Wall			
7	Pedro Cravinho			
8	Catherine Tackley			
9	Corey Mwamba			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name	
N/A	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
N/A	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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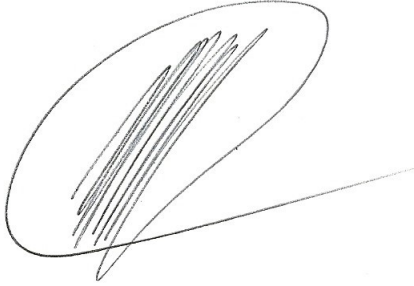
Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)

	
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Full name(s)

Mark David Kass

Position (for example
Secretary, Chair, etc)

Chair

Date

29th December 2023

The National Jazz Archive

(Dormant Accounts)

(A Charitable Incorporated Organisation)

Annual Report and Financial Statements

1ST April 2022 to 31ST March 2023

Contents

Legal and administrative information

Report of the Trustees

Dormant Balance Sheet

Notes forming part of the financial statements

Legal and administrative information

Charity number	1195381
Registered address	Loughton Library Traps Hill Loughton IG10 4HD
Trustees	Mark Kass Martin Astell Pedro Cravinho Ellie Pridgeon Catherine Tackley Corey Mwamba Andy Linehan Tim Wall Vic Hobson
Bank details	Metro Bank Sort Code: 23-05-80 A/c: 46747720

The National Jazz Archive cio

Trustees' Report

The Trustees present their annual report and accounts for the period ended from 1st April 2022 to 31st March 2023.

During this period, the charity had dormant accounts.

Structure, governance and management

The Charity is constituted as a Charitable Incorporated Organisation (CIO) Foundation, as a body corporate under Part 11 of the Charities Act 2011 on the 03 August 2021. The CIO registered with the Charity Commission thereafter.

Trustees are legally responsible for the governance and management of the charity. Trustees are responsible of setting strategies and policies for ensuring these are implemented.

Risk management

The charity's trustees have considered the major risks to which the charity is exposed and have reviewed potential risks. Systems and procedures have been put in place to manage the risks and to mitigate any adverse outcomes.

Objectives and activities

The governing scheme defines the charity's objects as being to:po promote, maintain, improve and advance the education of the public by encouraging and fostering the understanding, knowledge, appreciation and development of jazz and associated forms of music and culture.

Achievements and Performance

The CIO was dormant during this period pending a transfer of operations from a charitable trust to the CIO

Financial review

No transactions took place during this period.

Future plans

The National Jazz Archive will focus on developing core activities and campaigns capable of supporting its work and the work of other archives in England & Wales and across the UK

A key element of our focus will be to carry out a review of other archiving systems, products and programmes in general so as to develop and expand our own jazz archiving and development schemes throughout the world.

The National Jazz Archive will also focus on developing its reach and capacity by seeking out partner organisations and likeminded enterprises, entrepreneurs and musicians and industry professionals with whom we can work alongside providing they can further our objectives in an efficient and effective manner.

The trustees are agreed that the National Jazz Archive should develop its offerings so that we always appeal to a wide donor base.

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

This report was approved by the trustees *1st December 2023* signed on their behalf by:



Mark Kass

Executive Chair & Trustee

The National Jazz Archive cio
Balance Sheet as at 31st March 2023
(Dormant Accounts)

		Period to 31 st March 23
	£	£
Fixed assets		
Tangible assets		
Total fixed assets		0
Current assets		
Stock and work in progress	0	
Debtors	0	
Cash at bank and in hand	<u>0</u>	
	0	
Liabilities		
Creditors: amounts falling due within one year	<u>0</u>	
	0	
Net current assets		0
Creditors: amounts falling due after one year		0
Provision for liabilities		0
Net assets		0
Reserves		0

Approved by the Board 1st December 2023 and signed on their behalf by



MARK KASS
 Executive Chair & Trustee

Notes forming part of the financial statements for the period ending 31st March 2023

1. Accounting policies

(a) Basis of preparation

The accounts have been prepared in accordance with the receipts and payments basis in accordance with the Charity Commission guidance.

(b) Charity status

The National Jazz Archive was established under a CIO Foundation constitution and is a registered with the Charity Commission under the reference of 1195381. The Trustees are appointed and function in accordance with the Constitution.

(c) Fund accounting

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(d) Receipts

All incoming resources are included in the Receipt & payment Accounts when the charity actually obtains legally entitled income.

(e) Payments

All expenditure is accounted for on payments basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

2. Member liabilities

The members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

3. Debt outstanding

There is no particulars of any debt outstanding at the date the statement of assets and liabilities which is owed by The National Jazz Archive and which is secured by an express charge on any of the assets of The National Jazz Archive.

4. Related Parties

Controlling entity

The charity is controlled by the trustees. During the year the Trustees received no emoluments or incurred any expenses using Trust funds.

THE NATIONAL JAZZ ARCHIVE

England & Wales - Charity number 1195381

Accounts



Trustees' Annual Report for the period

From **1st April 2021**
21st March 2022

Period start date **To**
Period end date

Charity name: The National jazz Archive

Charity registration number: 1195381

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote, maintain, improve and advance the education of the public by encouraging and fostering the understanding, knowledge, appreciation and development of jazz and associated forms of music and culture.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity was dormant throughout the year.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity was dormant throughout the year.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity was dormant throughout the year.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity was dormant throughout the year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity was dormant throughout the year.
Amount of reserves held	Para 1.22	The charity was dormant throughout the year.
Reasons for holding zero reserves	Para 1.22	The charity was dormant throughout the year.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Selection is by merit having regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The National Jazz Archive
Other name the charity uses	none
Registered charity number	1195381

Charity's principal address	Loughton Library Traps Hill Loughton Essex IG10 1HD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mark Kass	Chair		
2	David Goodridge			
3	Dr Victor Hobson			
4	Dr Ellie Pridgeon			
5	Martin Astell			
6	Andrew Linehan			
7	Tim Wall			
8	Paul Kaufman			
9	Pedro Lopes			
10	Catherine Tackley			
11	Corey Mwamba			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

--	--

Position (eg
Secretary, Chair, etc)

--	--

Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The National Jazz Archive	No (if any) 1195381
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Receipts and payments accounts

For the period from	Period start date 01.04.2021	To	Period end date 31.03.2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	-	-	-	-
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	-	-	-	-
A3 Payments				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	-	-	-	-
Net of receipts/(payments)	-	-	-	-
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	-	-	-	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	-	-
	(agree balances with receipts and payments account(s))	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

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

Signature	Print Name

CC16a



Last year

to the nearest £

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Endowment funds

to nearest £

-
-
-
-

OK

Endowment funds

to nearest £

-
-
-
-
-
-

Current value (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
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-
-
-
-

When due (optional)

Date of approval
