



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

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

**From:** 1<sup>st</sup> April 2022

**To:** 31<sup>st</sup> 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, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association</a> etc	Para 1.25	<b>Constitution</b>

How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	<b>CIO</b>
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	<b>Selection is by merit having regard to the skills, knowledge &amp; experience needed for the effective administration of the CIO</b>

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

## 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			
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17				
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19				
20				

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

<b>Director name</b>	
<b>N/A</b>	

## Name of trustees holding title to property belonging to the charity

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

## 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

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## Other optional information

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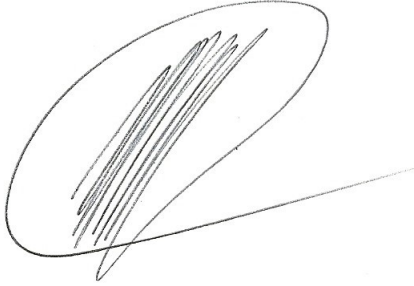
## Declarations

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

1<sup>ST</sup> April 2022 to 31<sup>ST</sup> 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 1<sup>st</sup> April 2022 to 31<sup>st</sup> 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 *1<sup>st</sup> December 2023* signed on their behalf by:



Mark Kass

Executive Chair & Trustee

**The National Jazz Archive cio**  
**Balance Sheet as at 31<sup>st</sup> March 2023**  
**(Dormant Accounts)**

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

Approved by the Board 1<sup>st</sup> December 2023 and signed on their behalf by



MARK KASS  
 Executive Chair & Trustee

## **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.