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**THE NATIONAL JAZZ ARCHIVE CIO**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

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## THE NATIONAL JAZZ ARCHIVE CIO

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## THE NATIONAL JAZZ ARCHIVE CIO

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

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<b>Trustees</b>	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
<b>Charity registered number</b>	1195381
<b>Principal office</b>	National Jazz Archive Loughton Central Library Loughton IG10 IHD
<b>Accountants</b>	Haslers Chartered Accountants Old Station Road Loughton Essex IG10 4PL

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## THE NATIONAL JAZZ ARCHIVE CIO

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

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#### 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.

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## THE NATIONAL JAZZ ARCHIVE CIO

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

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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.

#### ACHIEVEMENTS 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 its 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.

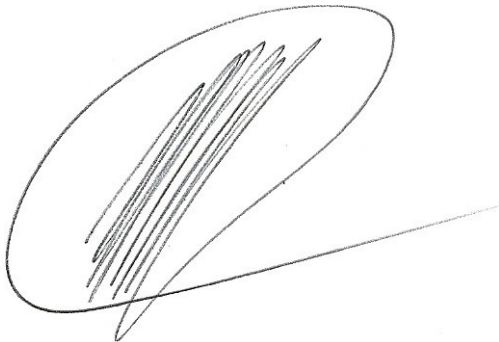
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**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 a large, loopy initial 'M' followed by a series of vertical strokes and a long horizontal tail stroke.

**M D Kass**  
(Chair of Trustees)

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

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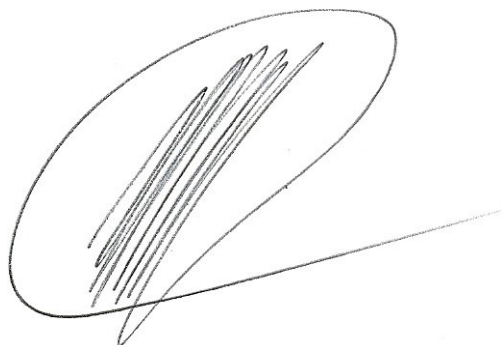
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 a large, loopy initial 'M' followed by a series of diagonal strokes and a long horizontal tail.

**M D Kass**  
(Chair of Trustees)

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## THE NATIONAL JAZZ ARCHIVE CIO

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

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#### 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



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**THE NATIONAL JAZZ ARCHIVE CIO**

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

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	Note	Unrestricted funds 2025 £	Total funds 2025 £	<i>As restated Total funds 2024 £</i>
<b>Income from:</b>				
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
<b>Total income</b>		<b>106,342</b>	<b>106,342</b>	<b>165,610</b>
<b>Expenditure on:</b>				
Charitable activities		125,119	125,119	126,557
<b>Total expenditure</b>		<b>125,119</b>	<b>125,119</b>	<b>126,557</b>
<b>Net movement in funds</b>		<b>(18,777)</b>	<b>(18,777)</b>	<b>39,053</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		39,053	39,053	-
Net movement in funds		(18,777)	(18,777)	39,053
<b>Total funds carried forward</b>		<b>20,276</b>	<b>20,276</b>	<b>39,053</b>

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

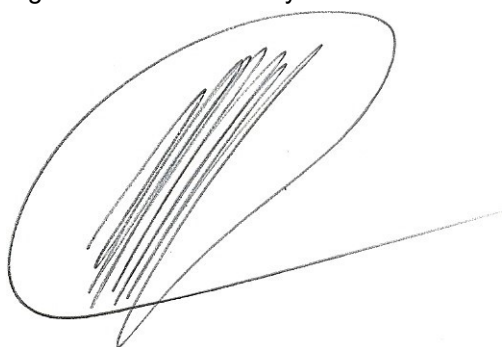
The notes on pages 9 to 16 form part of these financial statements.

THE NATIONAL JAZZ ARCHIVE CIO

BALANCE SHEET  
AS AT 31 MARCH 2025

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

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.

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## THE NATIONAL JAZZ ARCHIVE CIO

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

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#### 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

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**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.

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THE NATIONAL JAZZ ARCHIVE CIO

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

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**3. Income from donations and in-kind benefits**

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

**4. Income from charitable activities**

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

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THE NATIONAL JAZZ ARCHIVE CIO

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

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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	

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**THE NATIONAL JAZZ ARCHIVE CIO**

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

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**7. Analysis of expenditure by activities**

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £	As restated Total funds 2024 £
Artist performance fees	6,400	-	<b>6,400</b>	2,700
Venue hire	4,260	-	<b>4,260</b>	10,884
In-Kind property and staffing costs	-	78,981	<b>78,981</b>	66,228
Project management consulting	-	9,451	<b>9,451</b>	9,683
IT and other consulting	-	8,797	<b>8,797</b>	16,277
Bookkeeping	-	3,180	<b>3,180</b>	1,658
Marketing	-	3,131	<b>3,131</b>	3,247
Insurance and licence fees	-	3,933	<b>3,933</b>	880
Postage, packaging and stationary	-	2,490	<b>2,490</b>	5,574
Subscriptions	-	822	<b>822</b>	3,582
Other expenditure	-	3,674	<b>3,674</b>	5,844
	<u>10,660</u>	<u>114,459</u>	<u><b>125,119</b></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><b>1,950</b></u>	<u>1,920</u>

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THE NATIONAL JAZZ ARCHIVE CIO

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

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**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 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Designated Funds	9,000	-	-	9,000
<b>General funds</b>				
General Funds	30,053	146,342	(165,119)	11,276
<b>Total Unrestricted funds</b>	<b>39,053</b>	<b>146,342</b>	<b>(165,119)</b>	<b>20,276</b>



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**THE NATIONAL JAZZ ARCHIVE CIO**

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

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**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>
<b>Unrestricted funds</b>			
<b>Designated funds</b>			
Designated Funds	9,000	-	9,000
	<hr/>	<hr/>	<hr/>
<b>General funds</b>			
General Funds	116,610	(86,557)	30,053
	<hr/>	<hr/>	<hr/>
<b>Total Unrestricted funds</b>	<u>125,610</u>	<u>(86,557)</u>	<u>39,053</u>

**12. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 1</b>			<b>Balance at</b>
	<b>April 2024</b>	<b>Income</b>	<b>Expenditure</b>	<b>31 March</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>2025</b>
				<b>£</b>
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>

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**THE NATIONAL JAZZ ARCHIVE CIO**

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

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**12. Summary of funds (continued)**

**Summary of funds - prior year**

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

**13. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>
Current assets	20,276	<b>20,276</b>
<b>Total</b>	<u>20,276</u>	<u><b>20,276</b></u>

**Analysis of net assets between funds - prior year**

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

**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.