

**REGISTERED CHARITY NUMBER: 227464**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022  
FOR  
BRITISH RECORDS ASSOCIATION**

**Higson APS Limited  
45 Queen Street  
Deal  
Kent  
CT14 6EY**

**BRITISH RECORDS ASSOCIATION**

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FOR THE YEAR ENDED 31 MARCH 2022**

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**BRITISH RECORDS ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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 British Records Association (established in 1932) exists to promote for the public benefit the preservation, understanding, accessibility and study of the recorded heritage.

Responsibility for the work of the Association lies with a Council which is composed of the vice-presidents, officers, and up to 9 elected members (individual or institutional) who are elected for a maximum of 3 years at the Annual General Meeting. All elected members of the Council are Trustees of the Association.

During the course of the year, Council met on two occasions: on 26 July 2021 and 6 December 2021. The meetings were held virtually, via Zoom, due to the coronavirus (COVID-19/SARS-CoV-2) pandemic and the restrictions on individual movement and gatherings.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Association's aims are to initiate, encourage and support work relating to records and archives which:

- contributes to their appropriate preservation
- increases their accessibility for research
- enables the exchange of views and information
- influences public opinion and policymakers.

**BRITISH RECORDS ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**OBJECTIVES AND ACTIVITIES**  
**MEMBERSHIP**

The Association's membership year runs from 1 January to 31 December. Subscription renewals are due ideally in advance, and otherwise not later than 31 March in the year of membership. At 31 December 2021 there were 139 individual members. Institutional members numbered 82 at year end.

We thank the Liverpool University Press team who have managed membership and subscriptions for the BRA since 2019. The change (and the previous tightening of our procedures) has continued to leave a number of memberships unresolved. In February and March 2021, work continued on the rationalization of individual and institutional membership payments that were still being paid directly to the BRA. We are grateful to those who are now securely signed up with LUP, and we would encourage others to sign up for 2023.

The Membership Secretary stepped down in December 2021; the Executive Committee continues to seek a replacement.

**EXECUTIVE COMMITTEE**

The Executive Committee (comprising the Chair, Vice-Chair, Treasurer, Secretary, Membership Secretary, Editor, the representative of Jesus College Cambridge, and Stephanie Nield) have met regularly (via Zoom) during the course of the year and worked to deliver BRA's strategic objectives.

No new officers or members of Council were elected.

The Chair continued to maintain mutually beneficial relationships with The National Archives (TNA), the Archives and Records Association, and other professional bodies.

The Vice-Chair continued to represent the Association as a member of the national Records at Risk Steering Group, which met virtually in June, July and November 2021 and January 2022. The group is an independent advisory body supported and facilitated by TNA (as successors to the Historical Manuscripts Commission) with representation from archives and academic sectors in England and Wales. Its aims are to lobby for preservation of records at risk (the original preservation purpose of the BRA) and to co-ordinate projects to achieve this goal.

Plans to establish a Records at Risk Fund progressed during the course of the year. The fund comprises financial contributions totalling £31,000 from TNA, the British Records Association and the Archives & Records Association, and is held and distributed by the BRA. It is intended to support urgent interventions to save physical and digital records facing immediate peril across the UK. The Records at Risk Fund was formally launched in November 2021, and applications were assessed by a panel convened by TNA. The Vice-Chair was invited to represent BRA on the Assessment Panel, which met in March 2022.

A draft BRA Forward Plan 2021-2022 was approved at the March 2021 Council meeting setting down BRA actions for the period up to the AGM in 2022 and to achieve the aims of: building the membership and volunteer base; improving communication with members and the wider community; developing and maintaining external partnerships; encouraging and supporting the preservation and rescue of records at risk; enabling the exchange of views and information; and influencing opinion. The implementation of the plan was supported by a new vision statement - 'The nation's records preserved, accessed and interpreted for the benefit of all' - and a revised version of the Association's aims (see paragraph 1 above). It is intended that the period 2022 until the AGM 2023 will be covered by a 'Strategic and Operational Plan 2022-2025'.

Communication with members has been maintained via the website, emails and social media channels. Activity in the latter sphere continues to be greatly enhanced by Stephanie Nield, Leonard Cheshire Archive and Library. The newsletter was substituted by a regular e-bulletin from May 2021. In-person outreach activities were again not possible due to the pandemic, however it is intended to relaunch the BRA's programme of visits from summer 2022 onwards.

## **BRITISH RECORDS ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

##### **PUBLICATIONS**

Two issues of the Archives journal were produced and distributed by LUP, in digital and hard copy format, during the course of the year: Volume LVI (no. 1) April 2021 and Volume LVI (no. 2) October 2021. We are grateful to the Editorial Board (comprising Ruth Paley, Naz Alcock, Charlotte Berry, Alan Crookham, Sean Cunningham, Colin Haydon, Kate Jarman, Neil Murphy, Catryn Radick, Laura Tompkins, and Marianne Wilson) for their efforts on behalf of the Association. Copies of Archives dating back to 2006 have been digitised by LUP and are available free of charge to all subscribers and members of the Association, via the LUP website.

##### **EVENTS**

Events were again severely curtailed on account of the pandemic. The Annual General Meeting 2021 was held successfully online on Zoom, despite a very low turnout; communication of the Annual Report and Accounts for approval by the membership was undertaken via post and email.

The annual Maurice Bond Memorial Lecture was held in-person on 23 February 2022 at the Guildhall Library, London. Entitled 'Covid and the Historian', the lecture was delivered by Martin Daunton, Emeritus Professor of Economic History at the University of Cambridge and Visiting Professor at Gresham College. Sixty people registered to attend this very successful event.

The annual conference which had been scheduled for 23 April 2020, "Creative Encounters: Art in the Archives", remained postponed. It is intended to reschedule the event later in 2022.

It was not possible to organise any visits for BRA members.

The BRA Archives Advocacy Group was formed in 2020, arising from the BRA Forum held in November 2019. The Group is chaired by Julia Sheppard, and comprises members Alice Prochaska, Jean Seaton, Jane Winters, Sarah Tyacke, Serena Kelly, David Thomas, and Richard Ovenden. Administrative activities and publicity roles are carried out respectively by Amanda Engineer and Stephanie Nield. A programme to deliver webinars in 2021-2022, in partnership with the Institute of Historical Research, was launched in January 2020 under the title 'The Shock of the Record: Archives and Truth'. The first webinar, 'Why Archives Matter', was held on 18 March 2021. Three further webinars were held on 17 June 2021, 11 November 2021 and 31 March 2022, respectively entitled: 'Who Creates the Record and Why? Evidence Under Attack'; 'Truth and Trust: Untruth Especially in Oppressive Regimes'; and the final webinar in the series, 'Archives of Crisis and Conspiracy'. Details were posted on the IHR's and the British Records Association's websites. The webinars generated much interest, reaching broad international audiences. The Group plans to hold a meeting in September 2022 to review achievements and discuss next steps in promoting archives, truth and trust. It is also hoped to promote some of the webinar talks in the BRA journal Archives.

##### **HARLEY PRIZE**

The annual Harley Prize was awarded to Dr Amy L. Erickson, Robinson College, Cambridge, for City Women in the 18th Century, a free open-air exhibition in autumn 2019 about women who ran luxury businesses in the City of London in the 18th century; and a supporting article, 'Esther Sloope, fanmaker, and her family', Eighteenth-Century Life, 42 (2) (2018), pp.15-37. The prize presentation took place after the Maurice Bond Memorial Lecture, on 23 February 2022. The prize is intended to generate interest in archives, and raise awareness of research and achievements in the world of archives, and is awarded to individuals or organisations for the best or most original piece of published work which has promoted BRA's aims: "the preservation, understanding, accessibility or study of archives". In 2021 the Council agreed to increase the Harley Prize award to £500.

## **BRITISH RECORDS ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

#### **FINANCIAL REVIEW**

##### **Investment policy and objectives**

##### **Investment powers**

The Council can invest funds not immediately required for the Association, in such investments, securities or property as may be thought fit.

##### **Reserves policy**

##### **Reserves**

The Council has reviewed the Association's reserves policy in accordance with guidelines from the Charity Commissioners.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

##### **Statement of Council's Responsibilities**

The Association's constitution and subsequent legislation requires accounts to be prepared for the financial year. In preparing these accounts the Council of the Association have regard to:

- selecting suitable accounting policies and applying them consistently
- making judgements and estimates that are reasonable and prudent
- observing applicable Accounting Standards
- preparing the accounts on a going concern basis

The Council of the Association is responsible also for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Association and for safeguarding its assets.

##### **Charity constitution**

##### **Governing instrument**

The Association was founded in 1932 and is governed by rules dated December 1980 and revised in 1992 and 2004.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

227464

##### **Principal address**

70 Cowcross Street

London

London

EC1M 6EJ

## **BRITISH RECORDS ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

#### **Trustees**

Ms J Foster Treasurer (resigned 22.9.21)  
D B Robinson Vice President  
Dr R Paley Editor  
Ms K V Bligh  
Ms E A Stazicker FRSA Membership Secretary  
M D Watton Chair of Council  
S G H Freeth  
Ms V Northwood Vice Chair of Council  
D L Prior Vice President  
Lady P M K Teviot  
Ms S Kelly  
Ms A Engineer Secretary  
R Athol  
A J Ling Treasurer (appointed 20.4.22)

<b>Patron:</b>	The Most Honourable the Marquess of Salisbury, KG, KCVO, PC, DL
<b>President:</b>	Sir Geoffrey Vos, Master of the Rolls
<b>Vice-Presidents:</b>	Dr David Robinson David Prior
<b>Chair of Council:</b>	Matti Watton
<b>Vice Chair of Council</b>	Victoria Northwood
<b>Treasurer</b>	Jane Foster/Andrew Ling
<b>Secretary:</b>	Amanda Engineer
<b>Editor:</b>	Dr Ruth Paley
<b>Elected Members of the Council:</b>	Katharine Bligh Stephen Freeth Robert Athol Serena Kelly Elizabeth Stazicker (also acts as Membership Secretary to December 2021) Lady Mary Teviot

BRITISH RECORDS ASSOCIATION  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner  
Peter Higson  
Higson APS Limited  
45 Queen Street  
Deal  
Kent  
CT14 6EY

Banker: Santander  
2 Triton Square, Regent's Place  
London, NW1 3AN

Approved by order of the board of trustees on 27<sup>th</sup> September 2022 and signed on its behalf by:

  
M D Watton - Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BRITISH RECORDS ASSOCIATION**

**Independent examiner's report to the trustees of British Records Association**

I report to the charity trustees on my examination of the accounts of British Records Association (the Trust) for the year ended 31 March 2022.

**Responsibilities and basis of report**

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


I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention 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 Trust as required by section 130 of the 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.

  
Peter Higson  
Higson APS Limited  
45 Queen Street  
Deal  
Kent  
CT14 6EY

Date: 14 October 2022

# BRITISH RECORDS ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		2,150	28,000	30,150	1,314
Charitable activities					
Other income		79	-	79	333
Membership subscriptions		11,719	-	11,719	6,574
Publication sales		4,738	-	4,738	10,889
<b>Total</b>		<b>18,686</b>	<b>28,000</b>	<b>46,686</b>	<b>19,110</b>
<b>EXPENDITURE ON</b>					
Charitable activities					
Promoting the study of recorded heritage		1,236	30,418	31,654	2,156
Membership subscriptions		3,516	-	3,516	-
Publication sales		1,422	-	1,422	615
Other		2,738	-	2,738	2,952
<b>Total</b>		<b>8,912</b>	<b>30,418</b>	<b>39,330</b>	<b>5,723</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>9,774</b>	<b>(2,418)</b>	<b>7,356</b>	<b>13,387</b>
Transfers between funds	8	(3,000)	3,000	-	-
Net movement in funds		6,774	582	7,356	13,387
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		109,108	-	109,108	95,721
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>115,882</b>	<b>582</b>	<b>116,464</b>	<b>109,108</b>

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

# BRITISH RECORDS ASSOCIATION


## BALANCE SHEET 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>CURRENT ASSETS</b>					
Debtors	6	6,490	-	6,490	4,290
Cash at bank and in hand		111,482	31,000	142,482	105,356
		<u>117,972</u>	<u>31,000</u>	<u>148,972</u>	<u>110,646</u>
<b>CREDITORS</b>					
Amounts falling due within one year	7	(2,000)	(30,418)	(32,508)	(1,538)
<b>NET CURRENT ASSETS</b>		<u>115,882</u>	<u>582</u>	<u>116,464</u>	<u>109,108</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>115,882</u>	<u>582</u>	<u>116,464</u>	<u>109,108</u>
<b>NET ASSETS</b>		<u>115,882</u>	<u>582</u>	<u>116,464</u>	<u>109,108</u>
<b>FUNDS</b>	8				
Unrestricted funds:					
General fund				57,489	50,215
Designated fund				<u>58,993</u>	<u>58,893</u>
				<u>115,882</u>	<u>109,108</u>
Restricted funds				<u>582</u>	<u>-</u>
<b>TOTAL FUNDS</b>				<u>116,464</u>	<u>109,108</u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

27 September 2022

  
M D Watson - Trustee

  
A J Ling Treasurer - Trustee

The notes form part of these financial statements

## **BRITISH RECORDS ASSOCIATION**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The Financial Statements are presented in round pounds sterling £.

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A.

##### **Income**

Income in respect of annual subscriptions which are due in January is recognised in the Statement of Financial Activities in the year in which the membership is due for renewal. Where membership is received bi-annually a portion of income is deferred until the next financial year.

Donations and grants are recognised upon entitlement to the funds and on receipt of the income.

Other income includes visits to the archives, which are recognised upon attendance of the site.

##### **Expenditure**

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives 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 particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**BRITISH RECORDS ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

**2. GRANTS PAYABLE**

	2022	2021
	£	£
Promoting the study of recorded heritage	<u>30,918</u>	<u>350</u>
The total grants paid to institutions during the year was as follows:		
	2022	2021
	£	£
Records at Risk	<u>30,418</u>	<u>-</u>

The total grants paid to individuals during the year was as follows:

	2022	2021
	£	£
Harley prize	<u>500</u>	<u>350</u>

During the year a grant of £500 (2021 - £350) was payable to the winner of the Harley Prize.

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

3 (2021: 2) Trustees were repaid for their travel and computer expenses during the year, amounting to £560 (2021: £587).

**4. STAFF COSTS**

There were no employees in the year ended 31 March 2022 (2021 - Nil).

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	1,314	-	1,314
<b>Charitable activities</b>			
Other income	333	-	333
Membership subscriptions	6,574	-	6,574
Publication sales	10,889	-	10,889
<b>Total</b>	<u>19,110</u>	<u>-</u>	<u>19,110</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Promoting the study of recorded heritage	2,156	-	2,156
Publication sales	615	-	615

**BRITISH RECORDS ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

<b>5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued</b>				
	Unrestricted funds £	Restricted fund £	Total funds £	
Other	2,952	-	2,952	
<b>Total</b>	<b>5,723</b>	<b>-</b>	<b>5,723</b>	
<b>NET INCOME</b>	<b>13,387</b>	<b>-</b>	<b>13,387</b>	
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	95,721	-	95,721	
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>109,108</b>	<b>-</b>	<b>109,108</b>	
<b>6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>				
		2022 £	2021 £	
Trade debtors		6,490	4,290	
<b>7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>				
		2022 £	2021 £	
Other creditors		903	350	
Accrued expenses		31,605	1,188	
		32,508	1,538	
<b>8. MOVEMENT IN FUNDS</b>				
	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	50,215	10,274	(3,000)	57,489
Designated fund	58,893	(500)	-	58,393
	109,108	9,774	(3,000)	115,882
<b>Restricted funds</b>				
Records at Risk	-	(2,418)	3,000	582
<b>TOTAL FUNDS</b>	<b>109,108</b>	<b>7,356</b>	<b>-</b>	<b>116,464</b>

**BRITISH RECORDS ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

**8. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	18,686	(8,412)	10,274
Designated fund	-	(500)	(500)
	<u>18,686</u>	<u>(8,912)</u>	<u>9,774</u>
<b>Restricted funds</b>			
Records at Risk	28,000	(30,418)	(2,418)
	<u>28,000</u>	<u>(30,418)</u>	<u>(2,418)</u>
<b>TOTAL FUNDS</b>	<u>46,686</u>	<u>(39,330)</u>	<u>7,356</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	36,478	13,737	50,215
Designated fund	59,243	(350)	58,893
	<u>95,721</u>	<u>13,387</u>	<u>109,108</u>
<b>TOTAL FUNDS</b>	<u>95,721</u>	<u>13,387</u>	<u>109,108</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	19,110	(5,373)	13,737
Designated fund	-	(350)	(350)
	<u>19,110</u>	<u>(5,723)</u>	<u>13,387</u>
<b>TOTAL FUNDS</b>	<u>19,110</u>	<u>(5,723)</u>	<u>13,387</u>

**BRITISH RECORDS ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

**8. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	36,478	24,011	(3,000)	57,489
Designated fund	59,243	(850)	-	58,393
	<u>95,721</u>	<u>23,161</u>	<u>(3,000)</u>	<u>115,882</u>
<b>Restricted funds</b>				
Records at Risk	-	(2,418)	3,000	582
	<u>-</u>	<u>(2,418)</u>	<u>3,000</u>	<u>582</u>
<b>TOTAL FUNDS</b>	<u>95,721</u>	<u>20,743</u>	<u>-</u>	<u>116,464</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	37,796	(13,785)	24,011
Designated fund	-	(850)	(850)
	<u>37,796</u>	<u>(14,635)</u>	<u>23,161</u>
<b>Restricted funds</b>			
Records at Risk	28,000	(30,418)	(2,418)
	<u>28,000</u>	<u>(30,418)</u>	<u>(2,418)</u>
<b>TOTAL FUNDS</b>	<u>65,796</u>	<u>(45,053)</u>	<u>20,743</u>

General fund represents the free reserves of the charity for the purpose of its operating costs, and delivering its charitable activity.

The designated fund represents a portion of the donation received in 2017 in respect of Ms Harley.

The Trustees have sought to designate £60,000 for investment to support the charities ongoing activities and to generate an income in which to award the annual Harley Prize grant.

The Records at Risk restricted fund was established in the year and is restricted to the support of urgent interventions to save physical and digital records facing immediate peril across the UK.



**BRITISH RECORDS ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

**9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022, other than those already disclosed in note 3 "Trustees Remuneration and Benefits".

**BRITISH RECORDS ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
Donations and legacies		
Donations & grants	30,150	1,314
Charitable activities		
Publication sales	4,738	10,889
Other income	79	333
Membership subscriptions	11,719	6,574
	<u>16,536</u>	<u>17,796</u>
<b>Total incoming resources</b>	<b>46,686</b>	<b>19,110</b>
<b>EXPENDITURE</b>		
Charitable activities		
Annual conference	40	-
Sundries	102	75
Volunteer travel expenses	81	309
Printing	34	-
Design and editor costs	-	1,144
Publication costs (LUP)	1,422	615
Volunteer computer expenses	479	278
LUP Commission	3,516	-
Grants to institutions	30,418	-
Harley Prize	500	350
	<u>36,592</u>	<u>2,771</u>
<b>Support costs</b>		
Other support costs		
Rent	1,080	1,440
Insurance	192	-
Communications	225	324
Postage and stationery	101	-
	<u>1,598</u>	<u>1,764</u>
<b>Governance costs</b>		
Independent examiners fee	1,140	1,188
<b>Total resources expended</b>	<b>39,330</b>	<b>5,723</b>
<b>Net income</b>	<b><u>7,356</u></b>	<b><u>13,387</u></b>

This page does not form part of the statutory financial statements