

Registered number: 04480153
Charity number: 1093468

YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

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YORKSHIRE FILM ARCHIVE

(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2020

C Morrow, (Chair)

T Suthers, (Joint Deputy Chair)

P Wilkinson, (Joint Deputy Chair)

M Harvey

M Pye

D Grayson

D Stewart

S Joynson

G Thompson

R Hickey

P Render (appointed 19 September 2019, resigned 27 March 2020)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2020

The Trustees, who are also Directors for the purposes of company law, present their annual report together with the financial statements of Yorkshire Film Archive for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts, and comply with the requirements of the company's governing document, 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 applicable in the UK and Republic of Ireland published in October 2019.

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

Policies and objectives

The objectives of the Charity are:

- a. To advance the education of the public in the history, customs, culture and artistic and ecological heritage in the area of benefit by the establishment and maintaining of an archive of motion pictures relating to the subject whether film, videotape or other medium.
- b. To advance the education of the public in the artistic, educational and historical sequences of such motion pictures and of any kind of library, documentary or production material related to such motion pictures.

Mission Statement

"The Yorkshire Film Archive finds, preserves and shows film, videotape or other forms of moving image made in or about Yorkshire and the North East of England for the education, information and entertainment of the people of our regions and beyond."

Public Benefit

Yorkshire Film Archive reviews its aims and objectives every year. In carrying out the review, the Trustees have referred to the Charity Commission's guidance on public benefit to ensure that all current and future planned activities are in line with our stated purpose. Details of how the charity's activities delivered public benefit are given in the section under achievements and performance.

Strategic Aims

1. To find, preserve and create access to the regional screen heritage of Yorkshire and the North East of England for the benefit of future generations.
2. To respond to changing technologies and modernise methods of delivery to create more opportunities for people to see, learn about, and engage with the screen heritage collections held by the Yorkshire Film Archive (YFA).

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2020

Objectives

1. To secure the future operations of the YFA through a forward plan setting out the value of the collections held by the Archive, how the Archive will continue to care for and grow the collections, and how the Archive will ensure the public has the opportunity to access the collections.
2. To develop strategic partnerships with other regional and national film archives that will effect greater collaboration, efficient operations, and increased public access to the collections.
3. To continue to acquire, catalogue and curate the film collections to enable increased public access and understanding.
4. To undertake preservation and digitisation of moving image collections at risk, ensuring that as much of Yorkshire and the North East's film heritage as possible is safeguarded for the future.
5. To drive forward a transition towards digital operations to enable the YFA to modernise methods of delivery and reach more people.
6. To build creative access programmes, based on the above objectives, to ensure that all core work undertaken at the Archive translates into accessible collections which are of lasting value to the people across Yorkshire and the North East of England, and form an integral part of the UK's Screen Heritage.

Achievements and performance

Introduction

Although this annual report focusses in detail on the year to March 2020, given the later filing of these accounts because of the Covid-19 pandemic, it seems more appropriate initially to outline the challenges the Archive has faced navigating Covid-19 and how it has found the resilience and support to survive and thrive.

The lockdown in March resulted in both of our offices being closed for several months in line with our host universities. The Archive moved quickly to establish the technical capability to be able to achieve limited operations remotely but recognised that much of our work required access to the Archive collections and the specialist on site equipment, therefore a Board decision to furlough all but two members of staff and claim support from the government under the Job Retention Scheme was taken.

One element of work which was able to continue was the deployment of our new collections management system (Imagen), alongside limited administration of the business, including financial, governance and other essential tasks to keep the business running and secure emergency funding.

The organisation's reserves were sufficient to maintain operations for the first few months, during which time emergency funding support was sought from the BFI (British Film Institute) and the National Lottery Heritage Fund. We are grateful to both organisations for this support which enabled the Archive to steer a way through to re-opening and reigniting our full range of activity from September 2020.

The Archive worked with both of our university hosts to reopen Covid-safe working environments as soon as possible, which meant staff could be brought back from furlough. This was particularly important for the NEFA team to meet the

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2020

contractual obligations for a major project to digitise BBC regional news collections which required access to specialist equipment in our offices.

The new working practice for all of the Archive team is a mix of home and office-based working.

We recognise that successfully navigating probably the most challenging period in the Archive's history would not have been possible without the strong leadership of our Director, the flexibility of our staff, and the support from our university hosts, and we thank them all for the important role they have played in helping the Archive to steer a course through the immediate challenges and impact of the pandemic.

Key areas of work up to March 2020

Strategic Development:

The year to March 2020 saw us make good progress on the aims of our five-year Strategic Plan.

The Archive took a significant step forward in our key strategic aim of moving the organisation towards digital operations which will transform the way we work. Following a detailed procurement process, the specialist company Imagen were contracted to deliver on the system. Imagen are a highly reputable company working nationally and internationally with many leading archives – including the BFI National Archive, the Imperial War Museum Film and TV Archive, and ITV Archives in the UK. The new system will provide both back end media asset management systems and a new front-end website that will enable the Archive to make far more content readily available to both public audiences and commercial clients.

Much of the year was spent developing the bespoke data structures and digital storage requirements to ensure future proofing for the Archive with a robust digital asset management system. The contract was issued in February 2020, though due to impacts of Covid-19 the deployment was not completed until August 2020.

The system will manage both digitised content and all associated data and documentation, including significant BBC regional news material through a new contract secured with the BBC in January 2020 to digitise a minimum of 4,000 news items from Yorkshire and the North East as part of their preparations for their upcoming centenary in 2022.

More progress has also been made on the digitisation of our video collections as part of the Heritage 2022 project in collaboration with the BFI. More details on this follow along with the year's other key areas of work.

Collections:

The Archive is a key partner in the BFI's UK-wide Heritage 2022 programme, which aims to preserve and digitise 100,000 titles originating on videotape formats, which are in real danger of deterioration and obsolescence. This work leads on directly from the first research and development stage as noted in the previous year's report, which was to undertake a comprehensive audit of all videotape collections held in public access film archives. In total some 1.3 million items have been identified, with YFA/NEFA holding in excess of 22,000 items.

Work in this year has focussed on selecting key collections for preservation and preparing the collections to be transported to specialist facilities houses to undertake the digitisation. Over 4,000 tapes have been selected as part of the first tranche of the collections to be digitised, and the programme will continue to run over the next year with more content digitised and made accessible.

In tandem with the digitisation of key videotape collections the Archive is also pressing ahead with its plans set out as part of its Forward Strategy to re-organise collections in terms of de-accessioning videotape content which does not meet the Collections Policy criteria, followed by re-organisation of our specialist vaults to ensure all YFA/NEFA video tape collections

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2020

are stored on one site. This was completed in December 2020.

Whilst work on our tape collections has taken priority this year, the Archive is still acquiring collections originating on film. These deposits are crucial in developing the breadth and depth of the Archive, and both YFA and NEFA will continue to acquire material that aligns to the criteria set out in the Archive's Collecting Policy.

Access:

Our major National Lottery Heritage Fund project, North East on Film, drew to a successful completion in terms of audience activity in April 2020. The final element of the project is the Imagen Collections Management System above, which launched in summer 2020.

The project has been hugely successful, outstripping all projected targets, with over 450 new films digitised and reaching audiences of over 6,100 across the Tees Valley, County Durham, Tyne and Wear and Northumberland. Alongside the location-based work, digital engagement strategies with key partners have resulted in over 3 million views online of North East on Film content - clear evidence of the interest and value people and communities place on regional screen heritage material which immediately connects and relates to a real sense of place, ownership and identity.

Our thanks to the North East on Film project team, and though their contracts have now come to an end, we look forward to creating future opportunities to work with them again.

Over 2019/20 the Archive also began to explore 'environmentally-related' films held within its collections, whether concerned with nature, changing landscapes, urban redevelopment, the impact of industries, or transport, or our growing concerns about climate change. To gauge interest in the subject matter the Archive applied and received funding from Film Hub North to deliver a new programme of work, 'Conservation Conversations', which has opened up a range of new partnerships with younger audiences engaging with archive content for the first time.

Partners have included the Youth Hostel Association, with pop up screenings in several of their venues across Yorkshire and the North East, Yorkshire Wildlife Trust, and the National Trust.

The positive response to 'Conservation Conversations' has led to a larger bid submitted to National Lottery Heritage Fund. The bid 'Nature Matters' was submitted in November 2019 and news of a successful award was received in March 2020. We look forward to delivering the work over the next two years, though anticipate a potential delay in starting in earnest as we respond to the current Covid-19 challenges.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2020

Financial review

Going concern

After making appropriate enquiries, and taking into account the matters discussed in the risk management section, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Results and principal funding sources

Income for the year amounted to £425,567 (2019: £460,127), Expenditure was £418,168 (2019: £450,284) resulting in a surplus of £7,399 compared to a surplus of £9,843 the previous year.

The state of affairs of the Archive at the end of the year shows unrestricted funds increasing from £126,220 the previous year to £133,619 at the end of this year.

Principal Funding Sources:

British Film Institute - Lottery
York St John University
National Lottery Heritage Fund (formerly Heritage Lottery Fund)

Investment powers and policies

The charity has the power to arrange for investments or other property of the charity to be held in the name of a nominee (being a corporate body) under the control of the trustees or of a financial expert acting under their instructions and to pay any reasonable fee required.

Reserves policy

It is the policy of the charity to maintain unrestricted reserves, which are free reserves of the charity not invested in fixed assets.

The reserves will be reviewed annually, with the principle that the charity will endeavour to maintain these reserves to a level which ensures Trustees can discharge their obligations to meet the following:

- safeguarding of the collections to the archival standards set out in our Collections and Acquisitions policies
- ensuring staffing procedures, training, development, and contractual obligations including full redundancy costs
- enabling mitigating actions to be taken in the event of unexpected loss of funding, or a significant downturn in earned income due to external factors covering emergency repairs / decorations in line with lease agreements
- supporting short-term deficits in the cash budget, such as delayed grant payments investing in 'one off' capital spend which furthers the development of the Archive and its operations
- The charity will endeavour to build and maintain reserves to a level that meets the above requirements. Whilst the current level of reserves of £133,619 is adequate, it is the view of the board of Trustees to build reserves to a steady level of £175,000

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2020

Structure, governance and management

Constitution

The Yorkshire Film Archive (YFA) is a registered charity, established 1988, charity no. 1093468. In 2012 YFA notified and received approval from the Charity Commission to extend the objects of its charitable remit to include the area of the North East of England, as part of the strategic decision taken by Trustees to merge with the North East Film Archive (NEFA), previously known as the Northern Region Film & TV Archive (NRFTA). A Special Resolution to this effect was passed on 26th May 2012 and notice duly filed at Companies House.

Yorkshire Film Archive was incorporated as a company on 8 July 2002. It was established under a Memorandum of Association that sets out the objects and powers of the charitable company, and is governed by its Articles of Association. The company is limited by guarantee and has no share capital. Every member is liable to contribute a sum not exceeding £1 in the event of the company being wound up whilst still a member or within one year thereafter. The Yorkshire Film Archive is also a registered charity, established 1988, charity no. 1093468.

YFA's wholly owned trading subsidiary company, YFA Enterprises Limited, was incorporated as a limited company no. 8391149 in 2013 in partnership with an established commercial company, the Reputations Group (RG). In 2015 YFA and Reputations Group agreed a Deed of Termination, settling the loan to RG and concluding the partnership.

YFA retained all rights to continue to develop Memory Bank products, trading through the company, with monies from sales transferred on a regular basis back to the YFA charity. On 17 November 2020 YFA Enterprises was dissolved; all remaining stock and rights to products are now held by YFA.

Method of appointment or election of Trustees

The Board seeks to maintain a balance of professional skills and experience relevant to YFA's activities and the sector in which it operates, and to include members representing the different areas of Yorkshire and the North East of England. The Board regularly reviews its constituency in the light of strategic objectives and needs.

Under the Memorandum and Articles of Association, the Board may consist of up to 15 Trustees, each of whom is appointed for a period of three years. Upon retirement, Trustees may offer themselves for re-election. Clare Morrow, a former ITV Executive, was appointed Chair in September 2016.

Peter Render was appointed as a Trustee on 19 September 2019 and resigned on 27 March 2020. Clare Morrow, Penny Wilkinson and Terence Suthers were re-elected to the Board at the AGM on 19 September 2019.

Policies adopted for the induction and training of Trustees

Most Trustees are already familiar with the work of the Archive before joining the Board, and YFA have a standard induction process which includes visits to YFA and NEFA, staff introductions and working practices, and an induction pack containing governance information, organisational structure, roles and responsibilities, and financial information. Trustees are briefed by the Chair and Director on current activities and resources, and the Archive's future plans.

Organisational structure and decision making

The Board of Trustees, which currently has 10 members, administers the charity. The Board meets quarterly, with the Annual General Meeting taking place in September. There are sub-committees for Finance and Personnel.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2020

The Trustees appoint a Director to manage the day-to-day operations of the YFA. The Director, Sue Howard, has delegated authority for operational matters including finance, employment and administration of the YFA.

At 31 March 2020 the Director was supported by four full-time and four part-time members of staff, plus a small but valuable group of volunteers, working in specific areas to support the Archive.

Related party relationships

Although it is an entirely independent charity, the YFA has a long-standing association with York St John University, and its premises within the University's Fountains Learning Centre in York are secured on a 25-year lease, as are the premises for the North East Film Archive office, which is based on the campus of the University of Teesside. The leases run until 2028 and 2027 respectively.

In addition, YFA has received a small amount of funding from York St John University, and is also hosting its first YSJ PhD student, with research focussing on the representation of Yorkshire communities on film during the period between the first and second world wars.

YFA's partnership with the British Film Institute (BFI), the lead body for film across the UK, is critical, both in terms of funding, and in sector wide development and delivery. YFA receives annual Lottery funding on an agreed business plan. The BFI's 2022 Forward Strategy includes a heritage shift towards the preservation and digitisation of video tape and television collections, and YFA has been closely involved over the past year in working with the BFI to identify collections from YFA and NEFA to be digitised as part of this project. Work will continue on this in the coming year.

YFA is also in receipt of project funding from the National Heritage Lottery Fund. This year has seen the successful delivery of the final year of the NLHF Project "North East on Film" which has included preserving, cataloguing and digitising content, a film search across the region, and the delivery of a significant number of public screenings which have proved popular with the North East audiences.

YFA is a member of Film Archives UK, which represents all of the public sector film and television archives in the UK.

Risk management

Trustees regularly review risks to the organisation at quarterly meetings. The Risk Register identifies and categorises risk under the key headings of Governance, Operational, Financial, reputational, and External Factors that may impact on current or future operations, so that mitigating actions can be agreed and set in place as part of sound forward planning.

As a charity operating in the cultural sector, the financial uncertainty over future public funding streams remains a concern, requiring a clear forward strategy that ensures key funders and stakeholders have confidence in the overall direction of the organisation, and new funding opportunities can be clearly articulated with well-defined outcomes. The Archive's 5 year Forward Strategy (2019 -2025) was approved by Trustees at the December 2019 Board Meeting.

Likewise, income generation through commercial footage licencing and delivery of commissioned work is crucial to underpinning the overall financial position of the organisation. Whilst the Archive continues with its plans to build its own smaller additional income streams through production of DVDs and public donations at events and screenings, the focus over the past year has been a major shift towards a new media asset management system and commercial service that ensures swift efficient digital delivery to commercial clients. This is a major step forward in strengthening the Archive's reputation as a key supplier of rich archive content, with high end systems to deliver in today's digital production environment.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2020

It is encouraging to see a further financial improvement with a small surplus of £7,399 in the current year, bringing reserves to £133,619 from £126,220 in the previous year.

However, it is crucially important to acknowledge that as this year-end closes, the tumultuous effect of the coronavirus pandemic will begin to impact heavily on all aspects of operations for the Archive, the sector, and the wider economy as a whole.

Strong Governance and leadership throughout the crisis to date, and in the months ahead are in place to manage the range of critical risk factors ahead, whilst retaining financial stability, the safety of staff and volunteers, and the continued safeguarding and care of the collections.

The Board of Trustees and the Director mobilised quickly at the onset of the pandemic. The Finance Sub Committee met bi-weekly to monitor the position, Trustees placed on alert for emergency meetings, and all key stakeholders and funders contacted to ensure that emergency funding routes and joined up planning for implementation of contingency plans for operations have been quickly established. Cost saving measures, including a staff furlough scheme, was implemented.

Emergency funding has been secured, staff have been recalled from furlough, earned income streams are recovering as lockdown restrictions ease, and mid-year management accounts to September 2020 indicate a stable position, with the expectation of meeting all budgetary targets in the current 2020/21 financial year. Trustees are therefore confident that the Archive remains a going concern and are now beginning to plan budgets well in advance for 2021/2022.

Plans for future periods

Future developments

The year also saw succession planning take place for the retirement of the Director and founder of the Archive after more than thirty years in the post. She had been due to retire during 2020 but agreed to extend her retirement date to see the Archive safely through the pandemic, for which we are immensely grateful. A recruitment process is now underway with a handover planned during 2021. The incoming Director will inherit an organisation well placed to continue its digital transformation and achieve its aims of getting more of its content to more people in more and different ways.

The experience of the pandemic while challenging has opened up new possibilities, both in how successful remote working can be achieved and how audiences can enjoy our content in new ways through live online engagement.

This report was approved by the Trustees and signed on their behalf by:


Susan Howard (Jan 29, 2021 16:34 GMT)

S J Howard
Charity Secretary

29 January 2021

TRUSTEES' RESPONSIBILITIES STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020

The Trustees (who are also directors of Yorkshire Film Archive for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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;
- make judgments and accounting 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 operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Independent examiner's report to the Trustees of Yorkshire Film Archive (the 'charity')

I report to the charity Charity trustees on my examination of the accounts of the company for the year ended 31 March 2020 which are set out on pages 12 to 24.

Responsibilities and basis of report

As the Charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: BHP LLP
Jane Marshall (Jan 29, 2021 17:05 GMT)

Dated: Jan 29, 2021

Jane Marshall FCA DChA

BHP LLP
Chartered Accountants
Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	2	101,633	159,227	260,860	331,967
Charitable activities	3	125,210	9,764	134,974	127,478
Investments	4	733	-	733	682
Other income	5	29,000	-	29,000	-
Total income		256,576	168,991	425,567	460,127
Expenditure on:					
Charitable activities	6	249,177	168,991	418,168	450,284
Total expenditure		249,177	168,991	418,168	450,284
Net expenditure before other recognised gains and losses		7,399	-	7,399	9,843
Net movement in funds		7,399	-	7,399	9,843
Reconciliation of funds:					
Total funds brought forward		126,220	-	126,220	116,377
Total funds carried forward		133,619	-	133,619	126,220

The notes on pages 14 to 24 form part of these financial statements.

BALANCE SHEET
AS AT 31 MARCH 2020

	Note	£	2020 £	£	2019 £
Fixed assets					
Investments	9		-		100
Current assets					
Debtors	10	58,501		80,244	
Cash at bank and in hand		172,982		106,742	
		231,483		186,986	
Creditors: amounts falling due within one year	11	(97,864)		(60,866)	
Net current assets			133,619		126,120
Net assets			133,619		126,220
Charity Funds					
Unrestricted funds	12		133,619		126,220
Total funds			133,619		126,220

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 29 January 2021 and signed on their behalf, by:

Clare Morrow
Clare Morrow (Jan 29, 2021 16:30 GMT)

C Morrow (Chair)

The notes on pages 14 to 24 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Yorkshire Film Archive 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.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Company status

The charity is a private company limited by guarantee incorporated in England and Wales. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 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 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.

1.4 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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies (continued)

1.5 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.

All expenditure is inclusive of irrecoverable VAT.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1.6 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing financial statements.

1.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of Financial Activities incorporating income and expenditure account.

1.8 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 Bank.

1.9 Debtors

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies (continued)

1.10 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.

1.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

1.12 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.

1.13 Taxation

As a charity, Yorkshire Film Archive is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

1.14 Critical accounting estimates and areas of judgment

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies (continued)

1.15 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Donations and legacies

	Unrestricted funds £	Restricted funds £	2020 £	2019 £
Donations				
Other	4,582	1,535	6,117	6,848
Grants receivable				
York St John University	10,000	-	10,000	15,000
Other	-	1,100	1,100	-
British Film Institute - Grant in Aid	83,000	-	83,000	83,000
British Film Institute Video Digitisation	-	11,472	11,472	23,475
Heritage Lottery Fund Transition Fund	4,051	-	4,051	29,262
Fundraising Trust/Grants	-	4,670	4,670	13,385
Heritage Lottery Fund North East Stage 2	-	132,560	132,560	129,697
Film Hub North Projects 2019/20	-	7,890	7,890	13,300
Cinema For All - Vote 100	-	-	-	18,000
	101,633	159,227	260,860	331,967
2019	118,233	213,739	331,967	

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

3. Charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Broadcast sales	58,199	-	58,199	65,710
Commissioned work	15,650	-	15,650	19,700
Transfer of film	3,315	1,256	4,571	3,678
Film shows	4,980	8,508	13,488	6,026
Storage fees	8,149	-	8,149	8,149
DVD sales	7,854	-	7,854	7,011
Memory bank packs	1,197	-	1,197	-
Other charitable activities	25,866	-	25,866	17,204
Total	125,210	9,764	134,974	127,478

Charitable activities in 2019 included £120,116 unrestricted income and £7,362 restricted income.

4. Investment income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank interest	733	-	733	682
Total 2019	682	-	682	

5. Other income

	2020 £	2019 £
York St John University Part Premises Lease Surrender	29,000	-
	29,000	

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

6. Costs of charitable activities by fund type

	Unrestricted funds £	Restricted funds £	2020 £	2019 £
Core activity	247,667	-	247,667	227,723
Film Hub North Projects 18/19	-	-	-	13,300
British Film Institute Video Digitisation	-	11,472	11,472	23,475
Film Hub North Projects WATW	-	4,920	4,920	-
Cinema for All - Vote 100	-	-	-	18,000
Film Hub North 19/20 Conversation	-	7,890	7,890	-
Heritage Lottery Fund Transition Fund	-	-	-	29,262
Heritage Lottery Fund North East Stage 2	-	144,709	144,709	137,059
Governance: Independent examination fees	1,510	-	1,510	1,465
	249,177	168,991	418,168	450,284

Costs of charitable activities in 2019 included £229,188 unrestricted expenditure and £221,096 restricted expenditure

7. Net income/(expenditure)

This is stated after charging:

	2020 £	2019 £
Independent examination fees	1,510	1,465

During the year, no Trustees received any remuneration (2019 - £NIL).

During the year, no Trustees received any benefits in kind (2019 - £NIL).

3 Trustees received reimbursement of expenses amounting to £610 (2019 - 4 Trustees - £680).

8. Staff costs

Staff costs were as follows:

	2020 £	2019 £
Wages and salaries	244,021	268,872
Social security costs	18,352	21,753
Other pension costs	30,201	8,777
Total	292,574	299,402

The average number of persons employed by the charity during the year was as follows:

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

	2020	2019
	No	No
Management	2	2
Project	7	9
	<hr/>	<hr/>
Total	9	11
	<hr/>	<hr/>

The charity made no termination payments during the year (2019 - £nil)

No employee received remuneration amounting to more than £60,000 in either year.

9. Fixed asset investments

	Shares in group undertakings £
Market value	
At 1 April 2019	100
Disposals	(100)
	<hr/>
At 31 March 2020	-
	<hr/>

10. Debtors

	2020	2019
	£	£
Trade debtors	58,473	74,204
YFA Enterprise Ltd	-	6,006
Other debtors	28	34
	<hr/>	<hr/>
	58,501	80,244
	<hr/>	<hr/>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

11. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	25,426	28,361
Other taxation and social security	16,800	11,736
Other creditors	2,413	-
Accruals and deferred income	53,225	20,769
	97,864	60,866

12. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Unrestricted funds				
General Funds	126,220	256,576	(249,177)	133,619
Restricted funds				
Heritage Lottery Fund - North East On Film	-	144,709	(144,709)	-
British Film Institute Heritage - 2022 Video Digitisation	-	11,472	(11,472)	-
Film Hub North - What About The Women	-	4,920	(4,920)	-
Film Hub North - Conservation Conversations	-	7,890	(7,890)	-
	-	168,991	(168,991)	-
Total of funds	126,220	425,567	(418,168)	133,619

The restricted funds represent various projects and other work undertaken during the year which are funded by restricted grants from various funding organisations. Further details about these projects are included in the Trustees' Report.

Statement of funds - prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 31 March 2019 £
General Funds	116,377	239,031	(229,188)	126,220

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

12. Statement of funds (continued)

Restricted funds

Heritage Lottery Fund - North East Stage 2	-	137,059	(137,059)	-
British Film Institute - Video Digitisation	-	23,475	(23,475)	-
Vespertine	-	13,300	(13,300)	-
Heritage Lottery Fund - Transition Fund	-	29,262	(29,262)	-
British Film Institute - Project Development Coastal	-	18,000	(18,000)	-
	-	221,096	(221,096)	-

Summary of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
General funds	126,220	256,576	(249,177)	133,619
Restricted funds	-	168,991	(168,991)	-
	126,220	425,567	(418,168)	133,619

Summary of funds - prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 31 March 2019 £
General funds	116,377	239,031	(229,188)	126,220
Restricted funds	-	221,096	(221,096)	-
	116,377	460,127	(450,284)	126,220

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Current assets	231,483	-	231,483
Creditors due within one year	(97,864)	-	(97,864)
	<u>133,619</u>	<u>-</u>	<u>133,619</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Fixed asset investments	100	-	100
Current assets	186,986	-	186,986
Creditors due within one year	(60,866)	-	(60,866)
	<u>126,220</u>	<u>-</u>	<u>126,220</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

14. Related party transactions

Yorkshire Film Archive had a wholly owned subsidiary which was dissolved on 17 November 2020. On this date the outstanding loan amount, as at 31 March 2019, of £6,006, was repaid to Yorkshire Film Archive.

A payment of £2,000 (2019: £5,500) was made to Northbound Media Consultants Limited, specialists in advising on requirements for digital preservation and management of moving image collections, in line with the Archive's Financial Standing Orders. D Grayson, a trustee, is a director of Northbound Media Consultants Limited, but is not directly involved in the actual consultancy work.