Registered number: 04480153
Charity number: 1093468

YORKSHIRE FILM ARCHIVE

(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)

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YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2021

Trustees	C Morrow, (Chair) T Suthers, (Joint Deputy Chair) P Wilkinson, (Joint Deputy Chair) M Pye (resigned 29 January 2021) R Hickey D Grayson D Stewart G Thompson M Harvey S Joynson
Company registered number	04480153
Charity registered number	1093468
Registered office	York St John University Lord Mayors Walk York North Yorkshire YO31 7EX
Company secretary	B Woods
Accountants	BHP LLP, Chartered Accountants Chartered Accountants Rievaulx House 1 St Mary's Court Blossom Street York YO24 1AH
Bankers	Santander Bridle Road Bootle L30 4GB
Solicitors	Wrigleys 19 Cookridge Street Leeds LS1 3AG

CHAIR'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

The chair presents her statement for the year.

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. Despite the challenges of COVID-19, 2020/21 saw the organisation further its purpose to give access to the region's screen heritage and provide education, information and entertainment for the people of our regions and beyond.

Given its limited reserves, like many other charities, the organisation faced a real possibility of having to prepare for closure prior to the receipt of Covid related emergency funding from both the BFI and the National Lottery Heritage Fund, which ensured its survival. Both offices were closed for several months, with most staff furloughed, and delivery against contracts and projects delayed. Fortunately, work was able to continue on the implementation of the new media asset management system which, amongst other benefits, has considerably reduced the time required to manage footage requests.

Once staff returned to work, commercial projects were more positive than expected, which has helped to produce a positive year-end result. However, the uncertainties of the pandemic are continuing into the current year with the additional reserves ensuring that these challenges can be managed without putting the survival of the organisation at risk.

The Trustees Finance and Personnel sub committees met frequently throughout the period ensuring that both the finances of the organisation and the safety and welfare of staff were managed closely as the various stages of the pandemic unfolded. The Director worked closely with key staff at both host universities to manage a return to work in the offices as soon as this could be safely achieved, with staff working a mix of office and home working.

During the period the Trustees oversaw the recruitment of a new Director to replace the retiring Founder Director who had been with the archive for more than thirty years and had agreed to delay her retirement to steer the organisation through the pandemic. This was successfully achieved, with the new Director joining the archive in July 2021.

Our strong partnerships and management have been vital in this most unusual of years. I would like to acknowledge and express my gratitude for the support of our Trustees, employees, volunteers and senior team. Everyone has adapted and shown resilience during a difficult time to achieve a successful end to the year.

I would also like to thank the BFI and the Heritage Lottery Fund who both provided vital exceptional funding to help us manage the effects of the pandemic.

Clare Morrow

Clare Morrow
Chair
Date: 13/12/2021

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2020 to 31 March 2021. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Objectives and Activities

The objects of the Charity are:

1.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.

2.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.

Structure, governance and management

a. Constitution

The Yorkshire Film Archive is a registered charity, established 1988, charity no. 1093468. In 2012 YFA notified and received approval from the Charities 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.

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. In 2015 YFA and Reputations Group agreed a Deed of Termination and concluded 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.

b. Methods 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, joined the Board as Chair in September 2016 and was re-elected in 2019.

Sally Joynson and Graeme Thompson were re-elected to the Board at the AGM on 29 January 2021.

Mike Pye resigned from the Board at the AGM on 29 January 2021

c. Organisational structure and decision-making policies

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

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

At 31 March 2021 the Director was supported by three 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.

Structure, governance and management (continued)

d. 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, introductions to staff 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.

e. 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 of 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.

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.

Work has continued this year on the preservation and digitisation of video tape and television collections as part of the BFI's 2022 Forward Strategy.

YFA is also in receipt of project funding from the National Lottery 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.

Structure, governance and management (continued)

f. Mission Aims and Objectives

The Mission Statement is as follows:

'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.

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.

2020/21 Achievements and Performance

Introduction

Whilst the Archive is now in a position to report on significant achievements for the year to March 2021, it is important to recognise and reflect on the huge organisational impact of the Coronavirus pandemic, which resulted in a complete halt to most areas of planned outreach activity and delivery from April 2020 until October 2020 and presented critical operational and financial challenges for the charity.

From the onset of the pandemic, and the complete closure of both the Yorkshire and North East offices, vaults and facilities following the first government lockdown announcements on the 23rd March 2020, the Board of Trustees implemented a series of immediate actions to ensure the safety and well-being of the staff team, the security of the collections, and emergency planning to mitigate financial risk to the organisation in the uncertain months ahead. These actions included:

- New safety measures and lines of communication established with Estates teams at both host universities, York St John and Teesside University, to monitor temperature and humidity controls in the vaults to ensure the ongoing safety and stringent preservation requirements of the collections. These remained in place for the period of full lockdown.

- In addition, the Archive was able to keep fully appraised of, and in step with all additional Covid-related university health and safety procedures, and planning for phased re-opening as appropriate once lockdown restrictions were lifted. Both university campuses offer Covid testing facilities on site, and the Archive has implemented a policy of regular bi-weekly testing for all staff on site, which remains in place at the time of writing.

- Fortnightly Trustee Finance/Personnel Sub-Committee meetings with the Director were set in place from April 2020, in order to closely monitor cash flows, revisions to budgets, negotiations over re-start dates and re-scheduling of live contracts, as well as major scenario planning for extended lockdown periods potentially resulting in increased risk to the Archive's long term sustainability.

- Financial planning also included implementing a series of cost saving measures, most notably furloughing of the majority of the staff team from the end of April 2020 to a phased return from August 2020 onwards as offices re-opened and some activity could be resumed. Other cost saving measures included renegotiation of service and utilities charges with York St John University during the closure periods, and reduced activity and travel expenditure.

- In relation to decisions regarding staff furlough, two key members of staff, the Collections Manager and the Archive Director, were retained full time throughout the crisis period to ensure the safety of the collections and delivery of a key contracts where possible, and to secure emergency funding and plan a careful route through the crisis period. This involved working closely with key strategic stakeholder and funding partners, including the British Film Institute and the National Lottery Heritage Fund.

The Board of Trustees wish to formally note that without the support of both BFI and NLHF, both in terms of emergency funding, and organisational understanding, encouragement and support, the Archive would have faced a critical decision to action a plan for full and permanent closure of the Archive by late summer 2020, drawing on all its reserves to ensure full staff redundancy costs, and all associated costs of collections management and relocation.

Only with confirmation of emergency funding were the Board of Trustees able to plan ahead with confidence to recall staff from furlough once restrictions were lifted, ensure new office health and safety measures were in place, equip staff to work flexibly from home as appropriate, and importantly begin to re-schedule and deliver on key contracts to secure further funding, and begin once more to generate income, both of which have been successfully achieved in the latter stages of the year.

2020/21 Achievements and Performance (continued)

The Board of Trustees also 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.

Finally, the phased re-opening of both the North East and Yorkshire bases began in August 2020, with full opening from the end of September to December 2020, followed by a return to partial opening/home working from 4th January until late February 2021, following the government announcement of the third lockdown. By March 2021 both offices were once again fully open, with a flexible mix of office/home working set in place to mitigate risk and accommodate safe working for staff, in particular those using public transport to travel to work. Re-scheduled and new projects were already underway as part of strategic recovery plans, and are reported on below.

Key areas of work:

Strategic Development:

In line with the previous 2019/20 Chair's report, and despite the Covid related challenges, the Archive has continued to make rapid progress in implementing a range of key objectives set out in its five year Strategic Plan, with the overall ambition of moving the organisation towards fully digital operations in the years ahead.

A key component of future digital operations is the Archive's new Imagen Media Asset Management System, which has been fully operational since August 2020, following Covid-related delays to final deployment. The system provides back-end database and collections management functionality, digital storage for all online moving image content, and a fully searchable front-end website. Importantly, it has created new digital workflows for fast supply of content to end users, increasing the Archive's ability to respond quickly and effectively to both public and commercial enquiries.

In terms of planning for possible future Covid challenges, the Archive fully recognise and have highlighted the importance of online accessibility, both in terms of content (the collections) and through online activities that continued to engage and communicate with audiences during periods of lockdown and isolation. As part of the emergency funding, the Archive was able to present a strategic case to NLHF for supporting further digitisation of collections as a relatively small but important funded strand of work, which has resulted in more content available, free to view online at www.yfanefa.com through the Imagen system, and testing and evaluating online platforms for delivery of community and interest group screenings, which will be embedded into all future programming options.

Working strategically with key stakeholders and funders to re-align contracts and work programmes during the lockdown periods has been crucial, and has reinforced mutual shared understanding of challenging circumstances, and strengthened working in partnership to find achievable solutions. One clear example has been working with the BBC on digitising regional news collections on site at NEFA. By necessity work was at a standstill during the lockdown closure periods, therefore throughput delayed, with potential risk to the time critical contract (and funding). The BBC re-negotiated the scanner contract to extend the time period, and the Archive re-scoped schedules for an intensive period of shift working to bring the programme back on track. The result has been completion of the contract ahead of schedule, and an extension of new work and funding into 2021/22 to build on the achievements to date. The Archive is particularly pleased to have worked so closely with the BBC, and much of the content digitised will be utilised in the BBC's upcoming major centenary celebrations in 2022.

Contracts and live work plans were also re-negotiated with the BFI, with the focus on preservation of video tape

(continued)

collections through the UK-Wide BFI-led Heritage 2022 programme, and importantly the discussions and submission to the highly significant emergency Resilience Support Fund programme set in place by BFI as part of its response to the Covid pandemic.

Finally, as opportunities emerged for potential kickstarting of some limited activity in the two final quarters of the year, the Archive took a strategic approach to working with regional and national screen archive partners, leading a bid to Film Hub North to draw upon the collections of all RNA partners to create a new film, 'Lost Connections' to explore the themes of loss, loneliness, communications, community and family over the past century, in response to the current Covid pandemic.

Collections:

Collections-based work re-commenced in earnest once Archive premises re-opened, and with specific focus on two key areas of work:

The BFI led Heritage 2022 programme has enabled the Archive to make significant progress in both managing and digitising significance videotape collections, which are particularly at risk of deterioration, and obsolescence. As a result of a complete audit of YFA and NEFA videotape collections, the Archive has successfully de-accessioned or disposed of all duplicate copies in line with our Collections Policy, re-organised temperature and humidity-controlled vaults space for 'Covid safe' working, and most importantly over 8,000 videotapes have now been digitised to preservation standards in preparation for increased future access to the collections.

The BBC regional news digitisation programme has drawn from both the Yorkshire and North East regional news collections to re-discover and digitise over 5,000 local news items to ensure a broad range of representation in terms of geographic location, subject interest, and voices from communities and the general public who have contributed to news reporting of regional and local events from the late 1960s to the 1990s. These will be built into UK-wide planning for marking the major centenary celebrations of the BBC in 2022.

Whilst the focus has necessarily been on delivery of the two programmes above, the Archive has continued to acquire new collections on both film and video tape and will be working to address the backlog of acquisitions which has been delayed due to the lockdown periods.

Access:

As noted in the 2019/20 report, in March 2020 the Archive received notification from the National Lottery Heritage Fund of a successful award for a new pan-public engagement programme, 'Nature Matters'. As the title suggests, the focus will be on preservation, digitisation and creating innovative screenings for audiences based on the broad theme of the environment and our local surroundings, which have become increasingly important to people throughout the Covid lockdown periods. A key objective is also to engage with younger audiences who are actively involved in current issues around climate change, conservation and building a better, more sustainable environment for future generations. The overall project will include creation of two new posts, for curating and cataloguing of collections, and delivery of screenings in communities across Yorkshire and the North East of England. Once again, the Covid challenges have impacted on start dates for the programme, which have been re-negotiated for work to begin in earnest in the autumn of 2021/22.

However, in the final quarter of 2020/21 the Archive has been awarded funding for two programmes funded through Film Hub North, which is part of the BFI's UK wide Film Audience Network.

The Lost Connections project, as noted above, is a first strategic collaboration involving twelve screen heritage partners across the UK, led by the Yorkshire Film Archive. The aim of the project has been to create a new archive short film – not about – but in response to the current Covid pandemic.

(continued)

The second project, TV Time Machine, is investigating and developing a new programme of screenings based on the regional television collections held by the three northern film archives, the North West, the North East, and the Yorkshire Film Archive.

Where possible, access has also included community screenings in venues, with an alternative offer of online events developed in response to the Covid restrictions continuing to limit opportunities for 'in person' community audiences and events.

In addition to the public engagement programmes above, the Archive has successfully managed a pro-active response to supply of material for commercial and broadcast clients, many of whom have incorporated archive-based content into productions to counter the Covid-related restrictions of location-based filming. This has resulted in a stronger than anticipated performance against income generation targets which will boost reserves and provide further confidence and financial stability at a time of real challenge for small organisations such as the Archive.

The Board of Trustees can therefore reflect on its diligent and controlled approach to a turbulent year which could potentially have impacted severely on the future viability of the organisation, with renewed confidence for the years ahead.

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 the launch of 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.

It is encouraging to see a further financial improvement with a surplus of £85,502 in the current year, bringing reserves to £219,121 from £133,619 in the previous year.

Financial Review

Going Concern

After making appropriate enquiries, and taking into account 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 £445,530 (2020: 425,567), Expenditure was £360,028 (2020: £418,168) resulting in a surplus of £85,502 compared to a surplus of £7,399 the previous year.

The state of affairs of the Archive at the end of the year shows unrestricted funds increasing from £133,619 the previous year to £219,121 at the end of this year.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

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 are reviewed annually, with the principle that 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 £219,121 is adequate, it is the view of the board of Trustees to build reserves further.

Principal Funding Sources:

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

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by order of the members of the board of Trustees on 1 November 2021 and signed on their behalf by:

Claire Morrow

C Morrow
(Chair of Trustees)

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees (who are also the directors of the Company 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 . 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 Company 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 Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 Company 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 1 November 2021 and signed on its behalf by:

Claire Morrow

C Morrow
Chair of Trustees

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the Company (and 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 the Company's accounts 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 Certified Accountants, which is one of the listed bodies.

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:

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
Alyson Kimber (Dec 20, 2021 09:02 GMT)

Dated: Dec 20, 2021

Alyson Kimber FCCA, DChA

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

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	*Total funds 2020 £*
Income from:					
Donations and legacies	3	**106,699**	**138,784**	**245,483**	*260,860*
Charitable activities	4	**176,112**	**-**	**176,112**	*134,974*
Investments	5	**511**	**-**	**511**	*733*
Other income	6	**23,424**	**-**	**23,424**	*29,000*
Total income		**306,746**	**138,784**	**445,530**	*425,567*
Expenditure on:					
Charitable activities	7	**221,244**	**138,784**	**360,028**	*418,168*
Total expenditure		**221,244**	**138,784**	**360,028**	*418,168*
Net movement in funds		**85,502**	**-**	**85,502**	*7,399*
Reconciliation of funds:					
Total funds brought forward		**133,619**	**-**	**133,619**	*126,220*
Net movement in funds		**85,502**	**-**	**85,502**	*7,399*
Total funds carried forward		**219,121**	**-**	**219,121**	*133,619*

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 17 to 28 form part of these financial statements.

YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)
REGISTERED NUMBER: 04480153

BALANCE SHEET
AS AT 31 MARCH 2021

	Note		2021 £		*2020 £*
Current assets					
Debtors	10	**53,883**		*58,501*	
Cash at bank and in hand		**228,637**		*172,982*	
		282,520		*231,483*	
Creditors: amounts falling due within one year	11	**(63,399)**		*(97,864)*	
Net current assets			**219,121**		*133,619*
Total assets less current liabilities			**219,121**		*133,619*
Net assets excluding pension asset			**219,121**		*133,619*
Total net assets			**219,121**		*133,619*
Charity funds					
Restricted funds	12		**-**		*-*
Unrestricted funds	12		**219,121**		*133,619*
Total funds			**219,121**		*133,619*

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees on 01 November 2021 and signed on their behalf by:

Clare Morrow

C Morrow

The notes on pages 17 to 28 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. General information

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.

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 Companies Act 2006.

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 functinal currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

2.2 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.

2.3 Income

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

2.4 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.

2. Accounting policies (continued)

2.4 Expenditure (continued)

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.

2.5 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.

2.6 Taxation

The Company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.7 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 the 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 presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.8 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.

2.9 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. Accounting policies (continued)

2.10 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 Company 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.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.11 Financial instruments

The Company 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.

2.12 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 Company 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 Company 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.

2.13 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.

2. Accounting policies (continued)

2.14 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.

3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	*Total funds 2020 £*
Donations				
Other	750	-	**750**	*6,117*
Grants receivable				
British Film Institute - Grant in Aid	95,000	-	**95,000**	*83,000*
York St John University	10,000	-	**10,000**	*10,000*
British Film Institute Video Digitisation	-	9,114	**9,114**	*11,472*
Heritage Lottery Fund North East Stage 2	-	32,854	**32,854**	*132,560*
British Film Institute 2020/21 Restart Support	-	49,500	**49,500**	-
Fim Hub North Lost Connections	-	11,566	**11,566**	-
Film Hub North TV Time Machine	-	1,250	**1,250**	-
NLHF Emergency Fund	-	34,500	**34,500**	-
Trustee Fundraising	949	-	**949**	*4,670*
Heritage Lottery Fund Transition Fund	-	-	**-**	*4,051*
Film Hub North Project 19/20	-	-	**-**	*7,890*
Other	-	-	**-**	*1,100*
	106,699	138,784	**245,483**	*260,860*
	106,699	138,784	**245,483**	*260,860*
Total 2020	*101,633*	*159,227*	*260,860*	

4. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	*Total funds 2020 £*
Transfer of film	1,190	-	**1,190**	*4,571*
Other charitable activities	8,172	-	**8,172**	*25,866*
Memory bank packs	1,667	-	**1,667**	*1,197*
DVD sales	6,544	-	**6,544**	*7,854*
Storage fees	8,000	-	**8,000**	*8,149*
Commissioned work	53,825	-	**53,825**	*15,650*
Film shows	535	-	**535**	*13,488*
Broadcast sales	96,179	-	**96,179**	*58,199*
	176,112	-	**176,112**	*134,974*
Total 2020	*125,210*	*9,764*	*134,974*	

5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	*Total funds 2020 £*
Bank interest	511	**511**	*733*
Total 2020	*733*	*733*	

6. Other incoming resources

	Unrestricted funds 2021 £	Total funds 2021 £	*Total funds 2020 £*
Coronavirus Job Retention Scheme	23,424	**23,424**	-
York St John University Part Lease Surrender	-	**-**	*29,000*
	23,424	**23,424**	*29,000*
Total 2020	*29,000*	*29,000*	

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	*Total funds 2020 £*
Governance: Independent examination fees	2,500	-	**2,500**	*1,510*
Film Hub North Projects WATW	-	-	**-**	*4,920*
Heritage Lottery Fund North East Stage 2	-	32,854	**32,854**	*144,709*
Film Hub North 19/20 Conversation	-	-	**-**	*7,890*
British Film Institute Video Digitisation	-	9,114	**9,114**	*11,472*
NLHF Emergency Fund	-	34,500	**34,500**	-
Film Hub North TV Timemachine	-	1,250	**1,250**	-
British Film Institute 2022 Restart	-	49,500	**49,500**	-
Film Hub North Lost Connections	-	11,566	**11,566**	-
Core Activity	218,744	-	**218,744**	*247,667*
	221,244	138,784	**360,028**	*418,168*
Total 2020	*249,177*	*168,991*	*418,168*	

8. Net income/(expenditure)

This is stated after charging:

	2021 £	2020 £
Independent examination fees	**2,500**	*1,510*

During the year, no Trustees received any remuneration (2020 - £NIL).
During the year, no Trustees received any benefits in kind (2020 - £NIL).
No Trustees received reimbursement of expenses (2020 - 3 Trustees - £610).

9. Staff costs

	2021 £	2020 £
Staff costs were as follows:		
Wages and salaries	**212,589**	*244,021*
Social security costs	**14,441**	*18,352*
Other pension costs	**28,286**	*30,201*
	255,316	*292,574*

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

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

	2021 No.	2020 No.
Management	**2**	*2*
Project	**7**	*7*
	9	*9*

The charity made no termination payments during the year (2020 - £nil)

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

10. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	**53,868**	*58,473*
Other debtors	**15**	*28*
	53,883	*58,501*

11. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	**9,299**	*25,426*
Other taxation and social security	**7,306**	*16,800*
Other creditors	**2,626**	*2,413*
Accruals and deferred income	**44,168**	*53,225*
	63,399	*97,864*

12. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
General Funds	**133,619**	**306,746**	**(221,244)**	**219,121**
Restricted funds				
Heritage Lottery Fund North East Stage 2	**-**	**32,854**	**(32,854)**	**-**
British Film Institute Heritage 2022 Film Digitisation	**-**	**9,114**	**(9,114)**	**-**
National Lottery Heritage Fund Emergency Fund	**-**	**34,500**	**(34,500)**	**-**
Film Hub North TV Time Machine	**-**	**1,250**	**(1,250)**	**-**
British Film Institute Heritage 2022 Restart	**-**	**49,500**	**(49,500)**	**-**
Film Hub North Lost Connections	**-**	**11,566**	**(11,566)**	**-**
	-	**138,784**	**(138,784)**	**-**
Total of funds	**133,619**	**445,530**	**(360,028)**	**219,121**

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.

12. Statement of funds (continued)

Statement of funds - prior 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*

13. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	**Income** £	**Expenditure** £	**Balance at 31 March 2021** £
General funds	**133,619**	**306,746**	**(221,244)**	**219,121**
Restricted funds	**-**	**138,784**	**(138,784)**	**-**
	133,619	**445,530**	**(360,028)**	**219,121**

13. Summary of funds (continued)

Summary of funds - prior 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*

14. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	**Total funds 2021 £**
Current assets	282,520	**282,520**
Creditors due within one year	(63,399)	**(63,399)**
Total	219,121	**219,121**

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	*Total funds 2020* £
Current assets	231,483	*231,483*
Creditors due within one year	(97,864)	*(97,864)*
Total	133,619	*133,619*

15. Pension commitments

The charity operates a defined contribution pension scheme for its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The amount recognised as an expense in the period was £28,286 (2020: £30,201). Contributions totaling £2,626 (2020: £2,413) were payable to the fund at the balance sheet date and are included in creditors.

16. Related party transactions

A payment of £2,000 (2020: £2,000) 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.