



## **FRIENDS OF THE NATIONAL ARCHIVES CIO**

### **Trustees' Annual Report for the Year Ending 31 December 2022**

#### **1. Legal and Administrative Details**

- 1.1 The Charity  
Friends of The National Archives CIO, The National Archives, Ruskin Avenue, Richmond, TW9 4DU. Charity No. 1185971
- 1.2 Legal Structure  
Charitable Incorporated Organisation
- 1.3 Trustees  
Tony Wakeford (until June 2022); Eileen Wicks; Maggie Deighton; Suzy Bibko; Brian Smith; Steven Gould; Rebecca Gregory; Julie Senior.
- 1.4 Governing document  
CIO Constitution, approved by CC on 24 October 2019 and is unamended.
- 1.5 Objects  
The objects of the Charity are for public benefit to advance the education of the public, in particular but not exclusively by promoting, supporting and assisting The National Archives in the following ways;
  - 1. Preserving and improving public access to documents that are of national, cultural, academic and historical importance.
  - 2. Educating the public about the documents and records held by The National Archives.

#### **2. Explanation of the Work of the Charity**

During the reporting year the Charity continued the work of the former unincorporated association charity, Friends of The National Archives, registered charity number 328630. This work though continued to be curtailed in three ways because of the ongoing circumstance surrounding the Covid Pandemic, along with the following 'Cost of Living Crisis'.

Firstly, there was the continuing decline in FTNA membership numbers resulting in a reduced level of income. Secondly, there was a decline in

volunteers available to take on and maintain a role of FTNA trustee or voluntary assistant. Thirdly, as The National Archives and its staff were not completely fully functional throughout 2022, there was a continued impact on the charity in being able to support prospective projects to unlock the historical record for public benefit.

Despite all of this though, funding support was still able to be provided. This included funding to pay for the six month employment of an experienced Post-Doctoral researcher with specialism in 18 and 19 century Irish-British history. Also funding support was given to the TNA Education Department with their annual film making project, which enables young persons to access original documents and produce their own historical interpretation and understanding through the media of short films.

The Charity also continued with its ongoing development and increase of its social media presence, using it to showcase the past and present work of the Charity, trying to attract new membership and voluntary assistance, and highlighting the scale and diversity of the historical record.

### **3. Organisation and Sources of Support**

#### **3.1 Organisational structure**

The Charity is governed by the trustees, collectively known as the 'Council'. The trustees are supported by volunteers who in operational roles provide information needed to assist in the decision making process. During 2022 the trustees met for Council Meetings every two months, as well as for sub-committee meetings. These were either held via zoom, or live at TNA, Kew. There was also an AGM which was held live at TNA Kew in June.

#### **3.2 Sources of funding**

Funding is derived primarily from membership subscriptions, public donations and legacies received. The Charity did not fundraise for any projects during 2022.

#### **3.3 Contribution of volunteers**

The volunteers consist of trustees, some currently with operational roles, and members who undertake a range of operational responsibilities in supporting the management activities of the Charity.

### **4. Policies**

The trustees took full account of the Charity Commissions Guidance on Public Benefit when formulating the objects for the CIO.

The Charity has a Codes of Practice which contains a wide range of policies and role descriptions that provides a sound foundation for the Charity's governance and management. Policies include: Reserves;

Grant-Making; Investment; Investment; Complaints; Data Protection and Equality and Diversity. The policies are reviewed and updated. With regards to health and safety, and safeguarding, the Charity observes the policies of The National Archives as related activities only occur on The National Archives premises.

The Codes of Practice also serve as an induction source for new trustees, as well as for the voluntary assistants when joining the management team to undertake non-trustee operational roles. The CIO maintains a Risk Register and a Succession Plan. The Charity also has a memorandum of understanding with The National Archives, to ensure the independent identity and interests of the Charity are clearly defined and maintained.

### **Trustees approval and signature**

I confirm that the trustees have reviewed and approved this report.

Eileen Wicks  
Vice Chairman

**THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)**

**INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2022**

<b>Year ended 31/12/2021</b>			<b>Year ended 31/12/2022</b>
£		NOTES      £	£
	<b>INCOMING RESOURCES</b>	1	
14323	Subscriptions	2	18227
973	Life subscriptions	3	2664
2500	Gift Aid		0
2099	Investment income		1187
-56	Seminars, classes and visits (net)		20
16271	Donations	5	2666
<b>36110</b>	<b>TOTAL INCOME</b>		<b>24764</b>
	<b>RESOURCES EXPENDED</b>	4	
	Operating costs		
1293	IT related costs		1918
6050	Administration		5673
254	Postage		53
100	Accounts Examination		0
<b>7697</b>	<b>Total Operating Costs</b>		<b>7645</b>
	Charitable Activities		
6679	Magazine costs		6138
21860	TNA Projects & Support		21570
<b>28539</b>	<b>Total Charitable Activities</b>		<b>27708</b>
<b>36236</b>	<b>TOTAL EXPENDITURE</b>		<b>35353</b>
-126	<b>Net income/(expenditure) before investment gains/(losses)</b>		-10589
8060	<b>Unrealised gain/(loss) on investments</b>		-8721
<b>7934</b>	<b>Net income/(expenditure)</b>		<b>-19310</b>
	<b>Other recognised gains/losses</b>		
325	Life membership subscriptions received		1500
-973	Transfer from Life Membership Fund to I&E		-2664
<b>7286</b>	<b>Net movement in funds</b>		<b>-1164</b>
	<b>Reconciliation of funds:</b>		
56070	<b>Total funds brought forward</b>		63356
<b>63356</b>	<b>Total funds carried forward</b>		<b>42882</b>

THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

BALANCE SHEET AT 31ST DECEMBER 2022

31/12/2021		NOTES			31/12/2022
£			£	£	£
<b>CURRENT ASSETS</b>					
75285	Investments	6	46563		
15000	Deposit account funds		15000		
18157	Cash at Bank		11748		
7915	Sundry debtors		2500		
<u>116357</u>	Total current assets			<u>75812</u>	
<b>CURRENT LIABILITIES</b>					
46363	Sundry creditors payable within 1 year		30583		
6638	Subscriptions in advance		2219		
<u>53001</u>	Total current liabilities			<u>32802</u>	
<u>63356</u>	<b>NET CURRENT ASSETS</b>				<u>43010</u>
<u>63356</u>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				<u>43010</u>
<b>REPRESENTED BY:</b>					
<b>GENERAL FUND</b>					
		7			
44258	B/fwd at 1st January 2021		52192		
7934	Add: surplus for year		-19310		
<u>52192</u>	BALANCE			<u>32882</u>	
<b>LIFE MEMBERS FUND</b>					
		4			
11812	B/fwd at 1st January 2021		11164		
325	Add: New subscriptions in year		1500		
-973	Less: transfer to I&E account		-2664		
<u>11164</u>	BALANCE			<u>10000</u>	
<u>63356</u>	<b>TOTAL FUNDS</b>				<u>42882</u>

Signed by one or two trustees on behalf of all the trustees

Signature  
*Suzanne C. Bibko*

Print Name  
Suzanne C. Bibko

Date of approval dd/mm/yyyy  
20/06/2023

## NOTES TO THE ACCOUNTS

### 1. General Basis of Preparation.

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (second edition - October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as revised to March 2018, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view' This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### 2. Income.

All income is included when the charity is legally entitled to it and the amount can be quantified with reasonable accuracy.

### 3. Life membership

Subscriptions are credited on receipt to the Life Members Fund (a designated fund). Life subscriptions are depreciated depreciated on a straight line basis over a four year period.

This being a change of policy which was agreed at the Trustees meeting on the 16th March 2023.

### 4. Expenditure.

All expenditure is accounted for on an accruals basis.

TNA Projects & Support are accounted for when approval has been given by Council.

5. The figure for 2021 Donations include a legacy of £15,000.00

### 6. Investments.

Investments are stated at market value at the Balance Sheet date.

Unrealised gains/losses are shown in the Income & Expenditure Accounts

	Value at 31/12/2021	Disposals	Additions	Inc/(Dec)	Value at 31/12/2022
COIF Investment Fund	70018	-20000	0	-8053	41964
COIF Fixed Interest Fund	5267	0	0	-668	4599
	<u>75285</u>	<u>-20000</u>		<u>-8721</u>	<u>46563</u>

### 7. Fund accounting.

General funds are unrestricted funds which are available for use by the Trustees

in furtherance of the general objectives of the charity and which have not been designated for other purposes.

### 8. Staff costs.

The charity is entirely managed by voluntary trustees and does not employ staff.

Some Trustees receive out-of-pocket expenses for travel on Charity business.