

# Friends of Lancashire Archives

Registered Charity Number 518611

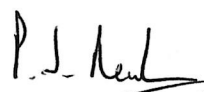
## Receipts and Payments Account for year ended 30<sup>th</sup> June 2023

		This Year		2021-22
	See note	Unrestricted Funds £	Restricted Funds £	Total £
Receipts				
Subscriptions		1,613		1,824
Donations & Legacies	5	235	30,100	2,269
Gift Aid Reclaimed		280		322
Events and Workshops	6	318		
Sales of Books, Maps, etc.		176		
Interest Received	7	3,434		4,041
Other items		10		40
Total Receipts		£6,066	£30,100	£36,166
Payments				
Projects & Grants	8	54,249		17,695
Events & Workshop Costs	6	139		100
Printing, Postage & Stationery	9	323		341
Bank Charges		2		1
Insurance & membership costs	10	227		83
Consultancy	11	400		
Total Payments		£55,338		£18,220
Net Receipts/(Payments)		(£49,272)	£30,100	(£9,724)
Funds as at 1 July 2022				
At Bank (Current A/c)		5,959		1,748
Deposit/ Savings Accounts		274,858	2,312	291,105
Total brought forward		280,817	2,312	292,853
Surplus/(Deficit) for year		(49,272)	30,100	(9,724)
Total Cash Funds		£231,545	£32,412	£263,957
				£283,129

## Statement of Assets and Liabilities at 30<sup>th</sup> June 2023

Bank Balances	Maturity Date		2021-22
Cooperative Current A/c: Inst Access 0.00%		£33,397	5,959
PayPal 0.00%		£83	106
Ecology BS: Instant Access 2.50%		£27,391	74,391
RBS Premium a/c 0.00%			
United Trust Bank: 100 day 3.75%		£83,086	32,673
Hampshire Trust Bank: 95 day notice 0.75%			50,000
Hampshire Trust Bank: 1 Yr Bond 1.61%	May 2023		35,000
Hampshire Trust Bank: 2 Yr Bond 4.20%	June 2025	£35,000	
Camb. & Counties Bank: 2 Yr Bond 1.60%	Feb 2024	£85,000	85,000
		<b>£263,957</b>	<b>£283,129</b>

Signed on behalf of the Trustees by

  
Treasurer

26/09/23

  
Acting Chairman

26/09/23

## Financial Statements for the year ended 30<sup>th</sup> June 2023

### Notes

#### 1 Basis of Accounting

The Trustees consider it appropriate to continue accounting on a Receipts and Payments basis. No significant stocks, debtors or creditors existed at the year end.

#### 2 Cash Funds

During the year, the Trustees reviewed the Friends' banking procedures and agreed to adopt Online Banking with the Cooperative Bank as a method of payment. The relevant change to Rule 5c (Rule 5 Funds & Assets) has been made.

Similarly, the Trustees agreed to adopt a Responsible Investment Policy permitting (but not requiring) funds to be invested where they may more closely align to the Association's objectives in safeguarding and advancing archival heritage. The relevant change to Rule 5 Funds & Assets has been made.

Our deposit accounts continue to be managed to maximise interest income consistent with the Responsible Investment Policy while and while not exposing the funds to risk.

Our bank and building society accounts are each covered by the £85000 FSCS guarantee.

Interest earned on all term accounts is paid on an annual basis: the figures shown in these accounts is the amount actually received in the financial year.

#### 3 Payments to Trustees

Formal agreements are in place where necessary for payments to Trustees for the provision of lectures and workshops. The Trustees consider these payments to be reasonable and in the best interests of the Charity. No such payments were made during the year.

No Trustee received payment for their services as a Trustee. Peter Newsham as Treasurer claimed reimbursement of expenses for stationery, postage and plaques (benches), supported by receipts.

#### 4 Subscriptions

Subscription income was slightly reduced this year due to deaths and resignations, as reported by the Membership Secretary.

Once again, the Subscription renewals process was more complicated by the transfer of banking arrangements from RBS to the Cooperative Bank, resulting in some duplicated payments. Such duplicated payments were refunded, except where the member requested they be treated as a Donation.

#### 5 Donations & Legacies

In addition to small individual donations (including virements from duplicated Subscriptions) which were treated as Unrestricted Funds, a total of £30100 was donated in support of Clarets Collected (Burnley F.C.) project. This is treated as a Restricted Fund, and is to be banked in a separate designated account early in the 2023-24 year.

#### 6 Events & Workshops

Following the lifting of Covid-19 restrictions one 'live' event was offered during the year: as expected this was a 'loss leader'.

Other Events income arose from two Café Archive events.

#### 7 Interest Received

Comprises: United Trust Bank £413.01; Hampshire Trust Bank £170.55 + 564.67; Ecology Building Society £926.56; Cambridge & Counties Bank £1359.56; Royal Bank of Scotland £0.07.

#### 8 Projects & Grants

Comprises: Benches & planters £1436.70; Digitisation equipment £32125.65; 'Archive' publication (two edition) £4234.84; Collections Asst salary (to March 23) £11519.35; website development £4932.

#### 9 Printing, Postage & Stationery

This was in line with expenditure under the same head as last year.

#### 10 Insurance, Membership costs

As in previous years, the Friends agreed to pay the annual Zoom subscription - £144 - on behalf of Lancashire Archives.

Subscriptions: BALH £75; LLHF £8.

#### 11 Consultancy

£400 was paid to Tullock Consultancy for a 'SWOT' analysis on the Friends.

#### 12 Movements on Restricted Funds

	Ribble Valley	Clarets	Sound Archive	Total
Balance as at 1 <sup>st</sup> July 2022	£500		£1,812	£2,312
Donations received		£30,100		£30,100
Expenditure				
Balance as at 30 <sup>th</sup> June 2023	£500	£30,100	£1,812	£32,412

# **FRIENDS OF LANCASHIRE ARCHIVES**

## **TRUSTEES ANNUAL REPORT 2022-23**

### **Trustees**

During the year the Trustees of the Friends of Lancashire Archives were:

Chair	<i>Acting Peter Bamford</i>
Vice Chair	Peter Bamford
Secretary	John Wilson
Treasurer	Peter Newsham
Committee	Dr Sam Riches Sue Latimer Andrew Walmsley Dr Keith Vernon

### **Structure & management**

The charity was formed as an association in 1986 and is governed by a Constitution, revised and adopted on 24 September 2012. Trustees are appointed by election by the members at the Annual General Meeting and serve a maximum continuous term of six years.

### **Objectives**

The objectives of the Association are to educate the public and advance the archival heritage of the county of Lancashire for the benefit of the people of that county and elsewhere and for future generations by the promotion, support, assistance and improvement of Lancashire Archives.

### **Activities**

Following the listing of COVID-19 restrictions some of the activities of the Association have resumed, and our ambitions have been refocussed and extended following a workshop facilitated by an external consultant.

We were able to offer members several free online talks during the year and held our first face to face meeting on Holidaying in the Lake District. We supported all the Lancashire Archives events by providing our Café Archive service.

Major projects supported during the year were a continuation of the cataloguing project for which we sponsor a Collections Assistant and the purchase of digitisation equipment. Additionally, we underwrote the first two issues of the newly launched 'Archives' magazine. Our website has been completely redeveloped and re-launched.

We have committed a maximum of £50,000 to two East Lancashire projects 'Keeping East Lancashire in the Picture' and 'Clarets (Burnley FC) Collected'. These costs are committed but not yet expended so do not reflect in the year's accounts.

### **Activities & people**

At the end of June 2023, the Association had a membership of 162 a reduction of 19 (10%) since 2022.

In light of the current cost of living crisis it is likely that membership will continue to fall further, unless measures are taken to widen awareness and participation.

## **Finances**

As in recent years, income in 2022-23 has primarily been Interest Received on our bank balances. Although a number of free Events were held online there was only minimal income from our one face to face event.

The major expense during the year has been the salary cost of the cataloguing project. The project has been re-defined, and the Association has agreed to meet the revised salary cost of this post.

The Committee considers that the substantial financial commitments made (extended cataloguing salary costs, digitisation project, underwriting the Lancashire Archives publication, and the two East Lancashire projects) are consistent with the Association's objectives, and well within the Association's resources. The availability of funds is actively managed to ensure these costs are met in a timely manner.

**Reserves Policy:** It remains the policy of the Friends to maintain unrestricted funds, which are free reserves of the charity, at a level that provides sufficient income to cover grants payable and administration costs and to respond to emergency applications for funding by Lancashire Archives.

**Income:** Apart from annual membership subscriptions, the principal source of funds during 2022-23 has been interest received on bank accounts and bonds. There has been relatively little income from donations and legacies not from Events.

**Expenditure:** All expenditure in the year has been in support of our objectives, providing support to Lancashire Archives in advancing the archival heritage of the county.

## **Declaration**

The Trustees declare that they have approved the above report.

Signed on behalf of the Trustees.



Peter J Bamford  
Acting Chair

26/09/23.

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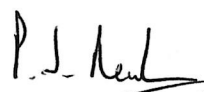
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## **Declaration**

The Trustees declare that they have approved the above report.

Signed on behalf of the Trustees.



Peter J Bamford  
Acting Chair

26/09/23.



**FRIENDS OF LANCASHIRE ARCHIVES  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF  
LANCASHIRE ARCHIVES**

**Charity Number 518611**

**Respective Responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the Receipts and Payments accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature D. S. Laver

Date 21 August 2023

Name **Dorothy Laver**

Qualification **B.A. A.C.A.**

Address **19 The Pastures  
Grimsargh  
Preston  
PR2 5JW**