

AIM25

Annual Report and Accounts

For the period ended 31 March 2018

**A charity registered in England and Wales (No. 1168908).
Registered Office:**

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AIM25

Reference and Administrative Details

Registered number:

A charity registered in England and Wales (No. 1168908).

Registered Office:

42 Thorncliffe Road
Southall
UB2 5RQ

Trustees:

Sarah Aitchison
Robert Baxter
Geoff Browell (Chairman)
Victoria Cranna
Anne Rainford (Treasurer)

Bankers:

National Westminster Bank
Aldwych Branch
PO Box 221
Connaught House
65 Aldwych
London
WC2B 4DS

Legal Advisers:

Anthony Collins Solicitors LLP
134 Edmund Street
Birmingham
B3 2ES

Trustees' Report

The trustees present their report for the period ended 31 March 2018.

Structure, Governance and Management

AIM25 was established as a Charitable Incorporated Organisation and registered as a charity in England and Wales with number 1168908 on 24 August 2016. The charity is governed by its constitution which follows the Charity Commission's foundation model.

The trustees of the charity are detailed on page 1. The trustees are the only voting members of the charity. The charity may have between five and ten trustees, who must be appointed by the members by ordinary resolution. New trustees receive an induction from the Chairman of Trustees. Trustees are chosen for their relevant expertise but any training needs are addressed as required. The charity has no staff.

The trustees have reviewed the major risks to which the charity is exposed and have put in place systems or procedures to manage those risks. They have identified the principal risk as being a shortage of funds and are actively seeking new sources of funding, in particular affiliation fees from relevant archives.

Objectives and Activities

The charity's objects are:

To advance the education of the public and to further such purposes which are charitable in accordance with the law of England and Wales which relates to the establishment, maintenance, operation and development of archives which are either public or from which the public may benefit and to promote efficient records management and the preservation of historical, education, cultural, scientific (including technology and medicine) or other archives and furthering their accessibility to the general public in order to encourage the use of archives in the United Kingdom.

The charity's main activity is to support the development of and public access to historical archives held in the London area.

It primarily does this by providing online access via its website (www.aim25.com) to collection level descriptions from the archives of over one hundred and fifty higher education institutions, learned societies, local authorities, cultural organisations and library companies within the region, for the purposes of research, teaching and public enjoyment.

Public Benefit

The trustees are committed to ensuring that the work of the charity is for the public benefit, taking full account of the published Charity Commission guidance. The charity's principal activity of providing online access to archives held within the London area satisfies the primary charitable purpose of the advancement of education.

Achievements and Performance

The charity has continued to maintain and update its website, providing access to increasing numbers of archives, improving the back end cataloguing functionality, enhancing the browsing functionality for researchers and taking advantage of statistics provided by Google Analytics.

The charity held its second public meeting in January 2018 at the Honorary Artillery Company at which John Elliott from the Archives and Records Association spoke on the topic *EU General Data Protection Regulation: Making Sense for Record Keepers*.

The charity has also become actively involved in the user groups for two of the main cataloguing software products, CALM and AToM, coordinating development requests from its members.

Reserves Policy and Financial Review

The trustees have set a reserves target of £1,000, which would be sufficient to maintain the charity's website for a year while additional funds were sought.

During the year the charity received a grant of £2,000 in support of its general charitable purposes from Archives for London. The trustees have agreed to set aside £1,000 from this grant to act as a reserve in line with the reserves policy set out above.

To date the charity has primarily relied on donated services and in kind support. However this is not sustainable long term and while the grant from Archives for London will help, reliable sources of ongoing funding are required. The trustees anticipate that the charity's major source of funding is likely to be affiliation fees from partner organisations. Member archives have agreed to pay an annual fee from 2018-19 onwards to help with administrative support, website hosting, website development and public meetings.

Plans for Future Periods

The trustees envisage that the main activities of the charity will continue to be maintaining and updating its website, coordinating software development requests on behalf of member archives and organising public meetings – there is an ambition to hold three public meetings a year by 2019/20.

The trustees are also working with The National Archives on a bid to the Heritage Lottery Fund for funding to support the London Boroughs in becoming affiliates and making their archives accessible to the general public through the charity's website.

Financial Statements

The charity has chosen to prepare receipts and payments accounts. As the gross income is below the relevant threshold the trustees have opted not to have these independently examined.



Anne Rainford
Treasurer
31 October 2018

AIM25**STATEMENT OF RECEIPTS AND PAYMENTS****FOR THE PERIOD FROM 1 APRIL 2017 TO 31 MARCH 2018**

	Unrestricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Receipts			
Grants and donations	2,000	2,000	1,100
Trading income	-	-	1
Total receipts	<u>2,000</u>	<u>2,000</u>	<u>1,101</u>
Payments			
Legal fees	-	-	392
Total payments	<u>-</u>	<u>-</u>	<u>392</u>
Net receipts / (payments) for period	2,000	2,000	709
Reconciliation			
Cash brought forward	709	709	-
Net receipts / (payments) for period	2,000	2,000	709
Cash carried forward	<u>2,709</u>	<u>2,709</u>	<u>709</u>

AIM25

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2018

	Total Funds 2018 £	Total Funds 2017 £
Cash balances		
Cash at bank and in hand	2,709	709
	<hr/>	<hr/>
Net assets	2,709	709
	<hr/>	<hr/>
The funds of the Charity:		
Unrestricted funds	2,709	709
	<hr/>	<hr/>
	2,709	709
	<hr/>	<hr/>

Approved by the Trustees on 31 October 2018 and signed on their behalf by:



Anne Rainford
Treasurer

Notes

1. There were no guarantees outstanding as at 31 March 2018.
2. There were no debts outstanding as at 31 March 2018.