

Registered number: 04480153

Charity number: 1093468

YORKSHIRE FILM ARCHIVE

(A company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2018

YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2018

Trustees

C Morrow, (Chair)
T Suthers, (Deputy Chair)
M Harvey
M Pye
D Grayson
D Stewart
P Wilkinson
S Joynson
G Thompson
F Thompson
N Triffitt (resigned 24 May 2017)

Company registered number

04480153

Charity registered number

1093468

Registered office

York St John University, Lord Mayors Walk, York, North Yorkshire, YO31 7EX

Company secretary

S J Howard

Accountants

BHP LLP, 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

YORKSHIRE FILM ARCHIVE

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

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 2018.

The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the 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 (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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).

Objectives

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2018

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

2017/18 has been a busy and productive year for the Archive, delivering on both UK-wide programmes of work, and responding to regional audiences, with the focus on developing work in the North East of England, where audience engagement prior to the YFA/NEFA (North East Film Archive) merger has been limited. In addition to the outward, audience focussed work of the Archive, the Board and Director set in motion a period of forward planning and reviewing the longer-term future vision and ambitions for the Archive in terms of collections, location and operations. This is particularly critical at this time of huge change for moving image archives as they meet the challenges and opportunities of transition from analogue to digital technologies.

Key areas of work up to March 2018

Collections:

BFI Unlocking Film Heritage programme: A key area of collections-based work throughout the year for both YFA and NEFA has been through the BFI's UK-wide Unlocking Film Heritage programme, with a final round of film digitisation delivered on time and on schedule for March 2018.

The overall aim of the programme was to digitise up to 10,000 films, with 5,000 of those from the BFI collections, and 5,000 from UK-wide commercial, home nation and regional film archive partners. In total, over 950 films from the YFA/NEFA collections will have been digitised as part of the UFH programme and are now being made available for audiences through local and regional film screenings and online, both on our own website and through the dedicated Britain on Film platform which is part of the BFI's video on demand service.

This programme has enabled YFA and NEFA to considerably increase their digital assets – the foundation for all future access programmes. It does however raise the dual challenge of continuing to care for analogue film/video tape collections, and deal effectively with the long term storage of increasingly large digital files. This is a key area of future

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2018

planning work, a live area of focus throughout 2017/18 for the Trustees, Director and Collections team, with the organisation now firmly on track piloting and testing sector-wide digital storage solutions – as noted below under Strategic Development.

BFI's 2022 Heritage Strategy: From April 2018 onwards the sector, led by BFI, will see the programme focus move towards television heritage and preservation of video tape collections, which are already vulnerable to deterioration and decay. Early sector-wide planning meetings have been held, and it is likely that this programme will enable the Archive to preserve material from YFA and NEFA collections, once details are announced in June 2018.

Yorkshire Television/Tyne Tees Television collections: The final Agreement for the deposit and use of Yorkshire Television regional news output from 1970 to 1989 (around 5,000 cans of film), along with a significant number of regional programmes, was signed off in early 2017. A mirror Agreement for the Tyne Tees news output and regional programmes held at NEFA is currently in process. The new Agreement with ITV enables YFA to make the material publically accessible, and benefit from commercial enquiries (where rights allow) within the terms of the Agreement.

Smaller collections: Both YFA and NEFA have continued to acquire smaller collections from home movies deposited by families and individuals, through to collections for museums and libraries, and advertising films made by local businesses. These deposits are crucial in developing the breadth and depth of the Archive, and YFA will continue to acquire material that aligns to the criteria set out in the Archive's Collecting Policy.

Access:

'North East on Film': In August 2017, the Archive received formal notification from the Heritage Lottery Fund North East office that it had been awarded a successful stage 2 pass for its 'North East on Film' bid. In total, the award amounts to £323,700 (84% of the total project costs of £385,380) over a two and half year period. The remaining 16% of project costs represent a mix of both 'in kind' and cash contributions, which will be raised from charitable trusts and project activities. In November 2017, YFA was successful in its first application to the Sir James Knott Charitable Trust for £7,000 match support.

Administration and final permission to start the project was granted by the Heritage Lottery Fund in late September 2017, and a recruitment programme instigated for two new posts of Project Curator and Project Delivery Manager. The project Curator was appointed in November 2017 so that early collections-based work could begin. In January 2018, the second post was advertised, and by March 2018 an appointment made.

With the full team now in place, North East on Film is gearing up to be the Archive's largest delivery project in the two years ahead, with screenings, events and activities and a film search campaign underway in communities across the North of England.

'Hull on Film': A smaller Heritage Lottery Fund bid was submitted to the Yorkshire office in the summer of 2017 and notification of a successful award of £31,000 granted for YFA to deliver 'Hull on Film' – a project planned to align with the Hull2017 City of Culture celebrations. The work involved the preservation and digitisation of Hull-related film collections, alongside delivery of screenings and events in both large scale and smaller community venues. Alongside screenings, a digital engagement strategy was developed with key partners including Hull Daily Mail to ensure that thousands of online viewers had access to newly-curated content on a regular basis.

'Hull on Film' was another very successful project for YFA, delivered on time and on budget, with HLF work formally completed by March 2018. However, the project led to two further opportunities:

A 'Hull on Film' DVD, produced in-house by YFA, which from November 2017 to March 2018 has sold over 950 copies.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2018

Production costs have been recovered, and YFA have made a small profit in the region of £5,000.

The second initiative was the production of **Memory Bank: Hull** – another in YFA's successful Memory Bank series. Funding was secured through Hull History Troupe and its sponsor, Associated British Ports (ABP), in March 2018; the final product launched in May 2018.

This is the second Memory Bank title in 2017/18, with **Memory Bank: Middlesbrough** launched in May 2017.

Moving North: Coastal: Funded through the BFI's Programme Development Fund, the Archive delivered a season of events and screenings across Yorkshire and the North East rural communities through the autumn of 2017. Drawing on the collections of the Yorkshire and the North East Archives, Moving North: Coastal was a touring programme of 15 tailor-made film screenings, exhibitions, and short film compilations that revealed the most astonishing variety of archive footage made in and about the coastal communities of Yorkshire and the North East of England. Audience numbers averaged 100 per screening, alongside several thousand visiting museum installations, and outdoor screenings.

Whilst this was a relatively small project, with funding of £10,000 from the BFI's Film Audience Fund, it again illustrates the huge local interest in archive footage related to a sense of people, place and identity.

'Hugely enjoyable. Brilliant. Amazing. Great to see these films on a big screen. You realise how important Hartlepool was and how vital to record and preserve these films for future generations' Hartlepool

'Made you hold your head up high to be part of amazing community. Music and film outstanding' North Shields

'Very enjoyable exhibition. Thought the film was very well produced, so evocative'

'Fantastic exhibition – would love to see more!' Scarborough

Strategic Development:

2017/18 has also been a period of intense forward planning as the YFA Trustees and Director develop their next five-year strategic plan. In particular, the impact of new technologies will fundamentally change the nature of our operations in the five years ahead, as YFA, and all film archives, grapple with the changes from analogue to digital formats, and how to care for both in the transitional years ahead.

Trustees have visited other regional and national film archives to assess their operations and locations, and have held development sessions to consider a range of overarching questions based on the public value of the collections, who our future audiences will be, how we transition in terms of required digital infrastructure, and the digital skills base that will be required. Much of this work has been funded through YFA's Heritage Lottery Transition bid, which has enabled YFA to work with consultants in key specialist areas of work.

As a direct result of YFA's forward looking approach to considering options for future digital infrastructure requirements, the British Film Institute (lead body for film across the UK, appointed by DCMS) approached YFA as a first partner to pilot and test shared use of their state of the art Digital Preservation Infrastructure (DPI).

A Memorandum of Understanding was signed off on 22nd April 2018, and work on testing and piloting will continue through 2018/19, though this was a hugely positive development in 2017/18 for YFA – it demonstrates real confidence in the organisation from the UK lead body, and positions YFA strategically for the future.

Conclusion

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2018

Once again, the small team at the Archive have worked incredibly hard to find increasing ways to allow more of the public to enjoy the material which has been collected over many years. The comprehensive focus on a single city in the Hull project has provided an excellent model which will now be replicated in other cities across Yorkshire and the North East, with strong partnerships developed with the local newspaper and larger screening venues. Social media channels, particularly Facebook, are increasingly being used successfully as screening opportunities, with significant numbers of viewers and the ability for them to create their own dialogue about the clips being shown. It is becoming clear that both our real and virtual screenings are becoming increasingly popular and one of the challenges as we look to the future will be how we can find new ways to meet that demand.

Financial review

Going concern

After making appropriate enquiries, 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 £406,740 (2017: £414,507), Expenditure was £414,117 (2017: £431,329) resulting in a deficit of £7,377 compared to a deficit of £16,822 the previous year.

The state of affairs of the Archive at the end of the year shows unrestricted funds decreasing from £123,754 the previous year to £116,377 at the end of this year.

Principal Funding Sources:

British Film Institute - Lottery
York St John University
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 charity will endeavour to maintain these reserves to a level at least equal to six months expenditure. This would equate to a figure of approximately £250,000. The current level of reserves of £116,377 is lower than this figure and the charity will take steps to build up the reserves to the expected level.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2018

Structure, governance and management

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. The Yorkshire Film Archive is also 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.

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. The object of the company was to focus on new markets for innovative use of archive content – with the first target market being health and well-being of older people, with the development of a new reminiscence product – Memory Bank – using archive footage to stimulate memory and communication. An initial investment loan of £15k was made by both YFA and Reputations Group in order take Memory Bank products to market. In 2015 YFA and Reputations Group agreed a Deed of Termination, settling the loan to RG and concluding the partnership.

YFA retains 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 as repayment of the initial investment. As of March 2018, the outstanding loan to YFA is £4,506.

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.

At the Annual General Meeting in September 2016, following a successful recruitment process for a new YFA chair, Clare Morrow joined the Board of Trustees and accepted the position as Chair.

Clare is the former Chair of Welcome to Yorkshire and previously Controller of News and Programmes at ITV Yorkshire. She brings more than 30 years of experience to the YFA, through her career in television and as a non-executive director. She is also currently a non-executive director of both Bettys and Taylors of Harrogate, and the Rugby Football League.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2018

Previously she was a non-executive director of the Leeds Teaching Hospitals NHS Trust, as well as Network Manager of the Broadcasting and Creative Industries Disability Network.

Since the appointment of the Chair, two new Trustees, Graeme Thompson: Pro Vice-Chancellor at the University of Sunderland and Fiona Thomson: Executive Dean Quality at York St John University joined the Board in March 2017. No further appointments have been made.

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, Personnel and Strategic Development.

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 2018 the Director was supported by five full-time and three 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, and over the past three years has been part of a major UK wide lottery funded digitisation initiative, led by the BFI, called Unlocking Film Heritage. As part of the BFI's 2012-17 strategic plan, that work is now drawing to a close, however the BFI's 2022 forward strategy includes a heritage shift towards the preservation and digitisation of video tape and television collections, and YFA trusts it will continue to be a positive partner as delivery plans are developed in the coming months.

YFA is also in receipt of project funding from the Heritage Lottery Fund, and has established a firm working relationship with the two regional offices for Yorkshire and Humber, and for the North East of England.

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

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2018

YFA Director is the FA UK Deputy Chair.

Risk management

Trustees regularly review risks to the organisation and all major project work incorporates specific risk registers.

Trustees recognise that the current economic climate, cuts to public funding, and structural changes to film delivery across the UK are likely to continue to impact on YFA, and are therefore building on a strategic mix of funding sourced from Lottery streams, trusts and foundations, and income generation through commissioned work and sales to broadcasters.

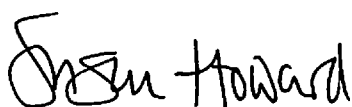
Additionally, Trustees are now shifting their focus to future planning to prepare for the transition from analogue to digital operations, and the potential future impact on operations, location, and staffing structures. Trustees believe that it is prudent to begin planning at this point – YFA have a further 10 years on their lease agreements, are in a secure position, and have built solid relationships with key sector wide partners, and can therefore approach their plans for the future with confidence, and with time to consider all options.

Plans for future periods

Future developments

Over the coming year, as our pilot project with the BFI on digitisation and future storage/retrieval comes to a conclusion, we expect to become much clearer about how the organisation will need to change in the next phase of development to respond to the new opportunities technological solutions will bring in how we work with our material and make it available to the public. We look forward to this next phase of the organisation's development.

This report was approved by the Trustees, on 19 September 2018 and signed on their behalf by:



S J Howard
Charity Secretary

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TRUSTEES' RESPONSIBILITIES STATEMENT

FOR THE YEAR ENDED 31 MARCH 2018

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.

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INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2018

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

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2018.

Responsibilities and basis of report

As the Trustees of the charity (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 charity 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 charity'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 charity'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 (enter body here), 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 charity 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: 

Dated: 

Jane Marshall FCA DChA

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

YORKSHIRE FILM ARCHIVE
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STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2018

		Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
	Note				
Income from:					
Donations and legacies	3	104,071	184,165	288,236	290,781
Charitable activities	4	113,420	4,350	117,770	122,493
Investments	5	734	-	734	1,233
Total income		218,225	188,515	406,740	414,507
Expenditure on:					
Charitable activities	6	225,602	188,515	414,117	431,329
Total expenditure		225,602	188,515	414,117	431,329
Net expenditure before other recognised gains and losses		(7,377)	-	(7,377)	(16,822)
Net movement in funds		(7,377)	-	(7,377)	(16,822)
Reconciliation of funds:					
Total funds brought forward		123,754	-	123,754	140,576
Total funds carried forward		116,377	-	116,377	123,754

The notes on pages 14 to 25 form part of these financial statements.

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REGISTERED NUMBER: 04480153

BALANCE SHEET

AS AT 31 MARCH 2018

	Note	£	2018 £	£	2017 £
Fixed assets					
Investments	9		100		100
Current assets					
Debtors	10	97,017		45,598	
Cash at bank and in hand		105,672		127,304	
		<u>202,689</u>		<u>172,902</u>	
Creditors: amounts falling due within one year	11	(86,412)		(49,248)	
Net current assets			<u>116,277</u>		<u>123,654</u>
Net assets			<u>116,377</u>		<u>123,754</u>
Charity Funds					
Unrestricted funds	12		<u>116,377</u>		<u>123,754</u>
Total funds			<u>116,377</u>		<u>123,754</u>

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 19 September 2018 and signed on their behalf, by:


C Morrow (Chair)

The notes on pages 14 to 25 form part of these financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

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.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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 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.

1.7 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.

1.8 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.

1.9 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.

1.10 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 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.

YORKSHIRE FILM ARCHIVE

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting policies (continued)

1.11 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.

1.12 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.

1.13 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.

1.14 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.

YORKSHIRE FILM ARCHIVE**(A company limited by guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018****2. SOFA prior year comparatives**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £
Income from:			
Donations and legacies	98,282	192,499	290,781
Charitable activities	110,280	12,213	122,493
Investments	1,233	-	1,233
Total income	209,795	204,712	414,507
Expenditure on:			
Charitable activities	226,617	204,712	431,329
Total expenditure	226,617	204,712	431,329
Net expenditure - net movement in funds	(16,822)	-	(16,822)
Total funds brought forward	140,576	-	140,576
Total funds carried forward	123,754	-	123,754

YORKSHIRE FILM ARCHIVE

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

3. Donations and legacies

	Unrestricted funds £	Restricted funds £	2018 £	2017 £
Donations				
Other	2,071	-	2,071	282
Grants receivable				
British Film Institute Extended Continuity Fund	-	9,700	9,700	-
York St John University	15,000	-	15,000	15,000
Film Hub North Ripon Reviewed	-	-	-	1,200
British Film Institute Project Development Fund	-	-	-	26,505
Creative Skillset	-	-	-	2,642
British Film Institute Project Development Coastal	-	9,855	9,855	-
British Film Institute - Grant in Aid	83,000	-	83,000	83,000
Heritage Lottery Fund North East Stage 1	-	-	-	45,384
Heritage Lottery Fund Transition Fund	-	27,642	27,642	21,583
Heritage Lottery Fund Hull on Film	-	31,000	31,000	-
Fundraising Trust/Grants	4,000	-	4,000	-
Heritage Lottery Fund North East Stage 2	-	34,861	34,861	-
British Film Institute Heritage 2022 Film Digitisation	-	71,107	71,107	78,757
National Cataloguing Grant	-	-	-	6,604
British Film Institute UFH Continuity Fund	-	-	-	9,824
	104,071	184,165	288,236	290,781

4. Charitable activities

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Broadcast sales	62,485	-	62,485	49,923
Commissioned work	10,770	-	10,770	39,533
Transfer of film	2,980	-	2,980	3,602
Film shows	4,978	3,658	8,636	7,495
Storage fees	8,158	-	8,158	8,158
Other charitable activities	24,049	692	24,741	13,782
Total	113,420	4,350	117,770	122,493

YORKSHIRE FILM ARCHIVE

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

5. Investment income

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Bank interest	734	-	734	1,233
Total 2017	1,233	-	1,233	

6. Costs of charitable activities by fund type

	Unrestricted funds £	Restricted funds £	2018 £	2017 £
Core activity	224,197	-	224,197	225,267
British Film Institute Project Development Fund	-	-	-	28,505
British Film Institute Heritage 2022 Film	-	-	-	-
Digitisation	-	71,107	71,107	-
Creative Skill Set	-	-	-	2,642
Age UK Mission Impossible	-	-	-	9,800
British Film Institute UFH Continuity Fund	-	-	-	9,824
British Film Institute UFH Round 3	-	-	-	78,757
National Cataloguing Grant	-	-	-	6,604
Film Hub North Ripon Reviewed	-	-	-	1,613
Heritage Lottery Fund Transition Fund	-	27,642	27,642	21,583
BFI Extended Continuity Fund	-	9,700	9,700	-
British Film Institute Project Development	-	-	-	-
Coastal	-	12,155	12,155	-
Heritage Lottery Fund North East Stage 2	-	34,911	34,911	-
Heritage Lottery Fund Hull on Film	-	33,000	33,000	-
Governance: Independent examination fees	1,405	-	1,405	1,350
Heritage Lottery Fund North East Stage 1	-	-	-	45,384
	225,602	188,515	414,117	431,329

YORKSHIRE FILM ARCHIVE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

7. Net income/(expenditure)

This is stated after charging:

	2018	2017
	£	£
Independent examination fees	1,405	1,350
	<u>1,405</u>	<u>1,350</u>

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

6 Trustees received reimbursement of expenses amounting to £1,122 (2017 - 6 Trustees - £645).

8. Staff costs

Staff costs were as follows:

	2018	2017
	£	£
Wages and salaries	250,008	259,219
Social security costs	20,874	21,670
Other pension costs	8,347	6,319
	<u>279,229</u>	<u>287,208</u>
Total	<u>279,229</u>	<u>287,208</u>

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

	2018	2017
	No	No
Management	2	2
Project	8	8
	<u>10</u>	<u>10</u>
Total	<u>10</u>	<u>10</u>

The charity made one termination payment totalling £1,500 during the year (2017 - £NIL)

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

YORKSHIRE FILM ARCHIVE**(A company limited by guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018****9. Fixed asset investments****Shares in group
undertakings
£****Market value**

At 1 April 2017 and 31 March 2018

100**Subsidiary undertakings**

The following were subsidiary undertakings of the company.

Name**Holding**

Yorkshire Film Archive Enterprises Limited

100%

The aggregate of the share capital and reserves as at 31 March 2018 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

Name	Aggregate of share capital and reserves £	Profit/(loss) £
Yorkshire Film Archive Enterprises Limited	147	1,295

Investments at market value comprise:

	2018 £	2017 £
Group undertakings	100	100

All the fixed asset investments are held in the UK.

10. Debtors

	2018 £	2017 £
Trade debtors	92,481	33,346
YFA Enterprise Ltd	4,506	10,506
Other debtors	30	46
VAT recoverable	-	1,700
	97,017	45,598

YORKSHIRE FILM ARCHIVE**(A company limited by guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018****11. Creditors: Amounts falling due within one year**

	2018 £	2017 £
Trade creditors	28,311	14,821
Other taxation and social security	10,963	9,159
Accruals and deferred income	47,138	25,268
	<u>86,412</u>	<u>49,248</u>

12. Statement of funds**Statement of funds - current year**

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
Unrestricted funds				
General Funds - all funds	<u>123,754</u>	<u>218,225</u>	<u>(225,602)</u>	<u>116,377</u>
Restricted funds				
Heritage Lottery Fund North East Stage 2	-	34,911	(34,911)	-
Heritage Lottery Fund Transition Fund	-	27,642	(27,642)	-
British Film Institute Heritage 2022 Film Digitisation	-	71,107	(71,107)	-
British Film Institute Project Development Coastal	-	12,155	(12,155)	-
British Film Institute Extended Continuity Fund	-	9,700	(9,700)	-
Heritage Lottery Fund Hull on Film	-	33,000	(33,000)	-
	<u>-</u>	<u>188,515</u>	<u>(188,515)</u>	<u>-</u>
Total of funds	<u>123,754</u>	<u>406,740</u>	<u>(414,117)</u>	<u>116,377</u>

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.

YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

12. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Balance at 31 March 2017 £
General funds				
General Funds	140,576	209,795	(226,617)	123,754
Restricted funds				
British Film Institute Project Development Fund	-	28,505	(28,505)	-
Creative Skill Set	-	2,642	(2,642)	-
British Film Institute UFH Round 3	-	78,757	(78,757)	-
National Cataloguing Grant	-	6,604	(6,604)	-
Film Hub North Ripon Reviewed	-	1,613	(1,613)	-
Heritage Lottery Fund North East Stage 2	-	45,384	(45,384)	-
Age UK Mission Impossible	-	9,800	(9,800)	-
British Film Institute UFH Continuity Fund	-	9,824	(9,824)	-
Heritage Lottery Fund Transition Fund	-	21,583	(21,583)	-
	-	204,712	(204,712)	-
Total of funds	140,576	414,507	(431,329)	123,754

Summary of funds - current year

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
General funds	123,754	218,225	(225,602)	116,377
Restricted funds	-	188,515	(188,515)	-
	123,754	406,740	(414,117)	116,377

YORKSHIRE FILM ARCHIVE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

12. Statement of funds (continued)

Summary of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Balance at 31 March 2017 £
General funds	140,576	209,795	(226,617)	123,754
Restricted funds	-	204,712	(204,712)	-
	<u>140,576</u>	<u>414,507</u>	<u>(431,329)</u>	<u>123,754</u>

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Fixed asset investments	100	-	100
Current assets	202,689	-	202,689
Creditors due within one year	(86,412)	-	(86,412)
	<u>116,377</u>	<u>-</u>	<u>116,377</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £
Fixed asset investments	100	-	100
Current assets	172,902	-	172,902
Creditors due within one year	(49,248)	-	(49,248)
	<u>123,754</u>	<u>-</u>	<u>123,754</u>

YORKSHIRE FILM ARCHIVE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

14. Related party transactions

Yorkshire Film Archive has a wholly owned subsidiary company, Yorkshire Film Archive Enterprises Limited (YFAE). A loan of £4,506 (2017 - £10,506) advanced to YFAE remains outstanding at 31 March 2018.