

AIM25

Annual Report and Accounts

For the period ended 31 March 2019

A charity registered in England and Wales (No. 1168908).
Registered Office: 42 Thorncliffe Road, Southall UB2 5RQ

Contents

Reference and Administrative Details	1
Trustees' Report	2 - 4
Receipts and payments	5
Statement of assets and liabilities	6

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 (Secretary)
Geoff Browell (Chairman)
Victoria Cranna
Patricia Methven
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 2019.

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 livery 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. During the year the UK Archival Thesaurus also migrated to the charity's website.

On 7 December 2018 the charity held a joint meeting with the Health Archives and Records Group on digital preservation, with presentations from Max Communications, Preservica and Arkivum covering topics including the National Archives guide to collaboration in archives of higher education, credential verification via blockchain for students and employees and the NHS at 70.

The trustees also made progress in introducing affiliation fees for archives included on the charity's website, a majority of which have now agreed to pay a subscription of £50 pa to help support the work of the charity. The first fees will be collected in 2019/20.

Reserves Policy and Financial Review

The trustees have made arrangements for pro bono maintenance and support of the website but are conscious that these arrangements may not be tenable long-term. The trustees have set a reserves target of £1,000, which would be sufficient to pay a commercial supplier to maintain the charity's website for a year while additional funds were sought. The actual reserves at year end were in line with this target. It is anticipated that the surplus funds of £1,870 will be expended in the near future on further projects to improve access to archives within the London area.

During the year the charity received a donation from its bankers in the amount of £161 as a goodwill gesture following a failure by the bank to make changes to the charity's accounts in a professional and timely manner.

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 on a bid for £80,000 to improve access to Jewish archives in the London area.

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
5 September 2019

AIM25

STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE PERIOD FROM 1 APRIL 2018 TO 31 MARCH 2019

	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Receipts			
Grants and donations	161	161	2,000
Total receipts	<u>161</u>	<u>161</u>	<u>2,000</u>
Payments			
Website maintenance	-	-	-
Total payments	<u>-</u>	<u>-</u>	<u>-</u>
Net receipts / (payments) for period	161	161	2,000
Reconciliation			
Cash brought forward	2,709	2,709	709
Net receipts / (payments) for period	161	161	2,000
Cash carried forward	<u><u>2,870</u></u>	<u><u>2,870</u></u>	<u><u>2,709</u></u>

AIM25

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2019

	Total Funds 2019 £	Total Funds 2018 £
Cash balances		
Cash at bank and in hand	2,870	2,709
	<hr/>	<hr/>
Net assets	2,870	2,709
	<hr/>	<hr/>
The funds of the Charity:		
Unrestricted funds	2,870	2,709
	<hr/>	<hr/>
	2,870	2,709
	<hr/>	<hr/>

Approved by the Trustees on 5 September 2019 and signed on their behalf by:

Anne Rainford
Treasurer

Notes

1. There were no guarantees outstanding as at 31 March 2019.
2. There were no debts outstanding as at 31 March 2019.

