

## **Independent Examiner's Report to the Trustees of The Friends of The Keep Archives**

I report on the accounts of the Trust for the year ended 31 March 2019.

### ***Responsibilities and basis of report***

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### ***Independent examiner's statement***

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- a) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- b) the accounts do not accord with those records.

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.



ALAN BURTON *FCMA*  
1 Wealden View  
Burwash  
ETCHINGHAM TN19 7BW  
1 July 2019

## FRIENDS of THE KEEP ARCHIVES

### Statement of Financial Activities for the year ended 31 March 2019

INCOMING RESOURCES		<u>2019</u>	<u>2018</u>
	Note		
Voluntary income	2	17421	29455
Activities	3	2255	1923
		<u>19676</u>	<u>31378</u>
RESOURCES EXPENDED			
Charitable activities		10815	24332
Governance and	4	1514	2832
Administration			
Newsletter		943	919
		<u>13272</u>	<u>28083</u>
NET INCOMING RESOURCES		6404	3295
FUNDS brought forward		61490	58195
FUNDS carried forward		<u>67894</u>	<u>61490</u>

### Statement of Assets and Liabilities at 31 March 2019

CASH FUNDS			
Cash at Bank		<u>67894</u>	<u>61490</u>
OTHER MONETARY ASSETS			
Debtors (Gift Aid)		<u>1216</u>	<u>1678</u>

Approved by the Trustees on..... 2019

and signed on their behalf by.....

Lady Teviot (Chairman)

# FRIENDS of THE KEEP ARCHIVES

## Notes to the Financial Statement period ended 31 March 2019

### 1 Accounting Policies

As permitted under section 133 of the Charities Act 2011 the account have been prepared on a Receipts and Payments basis.  
There are no restricted funds.

	<u>2019</u>	<u>2018</u>
2 Voluntary Income		
Membership subs.	2382	2472
Donations	13361	19397
Gift Aid tax	1678	7586
	<u>17421</u>	<u>29455</u>
3 Activities (visits)		
Income	2845	2575
Expenditure	590	652
Net	<u>2255</u>	<u>1923</u>

### 4 Governance and Administration

Insurance	75	263
Ind.examination	195	195
Website	0	1176
Sundry	1244	1198
	<u>1514</u>	<u>2832</u>

### 5 Expenditure

During the year no trustee received any remuneration (2017/2018 - £

Two trustees received reimbursement of their expenses amounting

in aggregate to £341 (2017/2018 - £240).

## 6 Staff Costs

The Charity has no employees.



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## **FRIENDS OF THE KEEP ARCHIVES**

### **Trustee Report for the period ended 31 March 2019**

The Trustees present herewith their annual report, together with the accounts for the charity for the year ended 31 March 2019.

#### **Reference and Administration Information**

Name & Address:               The Friends of The Keep Archives (FOTKA)  
The Keep  
Woollards Way  
Brighton  
E.Sussex BN1 9BP

Charity Registration No:       1159372

Trustees:

Mary Teviot (Chairman)(Lady Teviot)  
Bill Shelford (Vice Chairman)  
Sheena Parker  
Diana Hansen  
Annette Shelford  
Ann Norman  
Philip Pople  
Colin French  
Stephen Selby  
Philip Hamerton

Independent Examiner:       Alan Burton FCMA

Treasurer:                     Colin French

Secretary:                     Diana Hansen

#### **Structure, Governance and Management**

FOTKA is a Charitable Incorporated Organisation (CIO) governed by the constitution adopted on 26 November 2014. The management of FOTKA is vested in the Trustees of whom there are currently ten (maximum fifteen). The Trustees meet regularly and all decisions affecting the CIO are taken collectively at these meetings.

Trustees are appointed for their particular skills and experience which are beneficial to the management of the CIO. On appointment Trustees are given copies of the Constitution, the latest Report & Accounts, the Risk Analysis and "Responsibilities of Trustees". The regulations for the election and terms of office for Trustees are contained in the constitution.

#### **Objectives and Activities**

The objects of the CIO are the advancement of the arts, culture, heritage and science in East Sussex (which includes Brighton and Hove) and in particular by assisting in the use, maintenance and improvement of archive services at the Keep. The CIO meets its objectives by raising funds for the support of the Keep and holding events to increase public awareness of both the Keep and the CIO.



## **Achievements and Performance**

In the 12 months under report FOTKA funded the purchase of groups of documents on behalf of the Keep at a total cost of £6940 and made further payments of £3875 to complete the cataloguing of the archives of the Harvester Press, Brighton, on enhancing the catalogues of the Sheffield Park archives, and on scanning several thousand fragile glass negatives.

FOTKA normally funds the production of the illustrated Annual Acquisitions Report, which describes noteworthy acquisitions, both those funded by FOTKA itself and those received by donations or in other ways. This is sent to all members and represents a record of the charity's activities as well as publicity for future fundraising. However because of pressures on the time of Keep staff involved in producing it, no Acquisitions Report has been produced this year.

## **Financial Review**

Following a review and in line with Charity Commission guidance, the treatment of Gift Aid has been brought into line with the treatment of all other income to reflect cash received, with the current debtor shown as a standalone item. Prior year numbers have been restated for consistency.

Income during the year under review was £19700 a reduction of some £11700 compared to the previous year mainly due to much lower donations and gift aid tax refund.

Expenditure decreased in total by £14800 to £13300, primarily due to the £13500 reduction in payments for acquisitions. This produced a surplus for the year of £6400 compared to the previous year's restated surplus of £3300, increasing our net resources to £68000.

## **Future Plans**

To take action to increase our fundraising so that in future a normal level of purchases of new material for the Keep will be funded from income.

This Report was approved by the Trustees on the 16th September 2019 and signed on their behalf by Lady Teviot, Chairman