

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

CHARITY NUMBER 1165223

REPORT AND ACCOUNTS

FOR THE PERIOD FROM 19 JANUARY 2016 TO 31 MARCH 2017



friends of
Gloucestershire
Archives

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

ANNUAL REPORT FOR THE FOR THE PERIOD FROM 19 JANUARY 2016 TO 31 MARCH 2017

Administrative information

Trustees

Clive Andrews	(Chairman)
Stephen Haygarth	(Treasurer)
Alison Hobson	(Secretary)
Hilary Haygarth	(Membership Secretary)
Elizabeth Jack	(Editor, Newsletter and Website)
Caroline Meller	(Programme Secretary)
Dr James Hodsdon	
John Williams	
Heather Forbes	County Archivist (ex-officio)

Registered Charity Number 1165223

Registered address

Gloucestershire Archives
Alvin Street
Gloucester
GL1 3DW

Bankers

Lloyds Bank
130 High Street
Cheltenham
GL50 1EW

Independent Examiner

S E Brown FCA, CTA
2 Chancel Way
Charlton Kings
Cheltenham
GL53 7RR

Trustee report

Object

The object of the charity is: To advance the education of the public in the understanding and preservation of the documented heritage of the historic county of Gloucestershire, especially by the promotion, support and improvement of Gloucestershire Archives.

Structure, governance and management

The charity was registered with the Charity Commission on 19 January 2016.

The charity was created as a successor to The Friends of Gloucestershire Archives (Registered Charity No 1029013), which was an unincorporated organisation. A decision to close the former charity and to establish a new incorporated charity in its place was made at a Special General Meeting of the former charity on 5 November 2015.

The new charity has a membership which is open to anyone who is interested in furthering its purposes. Members pay a small annual subscription but this may be waived by the trustees.

The constitution provides for a minimum of six and a maximum of 12 trustees. The constitution sets out the powers of trustees, the manner of appointment, resignation and removal of trustees, and the procedures and controls which govern the administration of the charity. The head of the archive service for Gloucestershire is an ex officio trustee. It is the policy of the charity to provide appropriate induction and training for all new trustees.

The members may appoint a President, currently the Lord Lieutenant of Gloucestershire, who is a member of the charity but not a trustee.

Public benefit

The trustees of the Friends of Gloucestershire Archives CIO have paid due regard to the Charity Commission's guidance on public benefit. The trustees believe that the requirements of the public benefit test are being met.

Risk management

The trustees periodically review the operational, financial, regulatory, legal and strategic risks affecting the charity. Appropriate measures to mitigate the effects of identified risks are in place and remain under review.

Reserves policy

The trustees aim to retain approximately one third of the annual subscription income as a reserve. Reserve funds can be drawn on at short notice to purchase Gloucestershire related documents for the Archives if they are offered for sale. When making such purchases the trustees are guided by Gloucestershire Archive staff.

Achievements and performance

In furtherance of its object, the charity raises money to supplement the statutory income of Gloucestershire Archives. In the current reporting period the charity has particularly raised funds for the redevelopment of the Archives' buildings, a project known as 'For the Record'.

The project will create a 'Heritage Hub' bringing together likeminded organisations and individuals to gather, keep and share historic documents relating to Gloucestershire and South Gloucestershire. The Friends' fundraising has provided a significant amount of the matched funding required to secure a major Heritage Lottery Fund grant. The charity inherited this fundraising role from its predecessor charity The Friends of Gloucestershire Archives (Charity No 1029013). Funds raised for 'For the Record' are shown as restricted funds in the charity's accounts.

The charity's predecessor charity set up a project called The Gloucester Rugby Heritage Project. The trustees of both the unincorporated charity and the CIO agreed that the work of the Heritage Project would best be served by its becoming a separate charity and this was effected on 31 August 2016. Restricted funds which were transferred to Gloucester Rugby Heritage CIO (Registered Charity No 1168980) are shown in these accounts.

The Friends of Gloucestershire Archives CIO have also continued to use their unrestricted funds to support the Archives in other ways. Recently the charity purchased the original nineteenth century architect's drawings for Gloucester's two lunatic asylums and made a donation towards the cost of new protective enclosures for Gloucester's ancient city charters.

Some members of the charity are active volunteers helping to transcribe, catalogue and promote documents in the Archives' collections.

The charity provides a programme of talks and visits to places of historic interest for its members.

Future plans

During the forthcoming year the trustees plan to increase the number of members, especially from outside Gloucestershire and South Gloucestershire. This will increase subscription income and help to promote more widely the work of Gloucestershire Archives. To this end the charity intends to revise and improve its publicity material.

The charity intends to become involved with the annual Gloucester History Festival by sponsoring third-party talks and by providing talks and other activities of its own. This will help to raise awareness of both the charity and Gloucestershire Archives, and hopefully also attract new members.

Clive Andrews
Chairman

Date:

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

I report on the accounts of the Charity for the period from 19 January 2016 to 31 March 2017, which are set out on pages 4 to 6.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 the 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 trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S.E. Brown FCA, CTA

13 September 2017

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

STATEMENT OF FINANCIAL ACTIVITIES

PERIOD FROM 19 JANUARY 2016 TO 31 MARCH 2017

	Unrestricted Funds	Restricted Income Funds		Total
		For the Record	HLF Rugby Club Project	
	£	£	£	£
Incoming Resources				
Subscriptions: Ordinary	100	-	-	100
Subscriptions: Groups	20	-	-	20
Gift Aid	8	51	-	59
Donations	-	31,115	-	31,115
Interest	1	11	-	12
	<u>129</u>	<u>31,177</u>	<u>-</u>	<u>31,306</u>
Total incoming resources				
Resources Expended				
Insurance and subscriptions	150	-	-	150
Website hosting	48	-	-	48
Postage and stationery	122	-	-	122
Sundries	25	-	-	25
	<u>345</u>	<u>-</u>	<u>-</u>	<u>345</u>
Total resources expended				
Net income/(expenditure)	(216)	31,177	-	30,961
Transfers from Friends of Gloucestershire Archives	3,744	35,141	20,102	58,987
Transfers to Gloucester Rugby Heritage CIO	-	-	(20,102)	(20,102)
	<u>3,528</u>	<u>66,318</u>	<u>-</u>	<u>69,846</u>
Total funds carried forward				

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
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BALANCE SHEET

31 MARCH 2017

	Unrestricted Funds	Restricted Income Funds For the Record	HLF Rugby Club Project	Total
	£	£	£	£
Current assets				
Debtors and prepayments (note 2)	508	551	-	1,059
Bank current account	879	-	-	879
Bank deposit account	2,286	5,015	-	7,301
Bank deposit account: For the Record	-	60,752	-	60,752
	<u>3,673</u>	<u>66,318</u>	<u>-</u>	<u>69,991</u>
Total current assets	<u>3,673</u>	<u>66,318</u>	<u>-</u>	<u>69,991</u>
Current liabilities				
Creditors and accruals (note 3)	145	-	-	145
	<u>145</u>	<u>-</u>	<u>-</u>	<u>145</u>
Total current liabilities	<u>145</u>	<u>-</u>	<u>-</u>	<u>145</u>
	<u>3,528</u>	<u>66,318</u>	<u>-</u>	<u>69,846</u>
Total net assets	<u>3,528</u>	<u>66,318</u>	<u>-</u>	<u>69,846</u>
Funds of the Charity				
Unrestricted funds	3,528			3,528
Restricted income funds	-	66,318	-	66,318
	<u>3,528</u>	<u>66,318</u>	<u>-</u>	<u>69,846</u>
Total funds carried forward	<u>3,528</u>	<u>66,318</u>	<u>-</u>	<u>69,846</u>

For and on behalf of the trustees

Stephen Haygarth
Treasurer

13 September 2017

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 19 JANUARY 2016 TO 31 MARCH 2017

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

Gift Aid	59
Contribution towards branding	1,000
	<hr/>
	1,059
	<hr/>

3. CREDITORS AND ACCRUALS

Subscriptions received in advance	145
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	145
	<hr/>

4. TRUSTEE EXPENSES

During the period expenses totalling £45.99 were paid to the Trustees to reimburse them for administration expenses incurred on behalf of the Charity.