

FRIENDS OF GLOUCESTERSHIRE ARCHIVES

CHARITY NUMBER 1029013

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES
CHARITY NUMBER 1029013**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017

The Committee present their report for the year ended 31 March 2017.

Trustees

The members of the Managing Committee during the year were as follows:

Stephen Haygarth	Chairman and Treasurer
Mrs Alison Hobson	Secretary
Mrs Hilary Haygarth	Membership Secretary
Mrs Elizabeth Jack	Editor of the Newsletter and Website
Mrs Caroline Meller	Programme Secretary
Dr James Hodsdon	Liaison Secretary
Clive Andrews	Development Secretary
Miss Heather Forbes	County Archivist (ex-officio)

Structure, Governance and Management

Managing Committee members and officers are elected on an annual basis. The Annual General Meeting is held in May. The Charity was registered under a constitution adopted on 20 April 1993, as amended 12 May 1997, 24 May 2007 and 19 May 2013 and is registered with the Charity Commissioners under number 1029013. The charity's official address is Gloucestershire Archives, Clarence Row, Alvin Street, Gloucester GL1 3DW.

The Charity decided at a Special General Meeting in November 2015 to become a Charitable Incorporated Organisation and the Friends of Gloucestershire Archives CIO (Charity Number 1165223) was registered with the Charity Commission on 19th January 2016 holding its first Annual General Meeting on 27th October 2016.

Objectives and Activities

The stated object of the Friends has been 'to educate the people of Gloucestershire and elsewhere by raising public awareness of the need to preserve Gloucestershire Archives and by supporting the work of Gloucestershire Archives' and the object of FoGA CIO continues that substance in a modernised form.

Our principal aim this year has thus been to implement the transition to FoGA CIO, to which end the activities of FoGA have been transferred to FoGA CIO when the latter was ready to receive them.

FoGA held two outings this year: a highly enjoyable mystery tour thanks to the effort and erudition of John Chandler (to Bromyard and Stourport in fact) and a visit to the new Hereford Archives followed by a guided tour of Hereford Cathedral – both expertly arranged by our programme secretary to whom also our thanks.

During the year little short of £3,000 for Gloucestershire Archives' "For the Record" project passed through 'old' FoGA's books, mostly donations from parish councils and individuals, with other donations beginning to flow into 'new' FoGA. We also started to transfer funds from 'old' to 'new' FoGA including both those received for "For the Record" and those to be transferred in turn to the new Gloucester Rugby Heritage CIO.

Achievements and Performance

By the end of the financial year most of FoGA's activities, and all but c. £130 of general funds and c. £800 of Rugby project funds, had been transferred to 'new' FoGA (i.e. FoGA CIO).

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES
CHARITY NUMBER 1029013**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017 – cont.

Financial and Risk Review

The transition from ‘old’ to ‘new’ FoGA has resulted from careful assessment of risk to the charity, its members and trustees, with FoGA CIO now established as a more robust vehicle for the charity’s activities. Residual risks to ‘old’ FoGA are considered negligible and the charity will be wound up in financial year 17/18.

The attached accounts show the current state of the finances which the Committee consider to be sound. The independent examiner is Miss S.E. Brown, who is a Chartered Accountant.

On behalf of the Managing Committee

Stephen Haygarth, Chairman
19 October 2017

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES

I report on the accounts of the Charity for the year ended 31 March 2017, which are set out on pages 4 to 7.

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

19 October 2017

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

FRIENDS OF GLOUCESTERSHIRE ARCHIVES
CHARITY NUMBER 1029013

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2017

	Unrestricted Funds	Restricted Income Funds		2017 Total	2016 Total
	£	For the Record £	HLF Rugby Club Project £	£	£
Incoming Resources					
Subscriptions: Ordinary	852	-	-	852	940
Subscriptions: Family	345	-	-	345	330
Subscriptions: Groups	240	-	-	240	260
Gift Aid	-	432	-	432	618
Donations	-	2,262	504	2,766	16,378
GCC grant	-	-	-	-	1,000
Sale of books	-	-	39	39	504
Sale of images	-	-	-	-	15
Sale of maps	-	-	-	-	906
Event income	963	-	-	963	916
Interest	9	-	-	9	27
Total incoming resources	2,409	2,694	543	5,646	21,894
Resources Expended					
Insurance and subscriptions	-	-	-	-	85
Event costs	763	-	-	763	470
Website	-	-	360	360	421
Postage and stationery	50	-	40	90	266
Promotion and branding	-	-	-	-	544
School visits	-	-	1,500	1,500	3,500
Collection boxes	-	-	-	-	138
Cost of books net of stock	-	-	24	24	360
Shirt conservation	-	-	576	576	-
Shirt framing	-	-	504	504	-
Honour boards	-	-	-	-	264
Displays	-	-	11	11	-
Travelling	-	-	39	39	-
Computer equipment	-	-	-	-	55
Sundries	25	-	-	25	76
Total resources expended	838	-	3,054	3,892	6,179
Net income	1,571	2,694	(2,511)	1,754	15,715
Transfers between funds	(329)	329	-	-	-
Transfer of funds to Friends of Gloucestershire Archives CIO	(3,744)	(35,141)	(20,102)	(58,987)	-
Net movement in funds	(2,502)	(32,118)	(22,613)	(57,233)	15,715
Reconciliation of funds					
Total funds brought forward	2,633	32,1118	23,415	58,166	42,451
Total funds carried forward	131	-	802	933	58,166

FRIENDS OF GLOUCESTERSHIRE ARCHIVES**CHARITY NUMBER 1029013****BALANCE SHEET****31 MARCH 2017**

	Unrestricted Funds	Restricted Income Funds For the Record	HLF Rugby Club Project	2017 Total	2016 Total
	£	£	£	£	£
Current assets					
Stock (note 2)	-	-	-	-	3,048
Debtors and prepayments (note 3)	-	-	-	-	2,152
Bank current accounts	131	-	802	933	47,041
Bank deposit account	-	-	-	-	6,000
Cash	-	-	-	-	20
Total current assets	<u>131</u>	<u>-</u>	<u>802</u>	<u>933</u>	<u>58,261</u>
Current liabilities					
Creditors and accruals (note 4)	-	-	-	-	95
Total current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>95</u>
Total net assets	<u>131</u>	<u>-</u>	<u>802</u>	<u>933</u>	<u>58,166</u>
Funds of the Charity					
Unrestricted funds	131	-	-	131	2,633
Restricted income funds	-	-	802	802	55,533
Total funds carried forward	<u>131</u>	<u>-</u>	<u>802</u>	<u>933</u>	<u>58,166</u>

For and on behalf of Managing Committee

Stephen Haygarth
Treasurer

19 October 2017

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES
CHARITY NUMBER 1029013**

NOTES TO THE ACCOUNTS

YEAR ENDED 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).

The Society has adopted FRS 102 this year, having previously applied the Financial Reporting Standard for Smaller Entities. No adjustments have been made to the prior year in respect of this transition.

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.

Stock

Stock is valued at the lower of cost and net realisable value.

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. STOCK

	2017	2016
Gloucester Rugby Heritage books	-	3,048
	<hr/>	<hr/>
	-	3,048
	<hr/>	<hr/>

3. DEBTORS AND PREPAYMENTS

	2017	2016
Gift Aid	-	295
Contribution towards branding	-	1,000
Accrued income	-	7
Other debtors	-	850
	<hr/>	<hr/>
	-	2,152
	<hr/>	<hr/>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES
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NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2017

4. CREDITORS AND ACCRUALS

	2017	2016
Subscriptions received in advance	-	95
	<u>-</u>	<u>95</u>

5. TRUSTEE EXPENSES

During the period expenses totalling £58.10 (2016 £396.16) were paid to the Trustees to reimburse them for administration expenses and events costs incurred on behalf of the Charity.