

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

CHARITY NUMBER 1165223

DRAFT REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2018



friends of
Gloucestershire
Archives

ANNUAL REPORT FOR THE FOR THE YEAR ENDED 31 MARCH 2018

The trustees present their report for the year ended 31 March 2018.

Administrative information

Trustees

The trustees during the year were as follows:

Clive Andrews	Chairman
Stephen Haygarth	Treasurer
Alison Hobson	Secretary
Hilary Haygarth	Membership Secretary
Elizabeth Jack	Editor of the Newsletter and Website
Caroline Meller	Programme Secretary
Neil Hampson	(from November 2017)
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

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.

ANNUAL REPORT FOR THE FOR THE YEAR ENDED 31 MARCH 2018 – cont.

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. All funds of the former charity have now been transferred to its successor. During the current year the former charity was deregistered by the Charity Commission.

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 the 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.

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.

Data Protection

During the year trustees gave consideration to the EU's new General Data Protection Regulations and prepared a policy document which complied with the regulations ready for implementation in May 2018.

Achievements and Performance

In furtherance of its object, the charity raises money to supplement the statutory income of Gloucestershire Archives.

ANNUAL REPORT FOR THE FOR THE YEAR ENDED 31 MARCH 2018 – cont.

The charity continued to raise funds for the redevelopment of the Archives' buildings and for associated activities, 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. A total of approximately £133,000 has been raised or pledged, of which £20,712 was received in the current reporting period. The charity particularly wishes to acknowledge grants from the Foyle Foundation and the Henry Smith Charity, each of £10,000.

During the year the Bodleian Library in Oxford began work on making new protective enclosures for some of the Gloucester City charters held at the Archives. There are 23 charters, the earliest dating from 1155. The Friends provided a grant towards the work and were pleased to host the Mayor of Gloucester when he visited to examine the charters.

In 2017/18 activities for members included a tour to mid-Wales to explore the industrial heritage of the area, a visit to Owlpen Manor, a Tudor Grade I listed house, and 'hard hat' tours of the Archives to inspect the building and renovation work for which they had fundraised.

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

For the first time in 2017 the Friends sponsored events at Gloucester History Festival, which is now one of the largest history festivals in Britain. The first event was part of an historical mapping project called Know Your Place, the second was three short talks given by members of the Friends, and the third a talk by historian Marcus Roberts on the history of the early Jewish community in Gloucester.

The Friends commissioned new roller banners advertising the charity, for display in the Archives' reception area and at external events. It is hoped that they will help to make the work of the Friends more widely known and attract new members.

During the year the remaining restricted funds held by the Friends to support the preservation and cataloguing of the historic documents of Gloucester Rugby Club were transferred to Gloucester Rugby Heritage CIO, a new charity established specifically to continue the work.

Due to building work there was no space at the Archives for the Friends to hold their Annual General Meeting. Instead the meeting was held in a venue recently created from an historic World War II boat moored in Gloucester Docks. The Friends were very grateful to the National Waterways Museum for making it available to us without charge.

Clive Andrews

Chairman

11 October 2018

**TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES
CIO**

I report on the accounts of the Charity for the year ended 31 March 2018, which are set out on pages 5 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

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

11 October 2018

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2018

	Unrestricted Funds	Restricted Income Funds		2018 Total	19.01.16 to 31.03.17 Total
		For the Record	Rugby Club Project		
	£	£	£	£	£
Incoming Resources					
Subscriptions: Ordinary	690	-	-	690	100
Subscriptions: Family	225	-	-	225	-
Subscriptions: Groups	180	-	-	180	20
Gift Aid	204	20	-	224	59
Donations	50	20,660	-	20,710	31,115
Event income	1,008	-	-	1,008	-
Interest	3	36	-	39	12
	<u>2,360</u>	<u>20,716</u>	<u>-</u>	<u>23,076</u>	<u>31,306</u>
Total incoming resources					
Resources Expended					
Purchases and projects	1,250	-	-	1,250	-
Branding	500	500	-	1,000	-
Event costs	833	-	-	833	-
Insurance and subscriptions	96	-	-	96	150
Website	55	-	-	55	48
Postage and stationery	137	-	-	137	122
Donations	150	-	-	150	-
Sundries	50	-	-	50	25
	<u>3,071</u>	<u>500</u>	<u>-</u>	<u>3,571</u>	<u>345</u>
Total resources expended					
Net income	(711)	20,216	-	19,505	30,961
Transfer of funds from Friends of Gloucestershire Archives	606	97	802	1,505	58,987
Transfer of funds to Gloucester Rugby Heritage	-	-	(802)	(802)	(20,102)
Transfers between funds	(500)	500	-	-	-
	<u>(605)</u>	<u>20,813</u>	<u>-</u>	<u>20,208</u>	<u>69,846</u>
Net movement in funds					
Reconciliation of funds					
Total funds brought forward	3,528	66,318	-	69,846	-
	<u>3,528</u>	<u>66,318</u>	<u>-</u>	<u>69,846</u>	<u>-</u>
Total funds carried forward	2,923	87,131	-	90,054	69,846
	<u>2,923</u>	<u>87,131</u>	<u>-</u>	<u>90,054</u>	<u>69,846</u>

BALANCE SHEET

31 MARCH 2018

	Unrestricted Funds	Restricted Income Funds For the Record	Rugby Club Project	2018 Total	2017 Total
	£	£	£	£	£
Current assets					
Debtors and prepayments	6	4	-	10	1,059
Bank current account	463	-	-	463	879
Bank deposit account	2,779	25	-	2,804	7,301
Bank deposit account – For the Record	-	87,102	-	87,102	60,752
Total current assets	<u>3,248</u>	<u>87,131</u>	<u>-</u>	<u>90,379</u>	<u>69,991</u>
Current liabilities					
Creditors and accruals	325	-	-	325	145
Total current liabilities	<u>325</u>	<u>-</u>	<u>-</u>	<u>325</u>	<u>145</u>
Total net assets	<u>2,923</u>	<u>87,131</u>	<u>-</u>	<u>90,054</u>	<u>69,846</u>
Funds of the Charity					
Unrestricted funds	2,923	-	-	2,923	3,528
Restricted income funds	-	87,131	-	87,131	66,318
Total funds carried forward	<u>2,923</u>	<u>87,131</u>	<u>-</u>	<u>90,054</u>	<u>69,846</u>

For and on behalf of the Trustees

Stephen Haygarth
Treasurer

11 October 2018

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

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 Society to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

	2018	2017
Gift Aid	10	59
Contribution towards branding	-	1,000
	<hr/>	<hr/>
	10	1,059
	<hr/>	<hr/>

3. CREDITORS AND ACCRUALS

	2018	2017
Subscriptions received in advance	75	145
Purchases and projects	250	-
	<hr/>	<hr/>
	325	145
	<hr/>	<hr/>

4. TRUSTEE EXPENSES

During the period expenses totalling £105.49 (2017 £45.99) were paid to the Trustees to reimburse them for administration expenses incurred on behalf of the Charity.