

Company registration number: 02969472  
Charitable company registration number: 1041063  
Charity registration number (Scotland): SC041671

# Archives and Records Association (UK and Ireland)

(A company limited by share capital)

Annual Report and Financial Statements  
for the Year Ended 30 September 2021



## **Archives and Records Association (UK and Ireland)**

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# **Archives and Records Association (UK and Ireland)**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 September 2021. The annual report serves the purposes of both a Trustees' Report and a Directors' Report under company law.

### **Objectives and activities**

#### ***Objects and aims***

The Archives and Records Association (UK and Ireland) ('the Association', or 'ARA') is the principal professional membership body for archivists, archive conservators and records managers. It exists to serve the needs of records, those who work with them and those who use them for work, study or recreation.

The membership of the Association consists of Registered Members, Individual Members, Student Members, Honorary Life Members, Institutional Affiliates and Individual Affiliate Members and now stands at approximately 2,300.

The objects of the charitable company are:

- to foster the care and preservation of archives in the public interest and to promote the better administration of archive repositories;
- to advance the professional education and training of archivists, archive conservators and records managers and those engaged in related activities;
- to commission and support research into the creation, use, administration and conservation of archives and the development of new techniques and the publication of the useful results of such research.

#### ***Public benefit***

The public benefit provided by the Association is significant but may be difficult to measure. The key benefit of our activities is that records and archives are properly administered, preserved, conserved and made available, often with added interpretation, to the general public.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

#### ***Working through the pandemic – opportunities and challenges***

The coronavirus pandemic dominated throughout the whole period covered by this report. The context of the COVID-19 pandemic restrictions and lockdowns has brought with it both opportunities and challenges.

# Archives and Records Association (UK and Ireland)

## Trustees' Report

Because of this context it was not possible to lift the moratorium on face-to-face meetings previously introduced by the Board. This meant that all activity was conducted online including training events, Board meetings, group meetings, the annual conference and the AGM. Whilst acknowledging that the experience of face-to-face meetings afforded additional benefits in terms of networking, online meetings were found to have outweighing benefits in terms of reach, ease of delivery and the opportunity in many cases to create legacy resources for training. Some of our groups adapted so well that they ran a greater variety of events in six months than they normally would across a span of years. This meant that the training offer to members continued to provide a variety of content and delivery and was better attended. This included the Conservation Training Certificate course which was able to deliver its learning week of training online.

The Community Archives and Heritage Group ('CAHG') also delivered their first online conference, AGM and awards. They also ran a number of successful online webinars and as with other groups found that these were well attended and had a wider geographical reach than might otherwise have been achieved. Working with previous CAHG Award winners, Kirklees TV, they created a video to explain the work of CAHG and to use to promote the group to new members. The CAHG Awards took place in November 2021; the winners were: Community Engagement – Clements Hall Local History Group, York; Gathering and Preserving Heritage and overall winner – Leavesden Hospitals History Association; Wellbeing winner – Age Cymru Dyfed – West Wales Veterans Archive.

The ARA Volunteering Awards also continued despite the pandemic and the 2021 award winners were Suffolk Archives: Pride in Suffolk's Past and Warwickshire County Record Office: WOVeN (Warwickshire Online Volunteer Network) with Mining the Seams. Winners gain a national platform to celebrate their volunteers' contribution to the service and gain publicity for their archive's role in supporting individuals and community through volunteering programmes.

Both the Annual General Meeting and the annual conference saw an increase in attendance with the latter registering nearly 600 delegates. This was a record for our conference by some margin and delegates reported good feedback on the online experience, particularly the ability to catch up on clashing sessions at a later time. The main downside identified was a lack of networking and less visibility and opportunities for sponsors and exhibitors. Following the liquidation of Mills Media we appointed Worldspan to be our conference providers and our next conference will be face-to-face in Chester – honouring our booking commitment made for 2020.

In line with government guidance all office-based staff worked from home for most of 2020-21. To facilitate this we invested in our IT systems and moved our internal systems to being fully digital. This led to the realisation that a physical office was no longer required. Therefore the office in Taunton closed on November 2021 and all our staff are now home based. The savings resulting from this change will be invested in training.

### **Advocacy**

The main challenge for our members and our sector during this period was the ongoing economic fragility of the sector made worse by the pandemic. We sought to support our members by providing advocacy support for members to maintain services and prevent job losses as employers, especially in the private sector, sought to make drastic savings despite various levels of support offered by governments across the UK and Ireland. We had mixed success but most members who lost jobs were able to find alternative employment, sometimes outside the sector. We also offered any member who lost their job due to the pandemic free membership. A notable success was our lobbying to keep the archive open at the Wallace Collection. Much of our other work in this area needs to remain confidential.

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

This was also a period of focus on diversity, social justice and particularly a cultural reappraisal of the impact of historical racism and colonialism. We lobbied the UK government regarding various proposals around heritage (including statues).

Despite the additional challenges of the pandemic we continued, via our Legislation group to respond to legislative proposals across the UK and Ireland. Notably the Strategy Statement of the Department of Children, Equality, Disability, Integration and Youth in Ireland and the proposed records management policy and archiving in the public interest guidance for police in England and Wales. The latter resulting in the ARA sending a representative as this was developed.

We also continued to provide the secretariat for the All Party Parliamentary Group on Archives and History. The group was reconstituted in December 2020 and held a series of online events in 2021.

The Pay Review Group (PRG) continued with its excellent work and an updated set of salary guidelines was issued towards the end of 2021. The PRG are always keen to hear from members if they spot salaries advertised that fall below these guidelines.

#### **Public-facing activity**

##### ***Archives Card***

In March 2020 the Archives Card project launched to offer a reader ticket to all participating archives to members of the public. This replacement for CARN couldn't have launched at a worse time but it has slowly developed and we expect to promote it widely in 2022.

##### ***Explore Your Archive Campaign***

The Explore Your Archive Campaign continued to go from strength to strength with ARA Ireland leading the way with a celebrity champion and press coverage for the launch week in November 2020. Large numbers of people engaged with the campaign; more than 3,000 social media posts reached over 8 million people. Even the Royal Family took part with their @theroyalfamily account on Instagram taking part every day in Explore Your Archive week. Throughout 2021 the team posted regular blogs to the Explore Your Archive website including a regular monthly blog from the Diversity Allies. The 2021 campaign built on this success with over 1,000 unique website views over the nine days of the 2021 launch week. The Explore Your Archive toolkit was downloaded at least twice each day in the month before the campaign and this number doubled during the launch itself. The EYA Instagram channel, which has been active less than a year, reached over 43,000 people over the course of the launch and over 61,000 across the month of November. On Twitter each day's activity reached millions of people with over 15 million impressions of the #ExploreYourArchive hashtag being logged. Over 300 campaign related posts went live on Facebook. ARA Ireland continued with their fantastic support for the campaign gaining impressive media coverage including a spot on the Ryan Tubridy show and an article in the Irish Times.

##### ***Distance Enquiries Survey***

The Surveys Group commissioned CIPFA (The Chartered Institute of Public Finance and Accountancy) to carry out a survey of people accessing archive services remotely – this might be via email enquiries or using web-based services. This survey is carried out every two years. Despite the difficulties of many services during the COVID-19 pandemic general satisfaction with remote services remained high and there were small increases in those rating services "Good" and "Very Good".

# Archives and Records Association (UK and Ireland)

## Trustees' Report

### ***Communications***

Following a strategic review of publications and communications ARC Magazine was redesigned and relaunched as a digital only publication, available to members as a pdf or through Isuus (an online magazine hosting hub). The new editorial policy and new look of the magazine was welcomed by members and feedback has been generally positive.

A new website was also commissioned, this was launched in November 2021. The website was previewed to ARA officers from regions, sections and groups and further phases of website development will continue throughout 2021-22. The website has been designed with the requirements of the strategic and business plans in mind and has an outward focus towards those interested in the sector, interested in careers in record keeping or people who are new to ARA. It provides a suitable environment for the hosting of the many online resources, training videos and a central hub where people can find out what training events are on offer.

The ARA Together online channel – set up in response to the first lockdown of the pandemic – continues to be used and has over 1,300 registered users. Monthly ARA Together calls have been hosted on a variety of topics and will continue throughout 2021-22 with an evaluation of the programme taking place in Spring 2022.

Our journal *Archives & Records* continues to provide valuable insights into sector issues with a recent special issue on *Interdisciplinarity & Archives* and a forthcoming special issue on *Structural Racism in Archives*. The journal continues to be provided free to members (along with a number of other academic publications) giving a member benefit value of £196 (the cost of a single annual subscription).

### ***Development of online resources***

The context of the pandemic brought a focus on online training and this also led to the development of online resources both by and for our members.

Much of the online training provide by ARA was recorded and is now available to members to download as a resource from the website.

A new online area was created to support members though the difficulties of the pandemic – ARA Together and this included wellbeing resources, an online forum and regular voice calls to help members stay connected.

The Archives for Learning & Education section received a grant to develop an accessible learning toolkit to make archives more SEND friendly. The toolkit was subsequently published in January 2022.

### **Workforce**

#### ***ARA Diversity and Inclusion Allies group***

The group of around 30 volunteers was formed in 2020, organised around the principles of improving diversity and inclusion across the ARA and in the wider archives sector, broadly in the areas of collections, workforce and users. The group's stated purpose is to "work with the ARA Board to promote best practice in relation to diversity and inclusion across the archive and record keeping sector, forging new paths for positive change".

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

A number of working groups have convened to look at specific areas and they have identified a series of actions that will support increasing diversity and inclusion in the sector. A plan will be published in 2022 detailing this work. Working groups include: External Resource and Compilation, Approaching Marginalised Communities, Accessibility, Campaigns and Awareness, Collecting Policies and Collection Representation, Decolonising Catalogues, Course and Training Review.

#### ***Professional Registration***

ARA members continue to show a strong interest in professional registration, driven in part by a competitive job market. During the period October 2020 to September 2021 we received 38 applications for professional registration. 30 passed the assessment, a pass rate of 79%. Congratulations to all those candidates who passed the assessment and thank you to their mentors and assessors

We continue to support members working towards professional registration with webinars, online guidance and 1-1 support.

#### ***Investing in future careers***

We continue to support the development of Level 7 Archivist and Records Manager apprenticeship (England only). This, combined with the Level 3 Libraries, Information and Archive Services apprenticeship, will provide a credible alternative career pathway. ARA has cultivated interest from a number of potential End Point Assessor Organisations. We expect this element of the apprenticeship to be confirmed by TNA in the first half of 2022.

We will support the first tranche of employers interested in offering the Level 7 apprenticeship by offering four, four week paid pre-apprenticeship work experience. This funding will be targeted at under-represented communities to help introduce record-keeping as an attractive career option to a more diverse range of candidate. We are also working with TNA to invest in the development of assistant level staff by offering free access to distance-learning post graduate modules.

#### ***Support for Apprentices and Employers offering Apprenticeships***

As a sector we are all aware of the need to diversify the workforce to make it more representative of the countries we operate in. Creating different routes into the profession is one way in which diversity can be encouraged. Level 3 apprenticeships and the forthcoming Level 7 apprenticeship, will allow people in England who are not able (or who don't want) to go to carry on their education to A levels or University, to receive an equivalent training and qualification level.

In order to further support apprentices in the archives, record management and conservation sectors we (along with IRMS) will be offering free membership until the apprenticeship is finished (whether completed or abandoned).

We are also supporting employers interested in the Level 7 apprenticeship by offering four, four week paid pre-apprenticeship work experience. £1,500 will be paid to the candidates as a salary plus £500 as a contribution to the costs incurred by the employer. We are grateful to The National Archive (UK) for this funding.

#### ***Workforce mapping***

In order to better understand the workforce in the sector we are working with a consortium of partners to undertake a workforce mapping exercise. The tender was announced in October 2021 and awarded in February 2022. The survey is expected to take place in Spring 2022.

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

#### **Working with others**

We continue to work closely with CILIP (Chartered Institute for Library and Information Professionals) on issues like apprenticeships, advocacy and a workforce survey. This is a long standing and close working relationship. We also work closely with the UK National Archives on many initiatives. We meet regularly with the National Archives (Ireland), Public Record Office of Northern Ireland, National Records of Scotland, Scottish Council on Archives, Business Archives Council, British Records Association and the Information and Records Management Society. We work as partners with these organisations as circumstances allow.

In autumn 2021, The National Archives (UK), the Archives and Records Association (ARA) and the British Records Association (BRA) launched the Records at Risk Fund. This new collaborative pilot fund will support urgent interventions to save physical and digital records facing immediate peril across the UK. The fund has been created in response to the increased risk of vulnerable collections being lost or dispersed in the wake of the pandemic.

A new and productive relationship has been developed with IRMS and we are working with them on a number of joint initiatives (some of which are outlined above). These include a major public facing campaign due to launch in spring 2022.

#### **Thank you to:**

We remain grateful to the UK National Archives for a grant which supports the work of the Community Archives and Heritage Group, the Volunteering Group and other projects managed by the ARA.

#### **Chair's review**

I am delighted to write the Chair's report for this 2020-21 Annual Report, as it gives an opportunity to review and reflect on our activities and achievements – of which there are many! This year saw the changes introduced following the COVID-19 pandemic embed and become matter of course for us, including the continuation of online meetings and training. We know that the year continued to be tough for some members, with continued job insecurity, and ARA has been supporting members as we have become aware of any in difficult situations. The ARA Together Online Community has also continued, providing a much-needed opportunity for members – and non-members – to take part in regular ARA Together calls about issues affecting our sector.

Early on in 2020 the Board undertook an external governance review, which saw Board Members complete an online questionnaire about how we felt the Board was performing. The aim was to identify areas of strength and also areas in which the Board could improve. The results from the review showed that the Board was performing well, and in line with similar organisations, but that there were areas that could be improved – especially around organisational purpose, board composition and diversity. An action plan was developed to address these areas over the next five years, and this has been the Board's focus this year. All Year 1 targets have been achieved: two skills surveys have been undertaken to assess the knowledge and experience already available on the Board and highlight any areas for development and inform plans to address any gaps; role descriptions of Honorary Officers have been reviewed; and a new Induction process has been introduced. There is more planned for future years, but this first year has provided an excellent foundation to build on.



## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

Importantly this year the ARA Strategy for 2021-25 was developed and launched. This is a crucial document for the organisation as it outlines our objectives for the coming years and all that we do should help us to achieve those objectives. I am really grateful to everyone who contributed to the strategy, including all members who responded to the consultation. The Annual Business Plan for the year was developed directly from the Strategy, and the plan format was updated to clearly show how each activity helps us to achieve our strategic objectives. Progress on the Business Plan is regularly reported at Board meetings, as well as in ARA Today, and in the activities outlined in this report.

As well as the strategy, planning and activity, I've been lucky to be invited to a number of meetings of the nations, sections and regions and am always pleased to be asked. It's lovely to meet members and to hear more about the range of work undertaken for the members. I have regularly attended meetings of the Diversity Allies and also the regular Officer Forums. I'm so impressed by the amount of activity going on and it's lovely to meet members at these meetings.

I've also had the pleasure this year of working with new Board members, and the Board structure has seen some changes. Charlene Taylor, our Treasurer, left the Board in the Autumn and Stephen Scarth, an existing Board member, was Co-Opted to the role. Andrew Nicholl, though not new to the Board, took on a new responsibility when he was Co-Opted to the Vice Chair position that I vacated when I became Chair. David Powell was Co-Opted to Andrew's previous role as Honorary Secretary. These changes all took place before Christmas 2020, and following the AGM in June 2021 we welcomed Julie Bon, Ruth MacLeod and Elizabeth Thompson-Macrae to the Board. For the first time in quite some time we've had a full complement of Board members and this has really helped our work to progress.

Looking forward, as restrictions ease we hope to see the return of face to face meetings and also the embracing of the new ways of working that have been put into place during the pandemic. We will continue to be flexible, adaptable and open to change and new ideas. The Board will focus on implementing the Year 2 actions of the Governance Review Action Plan, and working with the ARA staff to deliver the actions on the Business Plan.

All that remains is for me to thank the members, the Board and the ARA Staff for your support, commitment and hard work. The ARA relies heavily on volunteers to take up regional, national and section roles and I hope to meet more of you in the coming year, maybe even in person!

**Lisa Snook**  
**Chair**

### **Activities in Scotland**

Covid continued to impact on the activities in Scotland, however we grew and developed our social media activities, ran a number of highly successful online events for members and, supported by our Diversity Allies, undertook Diversity training activities.

We hosted the second Scottish Archives Day online on 28th February 2021 which saw over 120 tweets sent from over fifty participants. We once again ran the very popular #Archive30 social media campaign during April 2021. This saw over 30,000 tweets from over 6000+ contributors with the themes translated into six different languages. During the summer our social media activities continued with a new campaign #ArchiveHoliday, which ran across Twitter, Facebook and Instagram and once again saw international engagement and provided a forum for colleagues to connect. In addition to these campaigns we continued our #ScottishArchiveHighlight with takeovers from colleagues including Herriot Watt University, The Ballast Trust, Scotland's Sounds and the Devil's Porridge Museum. This year @ARAScot hit 5000+ followers on Twitter and 1000+ followers on Instagram.

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

Although Covid restrictions kept our training opportunities confined to a virtual space, this increased the level of engagement and connection we could offer to Scottish members and the wider ARA UK and Ireland communities. Throughout the year we delivered training on the archives of Ian Rankin, archive project planning, web archiving, Information Risk Management, Quantifying Impact, Hidden Disabilities and Copyright. Grateful thanks go to all the contributors who gave up their time and shared their expertise with our members. We have canvassed our members and there is great appetite to continue to deliver virtual training into the future. Scotland is geographically challenging and the development of online hosting by the Training Officers has enabled greater connection and reach to our members.

Under the guidance and support of our Diversity Allies, all the committee members undertook the Society of American Archivists Cultural Diversity Training. This was supplemented by directed group sessions, in which the committee group discussed the topics covered by the course. We will continue to work with the Allies to develop this learning further.

#### **Plans for future periods**

The next stage of the Governance Review Action Plan will see members asked to approve opening membership of the Association's Board to non-members. This has the specific purpose of improving the skills set and diversity of the Board and is now standard for professional bodies. Members will be asked to approve this at the June 2022 AGM. The Board members will be asked to accept a new Code of Conduct for Trustees. Not for sinister reasons- just good practice.

A Training Co-ordinator will be recruited to develop and co-ordinate the central training offer to complement the training delivered by our Groups.

Diversity and equality work has been delayed because of frustrating circumstances outside our control. In order to catch up major pieces of consultancy will be tendered for throughout the year with the intention towards embedding inclusive practice across the sector.

A joint advocacy campaign with the Information and Records Management Society will seek to improve investment in record keeping legislation to start to address the serious threat to democracy and rights posed by current attitudes towards records management in parts of the governmental and public sector.

We will also support our Section for Records Management and Information Governance with a new campaign for better Information Governance.

The ARA Awards will return in 2022.

#### **Financial review**

This report reviews the financial activities of the Archives and Records Association (UK and Ireland) for the financial year ended 30 September 2021 and should be read in conjunction with the financial statements and the notes to the accounts found later in this annual report. The statements cover all of the accounts maintained by the ARA, including those used for transactions affecting Ireland and individuals and organisations in the Euro currency area - but exclude the financial activities of our subsidiary, ARA Commercial Limited.

The charity's total income for the financial year was £448,962 (2020 - £437,512), an increase on the prior year of £11,450 (2.6%). Total expenditure for the year was £389,163 (2020 - 352,050).

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

During this period the overall gains on our investments was £42,129 (2020 - £17,638). When taken together with the net income for the year, this puts the net movement in funds at an increase of £101,928 (2020 - £103,100). Thus, the Balance Sheet shows that total funds carried forward as at 30 September 2021 were £551,960 (2020 - £450,032). This figure represents an increase in funds of 22.6% (2020 - increase of 29.7%) from the previous year.

#### ***Policy on reserves***

The Trustees have a policy of allocating unrestricted funds to support the objectives and activities of the charitable company, and keep the level of reserves required under review to ensure that they are adequate to fulfil the charity's continuing obligations.

The Trustees aim to maintain sufficient free reserves in unrestricted funds to allow for the anticipated support of specific developments planned to further the general objectives of the charity, as well as to allow for at least twelve months' normal operation in the event of all income ceasing. Consequently, they aim to hold free reserves of approximately £450,000.

At the year end, the group held total unrestricted reserves of £481,043 (2020 - £397,577). This is in line with policy.

Restricted funds at the year-end amounted to £70,917 (2020 - £52,455), and represents funds held on specific trusts. A description of individual restricted funds held is provided in note 20.

#### ***Investment policy and objectives***

The Board adopts a conservative investment policy taking proper professional advice before implementing any changes. Given the uncertainty of financial markets at present, the Association's investments are currently held in COIF Charity Funds.

### **Structure, governance and management**

#### ***Nature of governing document***

The Archives and Records Association (UK and Ireland) is a company registered in England and Wales limited by guarantee (number 02969472), a charity registered in England and Wales (No 1041063) and a charity registered in Scotland (No SC041671). It is governed by its Memorandum and Articles of Association.

#### ***Recruitment and appointment of trustees***

The Association is governed by an elected Board of Trustees. Trustees are directly elected by members via the Annual General Meeting. Trustees serve a three-year term before they can either seek re-election for a second and final three-year term, or resign. The Chair is elected for a two-year term.

#### ***Induction and training of trustees***

Trustees are inducted via four one to one sessions with the CEO. Induction includes training in charity law and charity finance. Trustees can request any training they need in order to fulfil their responsibilities. Additional training can be offered at a two-day Board Awayday held annually.

#### ***Arrangements for setting key management personnel remuneration***

Trustees are not remunerated other than for out of pocket expenses such as travel to attend Board meetings. Staff remuneration is set by the elected Honorary Officers who meet to decide personnel issues.

# Archives and Records Association (UK and Ireland)

## Trustees' Report

### *Organisational structure*

#### President

The President, appointed for three years, is normally an eminent member of the profession. Aileen Ireland was appointed the President of the Archives and Records Association (UK & Ireland) in August 2020.

#### The Officers and the Board

The general administration and policy-making of the Association is the responsibility of the Board, which comprises the four Honorary Officers and eight Board members elected by members of the Association. The Board is responsible for the conduct of business between general meetings. Its annual report of the year's work is submitted to members for adoption at the Annual General Meeting, together with the financial statements.

Certain delegated responsibilities are also vested in the Chief Executive who is a full-time employee of the Association.

#### Committees

All Board members hold a portfolio and have responsibility for a variety of working groups and task-and- finish groups.

Portfolios, Committees and Sub-committees each have their own Chair and Secretary, and meet regularly. They, and the Board itself, often appoint working parties to tackle specific problems. The Chief Executive serves in an advisory capacity on certain committees and groups.

#### Nations and Regions

Each member in the UK and Ireland is automatically attached to a National or Regional group. National and Regional activities are arranged locally. There are currently eleven national and regional groups.

#### Sections

Membership of the Sections is a matter of choice. Members may join as many Sections as interest them. Each Section has its own elected officers and executive committee. The Sections are:

- Preservation and Conservation
- Records Management and Information Governance
- Specialist Repositories
- Archives for Learning and Education
- Film, Sound and Photography
- Archives and Technology
- Business Records
- Archives and Museums
- New Professionals
- Community Archives and Heritage Group

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

#### **Relationships with related parties**

There are no related parties which either control or significantly influence the decisions and operations of the charity.

The charitable company has a wholly owned subsidiary, ARA Commercial Limited. These financial statements contain information about the charitable company only and do not include the results of ARA Commercial Limited.

#### **Financial instruments**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use and nature of financial instruments is governed by the charity's policies approved by the Board of Trustees, which provide written principles on the management of these risks.

##### ***Cash flow risk***

Trade creditors are paid in line with agreed credit terms and conditions, subject to correct invoicing.

##### ***Credit risk***

Trade debtors are managed by setting the credit offered to customers and the regular monitoring of amounts outstanding for both time and limits.

##### ***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term investments and short-term deposits.

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

### **Reference and Administrative Details**

**Chief Executive Officer** John Chambers

**Trustees**

Maria Castrillo  
Jason King  
Lisa Snook, Chair  
Stephen Scarth  
Adrian Steel (resigned 18 June 2021)  
Charlene Taylor (resigned 20 January 2021)  
Andrea Waterhouse  
Karyn Williamson  
Andrew Nicoll  
Jenny Moran  
David Powell (appointed 23 November 2020)  
Julie Bon (appointed 18 June 2021)  
Ruth Macleod (appointed 18 June 2021)  
Elizabeth Thompson-Macrae (appointed 18 June 2021)

**Other Officers** Aileen Ireland, President

**Principal Office**

The Keep  
Creech Castle  
Taunton  
Somerset  
TA1 2DX

**Registered Office**

Ground floor  
Blackbrook Gate 1  
Blackbrook Business Park  
Taunton  
Somerset  
TA1 2PX

The charitable company is incorporated in England and Wales.

## **Archives and Records Association (UK and Ireland)**

### **Trustees' Report**

#### **Reference and Administrative Details**

**Company Registration Number** 02969472

**Charitable company  
Registration Number** 1041063

**Charity Registration Number  
(Scotland)** SC041671

**Bankers** National Westminster Bank Plc  
13 Market Place  
Reading  
Berkshire  
BG1 2EP

**Independent Examiner** PKF Francis Clark  
Ground floor  
Blackbrook Gate 1

Blackbrook Business Park  
Taunton  
Somerset  
TA1 2PX

The annual report was approved by the trustees of the charitable company on 8 March 2022 and signed on its behalf by:



David Powell  
Trustee

## **Archives and Records Association (UK and Ireland)**

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Archives and Records Association (UK and Ireland) for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



## **Archives and Records Association (UK and Ireland)**

### **Independent Examiner's Report to the trustees of Archives and Records Association (UK and Ireland)**

I report to the charity trustees on my examination of the accounts of the Archives and Records Association (UK and Ireland) (the 'company') for the year ended 30 September 2021 which are set out on pages 17 to 37.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's report**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of PKF Francis Clark, which is one of the listed bodies.

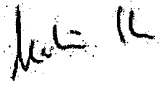
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

## **Archives and Records Association (UK and Ireland)**

### **Independent Examiner's Report to the trustees of Archives and Records Association (UK and Ireland)**



Martin Hobbs BSc ACA  
PKF Francis Clark

Ground floor  
Blackbrook Gate 1

Blackbrook Business Park  
Taunton  
Somerset  
TA1 2PX

Date: 11 March 2022

## Archives and Records Association (UK and Ireland)

### Statement of Financial Activities for the Year Ended 30 September 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>							
Donations and legacies	3	6,026	-	6,026	14,733	-	14,733
Charitable activities	4	349,055	73,000	422,055	319,099	84,650	403,749
Other trading activities	5	7,750	-	7,750	5,750	-	5,750
Investment income	6	13,025	106	13,131	13,014	240	13,254
Other income		-	-	-	26	-	26
Total Income		<u>375,856</u>	<u>73,106</u>	<u>448,962</u>	<u>352,622</u>	<u>84,890</u>	<u>437,512</u>
<b>Expenditure on:</b>							
Charitable activities	7	(334,232)	(54,931)	(389,163)	(308,109)	(43,941)	(352,050)
Total Expenditure		<u>(334,232)</u>	<u>(54,931)</u>	<u>(389,163)</u>	<u>(308,109)</u>	<u>(43,941)</u>	<u>(352,050)</u>
Gain on investments	14	41,842	287	42,129	17,512	126	17,638
Net income		<u>83,466</u>	<u>18,462</u>	<u>101,928</u>	<u>62,025</u>	<u>41,075</u>	<u>103,100</u>
Net movement in funds		83,466	18,462	101,928	62,025	41,075	103,100
<b>Reconciliation of funds</b>							
Total funds brought forward		<u>397,577</u>	<u>52,455</u>	<u>450,032</u>	<u>335,552</u>	<u>11,380</u>	<u>346,932</u>
Total funds carried forward	20	<u>481,043</u>	<u>70,917</u>	<u>551,960</u>	<u>397,577</u>	<u>52,455</u>	<u>450,032</u>

The notes on pages 21 to 37 form an integral part of these financial statements.

## Archives and Records Association (UK and Ireland)

(Registration number: 02969472)

Balance Sheet as at 30 September 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Intangible assets	12	9,909	1,802
Tangible assets	13	3,376	1,537
Investments	14	<u>460,750</u>	<u>418,621</u>
		<u>474,035</u>	<u>421,960</u>
<b>Current assets</b>			
Debtors	15	74,884	66,498
Cash at bank and in hand	16	<u>217,681</u>	<u>148,710</u>
		292,565	215,208
<b>Creditors: Amounts falling due within one year</b>	17	<u>(84,776)</u>	<u>(59,240)</u>
<b>Net current assets</b>		<u>207,789</u>	<u>155,968</u>
<b>Total assets less current liabilities</b>		681,824	577,928
<b>Deferred income</b>	18	<u>(129,864)</u>	<u>(127,896)</u>
<b>Net assets</b>		<u>551,960</u>	<u>450,032</u>
<b>Funds of the charitable company:</b>			
<b>Restricted</b>		70,917	52,455
<b>Unrestricted funds</b>		<u>481,043</u>	<u>397,577</u>
<b>Total funds</b>	20	<u>551,960</u>	<u>450,032</u>

For the financial year ending 30 September 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Trustees' responsibilities:

- The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

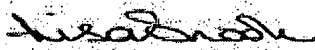
These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

## Archives and Records Association (UK and Ireland)

(Registration number: 02969472)

### Balance Sheet as at 30 September 2021

The financial statements on pages 17 to 37 were approved by the trustees, and authorised for issue on 8 March 2022 and signed on their behalf by:



Lisa Snook  
Trustee



Andrew Nicoll  
Trustee

The notes on pages 21 to 37 form an integral part of these financial statements.

# Archives and Records Association (UK and Ireland)

## Statement of Cash Flows for the Year Ended 30 September 2021

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net income		101,928	103,100
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		920	891
Amortisation		4,279	4,129
Investment income	6	(13,131)	(13,254)
Gain on investments	14	<u>(42,129)</u>	<u>(17,638)</u>
		51,867	77,228
<b>Working capital adjustments</b>			
Increase in debtors	15	(8,386)	(10,971)
Increase/(decrease) in creditors	17	25,536	(64,592)
Increase in deferred income	18	<u>1,968</u>	<u>9,962</u>
Net cash flows from operating activities		<u>70,985</u>	<u>11,627</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	6	18	272
Income from dividends	6	13,113	12,982
Purchase of intangible fixed assets	12	(12,386)	-
Purchase of tangible fixed assets	13	(2,759)	-
Sale of investments		<u>-</u>	<u>14,974</u>
Net cash flows from investing activities		<u>(2,014)</u>	<u>28,228</u>
Net increase in cash and cash equivalents		68,971	39,855
Cash and cash equivalents at 1 October		<u>148,710</u>	<u>108,855</u>
Cash and cash equivalents at 30 September	16	<u><u>217,681</u></u>	<u><u>148,710</u></u>

The notes on pages 21 to 37 form an integral part of these financial statements.

# **Archives and Records Association (UK and Ireland)**

## **Notes to the Financial Statements for the Year Ended 30 September 2021**

### **1 Company status**

Archives and Records Association (UK and Ireland) is a registered charity and company limited by guarantee, incorporated in England and Wales. Consequently it does not have share capital. The guarantors are the trustees of the charity to the extent of £1 each.

The address of its registered office is:

Ground Floor  
Blackbrook Gate 1  
Blackbrook Business Park  
Taunton  
Somerset  
TA1 2PX

The address of its principal place of business is:

Prioryfield House  
20 Canon Street  
Taunton  
Somerset  
TA1 1SW

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

#### **Basis of preparation**

Archives and Records Association (UK and Ireland) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Exemption from preparing group accounts**

The charitable company has taken advantage of the exemption in section 398 of the Companies Act 2006 from the requirement to prepare consolidated financial statements, on the grounds that it is a small sized group. These financial statements present information about the charitable company as an individual undertaking and not about its group.

## **Archives and Records Association (UK and Ireland)**

### **Notes to the Financial Statements for the Year Ended 30 September 2021**

#### **Going concern**

These financial statements have been prepared on a going concern basis.

In making their going concern assessment, the trustees have given consideration to the on-going impact of the global coronavirus pandemic on the operations and financial position of the charity, as well as upon its membership. Whilst recognising that there can be no certainty, having considered these factors and having made all necessary enquiries, the trustees are satisfied that the charity will continue to meet its liabilities as they fall due, and are satisfied that the charity will continue to operate with sufficient cash headroom for a period of at least 12 months (from the date of approval of these financial statements).

#### **Key judgements and sources of estimation uncertainty**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revision to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key judgement that has a significant impact on the financial statements is in respect of going concern, as described above.

In the opinion of the trustees, there are no key sources of estimation uncertainty as at 31 September 2021.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of the income can be measured reliably.

Investment income is recognised on a receivable basis.

Subscription income is recognised on an accruals basis, with income being recognised in the period to which the subscription relates.

Grant income is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably.

Sponsorship income is recognised in the period in which the sponsored event takes place.

All other income represents amounts invoiced by the charity, excluding VAT, in respect of goods sold or services provided during the period.



## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### ***Donations and legacies***

Donations are recognised when the charitable company has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charitable company before the charitable company is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charitable company and it is probable that these conditions will be fulfilled in the reporting period.

#### **Expenditure**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs are those costs incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charitable company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Intangible assets**

Individual fixed assets costing £100 or more are recorded in the balance sheet at cost, less any subsequent accumulated amortisation and subsequent accumulated impairment losses.

#### **Amortisation**

Amortisation is provided on intangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows. The amortisation charge is included within expenditure on charitable activities within the Statement of Financial Activities:

<b>Asset class</b>	<b>Amortisation method and rate</b>
Software	20% straight line basis

#### **Tangible fixed assets**

Individual fixed assets costing £100 or more are recorded in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	20% straight line basis

#### Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Investments in subsidiaries where fair value cannot be reliably measured are stated at cost less impairment.

#### Foreign exchange

Transactions in foreign currencies are translated into sterling at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the closing rates at the balance sheet date and the exchange differences are included in the statement of financial activities.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 20.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

# Archives and Records Association (UK and Ireland)

## Notes to the Financial Statements for the Year Ended 30 September 2021

### Financial instruments

#### Classification

The Charity holds the following financial instruments:

- Fixed asset investments in listed shares;
- Short term trade and other debtors and creditors;
- Short term intra-group debtors and creditors; and
- Cash and bank balances.

All financial instruments are classified as basic.

#### Recognition and measurement

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument and derecognised when in the case of assets, the contractual rights to cash flows from the assets expire or substantially all the risks and rewards of ownership are transferred to another party, or in the case of liabilities, when the charity's obligations are discharged, expire or are cancelled.

Except for investments, such instruments are initially measured at transaction price, including transaction costs, and are subsequently carried at the undiscounted amount of the cash or other consideration expected to be paid or received, after taking account of impairment adjustments.

Investments in listed shares are measured at market value at the balance sheet date. Movements in market value are charged or credited to the Statement of Financial Activities.

### 3 Income from donations and legacies

	Unrestricted funds General £	Total 2021 £
Donations and legacies;		
Donations from companies, trusts and similar proceeds	6,026	6,026
	<u>6,026</u>	<u>6,026</u>
	Unrestricted funds General £	Total 2020 £
Donations and legacies;		
Donations from companies, trusts and similar proceeds	14,733	14,733
	<u>14,733</u>	<u>14,733</u>

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Gift Aid tax reclaimed	20,731	-	20,731
Subscriptions	226,223	-	226,223
Journal income	40,524	-	40,524
Conference & AGM	49,649	-	49,649
Training courses	6,666	-	6,666
Newsletter and appointments	4,217	-	4,217
Other income	1,045	-	1,045
Grants receivable	-	73,000	73,000
	<u>349,055</u>	<u>73,000</u>	<u>422,055</u>
	Unrestricted funds General £	Restricted funds £	Total 2020 £
Gift Aid tax reclaimed	22,182	-	22,182
Subscriptions	234,477	-	234,477
Journal income	36,699	-	36,699
Conference & AGM	3,440	-	3,440
Training courses	8,530	-	8,530
Newsletter and appointments	12,002	-	12,002
CARN reader scheme	30	-	30
Other income	1,739	-	1,739
Grants receivable	-	84,650	84,650
	<u>319,099</u>	<u>84,650</u>	<u>403,749</u>

#### 5 Income from other trading activities

	Unrestricted funds General £	Total 2021 £
Sponsorship income	<u>7,750</u>	<u>7,750</u>
	<u>7,750</u>	<u>7,750</u>

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

	Unrestricted funds General £	Total 2020 £
Sponsorship income	5,750	5,750
	<u>5,750</u>	<u>5,750</u>

#### 6 Investment income

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Income from dividends; Dividends receivable from other listed investments	13,012	101	13,113
Interest receivable and similar income; Interest receivable on cash deposits	13	5	18
	<u>13,025</u>	<u>106</u>	<u>13,131</u>

	Unrestricted funds General £	Restricted funds £	Total 2020 £
Income from dividends; Dividends receivable from other listed investments	12,882	100	12,982
Interest receivable and similar income; Interest receivable on cash deposits	132	140	272
	<u>13,014</u>	<u>240</u>	<u>13,254</u>

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 7 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Publications	20,836	-	20,836	23,687
Wages and salaries	97,234	27,250	124,484	117,071
Staff NIC (Employers)	7,176	-	7,176	7,498
Staff pensions	3,147	-	3,147	3,479
Groups	5,150	27,321	32,471	25,828
AGM	1,064	-	1,064	1,441
Committees and subcommittees	9,504	360	9,864	20,101
Regions	553	-	553	7,404
Training and education	7,210	-	7,210	15,714
Conference	44,944	-	44,944	8,141
Explore your archives campaign	148	-	148	-
Insurance	1,828	-	1,828	1,039
Computer software and maintenance costs	32,493	-	32,493	26,140
Website	4,511	-	4,511	3,401
Trade subscriptions	3,605	-	3,605	1,295
Accommodation and services	26,022	-	26,022	29,030
Accountancy and independent examination fees	8,075	-	8,075	13,348
Consultancy fees	12,075	-	12,075	-
Legal and professional fees	2,597	-	2,597	4,960
Bank charges	5,189	-	5,189	3,991
Irrecoverable VAT	34,999	-	34,999	32,334
Awards and prizes	602	-	602	-
Amortisation	4,279	-	4,279	4,129
Depreciation	920	-	920	891
Exchange rate variance	71	-	71	1,128
	<u>334,232</u>	<u>54,931</u>	<u>389,163</u>	<u>352,050</u>
	Activity undertaken directly £	Activity support costs £	2021 £	2020 £
Promotion and preservation of archives	<u>377,868</u>	<u>11,295</u>	<u>389,163</u>	<u>352,050</u>

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 8 Analysis of governance costs

	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	5,100	5,100
Other fees paid to examiners	2,975	2,975
	<u>8,075</u>	<u>8,075</u>
	Unrestricted funds General £	Total 2020 £
Independent examiner fees		
Examination of the financial statements	5,100	5,100
Other fees paid to examiners	8,248	8,248
	<u>13,348</u>	<u>13,348</u>

#### 9 Trustees remuneration and expenses

During the year the charitable company made the following transactions with trustees:

£266 (2020 - £7,710) of expenses were reimbursed to 2 (2020 - 12) trustees during the year.

At the balance sheet date the amount due to the trustees was £nil (2020: £nil).

No sponsorship income was received from trustees during the year (2020: £nil).

No trustees, nor any persons connected with them, have received any remuneration from the charitable company during the year.

No trustees have received any other benefits from the charity during the year.

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	124,124	117,071
Social security costs	7,176	7,498
Pension costs	3,147	3,479
	<u>134,447</u>	<u>128,048</u>

The monthly average number of persons (including senior management team) employed by the charitable company during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Management	2	2
Finance and Membership services	2	2
	<u>4</u>	<u>4</u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charitable company were £57,149 (2020 - £56,542).

#### 11 Taxation

The charitable company is a registered charity and is therefore exempt from taxation.



## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 12 Intangible fixed assets

	Software £	Total £
<b>Cost</b>		
At 1 October 2020	20,647	20,647
Additions	12,386	12,386
At 30 September 2021	33,033	33,033
<b>Amortisation</b>		
At 1 October 2020	18,845	18,845
Charge for the year	4,279	4,279
At 30 September 2021	23,124	23,124
<b>Net book value</b>		
At 30 September 2021	9,909	9,909
At 30 September 2020	1,802	1,802

#### 13 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 October 2020	20,967	20,967
Additions	2,759	2,759
At 30 September 2021	23,726	23,726
<b>Depreciation</b>		
At 1 October 2020	19,430	19,430
Charge for the year	920	920
At 30 September 2021	20,350	20,350
<b>Net book value</b>		
At 30 September 2021	3,376	3,376
At 30 September 2020	1,537	1,537

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 14 Fixed asset investments

	2021 £	2020 £
Shares in group undertakings	1	1
Other investments	460,749	418,620
	<u>460,750</u>	<u>418,621</u>

#### Shares in group undertakings

	Subsidiary undertakings £	Total £
<b>Cost</b>		
At 1 October 2020	<u>1</u>	<u>1</u>
At 30 September 2021	<u>1</u>	<u>1</u>
<b>Net book value</b>		
At 30 September 2021	<u>1</u>	<u>1</u>
At 30 September 2020	<u>1</u>	<u>1</u>

#### Details of undertakings

Details of the investments in which the charitable company holds 20% or more of the nominal value of any class of share capital are as follows:

Undertaking	Country of incorporation	Holding	Proportion of voting rights and shares held in the current and prior year	Principal activity
<b>Subsidiary undertakings</b>				
ARA Commercial Limited	England & Wales	Ordinary	100%	To service an archive digitisation contract and Archives Card Project

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### Subsidiaries

The profit for the financial period of ARA Commercial Limited was £8,915 (2020 - £6,026) and the aggregate amount of capital and reserves at the end of the period was £8,916 (2020 - £6,027).

The registered office of ARA Commercial Limited is Ground Floor, Blackbrook Gate 1, Blackbrook Business Park, Taunton, Somerset, TA1 2PX.

#### Other investments

	Listed investments £	Total £
<b>Valuation</b>		
At 1 October 2020	418,620	418,620
Revaluation	42,129	42,129
At 30 September 2021	460,749	460,749
<b>Net book value</b>		
At 30 September 2021	460,749	460,749
At 30 September 2020	418,620	418,620

#### 15 Debtors

	2021 £	2020 £
Trade debtors	29,607	29,138
Amounts due from group undertakings	9,660	3,269
Other debtors	29,115	25,488
Prepayments	6,502	8,603
	74,884	66,498

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	5	5
Cash at bank	32,427	20,137
Short-term deposits	185,249	128,568
	<u>217,681</u>	<u>148,710</u>

Included with cash held on short-term deposits is £75,094 (2020 - £61,973) held as part of the charity's investment portfolio. The cash is held in instant access, low interest bank accounts which are not intended to be used for long term investment. For this reason, these amounts are included within current assets in the charity's accounts.

#### 17 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	26,765	12,066
Other taxation and social security	25,191	9,945
Other creditors	5,921	2,387
Accruals	26,899	34,842
	<u>84,776</u>	<u>59,240</u>

#### 18 Deferred income

	2021 £
Deferred income at 1 October 2020	127,896
Resources deferred in the period	129,864
Amounts released from previous periods	<u>(127,896)</u>
Deferred income at 30 September 2021	<u>129,864</u>

#### 19 Charity status

The charitable company is a Company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charitable company in the event of liquidation.

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 20 Funds

	Balance at 1 October 2020 £	Incoming resources £	Resources expended £	Gain on investments £	Balance at 30 September 2021 £
<b>Unrestricted</b>					
<b>General</b>					
Unrestricted income fund	397,577	375,856	(334,232)	41,842	481,043
<b>Restricted</b>					
Ellis fund	5,837	106	-	287	6,230
The National Archives Grant	46,618	73,000	(54,931)	-	64,687
<b>Total restricted</b>	<u>52,455</u>	<u>73,106</u>	<u>(54,931)</u>	<u>287</u>	<u>70,917</u>
<b>Total funds</b>	<u>450,032</u>	<u>448,962</u>	<u>(389,163)</u>	<u>42,129</u>	<u>551,960</u>

	Balance at 1 October 2019 £	Incoming resources £	Resources expended £	Gain on investments £	Balance at 30 September 2020 £
<b>Unrestricted</b>					
<b>General</b>					
Unrestricted income fund	335,552	352,622	(308,109)	17,512	397,577
<b>Restricted</b>					
Ellis fund	5,471	240	-	126	5,837
The National Archives Grant	5,909	84,650	(43,941)	-	46,618
<b>Total restricted</b>	<u>11,380</u>	<u>84,890</u>	<u>(43,941)</u>	<u>126</u>	<u>52,455</u>
<b>Total funds</b>	<u>346,932</u>	<u>437,512</u>	<u>(352,050)</u>	<u>17,638</u>	<u>450,032</u>

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

The specific purposes for which the funds are to be applied are as follows:

The Ellis fund is an endowment fund given to the Association to make occasional awards for special or distinguished service. The granting of such an award is discretionary and is in the gift of the Chair of the Association. Movements in the related investments also pass through this fund. The original endowment received was £1,000 and, under the terms of the endowment, the charity is not permitted to spend the capital.

The National Archives Grant was given to fund support for the archives sector. The funds are expected to be utilised in the 2021/22 financial year, through work undertaken by Community Archives, volunteering, training, and from Covid-19 sector support.

#### 21 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds at 30 September 2021
	£	£	£
Intangible fixed assets	9,909	-	9,909
Tangible fixed assets	3,376	-	3,376
Fixed asset investments	457,227	3,523	460,750
Current assets	220,852	71,713	292,565
Current liabilities	(80,457)	(4,319)	(84,776)
Deferred income	(129,864)	-	(129,864)
Total net assets	<u>481,043</u>	<u>70,917</u>	<u>551,960</u>

	Unrestricted funds	Restricted funds	Total funds at 30 September 2020
	£	£	£
Intangible fixed assets	1,802	-	1,802
Tangible fixed assets	1,537	-	1,537
Fixed asset investments	415,386	3,235	418,621
Current assets	165,988	49,220	215,208
Current liabilities	(59,240)	-	(59,240)
Deferred income	(127,896)	-	(127,896)
Total net assets	<u>397,577</u>	<u>52,455</u>	<u>450,032</u>

## Archives and Records Association (UK and Ireland)

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 22 Financial instruments

##### Categorisation of financial instruments

	2021 £	2020 £
Financial assets measured at fair value through profit or loss	460,749	418,620
Financial assets that are debt instruments measured at amortised cost	68,383	57,895
Financial liabilities measured at amortised cost	<u>(32,686)</u>	<u>(14,453)</u>
	<u>496,446</u>	<u>462,062</u>

#### 23 Related party transactions

During the year the charitable company made the following related party transactions:

##### **ARA Commercial Limited** (100% owned subsidiary)

During the year, the Charity incurred and recharged expenses on behalf of its subsidiary of £4,250 (2020 - £4,200). At the balance sheet date the amount due from ARA Commercial Limited was £9,660 (2020 - £3,269).