

Archives and Records Association (UK and Ireland)
(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 30 September 2024

Company Number: 02969472
Charity Registered in England and Wales Number: 1041063
Office of the Scottish Charity Regulator Number: SC041671

Archives and Records Association (UK and Ireland)

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Archives and Records Association (UK and Ireland)
Reference and Administrative Details
For the Year Ended 30 September 2024

Trustee Directors

L Blight
J Bon
A Gregson
M Guest
J Hancock
A Hardy
R Higgins
R MacLeod
R Perkins-Smart
K Schaper
W Stocking
R Wade
A Wilson

Company Secretary

J S Chambers

Chief Executive

J S Chambers

Charity Number (England & Wales)

1041063

Charity Number (Scotland)

SC041671

Company Number

02969472

Principal Address and Registered Office

Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Auditors

Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Bankers

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

Archives and Records Association (UK and Ireland)

Trustee Directors' Report

For the Year Ended 30 September 2024

The Trustees, who are also directors for the purposes of the Companies Act, present their report and the financial statements of the charity for the year ended 30 September 2024, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The full name of the Charity is Archives and Records Association (UK and Ireland). It was incorporated on 20 September 1994 as a company limited by guarantee. Its company registration number is 02969472. Its charity registration number (England & Wales) is 1041063 and its charity registration number (Scotland) is SC041671. The Charity is variously referred to throughout this report as either "the Charity" or "the Company".

References and Administrative Details

Administrative information is given in a separate section at the front of these accounts.

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.

Directors and Trustees

The directors of the Company are the Charity's Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year-end are as follows:

L J E Blight	
J F Bon	
K Downing	(resigned 14 June 2024)
A S Gregson	
M Guest	(appointed 14 September 2024)
J M Hancock	(appointed 14 September 2024)
A K Hardy	(appointed 22 July 2024)
R Higgins	
R J MacLeod (Vice Chair)	
A R Nicoll (Chair)	(resigned 13 September 2024)
D A Powell	(resigned 21 July 2024)
S A Scarth	(resigned 22 July 2024)
K Schaper	(appointed 10 May 2024)
R Perkins-Smart	(appointed 10 May 2024)
W H Stocking	(appointed 16 June 2023)

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Directors and Trustees (contd.)

E J Thompson-Macrae	(resigned 14 June 2024)
R Wade	
A A Wilson	(appointed 14 September 2024)

Recruitment and appointment of trustees

The Association is governed by a 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. Additionally, up to two Trustees can be co-opted onto the Board for a period of two years, renewable twice. These Trustees are not members of the Association and are co-opted to improve the skills and knowledge of the Board.

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 monitored by the Personnel Sub-committee. Staff salaries are set at the time of recruitment and are benchmarked at the relevant time against similar jobs in the charity and professional body sector. Staff may subsequently be awarded an annual cost of living pay rise at the discretion of the Personnel Sub-committee.

Organisational structure

President

The President, 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 and resigned on 13th September 2024 at the end of her term.

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, up to eight Board members elected by members of the Association and up to two co-opted Trustees. 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.

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Committees

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

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.

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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

Equity, Diversity and Inclusion

ARA continues to support EDI initiatives and held a number of events over the reporting period including, in January 2023, hosting and taking part in a "Diversifying Recruitment in heritage and archives" online discussion. ARA South East and London also ran two webinars on knowledge sharing around decolonising and inclusive collections.

A Workforce Survey commissioned by ARA and others in 2015 indicated that once people with physical disability entered the sector their career progression did not appear to be negatively impacted by their disability. However, over the intervening years it has become apparent that many potential entrants to the record keeping sector were unsuccessful in breaking into it and left before securing their first job. In order to research the true impact of having a physical disability on entrants to the profession ARA invited consultants to tender for a project which aims to understand the true impact of having a physical disability on entrants to the profession, identifying barriers and challenges and develop and deliver appropriate guidance to the sector to overcome the identified barriers and challenges. The tender was announced in July 2024 and a consultant appointed towards the end of that year. The results of the project are expected in 2025.

ARA continues to directly support members through bursaries for the annual conference, grants through the international bursaries scheme and financial help through the Cost of Living Fund which enables members to maintain their membership or pay for training.

The Diversity Allies Accessibility and the Archives blog series continued throughout the year.

The ARA Conference in Birmingham saw a number of presentations looking at this area of work and once again featured an 'Is it Okay' session – this year focussing on LGBTQI+ issues.

In January 2024 ARA published its Equity, Diversity and Inclusion Strategic Direction report.

Transforming Understanding

ARA continued to work to advocate for the record-keeping sector and consulted with government on a number of issues:

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- During the Conservative government which ended with the prorogation of parliament on 30 May 2024 a GDPR Bill had reached the Lords. At that point, thanks to representations from ARA (amongst others) it still contained a 'purpose' for archiving in the public interest but other parts of the proposed Bill were still of concern to many of ARA's members. A blog post for the Campaign for Records outlined these. The Bill 'fell' at the end of the parliament. However, a Data Rights and Usage Bill has been tabled by the incoming Government to replace it.
- In December 2023 the Ministry of Justice opened a consultation on their proposed digitisation and disposal of original wills. ARA campaigned against this and publicised its own response in February 2024. More than a 1,000 individuals and organisations answered the call for the consultation and were overwhelmingly opposed to it. The plans were shelved by the new Labour Government in January 2025.
- ARA's project with the Open University on Police Records led to a meeting with the then shadow minister for policing, Alex Norris. This was a positive meeting and the shadow minister planned to talk to the then leader of the opposition (Sir Keir Starmer) about the issue and our recommendations. Following the Labour victory in the general election ARA plans to follow this up with the new Minister for Policing.

Outside of the sphere of Public Affairs ARA continued to promote the value of the record-keeping sector to the public through a number of projects and campaigns:

- New guidance on the records of Adopted and Care-experienced people was published in March 2024 and launched at an event in Westminster.

The guidance, created by the Chief Archivists in Local Government Group (CALGG) of the Archives and Records Association (ARA), calls for greater access to these vital records for care experienced and adopted people. The guidance also recommends that records be preserved for at least 125 years and ideally permanently. A recommendation which would require a change in current legislation.

Two key documents were published on the ARA website. Firstly, Guidance which recommends a new and nuanced approach to the preservation and management of these records has been created. Secondly, a counterpart Research Report providing full details of the project's rationale, methodology, and findings is published. The records of adopted and care-experienced people – good practice guidance for record-keepers and care professionals (England and Wales) recommends a new and consistent approach to preservation and access provision for records.

The guidance has been well received and welcomed by those working in social services and with adopted and care-experienced people.

- ARA's Community Archives and Heritage Group (CAHG) has a direct connection to members of the public who actively engage in volunteering in community archives and heritage groups. Through a project launched in January 2024 the CAHG website now hosts the most comprehensive directory of such groups in the UK and Ireland. Through their, now monthly, awards they also highlight good practice across the five nations.

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- The Explore Your Archive (EYA) campaign entered its second decade and continued to provide a window into the world of archiving for the general public. The 'Outside the Box' podcast returned for a second series of ten episodes, this time expanding the remit to include people who used archives to inspire their work as well as archivists, researchers and engagement officers. EYA also introduced a new 'Spotlight' feature and published new resources. In 2020 total impressions across social media platforms were 8.4m in 2023 total impressions were 18.5m (more than doubled in the course of three years). Website traffic has also increased: In 2019 the website had 277 visits and 649 views. In 2023 it had 11,775 visits and 24,915 views – in the space of 4 years 42 times more visitors. The campaign in Ireland also achieved significant press coverage.

Awards and Volunteering

Press coverage was also achieved for the Archive Volunteering Award which in 2024 went to Mapperton House for their Alberta project. ARA celebrated its own volunteers with a series of blogs from Explore Your Archive volunteers which ran during volunteer week in June 2024.

Another two opportunities to promote the sector came through the ARA Excellence Awards announced at the ARA Conference in Birmingham in August and the APPG for Archives and History lifetime achievements awards prize giving in May 2024:

All Party Parliamentary Group on Archives and History Lifetime Achievement Awards:

The committee of the (UK) All Party Parliamentary Group on Archives and History honoured the work of historian Baroness Lola Young and archivist Anne Barrett with its annual 'Lifetime Achievement Awards'. The tenth annual 'Lifetime Achievement Awards' were presented at a special lunch in the House of Commons, Westminster on 1st May 2024.

ARA Excellence Awards 2024:

In 2024 over 1,000 votes were cast by the public resulting in the following awards being made:
The ARA Excellence awards were made to:

- Record keeping service of the Year – Highland Archive Service
- Record keeper of the Year – Rachel Muir for her role as Business Archives Surveying Officer for Scotland
- New Professional of the Year – the award was tied equally with each nominee receiving 50% of the vote – therefore there were two New Professionals of the Year: Tom Bennett for his work at George Watson's College and Nicole Hartland for her work at the UK Parliamentary Archive.

Further to these awards, one Distinguished Service Award was made by the Board to: James Ranahan for distinguished service in archives.

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Inspiring Education, Skills and Development

Review of ARA Competency Framework

The review of the ARA Competency Framework began in January 2024. The review started with a consultation involving ARA members, other sector professionals, key employers and stakeholders. ARA then analysed the job market across all four nations to identify key competencies sought by employers. Additional insights were gathered by working with practitioner-led focus groups. The result was three draft competency frameworks: one for archivists, one for archive conservators and one for records managers. These draft competencies were presented to the sector for further consultation in November 2024.

Apprenticeships

The first cohort of Level 7 Apprenticeships started training in England and Wales. ARA continued to work with the UK National Archives and Westminster Adult Education to promote the apprenticeships to employers and to provide support to employers looking to take on apprentices.

Para-professional and archive assistant support

ARA continued to support para-professionals and archive assistants with their grant programme to study a module of the Archives and Records Management MA course.

Review of Conservation Training Certificate Scheme

In September 2024 a Consultancy brief inviting tenders to review the Conservation Training Certificate Scheme was announced. The purpose of this tender was to invite proposals to review how the Archive Conservation Training Scheme operates and to make recommendations as to how to make it a better experience for trainees, instructors, and assessors. The consultant will also map the syllabus learning outcomes to the Archive Conservator Competency Framework created by ARA.

Workforce development

ARA collaborated with the UK National Archives to appoint a consultant to research and address issues relating to career mobility and gaps in leadership skills in the record-keeping sector.

Professional Registration

ARA had a total of 21 applications, resulting in 3 new Foundation Members and 12 new Registered Members. A pass rate of 71%. There are currently 97 members enrolled for Registered Membership, 36 enrolled for Foundation Membership and 5 for Fellowship.

Resources

Revised Security Guidance

The guidance was developed by Trident Manor Ltd with input from the ARA Security & Access Group and others with relevant expertise. Whilst the guidance does not answer all of the security questions record-keepers may have it will provide a solid basis upon which security risk management decisions can be taken. The guidance has been written to apply to a wide range of venue types and in a manner that is sensible, proportionate, and easy to understand. This guidance aims to provide advice and guidance needed for members to make informed decisions about security risk management, how to use available resources and actions to consider to proactively protect their staff, users and assets.

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Collections Care Toolkit

Our Collections Care Toolkit was published in September 2024 following a series of webinars on the topic and is designed to support archivists and those working with archives that do not have in-house conservation support. It focuses on the main causes of damage for paper archive collections, supports better collections care decisions to improve the conditions of archives and ensures services are better prepared to provide long term appropriate storage solutions for archives.

The toolkit brings together existing collections care information, advice and resources, promoting better collections care decisions and long-term storage solutions for archives.

The Section for Archives and Museums glossary project

In July 2024 ARA's Section for Archives and Museums (ARA SAM) launched a consultation for their Glossary Project. The aim is to map the terms and standards commonly used across both the Archives and Museum sectors. It has arisen following ARA SAM's own engagement with professionals working in the intersection of these professions and responds to the growing need and consensus to create a glossary and resource for mapping terms which might be commonly used across both sectors but, whose definitions vary depending on context and sector.

Support for Freelancers

Following a series of webinars on 'Going Freelance' an accompanying guide was published on the website.

Wellbeing Support for record keepers

A Call for tenders to survey the impact of rapid response collecting after tragedies on the mental wellbeing of the record keeping workforce was announced in March 2024 and consultants were appointed in October 2024.

Vicarious trauma and emotional wellbeing is a major risk factor for people working with archives and records. ARA pioneered work in this area. In 2017 a training needs survey of members saw 52% of those who replied request training on coping with vicarious trauma and receiving emotional support linked to issues caused by working with disturbing material. As a result of this need ARA commissioned and published three wellbeing guides. We subsequently identified a need to support the wellbeing of people involved with rapid response collecting after tragedies and major national and international events. The consultants were appointed to carry out new research on the impact of rapid response collecting on the profession and of employers understanding of it. It will also result in improved strategies for such collecting and sustainable ways of collecting. This research will then be used to update existing guidance for individuals and employers and deliver training. The overall purpose of this project is improved mental wellbeing for the workforce and wider benefit their employers.

Environment Group Case studies

Launched on the first day of the ARA Conference in August 2024 the collection of case studies is designed to help inform the sector on a number of topics: built environment, collecting environmental records, strategic management, Knowledge sharing and digital preservation.

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Conference and Training Events

Birmingham Conference (Aug 2024)

Over three days in Birmingham the recordkeeping sector came together to talk, debate and learn about some of the most pressing issues facing our planet and our profession.

Sustainability was a major theme – the sustainability of life on earth and also the sustainability of the record-keeping sector. No easy solutions were presented but there was plenty of food for thought and many actions to take away and many ideas to follow up.

Keynote speeches were given by:

- Alistair Brown, Head of Museums, Libraries and Archives Policy, National Lottery Heritage Fund on: "Archives Forever? Supporting Archives in a Time of Climate Crisis".
- Zak Mensah, Co-CEO Birmingham Museums on: "How Things Turned Out OK"
- Lorraine Finch on: "It is time to stop waffling so much and take action?"

Alongside the sustainability of the planet, examining the sustainability of the record-keeping profession brought another strong theme to the forefront: equity, diversity, inclusion and belonging. The theme was addressed directly in the third 'Is It Okay?' session.

Another theme emerging from a variety of different talks was the need to work collaboratively with others both across the sector but also within organisations where different departments have an impact, particularly on climate change mitigation measures.

Digital challenges were covered in a number of sessions and the importance of understanding our digital carbon footprint, and mitigating it, meant that everyone had an action they could take: taking part in digital clean-up day/week in 2025.

Training events

ARA continued to provide popular training courses in general business skills and added to the roster of subjects in 2024: budgeting, time management, advocacy, project management, confident negotiation and presentation skills.

Through a newly established partnership with Naomi Korn Associates ARA was able to deliver specialist training on copyright issues.

Training events from sections and regions covered: Conservation Question Time, Disaster Recovery in Archives, Communicating Archives as Public History.

Meeting the Digital Challenge

AI Grants

In September 2024 ARA announced it had awarded two grants of £10,000 to projects investigating AI (and other emerging technologies) and their application within the recordkeeping sector. The call for proposals was made in April 2024 and had a very loose brief, inviting proposers to make bids for work simply within the remit: AI and Emerging Technologies. The grants were awarded to:

Dr Lise Jaillant (Loughborough University, UK) and Dr Giovanni Colavizza (Odoma LLC and University of Copenhagen, Denmark) with main partner The National Library of Wales and with support from The National Archives (TNA) for a project entitled: FLAME (AI For Libraries, Archives and Museums)

And

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Dr Alexandrina Buchanan and Dr Victoria Stobo of Liverpool University Centre for Archive Studies (LUCAS) in collaboration with the Liverpool University Digital Innovation Facility for a project entitled: AI and ML for Catalogue Conversion.

In making these grants the Archives and Records Association acknowledged both the potential benefits and the potential risks associated with using AI in the recordkeeping sector.

Digital preservation training

A number of events were held during the reporting period offering digital preservation training. Several events were in collaboration with IRMS and Preservica and others offered via the Section for Archives and Technology's Digital Preservation Games and events hosted by different regions and nations.

Providing Valued member services

International group

ARA identified an opportunity to add value for our International Members through an International Group that would function in the same way as our current National and English Region groups.

The setting up of such a group was approved at the Board Meeting on 20th November 2023. The main purpose of the group will be to provide a focal point and a forum for UK and Irish record-keeping professionals working overseas and for overseas record-keeping professionals working to UK or Irish standards (or aspiring to do so). There will also be opportunities to share experiences and best practice and discuss shared knowledge of working internationally – often in geographically remote areas.

ARA Wales

ARA Membership Services continues to provide support to all regions, nations, sections and groups. Having identified that members in Wales were not seeing much activity from the ARA Wales group, action was taken to revive the group with a new committee and support from ARA staff. The group has now held several events and restarted regular communications with members.

Funding

As well as bursaries and cost of living support ARA also provides research and advocacy funds aiming to support projects within the archives and records sector which:

- Improve and widen education, training and continued professional development
- Develop and spread guidance on standards for archive-related working
- Investigate and develop improved methods for administering, preserving and making archives accessible
- Gather and disseminate information on archives and archive-related operations
- Advocates to stakeholders, policy makers and the public the importance of the preservation and provision of appropriate access to records and archives

Surveys

The Surveys Group ran the Distance Enquiry Services Survey between October 2023 and December 2023. The survey provides archive services with feedback from those accessing services remotely. Respondents give the reasons for their visit, their views on the services given and also information about themselves. It's valuable for services, to aid future planning, and also for the sector to generate a national profile of archive users, to help determine future planning and priorities and to advocate on behalf of the sector.

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Ensuring a fit for purpose organisation

Co-opted board members

In May 2024 ARA co-opted two new board members to provide expertise on:

- digital and emerging technologies, and
- business development expertise

The roles were filled by Randolph Perkins-Smart (digital and emerging technologies and Kirsty Schaper (business development expertise).

Revised code of ethics

ARA updated and published a revised Code of Ethics in April 2024.

Risk management policy

The publication of the ARA Risk Management Policy in June 2024 marked a milestone in the on-going work to review and refresh ARA's governance structures. The document serves as the cornerstone to formalise ARA's risk-based approach to decision making, improving the way that we manage our resources and build resilience to potential future challenges.

Working with others

Collaboration with ARMA

In May 2024 The Archives and Records Association and ARMA International announce a new partnership. ARMA International, an organisation based in the USA, is one of the world's leading membership organisations serving professionals who manage and govern information assets. Like ARA, ARMA International is committed to providing their community of members and information management professionals with industry best practices and opportunities for professional development, ongoing education, and training.

ARA Members will be able to join ARMA as individual members at a discounted rate of \$50. The full range of ARMA membership benefits include up-to-date industry knowledge, discounts on certification programs and conferences, free webinars, and networking opportunities.

ARMA members will be able to join ARA as individual members at a discounted rate of £40. This provides access to many of the member benefits enjoyed by ARA members including discounted conference rates and discounted/free training sessions.

Continuing collaborations

ARA continues to work closely with a number of organisations in the record-keeping sector including: the UK National Archives, Information and Records Management Society, Scottish Council on Archives, Archives and Records Council Wales, Public Record Office of Northern Ireland, National Records of Scotland, Business Archives Council, British Records Association, Chartered Institute of Library and Information Professionals, Welsh Government Department for Museums, Archives and Libraries, All Party Parliamentary Group on Archives and History

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Activities in Scotland

This year saw ARA Scotland reintroduce in-person events alongside online delivery, with the delivery of three training events: An Introduction to Financial Records - Online; Scottish Archives Day: A Spotlight on Outreach and Advocacy – in person; and Introduction to Archive Service Accreditation – online. All three events were well attended and received positive feedback from attendees.

One of ARA Scotland's diversity and inclusion officers, Iida Saarinen, delivered 'Disability and Accessibility for Recordkeepers' training alongside fellow ARA colleague Philip Milnes-Smith, as well as presenting a board game highlighting the increased challenges people from minority backgrounds might face in the job-hunting process at the ARA Conference in Birmingham.

ARA Scotland ran the following campaigns on social media: Archive Advent Calendar (December); Scottish Archives Day, to accompany the in-person event held in Edinburgh (February), and Archive30 (April). They also provided a representative on the planning group for Heritage Careers Week, a week-long initiative aiming to raise awareness among young people in Scotland of the many and varied careers available in the heritage sector.

Officers from ARA Scotland presented on the benefits of ARA membership at the Paper conservators in Scotland news and ideas exchange 2024 put on by ICON Scotland in May, and were also invited to take part in the University of Glasgow's Information Management and Preservation induction week activities, speaking directly to the new cohort of IMP students alongside representatives of Museums and Galleries Scotland and the Chartered Institute of Libraries & Information Professionals' Scottish chapter.

The pilot phase of the Community Archives and Heritage Group Scotland came to an end and the group is now continuing on an ongoing basis. Their activities include workshops and collaborations with the University of Glasgow, the National Trust for Scotland, and the Digital Preservation Coalition. They are planning to expand their training and events for 2025 focusing on collections care and digital collection care.

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Financial review

Fundraising

The ARA does not fundraise from the general public and therefore is not registered with the Fundraising Regulator. Income is generated from membership subscriptions, recruitment advertising, journal royalty payments, conference sales including delegate fees, exhibitor sales and sponsorship, and from a grant agreement with The National Archives. We do not work with professional fundraisers.

Future plans

In the coming year we will research the true impact of both physical disability and mental health on the record keeping workforce. We have both evidence that disability does not hinder a career once someone has a job but that getting that first job can be very difficult to obtain. 15.9% of the record keeping workforce suffers from long-term health issues, and over a third of this population identifies that their illnesses affect their work.

It is an acknowledged problem that record keepers are not rising to leadership roles outside of the sector. ARA and TNA have already jointly commissioned research into existing provision of leadership training to identify what is available and what is needed, what has worked, what has not. The next stage is to implement the recommendations of that research.

In the coming year we will review our charitable objects and rerun the Governance Review last done four years ago. The aim of this is to identify where we have improved governance to and what further work needs to be done.

Reserve funding has reached a level where the Board must plan to spend reserves above the level of our reserves policy. The Board has identified it wishes to establish a Strategic Investment Plan (SIP) to use around £100,000 as seed funding to attract inward investment to the sector of around £1 million from grant giving bodies. The SIP will be drafted and an implementation plan started. It will seek investment in the delivery of core activities and the development of core skills in the workforce.

A Careers Hub will be established to give guidance to those considering a career in recordkeeping, employers considering options in the recruitment of new staff and to those who want to develop their career in record keeping at whatever stage they are at. It will describe different career routes into the sector and provide ARA members with guidance on how to develop their careers. Mentoring is widely acknowledged as a valuable professional development opportunity. It is usually described as a formal/informal relationship in which a more experienced or more knowledgeable person helps guides the learning and development of a less experienced or less knowledgeable person. Mentoring has the potential to support the record keeping profession address a number of key challenges. We will therefore review and invest in mentoring for our members.

Financial review

This report reviews the financial activities of the Archives and Records Association (UK and Ireland) for the financial year ended 30 September 2024 and should be read in conjunction with the financial statements and the notes to the accounts found later in this annual report. The consolidated 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 and the financial activities of our subsidiary, ARA Commercial Limited.

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The charity's total income for the financial year was £651,098 (2023 - £631,179), an increase on the prior year of 3% (13.8%). Total expenditure for the year was £579,629 (2023 - £612,653), a decrease on the prior year of £33,024 (??%). A significant reason for this was to do the conference being held at a cheaper location.

During this period the overall gain on our investments was £56,354 (2023 – gain of £6,146). When taken together with the net income for the year, this puts the net movement in funds at an increase of £127,731 (2023 - £24,672). Thus, the Balance Sheet shows that total funds carried forward for the group as at 30 September 2024 were £775,857 (2023 - £648,126). This figure represents an increase in funds of 19.7% (2023 - increase of 4%) 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 to 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 unrestricted reserves of approximately £450,000.

At the year end, the group held total unrestricted reserves of £662,254 (2023 - £548,977). This is in line with policy.

Restricted funds at the year-end amounted to £113,603 (2023 - £99,149), and represents funds held on specific trusts. A description of individual restricted funds held is provided in Note 13.

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.

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.

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.

Archives and Records Association (UK and Ireland)

Trustee Directors' Report

For the Year Ended 30 September 2024

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.

Statement of Trustees' Responsibilities

The Trustees (who are directors of Archives and Records Association (UK and Ireland) for the purposes of company law) are responsible for preparing the Trustee Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, *the Financial Reporting Standard applicable in the UK and the Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the income and expenditure, of the charitable group for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standard 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 maintaining proper accounting records which 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our auditors

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Archives and Records Association (UK and Ireland)

Trustee Directors' Report

For the Year Ended 30 September 2024

AUDITORS

The auditors, Albert Goodman LLP, are deemed to be re-appointed under Section 487(2) of the Companies Act 2006.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

By order of the Trustees.



.....
R Wade
Trustee



.....
R MacLeod
Trustee

Date: 11 March 2025

Opinion

We have audited the financial statements of Archives and Records Association (UK and Ireland) (the 'parent charitable company') and its subsidiary (the 'group') for the year ended 30 September 2024, which comprise the consolidated Statement of Financial Activities, the consolidated and parent charitable company Balance Sheets, the consolidated and parent charitable company Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 30 September 2024 and of the group's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and parent charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities [set out on page 17-18], the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with management, and from our commercial knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, Charity Act 2011, employment, data protection and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the group's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation, claims and breaches of relevant legislation; and
- reviewing correspondence with the Charity Commission and other relevant regulators including the group's legal advisors and insurers.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Use of our report

This report is made solely to the group and parent charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the group and parent charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the group and parent charitable company and the group and parent charitable company's members as a body and the parent charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Michelle Ferris BSC (Hons) FCA DChA (Senior Statutory Auditor)
For and on behalf of Albert Goodman LLP, Statutory Auditor

Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 21/03/2025.....

Archives and Records Association (UK and Ireland)

Consolidated Statement of Financial Activities (including an Income & Expenditure account)

For the Year Ended 30 September 2024

				2024		2023	
	Notes	Unres- tricted £	Res- tricted £	Total £	Unres- tricted £	Res- tricted £	Total £
Income from:							
Charitable activities	2	526,595	60,400	586,995	504,139	70,000	574,139
Other trading activities	3	44,328	-	44,328	38,895	-	38,895
Investment	4	19,775	-	19,775	18,145	-	18,145
Total income		590,698	60,400	651,098	561,179	70,000	631,179
Expenditure on:							
Charitable activities	5	553,446	26,183	579,629	580,066	32,587	612,653
Total expenditure		553,446	26,183	579,629	580,066	32,587	612,653
Net (expenditure) / income		37,252	34,217	71,469	(18,887)	37,413	18,526
Transfer between funds		19,763	(19,763)	-	39,484	(39,484)	-
Other recognised gains							
Unrealised (loss) / gain on investment	10	56,354	-	56,354	6,411	(265)	6,146
Realised gain on sale of assets		(92)	-	(92)	-	-	-
Net movement in funds for the year		113,277	14,454	127,731	27,008	(2,336)	24,672
Reconciliation of funds							
Total funds brought forward		548,977	99,149	648,126	521,969	101,485	623,454
Total funds carried forward		662,254	113,603	775,857	548,977	99,149	648,126

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Archives and Records Association (UK and Ireland) – Company Registration Number: 02969472
Balance Sheet and Consolidated Balance Sheet
As at 30 September 2024

		2024 £	2024 £	2023 £	2023 £
	Notes	Group	Charity	Group	Charity
Fixed assets					
Intangible assets	8	7,028	7,028	11,304	11,304
Tangible fixed assets	9	2,634	2,634	2,141	2,141
Investments	10	573,911	573,912	517,557	517,558
		<u>583,573</u>	<u>583,574</u>	<u>531,002</u>	<u>531,003</u>
Current assets					
Debtors	11	165,102	158,440	142,454	137,882
Cash at bank and in hand		247,796	237,984	293,460	288,047
		<u>412,898</u>	<u>396,424</u>	<u>435,914</u>	<u>425,929</u>
Liabilities:					
Creditors: amounts falling due within one year	12	(220,614)	(211,849)	(318,790)	(313,190)
Net current assets		<u>192,284</u>	<u>184,575</u>	<u>117,124</u>	<u>112,739</u>
Total net assets		<u><u>775,857</u></u>	<u><u>768,149</u></u>	<u><u>648,126</u></u>	<u><u>643,742</u></u>
The funds of the charity:					
Unrestricted funds:					
General funds		662,254	654,546	548,977	544,593
Total unrestricted funds	13	<u>662,254</u>	<u>654,546</u>	<u>548,977</u>	<u>544,593</u>
Restricted funds	13	113,603	113,603	99,149	99,149
Total charity funds		<u><u>775,857</u></u>	<u><u>768,149</u></u>	<u><u>648,126</u></u>	<u><u>643,742</u></u>

Archives and Records Association (UK and Ireland) – Company Registration Number: 02969472
Balance Sheet and Consolidated Balance Sheet (continued)
As at 30 September 2024

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 26 – 42 form part of these accounts.

Approved by the Board for issue on 11th March 2025 and signed on their behalf by:

R. Wade

.....
R Wade
Trustee

R MacLeod

.....
R MacLeod
Trustee

Archives and Records Association (UK and Ireland)
Statement of Cash Flows and Consolidated Statement of Cash Flows
For the Year Ended 30 September 2024

		2024	2023
		£	£
	Notes	Group	Group
Cash flows from operating activities			
Net expenditure for the year		127,731	24,672
Adjustments to cash flows from non-cash items:			
Depreciation and amortisation	8,9	5,326	5,311
Investment income	4	(19,775)	(18,145)
Unrealised net (gain) / loss on investments	10	(56,354)	(6,146)
(Profit) / loss on disposal of fixed assets		92	-
		<u>57,020</u>	<u>5,692</u>
Working capital adjustments			
(Increase) / decrease in debtors	11	(22,648)	16,718
Increase / (decrease) in creditors	12	(98,176)	86,074
		<u>(63,804)</u>	<u>108,484</u>
Cash flows from investing activities			
Purchase of tangible fixed assets	9	(1,635)	(164)
Purchase of intangible fixed assets	8	-	-
Acquisition of investments	10	-	(322,833)
Investment disposals	10	-	237,100
Income from dividends	4	16,236	14,164
Interest receivable and similar income	4	3,539	3,981
		<u>18,140</u>	<u>(67,752)</u>
Net increase in cash and cash equivalents		<u>(45,664)</u>	<u>40,732</u>
Cash and cash equivalents at the beginning of the reporting period		293,460	252,728
Cash and cash equivalents at the end of the reporting period		<u>247,796</u>	<u>293,460</u>
Cash & Cash equivalents reconciliation:			
Cash at bank		247,796	293,460
Total cash & cash equivalents at the end of the reporting period		<u>247,796</u>	<u>293,460</u>

Archives and Records Association (UK and Ireland)

Notes to the Financial Statements

For the Year Ended 30 September 2024

1 Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are:

1.1 Basis of accounting

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.

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 note(s) and all amounts are presented in £ sterling.

These financial statements consolidate the results of the Charity and its wholly owned subsidiary, ARA Commercial Limited, on a line by line basis. The "Group" heading within the balance sheet refers to the consolidated accounts of Archives and Records Association (UK and Ireland) and ARA Commercial Limited.

In the parent company financial statements the investment in the trading subsidiary is accounted for at cost less impairment.

A separate Statement of Financial Activities or income and expenditure account, for the Charity itself has not been presented because the Charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2006.

1.2 Legal status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

The company is incorporated in England and Wales and the company registered office is detailed on page 1, reference and administration details.

1.3 Going Concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting when preparing the financial statements.

1.4 Income

Income from grants and donations is recognised in the year in which they are receivable when there is evidence of entitlement, receipt is probable and the amount can be reliably measured. Where income has not been received for gift aid claims relating to donations received in the year, income is accrued.

Investment income is recognised on a receivable basis

Income from subscriptions are recognised on an accruals basis, with income being recognised in the period which the subscription relates.

Income from sponsorships are recognised in the period in which the sponsored event takes place.

The charity receives income from its subsidiary under gift aid and this is recognised upon physical receipt.

The charity notes the requirement of the SORP that large charities must report their results on an activities basis. The charity considers that they produce one activity – the operation of a professional membership body– and therefore reports on that basis.

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

1.6 Expenditure

Resources expended are recognised on the accruals basis to match the period in which the expenditure was incurred.

Raising funds is expenditure incurred in generating the trading subsidiary funds and from other trading activities carried out by the charity.

Charitable activity expenditure comprises 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 costs of an indirect nature necessary to support them.

Governance costs are those costs associated with the governance arrangements of the charity and relate to general running of the charity as opposed to those costs associated with charitable activities.

1.7 Operating leases

The charity classifies the lease of properties as operating leases as title remains with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

Archives and Records Association (UK and Ireland)

Notes to the Financial Statements

For the Year Ended 30 September 2024

1.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of Charity.

Restricted funds are from donations and grants in which the donor or funder has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

1.9 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Fixed assets under £100 are not capitalised. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Furniture, fittings & equipment	20% straight line basis
---------------------------------	-------------------------

1.10 Intangible assets and amortisation

Intangible assets are stated at cost less amortisation. Intangible assets under £100 are not capitalised. Amortisation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Software	20% straight line basis
----------	-------------------------

1.11 Debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Charity will not be able to collect all amounts due to according to the original terms of the receivables.

Other debtors comprise prepayments and accrued income. Prepayments arise from the payments for services prior to benefit from those services, and accrued income is amounts due for services provided, recognised at the point of provision of the services.

1.12 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14 Defined contribution pension

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the Company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods. Contributions to defined contribution plans are recognised as staff pension expense through the profit and loss when they are due.

1.15 Taxation

As a registered charity, the company is not liable to corporation tax or capital gains tax to the extent that its income and gains are applicable to charitable purposes only.

1.16 Financial Instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank and deposit accounts– is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

1.17 Fixed asset investments

Fixed asset investments comprise investment portfolios maintained by investment managers. These are recognised initially at fair value which is normally the transaction price (but excludes any transaction costs.) Subsequently, investments are held at market value, with all realised and unrealised gains passing through the SOFA.

Non-current asset investments are cash deposits with a maturity date of more than one year from the balance sheet date. These are recognised at the deposit amount plus any interest, with any interest gains passing through the SOFA when falling due.

Current asset investments are cash deposits with a maturity date of less than one year from the balance sheet date. These are recognised at the deposit amount plus any interest, with any interest gains passing through the SOFA when falling due.

1.18 Foreign exchange

Transactions in foreign currencies are initially recorded in the charity's functional currency by applying the spot exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the Statement of Financial Activities and presented within charitable activities expenditure.

Archives and Records Association (UK and Ireland)

Notes to the Financial Statements

For the Year Ended 30 September 2024

2 Income from charitable activities

	Unres- tricted funds £	Res- tricted funds £	2024 Total £	Unres- tricted funds £	Res- tricted funds £	2023 Total £
Gift Aid tax reclaimed	11,923	-	11,923	11,845	-	11,845
Subscriptions	216,108	-	216,108	243,348	-	243,348
Journal income	45,031	-	45,031	44,351	-	44,351
Conference & AGM	163,739	-	163,739	151,177	-	151,177
Training courses	18,874	-	18,874	8,834	-	8,834
Newsletter and appointments	17,325	-	17,325	11,667	-	11,667
Other income	7,883	-	7,883	6,433	-	6,433
Archives cards	36,112	-	36,112	26,484	-	26,484
Grant receivable	9,600	60,400	70,000	-	70,000	70,000
	526,595	60,400	586,995	504,139	70,000	574,139

3 Other trading activities

	Unres- tricted funds £	Res- tricted funds £	2024 Total £	Unres- tricted funds £	Res- tricted funds £	2023 Total £
Sponsorship income	44,328	-	44,328	38,895	-	38,895
	44,328	-	44,328	38,895	-	38,895

4 Investment income

	Unres- tricted funds £	Res- tricted funds £	2024 Total £	Unres- tricted funds £	Res- tricted funds £	2023 Total £
Dividend receivable from Listed investment	16,236	-	16,236	14,164	-	14,164
Interest receivable on Cash deposits	3,539	-	3,539	3,981	-	3,981
	19,775	-	19,775	18,145	-	18,145

Archives and Records Association (UK and Ireland)
Notes to the Financial Statements
For the Year Ended 30 September 2024

5 Charitable activities expenditure

	Unres- tricted £	Res- tricted £	2024 Total £	Unres- tricted £	Res- tricted £	2023 Total £
Charitable activities						
Publications	42,398	-	42,398	42,977	-	42,977
Wages & salaries	174,009	-	174,009	162,122	-	162,122
Staff NIC (Employers)	13,876	-	13,876	12,331	-	12,331
Staff pensions	5,468	-	5,468	5,004	-	5,004
Groups	8,012	-	8,012	2,970	500	3,470
AGM	1,230	-	1,230	1,165	-	1,165
Archive digitisation expenses	11,003	26,183	37,186	-	32,087	32,087
Committees and subcommittees	6,775	-	6,775	9,143	-	9,143
Regions	4,503	-	4,503	3,504	-	3,504
Training and education	14,861	-	14,861	10,772	-	10,772
Conference	152,125	-	152,125	236,919	-	236,919
Explore your archives campaign	2,869	-	2,869	2,433	-	2,433
Insurance	2,415	-	2,415	1,408	-	1,408
Computer software and maintenance	7,519	-	7,519	8,734	-	8,734
Preservation & Conservation	1,950	-	1,950	2,366	-	2,366
Website	250	-	250	1,000	-	1,000
Trade subscription	950	-	950	6,574	-	6,574
Accommodation and services	1,310	-	1,310	1,825	-	1,825
Consultancy	5,497	-	5,497	11,711	-	11,711
Legal and Professional fees	1,023	-	1,023	1,684	-	1,684
Bank charges	6,274	-	6,274	5,277	-	5,277
Irrecoverable VAT	59,197	-	59,197	25,014	-	25,014
Awards and prizes	695	-	695	4,282	-	4,282
Sundry expenses	17,693	-	17,693	9,866	-	9,866
Amortisation	4,276	-	4,276	4,276	-	4,276
Depreciation	1,050	-	1,050	1,035	-	1,035
Bad debt write off	(14)	-	(14)	1,726	-	1,726
Exchange rate variance	(6,928)	-	(6,928)	(11,717)	-	(11,717)
			-			
Governance			-			
Auditors fees - audit	8,400	-	8,400	9,465	-	9,465
Auditors fees- accountancy	4,760	-	4,760	6,200	-	6,200
	553,446	26,183	579,629	580,066	32,587	612,653

6 Trustee directors

During the year the group made the following transactions with trustees:

£5,428 (2023- £2,072) of expenses reimbursed to 13 trustees (2023:9).

No trustees nor any person connected with them, have received any remuneration from the group during the year (2023- none).

No trustees have received any other benefits from the charity during the year (2023- none)

7 Employees

	2024	2023
	Group	Group
	£	£
Wages and salaries	174,009	170,222
Social security costs	13,876	12,331
Employer pension	5,468	5,004
	<u>193,353</u>	<u>187,557</u>

Number of employees

The average monthly number of employees during the year, calculated on the basis of average headcount, was as follows:

	2024	2023
	Group	Group
	No.	No.
Average employee head count	<u>5</u>	<u>5</u>

One employee received employee benefits (excluding employer pension and employer national insurance costs) of between £60,000 - £70,000 during the year (2023- none).

The key management personnel for the year, comprises the Chief Executive Officer. The total employee benefits (includes gross pay, employer pension and employer national insurance) of the key management personnel of the Charity were £73,372 (2023: £68,584).

Archives and Records Association (UK and Ireland)

Notes to the Financial Statements

For the Year Ended 30 September 2024

Pension costs

The company operates a defined contribution pension scheme. The charge to the Statement of Financial Activities for the year is shown above.

Contributions totalling £1,215 (2023 - £1,152) were payable to the schemes at the end of the year and are included in creditors.

8 Intangible assets**Group & Charity**

	Software	Total
	£	£
Cost		
At 1 October 2023	42,028	42,028
Additions	-	-
Disposals	(20,647)	(20,647)
	<hr/>	<hr/>
At 30 September 2024	21,381	21,381
	<hr/>	<hr/>
Depreciation		
At 1 October 2023	30,724	30,724
Charge for the year	4,276	4,276
Eliminated on disposals	(20,647)	(20,647)
	<hr/>	<hr/>
At 30 September 2024	14,353	14,353
	<hr/>	<hr/>
Net book value		
At 30 September 2024	7,028	7,028
	<hr/> <hr/>	<hr/> <hr/>
At 30 September 2023	11,304	11,304
	<hr/> <hr/>	<hr/> <hr/>

The above assets are all held by the charity.

9 Tangible fixed assets

Group & Charity	Furniture, fittings & equipment £	Total £
Cost		
At 1 October 2023	7,612	7,612
Additions	1,635	1,635
Disposals	(1,112)	(1,112)
	8,135	8,135
At 30 September 2024	8,135	8,135
Depreciation		
At 1 October 2023	5,471	5,471
Charge for the year	1,050	1,050
Eliminated on disposals	(1,020)	(1,020)
	5,501	5,501
At 30 September 2024	5,501	5,501
Net book value		
At 30 September 2024	2,634	2,634
At 30 September 2023	2,141	2,141

The above assets are all held by the charity.

Archives and Records Association (UK and Ireland)

Notes to the Financial Statements

For the Year Ended 30 September 2024

10 Investments

Group	2024	2023
	£	£
Listed investments		
Opening balance	517,557	425,678
Additions	-	322,833
Disposals	-	(237,100)
Revaluation	56,354	6,146
	<u>573,911</u>	<u>517,557</u>
Closing balance	<u>573,911</u>	<u>517,557</u>

Charity	2024	2023
	£	£
Listed investments		
Opening balance	517,557	425,678
Additions	-	322,833
Disposals	-	(237,100)
Revaluation	56,354	6,146
	<u>573,911</u>	<u>517,557</u>
Closing balance	<u>573,911</u>	<u>517,557</u>

Charity investments at market value comprise:

	Total	Total
	2024	2023
	£	£
Shares in listed investments	573,911	517,557
Shareholding in ARA Commercial Limited		
Ordinary shares of £1 each	1	1
	<u>573,912</u>	<u>517,558</u>

ARA Commercial Limited (company no 1041063) was incorporated 11 October 2012 and is a wholly owned trading subsidiary of Archives and Records Association (UK and Ireland). The parent charity holds 100% of the issued share capital and 100% of the voting rights of the subsidiary trading company.

The principal activities of the company is to service an archive digitisation contract and Archives Card Project. The registered office is the same as that of the Charity, detailed on page 1. The subsidiary gift aids some of its taxable profits to Archives and Records Association (UK and Ireland), paying corporation tax on any profits retained.

10 Investments (continued)

A summary of the trading results is shown below:

	2024	2023
	£	£
Turnover	28,112	26,484
Cost of sales	(18,828)	(20,600)
	<hr/>	<hr/>
Gross profit	9,284	5,884
Administrative expenses	(1,568)	(1,500)
	<hr/>	<hr/>
Operating profit	7,716	4,384
Interest payable	(8)	-
	<hr/>	<hr/>
Profit before tax & profit for the financial year	7,708	4,384
Retained earnings brought forward in subsidiary	4,384	2,865
Gift aid to Archives & Records Association	(4,384)	(2,865)
	<hr/>	<hr/>
Retained earnings carried forward in subsidiary	7,708	4,384
	<hr/>	<hr/>
The assets and liabilities were:		
Fixed assets	-	-
Current assets	25,429	20,395
Current liabilities	(17,720)	(16,010)
	<hr/>	<hr/>
Total net assets	7,709	4,385
	<hr/>	<hr/>
Called up share capital	1	1
Profit and loss reserve	7,708	4,384
	<hr/>	<hr/>
	7,709	4,385
	<hr/>	<hr/>

11 Debtors

	2024	2024	2023	2023
	Group	Charity	Group	Charity
	£	£	£	£
Trade debtors	38,161	38,161	30,465	30,465
Prepayments and accrued income	126,941	111,324	94,153	79,789
Amounts owed by group undertakings	-	8,955	-	10,410
Other debtors	-	-	17,836	17,218
	<u>165,102</u>	<u>158,440</u>	<u>142,454</u>	<u>137,882</u>

12 Creditors: Amounts falling due within one year

	2024	2024	2023	2023
	Group	Charity	Group	Charity
	£	£	£	£
Trade creditors	18,826	14,888	29,209	29,010
Other creditors	3,602	3,602	2,387	2,387
Accruals and deferred income	191,427	186,600	280,393	274,992
Taxation and social security	6,759	6,759	6,801	6,801
	<u>220,614</u>	<u>211,849</u>	<u>318,790</u>	<u>313,190</u>

Deferred Income

	2024	2024	2023	2023
	Group	Charity	Group	Charity
	£	£	£	£
Deferred income at 1 October 2023	109,550	105,399	121,666	121,666
Released from previous years	(109,550)	(105,399)	(121,666)	(121,666)
Resources deferred in the year	118,471	118,471	109,550	105,399
Deferred income at 30 September 2024	<u>118,471</u>	<u>118,471</u>	<u>109,550</u>	<u>105,399</u>

At the balance sheet date the trust was holding funds received in advance for subscriptions for 2023/24.

13 Summary of movement in funds- Group

	Opening balance £	Income £	Expenditure £	Transfers & gains £	Closing balance £
Unrestricted funds - Group					
General	548,977	590,698	(553,446)	76,025	662,254
Restricted funds - Group					
Ellis fund	6,011	-	-	-	6,011
The National Archives grant	93,138	60,400	(26,183)	(19,763)	107,592
Total restricted funds	99,149	60,400	(26,183)	(19,763)	113,603
Total funds	648,126	651,098	(579,629)	56,262	775,857

Summary of movement in funds – Group (2023)

	Opening balance £	Income £	Expenditure £	Transfers & gains £	Closing balance £
Unrestricted funds - Group					
General	521,969	561,179	(580,066)	45,895	548,977
Restricted funds - Group					
Ellis fund	6,276	-	-	(265)	6,011
The National Archives grant	95,209	70,000	(32,587)	(39,484)	93,138
Total restricted funds	101,485	70,000	(32,587)	(39,749)	99,149
Total funds	623,454	631,179	(612,653)	6,146	648,126

Summary of funds

Ellis fund- endowment fund given to the Association to make occasional awards for special or distinguished service. The granting of such an award is discretionary. Movement 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.

Archives and Records Association (UK and Ireland)

Notes to the Financial Statements

For the Year Ended 30 September 2024

The National Archives Grant- given to fund support for the archives sector. The balance of funds are expected to be utilised in the 2024/25 financial year, through work undertaken by Community Archives, volunteering, and training. The transfer made in 2022/23 is correcting the position of the funds brought forward.

Summary of movement in funds- Charity

	Opening balance £	Income £	Expenditure £	Transfers & gains £	Closing balance £
Unrestricted funds - Charity					
General	544,593	566,970	(533,042)	76,025	654,546
Restricted funds - Charity					
Ellis fund	6,011	-	-	-	6,011
The National Archives grant	93,138	60,400	(26,183)	(19,763)	107,592
Total restricted funds	99,149	60,400	(26,183)	(19,763)	113,603
Total funds	643,742	627,370	(559,225)	56,262	768,149

Summary of movement in funds- Charity (2023)

	Opening balance (as restated) £	Income £	Expenditure £	Transfers & gains £	Closing balance £
Unrestricted funds - Charity					
General	519,104	537,560	(557,966)	45,895	544,593
Restricted funds - Charity					
Ellis fund	6,276	-	-	(265)	6,011
The National Archives grant	95,209	70,000	(32,587)	(39,484)	93,138
Total restricted funds	101,485	70,000	(32,587)	(39,749)	99,149
Total funds	620,589	607,560	(590,553)	6,146	643,742

14 Analysis of assets between funds – Group

	Tangible fixed assets £	Cash at bank and in hand £	Other net current assets/ (liabilities) £	Creditors more than one year £	Total £
Unrestricted funds	577,562	140,204	(55,512)	-	662,254
Restricted funds	6,011	107,592	-	-	113,603
As at 30 September 2024	583,573	247,796	(55,512)	-	775,857

Analysis of assets between funds – Group (2023)

	Tangible fixed assets £	Cash at bank and in hand £	Other net current assets/ (liabilities) £	Creditors more than one year £	Total £
Unrestricted funds	524,991	200,322	(176,336)	-	548,977
Restricted funds	6,011	93,138	-	-	99,149
As at 30 September 2023	531,002	293,460	(176,336)	-	648,126

Analysis of assets between funds – Charity

	Tangible fixed assets £	Cash at bank and in hand £	Other net current assets/ (liabilities) £	Creditors more than one year £	Total £
Unrestricted funds	577,563	130,392	(53,409)	-	654,546
Restricted funds	6,011	107,592	-	-	113,603
As at 30 September 2024	583,574	237,984	(53,409)	-	768,149

Analysis of assets between funds – Charity (2023)

	Tangible fixed assets £	Cash at bank and in hand £	Other net current assets/ (liabilities) £	Creditors more than one year £	Total £
Unrestricted funds	524,992	194,909	(175,308)	-	544,593
Restricted funds	6,011	93,138	-	-	99,149
As at 30 September 2023	531,003	288,047	(175,308)	-	643,742

15 Income and expenditure account of the Charity

The company has taken advantage of Section 408 of the Companies Act 2006 and has not included its own Income and Expenditure Account or separate Statement of Financial Activities.

Prior to gift aid amounts received from the subsidiary, the Archives and Records Association (UK and Ireland) has net income for the year of £109,822 (2023 - income £23,153) based on income of £614,095 (2023 - £607,560). Gift aid distributions from trading subsidiary of £4,384 (2023: £2,865) were received in the year, in which the amount relates to the prior year trading profits.

16 Related party transactions

During the year, the Charity incurred and recharged expenses on behalf of its 100% owned subsidiary of £1,508 (2023- £1,500). At the balance sheet date the amount due from ARA Commercial Limited was £8,955 (2023 - £10,410).

Archives and Records Association (UK and Ireland)
Notes to the Financial Statements
For the Year Ended 30 September 2024

17 Financial instruments

	2024 Group	2024 Charity	2023 Group	2023 Charity
	£	£	£	£
Financial assets that are fair value through income & expenditure account	573,911	573,912	517,557	517,558
Financial assets that are debt instruments measured at amortised cost	370,937	355,100	411,144	416,141
	<u>944,848</u>	<u>929,012</u>	<u>928,701</u>	<u>933,699</u>
Financial liabilities measured at amortised cost	95,419	86,714	202,439	200,990
	<u>95,419</u>	<u>86,714</u>	<u>202,439</u>	<u>200,990</u>

Items of income, expenditure, gain and loss (group and charity)

	Income £	Expense £	Net gains £	Net losses £
2024				
Financial assets that are fair value through income & expenditure account	16,236	-	56,354	-
Financial assets measured at amortised cost	3,539	-	-	-
Financial liabilities measured at amortised cost	-	-	-	-
	<u>19,775</u>	<u>-</u>	<u>56,354</u>	<u>-</u>
2023				
Financial assets that are fair value through income & expenditure account	14,164	-	6,146	-
Financial assets measured at amortised cost	3,981	-	-	-
Financial liabilities measured at amortised cost	-	-	-	-
	<u>18,145</u>	<u>-</u>	<u>6,146</u>	<u>-</u>