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THE FRIENDS OF THE NATIONAL ARCHIVES CIO

Trustees' Annual Report for the Year Ended 31 December 2025

The Trustees of The Friends of The National Archives CIO (the "Charity") are pleased to present their Annual Report and Financial Statements for the year ended 31 December 2025.

1. Legal and Administrative Details

1.1 The Charity

The Friends of The National Archives CIO, The National Archives, Ruskin Avenue, Richmond, TW9 4DU. Charity No. 1185971.

1.2 Legal Structure

Charitable Incorporated Organisation.

1.3 Trustees

The Trustees who served during the year ended 31 December 2025 were: Charles Waddicor (Chair), Stephen Daglish, Samantha Edwards, Toby Ewin, Rebecca Gregory, Andrew House, Asha Lutchmun, Brian Smith, Harald Wollinger and Mervyn Watson (resigned July 2025).

Recruitment and Appointment of Trustees

Trustees are recruited, appointed or reappointed in accordance with the Charity's constitution, taking into consideration the skills, knowledge and experience required for the effective governance of the Charity and the delivery of its charitable objectives.

In accordance with the Charity's constitution, Trustees are elected or re-elected by the members of the Charity at the annual general meeting. Each year, one third of the trustees retire from office but may stand for re-election.

Where there are vacancies, the Trustees may co-opt to fill any skills shortage; such co-opted trustees serve until the next annual general meeting when they may stand for election.

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New Trustees receive an induction covering the Charity's constitution, activities, finances, key policies and their legal responsibilities.

Trustees' Remuneration
None of the Trustees received any remuneration during the financial year ended 31 December 2025 or the preceding year ended 31 December 2024.

The charity may reimburse trustees for reasonable out-of-pocket expenses incurred in carrying out their duties. During 2025 out-of-pocket expenses totalled £89.30 (2024: £47.15).

1.4 **Governing document**
CIO Constitution, registered by the Charity Commission on 24 October 2019 and unamended.

1.5 **Independent examiner**
Deloitte LLP was appointed as independent examiner of the charity's financial statements for the year ended 31 December 2025.

1.6 **Objects**
In planning the Charity's activities, the Trustees have had regard to the Charity Commission's guidance on public benefit.

The objects of the Charity are for public benefit to advance the education of the public in particular but not exclusively by promoting, supporting and assisting The National Archives in the following ways:

1. Preserving and improving public access to documents that are of national, cultural, academic and historical importance.

2. Educating the public about the documents and records held by The National Archives.

2. Activities and Achievements of the Charity

During 2025, the Charity undertook a range of activities to support The National Archives, engage with its members and further its charitable objectives. The principal activities and achievements of the year are outlined below.

Membership Survey:
The Trustees conducted a survey of members to identify the expectations of the members as part of the next phase of rebuilding the activities of the Friends. The Trustees have reviewed the survey results which will drive many of the activities in the coming twelve months.

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Events:
The Friends arranged exclusive Behind the Scenes tours at TNA for members and held an end of year members social event in December 2025 to thank members for their support throughout the year.

The Friends were represented at the wreath laying ceremony at TNA on 11 November 2025.

Refurbishment of lounge area:
The Trustees undertook a review and refurbishment of the Members Lounge at TNA. The lounge had become run down and less attractive since the Covid-19 pandemic and as a result was not being as widely used as before.

A new agreement was reached with TNA in 2025 for the continued use of the room by the Friends and plans were developed for its refurbishment, funded by the Charity. The refurbishment, including new furniture, rugs, screens and a fresh look, was subsequently carried out in 2026. The work was made possible through the cooperation of TNA and the help of volunteers.

Support for The National Archives:
FTNA has continued to support the work of The National Archives (TNA) through funding of projects and providing volunteers to work alongside TNA at Kew.

As part of internal re-organisation at TNA, the funding arrangements were reviewed.

External funding is now co-ordinated through the Grants and Funding team at TNA which liaises with TNA departments looking for projects for funding and bodies that may provide funding, including the Friends.

The revised funding processes were agreed and put in place during the year and will enable the Friends to fund more TNA projects in the next twelve months.

During 2025, the Charity contributed £2,179 towards projects and support for The National Archives.

Publications:
We continue to publish our annual magazine, *Magna*, and a quarterly Newsletter for our members.

In August, a 90-page edition of *Magna* was issued to great acclaim.
Both publications are produced by volunteers.

3. Organisation and Sources of Support

3.1 Organisational structure

The Charity is governed by the trustees, collectively known as the

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'Council'. The trustees are supported by volunteers who in operational roles provide information needed to assist in the decision-making process.

During 2025 the trustees met for Council Meetings on five occasions. These meetings were either online via Zoom, or in person at TNA, Kew.

An Annual General Meeting (AGM) was held at TNA Kew and online in June.

3.2 **Sources of funding**

Funding is derived primarily from membership subscriptions, public donations and legacies received.

3.3 **Financial review**

In 2025, the Charity recorded total income of £20,908 (2024: £18,737), including membership subscriptions of £17,082 (2024: £13,797) and donations of £2,921 (2024: £3,685).

Total expenditure was £11,789 (2024: £13,967), comprising of administrative and organisational running costs of £4,658 (2024: £5,077) and charitable expenditure of £7,131 (2024: £8,890). Charitable expenditure included the production of *Magna* and grants awarded in support of projects undertaken by The National Archives.

At 31 December 2025, the Charity held cash balances of £67,756 (2024: £64,833), comprising funds held in deposit and savings accounts and cash at bank. Unrestricted funds totalled £59,322 (2024: £50,203), with no restricted funds held in either year.

The Trustees consider the Charity's financial position at the year end to be satisfactory, providing a sound basis for its continued activities and support of The National Archives.

3.4 **Reserves policy**

In setting the appropriate level of reserves, the Trustees have considered the risks of reduced income, increased costs, future expenditure commitments and unforeseen financial needs.

The Charity maintains reserves to ensure the continued operation of the Charity and provide a stable source of funding for eligible projects undertaken by The National Archives.

The Charity's policy is to maintain a General Fund at between one and two times the rolling three-year average of annual expenditure, excluding grants awarded to The National Archives.

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At 31 December 2025, the Charity held unrestricted general funds of £59,322, compared with restated unrestricted general funds of £50,203 at 31 December 2024. The Charity had no restricted funds at either year end.

3.5 **Going concern**

The Trustees have assessed the Charity's financial position and its ability to meet its obligations as they fall due. They believe that the Charity is well placed to manage its financial risks and, accordingly, the financial statements have been prepared on a going concern basis.

3.6 **Contribution of volunteers**

The volunteers consist of the trustees, some currently with operational roles, and members who undertake a range of operational responsibilities in supporting the activities of the Charity.

4. Policies

The trustees took full account of the Charity Commission's Guidance on Public Benefit when formulating the objects for the CIO.

The Charity has Codes of Practice in place which contain a wide range of policies and role descriptions that provide a sound foundation for the Charity's governance and management.

The Charity also has a memorandum of understanding with The National Archives, to ensure the independent identity and interests of the Charity are clearly defined and maintained.

Trustees' approval and signature

I confirm that the trustees have reviewed and approved this report. 30/20

Charles Waddicor

Charles Waddicor
Chair of The Friends of The National Archives
30 10 2026

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THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

STATEMENT OF FINANCIAL ACTIVITIES, INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT, FOR THE YEAR ENDED 31 DECEMBER 2025

Restated (see note 1a) **End of 31/12/2024** £		NOTES	£	**End of 31/12/2025** £
	INCOMING RESOURCES	1		
11,297	Subscriptions	2		14,582
2,500	Life subscriptions	3		2,500
1,255	Investment income			905
3,685	Donations	5		2,921
18,737	**TOTAL INCOME**			**20,908**
	RESOURCES EXPENDED	4		
	Operating costs			
1,960	IT related costs		2,600	
3,117	Administration		2,017	
0	Postage		41	
0	Accounts Examination		0	
5,077	Total Operating Costs		4,658	
	Charitable Activities			
4,840	Magazine costs		4,952	
4,050	TNA Projects & Support		2,179	
8,890	Total Charitable Activities		7,131	
13,967	**TOTAL EXPENDITURE**			**11,789**
4,770	**Net income/(expenditure) before investment gains/(losses)**			**9,119**
-619	Unrealised gain/(loss) on investments			0
4,151	**Net income/(expenditure)**			**9,119**
	Reconciliation of unrestricted funds:			
46,052	**Total unrestricted funds brought forward**			50,203
50,203	**Total unrestricted funds carried forward**			**59,322**

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THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

BALANCE SHEET AT 31 DECEMBER

Restated (see note 1a) End of 31/12/2024 £		NOTES	£	£	End of 31/12/2025 £
	CURRENT ASSETS				
15,000	Deposit account funds		15,000		
46,907	Savings Account		50,240		
2,927	Cash at Bank		2,516		
0	Other debtors	9	1,485		
64,833	Total current assets			69,241	
	CURRENT LIABILITIES				
3,750	Creditors: amounts falling due in one year	10	3,949		
10,880	Deferred income	3	5,970		
14,630	Total current liabilities			9,919	
50,203	**NET CURRENT ASSETS**				**59,322**
50,203	**TOTAL ASSETS LESS CURRENT LIABILITIES**				**59,322**
	REPRESENTED BY:				
	UNRESTRICTED FUNDS: GENERAL FUND	7			
46,052	B/fwd at 1 January			50,203	
4,151	Add: surplus for year			9,119	
50,203	BALANCE				59,322
50,203	**TOTAL FUNDS**				**59,322**

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
Leonor Ladeira	Leonor Ladeira	30/10/2026

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THE FRIENDS OF THE NATIONAL ARCHIVES (Charity Registration No. 1185971)

NOTES TO THE ACCOUNTS

1. General Basis of Preparation.

The financial statements have been prepared in accordance with the Charities SORP (FRS 102), 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, second edition issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

The Friends of The National Archives CIO meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention, except for investments measured at fair value where applicable.

1a. Prior-period restatement

In previous periods, life membership subscriptions were credited when received directly to the Life Members Fund, a designated fund within unrestricted reserves. Amounts were subsequently released annually from this fund and recognised as income in the Income and Expenditure Account. The trustees have reconsidered this treatment and concluded that life membership subscriptions should initially be recognised as deferred income and released to income over the period in which the related membership benefits are expected to be provided.

The comparative figures have therefore been restated. At 31 December 2024, deferred income has increased by £5,000 and unrestricted funds have reduced by £5,000. The previously reported Life Members' designated fund has been removed. The restatement has no effect on the charity's cash balances.

2. Income

Income is recognised when the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably. Income received in advance of the period to which it relates is deferred and recognised as a liability.

Donations are recognised when receivable. Gift Aid is recognised when the charity has a valid claim and receipt is probable. No Gift Aid receivable has been recognised as at 31 December 2025.

Membership subscriptions are recognised over the period of membership to which they relate.

3. Revised accounting policy – Life Membership

Lifetime subscription receipts are recognised initially as deferred income. The estimated period and pattern of recognition are revised where evidence indicates that the expected period or pattern of benefit has changed.

In applying this policy, in 2022 the Trustees assessed the remaining deferred lifetime subscription income and determined it should be released to income on a straight-line basis over four years.

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4. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, settlement is probable and the amount can be measured reliably. Expenditure includes irrecoverable VAT where applicable.

Grants and other funding commitments for TNA Projects & Support are recognised when approval has been given by Council, the recipient has been notified of the award, any conditions within the Charity's control have been satisfied, settlement is probable and the amount can be measured reliably. Commitments that do not meet these recognition criteria are disclosed where material.

5. Donations

Donations include lapsed memberships contributions as well as amounts from cash donation boxes.

6. Investments

During 2024, the Trustees disposed of the Charity's investments and transferred the proceeds to interest-bearing bank deposit accounts. The Charity held no investments at 31 December 2025 or 31 December 2024.

7. Fund accounting

General funds are unrestricted funds which are available for use by the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

8. Staff costs

The charity is entirely managed by voluntary trustees and does not employ staff.
The charity may reimburse trustees for reasonable out-of-pocket expenses incurred in carrying out their duties.

9. Other debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.
Other debtors include prepayments, which are recognised as expenses over the periods to which they relate.

10. Liabilities

Liabilities are recognised when the charity has an obligation at the Statement of Financial Position date arising from a past event, it is probable that settlement will require a transfer of economic benefits, and the amount can be estimated reliably. Liabilities are recognised at the amount the Charity expects to pay to settle the obligation. Income received in advance is recognised as deferred income where it relates to future periods.

Current liabilities include amounts falling due in one year, which comprise Accrued TNA project grant funding of £3,350 and other creditors.

11. Accounting Estimates

The preparation of financial statements requires the trustees to make judgements in applying accounting policies.

The most significant judgement relates to the recognition of life membership subscription income. Life membership subscriptions are initially recognised as deferred income and released to income on a straight-line basis over four years. The Trustees determine four years to be appropriate. The estimated period and pattern of recognition are revised where evidence indicates that the expected period or pattern of benefit has changed.

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12. Related Parties

The trustees receive no remuneration for their roles. The charity may reimburse trustees for reasonable out-of-pocket expenses incurred in carrying out their duties.

During 2025, two trustees were reimbursed a total of £89.30 for expenses incurred on behalf of the charity.

A trustee also agreed to reimburse the charity £200 in respect of a late-filing penalty. This amount was outstanding at 31 December 2025 and was received on 2 January 2026.

13. Going Concern

The trustees believe that the Charity is well placed to manage its financial risks and as such, the annual accounts continue to be prepared on the going concern basis.

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE FRIENDS OF THE NATIONAL ARCHIVES CIO

I report to the trustees on my examination of the accounts of The Friends of The National Archives CIO ("the Charity") for the year ended 31 December 2025 which comprise the income and expenditure account, the balance sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). You are satisfied that your charity is not required by charity law to be audited and have chosen instead to have an independent examination.

I report in respect of my examination of your charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Charities 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Use of this report

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

DocuSigned by:
Helen Perkins
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Helen Perkins
for and on behalf of Deloitte LLP
Reading
30 October 2026