

Friends of Lancashire Archives

Registered Charity Number 518611

Receipts and Payments Account for year ended 30 June 2025

	See note	2024-25			2023-24
		Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
Receipts					
Subscriptions	4	1,613		1,613	1,623
Donations & Legacies	5	2,920	23,410	26,330	550
Gift Aid Reclaimed	6	575		575	-
Events and Workshops	7	991		991	422
Sales of Books, Maps, etc.		17		17	33
Interest Received	8	9,232	1,770	11,002	6,430
Other items		-		-	-
Total Receipts		£15,348	£25,180	£40,528	£9,058
Payments					
Projects & Grants	9	45,116	7,889	53,005	42,039
Events & Workshop Costs	7	900		900	70
Printing, Postage & Stationery	10	802		802	379
Bank Charges		4		4	4
Insurance & membership costs	11	682		682	848
Equipment	12	135		135	0
Total Payments		£47,639	£7,889	£55,528	£43,340
Net Receipts/(Payments)		-£32,291	£17,291	-£15,000	-£34,282
Funds as at 1 July 2024					
At Bank (Current A/c)		3,234		3,234	33,397
Deposit/ Savings Accounts		196,575	29,866	226,441	230,560
Total brought forward		£199,809	£29,866	£229,675	£263,957
Surplus/(Deficit) for year		-32,291	17,291	-15,000	-34,282
Total Cash Funds		£167,518	£47,157	£214,675	£229,675

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Statement of Assets and Liabilities at 30 June 2025

Bank Balances		maturity date		30 June 2024
Cooperative Current A/c: Inst Access	0.00%		1,173	3,234
PayPal	0.00%		44	44
Ecology BS: Instant Access	1.85%		1,391	1,391
Skipton BS: General: Instant Access	2.90%**		0	30,000
Skipton BS: Clarets: Instant Access	2.90%**		0	28,054
Saffron BS: General: Instant Access	3.85%**		21,650	0
Saffron BS: Clarets: Instant Access	3.85%**		45,344	0
RBS Premium a/c	0.00%		0	0
United Trust Bank: 100 day	3.90%**		54,073	75,952
Camb. & Counties Bank: 1 Yr Bond	5.00%	24/02/2025	0	30,000
Camb. & Counties Bank: 1 Yr Bond	4.65%**	24/02/2026	30,000	
Hampshire Trust Bank: 2 Yr Bond	4.20%	June 2025	0	35,000
Redwood Bank: 2 Yr Bond	4.70%	19/03/2026	26,000	26,000
Camb. & Counties Bank: 2 Yr Bond	4.20%**	28/06/2027	35,000	0
TOTAL			£214,675	£229,675

Signed on behalf of the Trustees by: **Chairman**

Treasurer

Date

Date

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Notes to the Financial Statements for the year ended 30th June 2025

Notes

1 Basis of Accounting

The Trustees consider it appropriate to continue accounting on a Receipts and Payments basis. No significant stocks, or debtors existed at the year end. Creditor: Lancashire County Council £3,300 approx.: Claret salaries - one month to year end.

2 Cash Funds

Our deposit accounts continue to be managed to maximise interest income whilst not exposing funds to risk, and to be consistent with the stated objectives and best interests of the Friends.

Our bank and building society accounts are each covered by the £85,000 FSCS guarantee.

Interest earned on all term accounts is paid on an annual basis: the figure shown in these accounts is the amount received in the financial year.

3 Payments to Trustees

Formal agreements are in place where necessary for payments to Trustees for the provision of lectures and workshops. The Trustees consider these payments to be reasonable and in the best interest of the Friends.

No Trustee received payment for their services as a Trustee. Expenses claimed by Trustees during the year were as follows:

L Lovelady: £118 reimbursement of postage & printing costs

J Crosby: £150 reimbursement of Christmas Social catering costs

4 Subscriptions

Subscription income was essentially the same as last year, as reported by the Membership Secretary.

There were some duplicated subscription payments. Such duplicated payments were refunded, except where the members requested they be treated as a Donation.

5 Donations & Legacies

Donations in 2024-25 were significantly higher due to one-off donations to the Clarets Collected and More Clarets projects.

In addition to small individual donations (including virements from duplicated Subscriptions) there was a donation of £2,703 by St Helens Association for Research into Local History, on the closure of that body. This donation is treated as Unrestricted but Committed funds.

6 Gift Aid reclaimed

Two Gift Aid refunds totalling £575 were received in the account year. The claim for 2023-24 (£295) was submitted late and received within 2024-25, in addition to the claim for 2024-25, (£280).

7 Events & Workshops

Income from two Cafe Archive events (net) £240; Christmas Event (net) £75 ; Browsholme visit (net) -£40*; Speaker fees for three Lancashire Archives events -£185 (as agreed - LA retain ticket income; FLA bears costs)

*Outstanding Browsholme ticket sales of £40 banked in 2025-26 year.

8 Interest Received

Comprises: £38 Ecology Building Society; £3,121 United Trust Bank; £1,470 Hampshire Trust Bank; £1,508 Cambridge & Counties Bank; Skipton (General) £1,873; Skipton (Clarets) £1,770; Redwood Bank £1,222.

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9 Projects & Grants

£53,005, comprising:

Clarets Collected	£18,133	£7,889 from Restricted
		£10,244 from Friends committed funds
Collections Asst	£10,786	
KELP	£13,338	
Caribbean Carnival	£10,000	
purchase: J Peel docs	£748	

SUMMARY: CLARETS

<u>Inception 2023 to 30 June 2025</u>			
	<u>receipts</u>	<u>payments</u>	<u>balance</u>
Restricted	£55,280	£9,935	£45,345
donations, interest, SpaceHive			
Committed	£20,000	£20,000	0
by FLA			
	£75,280	£29,935	£45,345

10 Printing, Postage & Stationery

Additional costs due to increased number of mailings about events; bulk purchase of stamps. Includes £156 annual Zoom subscription.

11 Insurance, Membership costs

BALH	£90
LLHF	£8
Community Sites: website maintenance	£432
Trustee Liability Insurance premium	£152

12 Equipment

Purchase of microphone £40, SumUp terminal £95.

13 Movements on Restricted Funds

	Clarets	Sound Archive	Total
Balance as at 1st July 2024	28,054	1,812	29,866
Donations received	25,180		25,180
Expenditure	7,889		7,889
Balance as at 30th June 2025	£45,345	£1,812	£47,157

end. Pjn/16Aug25

I. S. RAWAT

Chair

25/9/25

**FRIENDS OF LANCASHIRE ARCHIVES
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF
LANCASHIRE ARCHIVES**

Charity Number 518611

Respective Responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the Receipts and Payments accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature

D. J. Laver

Date: 17 August 2025

Name

Dorothy Laver

Qualification

B.A. A.C.A.

Address

19 The Pastures
Grimsargh
Preston
PR2 5JW

4a. Friends of Lancashire Archives Trustee's Annual Report 2024-25

Structure & management

Friends of Lancashire Archives was formed as an association in 1986 and is governed by a Constitution, revised and adopted on 24 September 2012 and updated in September 2022. Trustees are appointed by election by the members at the Annual General Meeting and serve a maximum continuous term of six years.

Objectives

The objectives of the Association are to educate the public and advance the archival heritage of the county of Lancashire for the benefit of the people of that county and elsewhere and for future generations by the promotion, support, assistance and improvement of Lancashire Archives.

Structure of the Friends of Lancashire Archives Committee

Friends of Lancashire Archives (FLA) is run by an Executive Committee consisting of a maximum of 9 Trustees. The Executive Committee must have a Chair, Vice-Chair, Secretary and Treasurer. Five further Trustees may be appointed. These are known as Ordinary members. The Committee may also co-opt a further four additional members who can assist the Committee. These members are not Trustees. This gives a maximum total Committee Membership of 13 members. All members stand down at the Annual General Meeting. Those available for re-election are shown below:-

The Executive Committee of the Friends of Lancashire Archives 2024-25

Chair – Ismail Ravat - available for re-election

Vice Chair – *Vacant*

Secretary - Lesley Lovelady – available for re-election

Treasurer – Sam Riches – post vacant from September 2025

Membership Secretary - *Acting - Lesley Lovelady* – post vacant from September 2025

Sue Latimer – Communications Officer – available for re-election

Keith Vernon – available for re-election

Andrew Walmsley – available for re-election

Jacque Crosby – available for re-election

Co-opted Additional Committee Members

Peter Newsham (co-opted October 2024) – available for election to full committee membership

Mark Waddington (co-opted March 2025) – available for election to full committee membership

Activities and People

Since 1990, FLA has disbursed a total of £395,080 in direct support of the service now known as Lancashire Archives and Local History [LALH]. In 2024-25 the total expenditure in support of LALH was £53,005. Within this total, we contributed £10,786 to the final phase of the cataloguing project 'Inside the Box', made a contribution of £13,338 towards the Keeping East Lancashire in the Picture project (and £18,133 to Clarets Collected. We provided funding of £10,000 to the successful

'Caribbean Carnival' exhibition and funded the purchase at auction (£748) of the Jonathan Peel diaries. FLA also supported some LALH events at Bow Lane by providing our Café Archive service.

At the end of June 2025, the Association had a membership of 157, a reduction of 2 since 2024. The FLA Committee is giving attention to the need to widen awareness of and participation in our work, and we hope to be able to improve communications with our members in the coming year.

Finances

As in recent years, income in 2024-25 has primarily been interest received on our bank balances, totalling £11,002. The Committee considers that the substantial financial commitments made (as detailed above) are consistent with the Association's objectives, and well within the Association's resources. The availability of funds is actively managed to ensure these costs are met in a timely manner.

Reserves Policy: It remains the policy of the Friends to maintain unrestricted funds, which are free reserves of the charity, at a level that provides sufficient income to cover grants payable and administration costs and to respond to emergency applications for funding by Lancashire Archives. The Friends may permit funds to be held in savings and investments which may yield lower financial returns which, in the opinion of the Executive Committee, more closely align to the Friends's stated ethical objectives and are in its best interests.

Income: Apart from annual membership subscriptions, the principal source of funds during 2024-25 has been interest received on bank accounts and bonds totalling £11,002. Donations of £26330 were received, primarily (£23,410) for the 'Clarets' projects, but also including £2,703 towards a project in the St Helens area.

Expenditure: All expenditure in the year has been in support of our objectives, providing support to Lancashire Archives and Local History in advancing the archival heritage of the county. Please see the Treasurer's report and accounts, attached for full information.

Declaration

The Trustees declare that they have approved the above report.

Signed on behalf of the Trustees.



Ismail Ravat (Chair)