

Company Registration No: 03477376
Charity Registration No: 1068975

INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

JEFFREYS HENRY LLP
Chartered Accountants

Finsgate
5-7 Cranwood Street
London EC1V 9EE

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

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YEAR ENDED 31 MARCH 2018

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**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

GENERAL INFORMATION

FOR THE YEAR ENDED 31 MARCH 2018

TRUSTEES

Dr Sarah Tyacke (Chair)
Mr Adrian Brown
Mrs Maja Daruwala
Dr David Giaretta
Mr George MacKenzie
Professor Philip Murphy
Hon Mr Joseph Rugumyamheto
Mr James Lowry
Mr David Thomas

CHIEF EXECUTIVE OFFICER

Dr Anne Thurston

REGISTERED OFFICE

Finsgate
5 - 7 Cranwood Street
London
EC1V 9EE

ACCOUNTANTS

Jeffreys Henry LLP
Finsgate
5 - 7 Cranwood Street
London
EC1V 9EE

BANKERS

HSBC
Russell Square Branch
1 Woburn Place
London
WC1H 0LQ

**CHARITY REGISTRATION
NUMBER:**

1068975

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2018

The trustees of the International Records Management Trust (the Trust) present their report and financial statements for the year ended 31 March 2018 in line with the Charities SORP 2008 guidelines.

1. General Information and Administrative Details

Trustees

The following directors have held office since 1 April 2017:

Dr Sarah Tyacke (Chair)
Mr Adrian Brown
Mrs Maja Daruwala
Dr David Giarretta
Mr George MacKenzie
Professor Philip Murphy
Hon Mr Joseph Rugumyamheto
Mr James Lowry
Mr David Thomas

Trustees' Responsibilities

The trustees are responsible for preparing the trustees report and the financial statements in accordance with applicable law and regulations. Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the company and of the income or expenditure of the company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgments and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company transactions and disclose, with reasonable accuracy and at any time, the financial position of the 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 company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure to auditor:

- a) so far as the trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and
- b) they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

Continued

FOR THE YEAR ENDED 31 MARCH 2018

Director

Dr Anne Thurston, as the Director, is responsible for the day-to-day management of the Trust and is accountable to the Board of Trustees. Dr Thurston, who founded the Trust and has been its Director for 25 years, carries out this responsibility on an unpaid basis.

Principal Office and Registered Office

The principal office and registered office was Finsgate, 5 - 7 Cranwood Street, London EC1V 9EE

Auditors

The Trust's auditors are Jeffreys Henry LLP, Finsgate, 5 - 7 Cranwood Street, London EC1V 9EE. In accordance with section 485 of the Companies Act 2006, a resolution proposing that Jeffreys Henry LLP be reappointed as auditors of the company was put to the AGM in November 2018 and was approved. This will be repeated at the next AGM in line with requirements.

Bankers

The Trust's bankers are HSBC, Russell Square Branch, 1 Woburn Place, London WC1H 0LQ.

2. Structure, Governance and Management

The International Records Management Trust works in partnership with a range of public sector institutions and with donors and lenders. It liaises regularly with a range of professional associations, consultancy firms, academic institutions and NGOs.

Legal and Administrative Framework

The International Records Management Trust (the Trust) was incorporated and registered at Companies House on 8 December 1997 as a company limited by a guarantee, with registration number 3477376. The Trust is also a registered charity with the Charity Commission (registered 20 November 1997) with charity number 1068975. The Trust is governed by a Board of Trustees and its Memorandum and Articles of Association which are available to view on the company's website: <http://www.irmt.org/trustees.html>.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

Continued

FOR THE YEAR ENDED 31 MARCH 2018

Trustees

The procedure for appointing Trustees is outlined below. The Trust has a broad policy of including members of the academic, not-for-profit, corporate and public sectors on its Board, who have a range of skills that will assist with the strategic direction and management of the Trust. These include representatives with records management and development backgrounds, with legal, financial and public sector management expertise, and with experience of managing NGOs and charities.

Trustees are proposed by the Director or by Trustees at the bi-annual meetings of the Board of Trustees. Following a discussion and agreement by a quorum, potential Trustees are approached regarding their interest in and availability to join the Board. Once confirmed a letter of appointment is sent outlining the expected contribution and given an appropriate induction. The Trust has insurance cover for Trustees' Liability and the nature and limitations of this are explained to new Trustees.

Management Procedures and Decision-Making

Day-to-day management of the Trust is delegated by the Trustees to the Director, who is responsible for delivering the Trust's strategic plan, ensuring programmes and projects are delivered to time and expectations, that funding for the Trust's programme of work is sought and received from donors, and that the Trust is efficiently and effectively managed. The Trust has written procedures for financial and budget management, project management, personnel management and general office administration.

Decisions relating to the Trust's overall strategic direction, to long term financial commitments (eg leases for office premises) or to restructuring of Trust resources or finances are made by the Trustees following detailed briefing by and consultation with the Director.

Risk Management

Twice a year a full assessment of potential risks are presented and carefully assessed by the Trustees. Necessary actions are identified and responsibility for managing or mitigating any given risk is given to the Director. The Trust uses a log and a scale system to identify those risks that could potentially have the greatest impact on the Trust. In addition a log of potential projects is also maintain that assesses the risk profile of securing projects. It is these issues that have potential high risk are discussed more carefully with the Trustees. Financial risks are reviewed on a monthly basis and managed closely.

3. Objectives and Activities

Objects of the Trust

In line with the original Memorandum and Articles of Association, the Trust's principal object and activity continues to be the advancement of education and global capacity building in the management of public records and information. The Trustees see the practical expression of the Trust's charitable aims as enabling governments to improve their records and information systems as a basis for conducting business, serving citizens and supporting decision-making and accountability. Good record-keeping is fundamental to global aims for good governance.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

Continued

FOR THE YEAR ENDED 31 MARCH 2018

Aims

The Trust's work has always emphasised the significance of managing records and information as a basis for protecting civil and human rights, reducing poverty, managing state resources, controlling corruption, strengthening democracy, promoting economic and social reform, improving services to citizens, enhancing access to information, demonstrating accountability and transparency, and providing a continuous record of national development over time. As technology has had an increasing impact on the way records are created, used and stored, the Trust has sought to support the transition from paper to digital records. The Trust's long-term aim is to raise international awareness of the importance of managing evidence in the digital environment and to support lower income countries in building capacity to introduce effective and appropriate strategies for managing electronic records.

4. Achievements and Performance

Review of Performance and Achievements

The Trust's team has defined a new model for its work. The Trust work toward a recognition that well managed records and records standards are integral aspect of achieving reliable and authentic public sector data. The UN Sustainable Development Goals, launched in September 2015, are based on an assumption of access to meaningful data. Unfortunately, it is often the case that data is not there, or is not trustworthy. The main emphasis is now on working to articulate the importance of managing records, paper and digital, to support sustainable global development.

The Trust will continue to work with its network of international partners, to develop new ways of articulating the significance of reliable records as evidence for international development, including the delivery of the Sustainable Development Goals and the objectives of the Open Government Partnership.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

Continued

FOR THE YEAR ENDED 31 MARCH 2018

5. Financial Review

Overview

The Trust's financial health was kept under continuous review throughout the year. Cash flow forecasts were prepared regularly. The cashflow was carefully monitored and all the Trust's operational liabilities were met in full.

Financial Reporting

Statements showing anticipated income and forecast expenditure for the next twelve months are prepared regularly and are reviewed by the Director to ensure that the company operates within those parameters. Decisions on operational commitments are taken in line with project requirements and expected income. Trustees receive regular cash flow forecasts with a summary of likely funding, project income and activities.

Reserves

Trustees and the management team's agreed guideline is to maintain a sufficient level of reserves to ensure that the Trust can manage the effects of unpredictable timing of some funding and project income, and can balance its expenditure with its income over the financial year. To ensure that core activities can continue during a period of low income, the Trustees consider a minimum level of reserves to be not less than three months' average expenditure on overheads. In line with its growing emphasis on contributing strategically to international development, the Trust has been able to dramatically reduce its expenditure and to ensure its financial stability.

Budgets

An independent financial services consultant assists staff in the production of accurate management accounts. Overhead costs are carefully monitored against budgets. Variances are reported to the Director.

Funding Sources

The Trust is committed to ensuring that it incurs no liabilities while actively pursuing its long term objectives.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

Continued

FOR THE YEAR ENDED 31 MARCH 2018

By order of the board

**Sarah Tyacke
Chairman of the Board of Trustees**

Sarah Tyacke
.....
2018

9/11/18

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE) STATEMENT OF FINANCIAL ACTIVITIES FOR THE
YEAR ENDED 31 MARCH 2018)**

	Notes	Unrestricted Funds £	Restricted Funds £	2018 £	2017 £
INCOMING RESOURCES					
Net Funding receivable	2	59,637	-	59,637	46,200
Bank interest		5	-	5	3
		<u>59,642</u>	<u>-</u>	<u>59,642</u>	<u>46,203</u>
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Direct and development					
Cost of projects	3	40,122	-	40,122	39,488
Support costs	4	11,479	-	11,479	15,635
		<u>51,601</u>	<u>-</u>	<u>51,601</u>	<u>55,123</u>
Other Expenditure					
Other administration costs					
Bank/ Loan Interest	5	434	-	434	(4,320)
		<u>434</u>	<u>-</u>	<u>434</u>	<u>(4,320)</u>
Total Resources Expended		<u>52,035</u>	<u>-</u>	<u>52,035</u>	<u>50,803</u>
Net income/ (expenditure) for the year		7,607	-	7,607	(4,600)
Transfer					
Between funds					
		-	-	-	-
Fund balances brought forward		15,769	-	15,769	20,369
Fund balances carried forward	10	<u>23,376</u>	<u>-</u>	<u>23,376</u>	<u>15,769</u>

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the income and expenditure account.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

BALANCE SHEET

AS AT 31 MARCH 2018

	Notes	2018		2017	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	6		0		0
CURRENT ASSETS					
Debtors	7	9,200		4,320	
Cash at Bank and in Hand		24,585		23,947	
		<u>33,785</u>		<u>28,267</u>	
CREDITORS - Amounts falling due within one year	8	(10,409)		(12,498)	
NET CURRENT ASSETS			23,376		15,769
			<u>23,376</u>		<u>15,769</u>
Long Term Liabilities	9		-		-
TOTAL ASSETS LESS LIABILITIES			<u>23,376</u>		<u>15,769</u>
RESERVES					
Unrestricted fund balance	10		23,376		15,769
Restricted fund balance			-		-
			<u>23,376</u>		<u>15,769</u>

The financial statements were approved by the Board on and authorise for issue by 2018

Sarah Tyacke

9/11/18

Sarah Tyacke
Chairman of the Board of Trustees

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

Accounting convention

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 2015)-(Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

International Records Management Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charitable company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income is recognised after the Net Direct Fees of the Projects.

Resources expended

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated based on the estimated amount attributable to that activities in the year. These estimates are based on staff time or floor area as appropriate.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Other administration costs are those costs incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Going concern basis

The trustees continue to prepare their financial statements as a going concern. The trustees are confident that the cash reserve available and projected on the basis of existing contracts will generate sufficient cash flows to cover its operating expenses over the next financial year. Accordingly, they continue to adopt the going concern basis in preparing the annual report and financial statements. Were the company to be unable to continue as a going concern, adjustments would have to be made to the balance of the company to reduce balance sheet values of assets to their recoverable amounts, to provide for future liabilities that might arise and to reclassify non-current assets as current assets and liabilities.

Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows;

**INTERNATIONAL RECORDS MANAGEMENT TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

Fixtures, fittings and equipment 33.33% straight line

Fund accounting

Funds held by the charity are either:

- Unrestricted funds - these are funds that can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Foreign Currency translations

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of transaction.

Restricted Funds

Funds are designated as temporarily restricted when income is limited by donor-imposed stipulations that either expire by the passage of time or can be fulfilled and removed by actions the company pursuant to those stipulations. When such stipulations end or are fulfilled, such temporarily restricted net assets are reported in the statement of activities as net assets released from restrictions. However, if a restriction is fulfilled in the same period in which the contribution was received the company reports the funds as unrestricted.

2. INCOMING RESOURCES

Funding Receivable	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Trinidad and Tobago RIM	5,405	-	5,405	-
Palladium and BC Bangladesh	54,232	-	52,232	46,200
Others	-	-	-	-
	59,637	-	59,637	46,200

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

3. RESOURCES EXPENDED DIRECT COSTS OF PROJECTS	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Staff Salary Costs	-	-	-	-
Consultants				
Legal & Professional	27,315	-	27,315	27,260
Airfares & Travel	-	-	-	-
Subsistence	4,831	-	4,831	8,270
Telephone, Printing, Postage & Stationery	587	-	587	537
Supplies & Equipment	-	-	-	-
Manuals & Reports	-	-	-	-
Training and Awareness	-	-	-	-
Fundraising and Networking	5,855	-	5,855	2,794
Administrative & IT Costs	1,056	-	1,056	241
Rent and Service charges	-	-	-	-
Insurance	478	-	478	386
Sundry	-	-	-	-
	40,122	-	40,122	39,488

Resources expended are allocated to the activities to which they relate. These resources fall into three categories those incurred in obtaining new projects, those incurred in fulfilling projects and those expended in supporting projects. These categories are further analysed into a number of cost centres as shown in the table below.

All costs attributable to projects are directly allocated to these projects. Certain costs not wholly attributable to projects are accounted for separately and allocated as follows:

<u>Cost type</u>	<u>Basis of Allocation</u>
Consultancy fees	Individual consultant time
Premises costs	Pro-rata to UK based consultant time
Office costs	Estimated usage based on consultant time.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

**4. RESOURCES EXPENDED
SUPPORT COSTS**

	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Staff Salary Costs	-	-	-	-
Consultancy Fees	10,092	-	10,092	14,306
Rent and Service Charges	-	-	-	-
Printing, Postage, Stationery	57	-	57	53
Repairs, Maintenance and IT costs	563	-	563	426
Insurance	357	-	357	386
Telephone	380	-	380	464
Depreciation	-	-	-	-
Subscription	-	-	-	-
Sundry	30	-	30	-
Travel	-	-	-	-
Training and Recruitment	-	-	-	-
	<u>11,479</u>	<u>-</u>	<u>11,479</u>	<u>15,635</u>

**5. RESOURCES EXPENDED
OTHER ADMINISTRATION COSTS**

	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Audit	-	-	-	-
Legal & Professional	-	-	-	350
Bank Charges	434	-	434	550
Bad Debts	-	-	-	-
Exchange loss / (gain)	-	-	-	(5,220)
	<u>434</u>	<u>-</u>	<u>434</u>	<u>(4,320)</u>

The exchange loss arose from a number of projects which had an income in US Dollars but expenses in UK Pounds – due to the fluctuations in the rate of exchange, the overall income was slightly different from that originally predicted.

**INTERNATIONAL RECORDS MANAGEMENT TRUST
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

6. TANGIBLE FIXED ASSETS

	Office Equipment	
	£	
Cost		
At 1 April 2017		6,481
Additions		0
Disposals		0
		<hr/>
At 31 March 2018		6,481
		<hr/>
Depreciation		
At 1 April 2017		6,481
Charge for the period		0
Disposals		0
		<hr/>
At 31 March 2018		6,481
		<hr/>
Net Book Value		
At 31 March 2018		0
		<hr/>
At 31 March 2017		0
		<hr/>

7. Debtors	2018	2017
	£	£
Funding receivable	9,200	4,320
Other debtors	-	-
Taxation	-	-
	<hr/>	<hr/>
	9,200	4,320
	<hr/>	<hr/>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE PERIOD	2018	2017
	£	£
Trade creditors	9,259	3,628
Taxation and social security	-	2,314
Accruals and deferred income	1,150	1,150
Other creditors	-	5,406
	<hr/>	<hr/>
	10,409	12,498
	<hr/>	<hr/>

**INTERNATIONAL RECORDS MANAGEMENT TRUST
(COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

9. **LONG TERM LIABILITIES** – the Company have no long term liabilities.

10. STATEMENT OF MOVEMENTS ON RESERVES	2018	2017
	£	£
Net Income at beginning of period	15,769	20,369
Surplus/ (deficit) for the period	7,607	(4,600)
	<hr/>	<hr/>
Balance at 31 March 2018	23,376	15,769
	<hr/>	<hr/>

11. STAFF AND TRUSTEE COSTS	2018	2017
	£	£
Wages and salaries	-	-
Social security costs	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

The Director serves in an unpaid capacity, drawing on the services of consultants to deliver the work of the Trust.

12. TRUSTEES REMUNERATION

During the year no trustee received any remuneration (2018: Nil) or received any benefits in kind (2017: Nil).

13. FINANCIAL COMMITMENTS

At 31 March 2018 the company had no operating leases in effect.