Friends of Dundee City Archives

Annual Report and Accounts
for the Year Ended 31 March 2026

Scottish Charity Number SC006813

Friends of Dundee City Archives

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Friends of Dundee City Archives

Annual Report for the Year Ended 31 March 2026

Scottish Charity Number SC006813

Honorary Presidents
The Lord Provost (Ex Officio)
Dr Iain Flett

Current Committee
Mrs Elizabeth Merchant (Chair)
Miss Gillian Molloy (Vice-Chair)
Mrs Hilary Deans (Secretary)
Mr Iain D McIntosh (Editor)
Mr Martin Allan (City Archivist)
Miss Sarah Aitken (Assistant Archivist)
Mr Garry Collins (Acting Treasurer)
Mrs Linda Costello
Mr Richard Cullen
Mrs Linda Nicoll
Mr Derek Murphy-Steele
Mrs Grace Gibbon

Principal Address
Dundee City Archives
21 City Square
Dundee
DD1 3BY

Appointment of Committee Members and Officers
Committee members and officers are elected or re-elected at our Annual General Meetings according to the terms set out in our constitution. The Committee has power to co-opt additional members between AGMs. Committee members are Charity Trustees for charity law purposes.

Governing Document
The Association is a charitable unincorporated Association, the purposes and administrative arrangements of which are set out in our constitution as revised 2021.

Charitable Purposes
The object of our Association as set out in our constitution is the education of the public by promotion, support, assistance and improvement of Dundee City Archives through the activities of a group of Friends.

Activities and achievements

Our monthly talks continue to provide a varied and interesting range of topics and speakers.
Those members who have engaged with the wider community through the giving of talks, thereby raising our profile, have continued to find themselves in demand for outside groups who pursue their activities and seek speakers. We remain grateful for the work and effort put in by these members and for the revenue generated on our behalf. We continue to support the quarterly showing of a selection of local archive films for a Dundee audience in conjunction with the Moving Image Archive of the National Library of Scotland and Dundee City Libraries under our education and outreach role.

We continue to make information freely available through our website at www.fdca.org.uk. This website continues to enjoy extensive use and praise from users worldwide.

After many years, Alwyn Sutherland, one of the founding committee members of Friends of Dundee City Archives, decided last year that it was time for him to retire. I would like to thank him for all his work and support over the years and I hope he will continue his association with the Friends for many more years to come.
Ms Fiona Elder also decided, because of work commitments to stand down at last year's AGM but fortunately we were very pleased to welcome Mrs Grace Gibbon and Mr Derek Murphy-Steele to the committee.

As you are aware, last year at this time, we were without a treasurer however I am delighted to report that Mr Garry Collins volunteered to fill the vacancy. Mr Martin Allen has helped with the transition and the intention is for Garry to take over the 'purse strings' fully once his appointment has been approved by the membership at the AGM.

The sale of publications produced by the Friends continues to generate a substantial revenue line, we are also grateful to our friends at the Oxfam book shop who provide a useful outlet for our publications.

The Friends have been able, during the year, to contribute to the City Archives collections with the acquisition of a wide selection of Dundee books, photographs and publications which came up for auction in late 2025. The Friends have also made an initial contribution towards the costs of conserving/repairing the sole surviving 19th century Town Clerk's letter book, the remaining work on which it is hoped will be completed later this year.

In September a group of the Friends visited the Perth and Kinross Archive situated in the A. K. Bell Library in York Place, Perth. We had a guided tour of the Archives including the workroom and the stores. A visit to St Andrew's Preservation Trust is planned for April where the Friends will be treated to a tour of the new look museum.

During the year further opportunity was given to our volunteers and members to meet up and get to know each other at our familiar "Cake and Chat" get togethers. The Christmas party was well attended and we were able to enjoy a slide show of images which had been digitised by volunteers and a collection of postcards from the 1920's.

Attendance at the lunchtime talks has generally been on the increase over the last year or so, as has membership, with a total of 129 registered members as of March 2026.

Committee members' remuneration and expenses
The committee members did not receive any remuneration or expenses during the year.

Reserves
As a result of the surplus of £622 for the year, the Association holds unrestricted funds of £17446 at the year end. In addition, following the secure disposal of the older search room computers and laptops (all of which have been replaced since 2023) the Association presently holds Computer Equipment with a cost of £2754 and shares in the Banco Santander which are regarded as the Association's reserves. At the year end these shares had a market value of £435.

Approved by the committee members and signed on their behalf

Elizabeth Merchant, Chair

May 2026

Friends of Dundee City Archives

Receipts and Payments Account for the Year Ended 31 March 2026

	2026	2025
	£	£
Receipts		
Subscriptions	**724**	602
Donations received	**1057**	850
Donation from What's in a Name – Monifieth	**192**	192
Donation – Tayport Charity Shop	**200**	200
Family History Conference	**-**	171
Publication sales	**264**	374
Fundraising - Other talks/lectures/meetings etc	**181**	120
Bank interest	**166**	143
Dividends received	**8**	7
Sundry income	**3**	49
Total receipts	**2795**	2,708
Payments		
Payments for charitable activities		
Archival material	**598**	126
Archival supplies	**58**	1,709
Conservation	**300**	-
Hall hire	**297**	336
Publication sales commissions	**-**	36
Insurance	**75**	75
Purchase of Computer Equipment	**-**	528
Website & IT costs	**366**	348
Square commissions	**31**	25
Family History Fair	**-**	145
Sundry expenses	**231**	214
Bank Charges	**9**	-
Total payments for charitable activities	**1965**	3.506
Governance costs		
AGM expenses	**123**	88
Gift for independent examiner	**85**	85
Total governance costs	**208**	173
Total payments	**2173**	3.679
Surplus/(Deficit) for year	**622**	(971)

All funds are unrestricted.

Friends of Dundee City Archives

Statement of Balances at 31 March 2026

	2026	2025
	£	£
Cash and bank balances		
Opening balance	**16824**	17,795
Surplus/(Deficit) for year	**622**	(971)
Closing balance	**17446**	16,824
Reserves		
General funds	**17446**	16,824
Assets		
Computer equipment - at cost	**2754**	5,027
Shares – Banco Santander – at market value	**435**	273
	3189	5,300

All funds are unrestricted

Approved by the Trustees and signed on their behalf

Elizabeth Merchant, Chair

May 2026

Friends of Dundee City Archives

Independent Examiner's Report to the Trustees of Friends of Dundee City Archives

I report on the accounts of the charity for the year ended 31 March 2026, which are set out on pages 3 to 4.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks 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, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have 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.

Sheena Gibson FCCA

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22 May 2026