

The Somerset and Dorset Family History Society

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended
31 December 2016

The Somerset and Dorset Family History Society
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For the year ended 31 December 2016

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The Somerset and Dorset Family History Society

LEGAL AND ADMINISTRATIVE DETAILS

TRUSTEES

Mr E A Udall
Mrs R J Figgins
Mrs A-M Wilkinson
Mr D Brown
Mrs J J McGowan
Mrs P A Spencer
Mr J D Brooking
Mr P G B Welch
Mr R Barber
Miss J Wragg
Mr B Brock (until September 2016)
Mrs S A R Creed-Castle
Mr J Tanner
Mrs J M Sharp (from January 2017)

SOCIETY OFFICE

The SDFHS Research Centre
The Parade
Cheap Street
Sherborne

PO Box 4502
Sherborne
Dorset
DT9 6YL

REGISTERED CHARITY NUMBER

1010351

INDEPENDENT EXAMINER

Malvern Carvell
21 Higher Kingston
Milborne Port
Sherborne
Dorset
DT9 5DR

BANKERS

Barclays Bank Plc
46 North Street
Taunton
TA1 1LZ

COIF Charity Deposit Funds
CCLA Investment Management Limited
80 Cheapside
London
EC2V 6DZ

The Somerset and Dorset Family History Society

OBJECTS OF THE SOCIETY

The Society was created by deed dated 28 September 1991 and is entered in the Central Register of Charities (registration number 1010351). The Society adopted a revised constitution on 6 July 2002 amended on 24 September 2011 and 19 September 2015.

The objects of the Society are:

1. To advance the education of the public in the study of family history, genealogy and heraldry with particular reference to Somerset and Dorset.
2. To promote the preservation, security, accessibility and publication of archival material.

The Somerset and Dorset Family History Society

TRUSTEES REPORT

The trustees submit their report and the financial statements of the Somerset and Dorset Family History Society for the year ended 31 December 2016.

LEGAL AND ADMINISTRATIVE INFORMATION

The Charity's legal and administrative details are as shown on page 1.

The objects of the Charity are as detailed on page 2.

There have been no material changes since the last report in the policies adopted by the charity in order to further its objects.

MANAGEMENT AND GOVERNANCE ARRANGEMENTS

From 6 July 2002 the society has adopted a revised constitution, amended on 24 September 2011 and 19 September 2015. Under the constitution the society is administered by an Executive committee, comprising the Chairman, Secretary, Treasurer, two Vice Chairmen and representatives of the regional groups and nominated representatives of authorised sub-committees. The Society operates a number of sub-committees to handle various specific aspects of running the society. All important decisions are then ratified by the Executive Committee.

In setting objectives and in planning the activities of the society, the Trustees have given careful consideration to the Charities Commission's general guidance on public benefit.

The following Trustees have held office since 1 January 2016:

E A Udall
R J Figgins
A-M Wilkinson
Mr D Brown
Mrs J J McGowan
Mrs P A Spencer
Mr J D Brooking
Mr P G B Welch
Mr R Barber
Miss J Wragg
Mr B Brock (resigned September 2016)
Mrs S A R Creed-Castle
Mr J Tanner
Mrs J M Sharp (appointed January 2017)

ACHIEVEMENTS AND PERFORMANCE OF THE SOCIETY AND FUTURE PLANS

The Society relies on volunteers from among its members. Volunteers are involved in organising the Society's eight regional groups, each of which hold monthly meetings which are also open to non-members. Other volunteers staff the Family History Centre in Sherborne, dealing with queries (from Society members and members of the public), creating and publishing indices and other tasks. Volunteers also attend various family history related fairs and similar occasions.

Educational sessions in collaboration with local libraries have proved very successful, with extra sessions being arranged on several occasions.

The Somerset and Dorset Family History Society

TRUSTEES REPORT

Since the move to the new Research Centre in 2006, the Society has continued to enhance its operations and facilities to allow greater access to both members and the general public and enables many people to further their use of computers. The Society continues to organise educational classes, lectures and workshops for both members and the general public. These lectures and workshops have been conducted by Society volunteers and by external organisations.

The Society continues to publish its quarterly journal "The Greenwood Tree". The Society's website is updated regularly and use of the Members Forum continues to increase, giving the opportunity to discuss research and ask for or offer help. An online shop initiated during 2015 has continued to prove to be very popular with members, increasing publications' sales and giving more options for the payment of subscriptions. Members can also book for Sherborne events, make donations and pay Research Fees securely through the shop. The Society continues to increase its use of social media with the WordPress blog and the Facebook Group, in particular, proving to be both popular and helpful to those undertaking their own family history research.

FINANCIAL REVIEW INVESTMENT POLICY AND RESERVES

Income for the year amounted to £51,504 (2015 - £64,133) of which £33,876 (2015 - £40,484) came from subscriptions and £11,076 (2015 - £15,505) from services offered by the society. The charity incurred total expenditure of £49,571 (2015 - £55,721) giving a net increase in funds of £1,933 (2015 - £8,412).

A revaluation of the library was undertaken in 2014 to establish the veracity of the value of its contents as shown in the accounts in 2015 (and previous years). Using statistical sampling and validation, an internal valuation was undertaken in December 2014, which revealed that the contents were worth approximately £54k. After due deliberation the Executive Committee decided to restrict the increase in value of the library stock to £6500 in the Accounts, thus showing the asset as half its apparent value. There was no impairment to this valuation in 2016.

The Trustees have the power to invest the money of the charity not immediately required for its purposes in such investments or property as they think fit. Currently cash reserves are required to meet the day to day needs of the charity and therefore any cash not required for immediate use is held in Charity fund deposit accounts, which give immediate access to these funds.

The trustees aim to hold sufficient reserves to meet six months operating activity of the charity. As at 31 December 2016 balances held at the bank and on deposit totalled £55,682 of which £9,657 is restricted or has currently been designated for non general purposes. The society therefore holds £46,025 in general funds, which covers eleven months operating activities at current levels; this is an improvement from the eight months at the end of 2015. The trustees are actively considering how they can increase liquid funds.

In 2014, the Trustees voted to utilise some of the Designated Funds for the purchase of new computers, and the further development of the Society's Website. To this end, in 2015, £5,591 from the David Chant bequest expended on computers and £905 from the Gillian Kerr bequest on website development. A further £404 was spent on computer upgrades in 2016.

The Trustees have continued to implement the strict budgetary controls adopted in 2014 and this, together with the continuing education courses and talks in Sherborne, have enabled the Society to generate a further surplus this year.

E A Udall

Trustee

Date: 19 May 2017

The Somerset and Dorset Family History Society

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's state of affairs at the end of the financial year and of its income and expenditure for that year.

In preparing those financial statements, the trustees are required to:

- a) Select suitable accounting policies and then apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, Accounting regulations and SORP. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SOMERSET AND DORSET FAMILY HISTORY SOCIETY

I report on the accounts of the Society for the year ended 31 December 2016, which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) 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 the 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 you as 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:

- 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 Act

have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

MALVERN CARVELL
21 Higher Kingston
Yeovil
Somerset
BA21 4AS

Date: 19 May 2017

The Somerset and Dorset Family History Society

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2016

	Notes	Unrestricted General Funds	Restricted and designated Funds	Total 2016	Total 2015
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Subscriptions		29,056	-	29,056	33,084
GiftAid on subscriptions		4,820	-	4,820	7,400
Society services		11,076	-	11,076	15,505
Legacies and donations		-	-	-	-
Miscellaneous services		2,128	-	2,128	3,046
Investment income		214	-	214	123
Books and publications		4,210	-	4,210	4,975
Transfer to income		-	-	-	-
TOTAL INCOMING RESOURCES		51,504	-	51,504	64,133
RESOURCES EXPENDED					
Charitable expenditure					
Greenwood Tree costs	3	11,976	-	11,976	13,495
Books and publications	3	1,008	-	1,008	1,503
Society services and projects	3	1,047	-	1,047	2,143
Group funding	3	856	-	856	1,400
Administrative expenses and depreciation (including Governance costs)	3	34,280	404	34,684	37,180
TOTAL RESOURCES EXPENDED		49,167	404	49,571	55,721
NET MOVEMENT IN FUNDS		2,337	(404)	1,933	8,412
Fund balances at 1 January 2016		60,321	10,061	70,382	61,970
FUND BALANCES AT 31 DECEMBER 2016		62,658	9,657	72,315	70,382

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

All gains and losses have been dealt with in the above statement.

The notes on pages 9 to 14 form part of these accounts.

The Somerset and Dorset Family History Society

ACCOUNTING POLICIES

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

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The following accounting policies have been applied consistently in dealing with items which are considered material to the financial statements.

INCOME RECOGNITION

Income is recognised in the period in which it falls due. Subscriptions are accounted for in the period they are due.

TANGIBLE FIXED ASSETS

Fixed assets are stated at historical cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write each asset down to its estimated residual value over its expected useful life, as follows:-

Plant and equipment	25% reducing balance
Computer equipment	20% per annum

Microfiche for society services and projects is written off in the year of acquisition.

STOCKS AND WORK IN PROGRESS

Stocks of books are valued on a conservative basis. This prudent approach is necessary because of the specialised nature of the publication and the uncertainty of the future demand. Income from the sale of books is recognised as it is received.

UNRESTRICTED FUNDS

All the funds of the charity are unrestricted but they are allocated to the following funds:

General fund

The use of this fund has not been restricted to any particular purpose by the donors or their representatives.

Support costs have been differentiated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory examiner's and legal fees together with an apportionment of overhead and support costs relating to trustee Board and sub Committee meetings.

Designated funds

Designated funds are those which have been allocated by the charity for a particular purpose. The funds have been set up to provide charitable giving agreed by the Board of Trustees to be donated at a future date.

RESTRICTED FUNDS

Restricted funds are those which are required to be used for specific purposes as set out by the donors. These funds are not available for the general use of the charity.

OPERATING LEASES

Annual rentals under operating leases are charged to profit and loss on a straight line basis over the lease term.

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2016

1	NET INCOME FOR THE YEAR	2016	2015
		£	£
	Net income is stated after charging:		
	Independent Examiner's remuneration – examination	300	300
	Independent Examiner's remuneration – other services	350	300
	Depreciation and amounts written off fixed assets	1,688	2,340
		<u> </u>	<u> </u>
2	TAXATION	2016	2015
		£	£
	Tax recoverable at 31 December on Gift Aid	4,820	7,400
		<u> </u>	<u> </u>
3	CHARITABLE EXPENDITURE	2016	2015
		£	£
	<i>General fund</i>		
	Greenwood Tree	11,076	13,495
	Books and publications	1,008	1,503
	Society services	1,047	2,143
	Group funds	856	1,400
	Postage and telephone	1,563	1,677
	Stationery, printing and computer supplies	869	828
	Equipment hire	1,092	2,539
	Equipment repairs	-	329
	Travel expenses and vehicle hire	406	393
	Insurance	940	912
	Subscriptions and website management	1,444	1,305
	Accountancy and legal costs	350	300
	Credit card charges	392	452
	Sherborne Headquarters	24,867	24,195
	Depreciation and amounts written off	1,688	2,340
		<u> </u>	<u> </u>
		47,598	53,811
		<u> </u>	<u> </u>
	<i>Restricted and designated funds</i>		
	Website upgrade costs	-	905
	Computer upgrade costs	404	
		<u> </u>	<u> </u>
		404	905
		<u> </u>	<u> </u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2016

4	GOVERNANCE COSTS		2016	2015			
				£			
	<i>General fund</i>						
	Independent examiner's costs		300	300			
	Conference, AGM and room hire		370	705			
			<u>670</u>	<u>1,005</u>			
	<i>Restricted and designated funds</i>		<u>-</u>	<u>-</u>			
			<u>-</u>	<u>-</u>			
5	TANGIBLE FIXED ASSETS						
		Books and journals £	Office equipment £	Fixtures & fittings £	Computers & printers £	Other equipment £	Total £
	COST OR VALUATION:						
	1 January 2016	27,000	3,752	8,298	22,137	4,925	66,112
	Additions	-	-	-	180	-	180
		<u>27,000</u>	<u>3,752</u>	<u>8,298</u>	<u>22,317</u>	<u>4,925</u>	<u>66,292</u>
	31 December 2016	<u>27,000</u>	<u>3,752</u>	<u>8,298</u>	<u>22,317</u>	<u>4,925</u>	<u>66,292</u>
	DEPRECIATION:						
	1 January 2016	-	3,535	7,639	16,767	4,862	32,803
	Charge in the year	-	54	164	1,438	32	1,688
		<u>-</u>	<u>3,589</u>	<u>7,803</u>	<u>18,205</u>	<u>4,894</u>	<u>34,491</u>
	31 December 2016	<u>-</u>	<u>3,589</u>	<u>7,803</u>	<u>18,205</u>	<u>4,894</u>	<u>34,491</u>
	NET BOOK VALUE:						
	31 December 2016	<u>27,000</u>	<u>163</u>	<u>495</u>	<u>4,112</u>	<u>31</u>	<u>31,801</u>
	31 December 2015	<u>27,000</u>	<u>217</u>	<u>659</u>	<u>5,370</u>	<u>63</u>	<u>33,309</u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2016

6	STOCKS AND WORK IN PROGRESS	2016 £	2015 £
	Books	4,000	4,000
	Publications	5,000	5,000
		<hr/>	<hr/>
		9,000	9,000
		<hr/> <hr/>	<hr/> <hr/>
7	DEBTORS	2016 £	2015 £
	Due within one year:		
	Sundry debtors	4,822	7,400
	Prepayments	2,775	3,340
		<hr/>	<hr/>
		7,597	10,740
		<hr/> <hr/>	<hr/> <hr/>
8	CREDITORS: Amounts falling due within one year	2016 £	2015 £
	Deferred income	31,279	30,008
	Sundry creditors	486	1,275
		<hr/>	<hr/>
		31,765	31,283
		<hr/> <hr/>	<hr/> <hr/>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2016

9 DESIGNATED AND RESTRICTED FUNDS

Designated funds

The charity holds the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	<i>1 January 2016</i>	<i>Utilised /Realised</i>	<i>Transfers between funds</i>	<i>31 December 2016</i>
David Chant bequest	3,538	(404)	-	3,134
Gillian Kerr bequest	4,302	-	-	4,302
Deidre Powell bequest	1,003	-	-	1,003
Diana Bradley bequest	1,000	-	-	1,000
	<u>9,843</u>	<u>(404)</u>	<u>-</u>	<u>9,439</u>

The bequests reflect legacies received in 2009, 2010 and 2011, which have been allocated to designated reserves pending a decision on what projects these monies are to be put towards. In 2010 it was agreed by the Trustees that part of the Gillian Kerr bequest should be used to carry out upgrades of the Society's website and £nil was utilised for this purpose in 2016 (2015 - £905). In 2015 the Trustees agreed that the David Chant bequest would be used to purchase new computers and equipment was purchased in 2016 totalling £404 (2015 £5,591).

Restricted funds

The charity holds the following restricted funds which have been restricted to a specific use by the donor.

	<i>1 January 2016</i>	<i>New designations</i>	<i>Utilised /Realised</i>	<i>31 December 2016</i>
Bill Ridout Archive	218	-	-	218
	<u>218</u>	<u>-</u>	<u>-</u>	<u>218</u>

The purpose of the fund is to enable the charity to defray costs and expenses that are incurred in insuring access to both the paper archive and the computer archive formed by Bill Ridout both in preserving the archive and making it as widely available as practicable to the public at large.

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<i>Fixed Assets £</i>	<i>Net current Assets £</i>	<i>Total 2016 £</i>	<i>Total 2015 £</i>
Unrestricted general fund	31,801	30,857	62,658	60,321
Designated funds	-	9,439	9,439	9,843
Restricted fund	-	218	218	218
	<u>31,801</u>	<u>40,514</u>	<u>72,315</u>	<u>70,382</u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2016

11 VOLUNTARY HELP

The charity is dependent upon the Trustees who administer the day to day running of the charity. For the purposes of these accounts no value has been attached to this or to any donations in kind.

During the year the trustees received no remuneration from the charity other than the reimbursement of incidental out of pocket expenses (2015 - £nil)

12	COMMITMENTS UNDER OPERATING LEASES	2016 £	2015 £
	During the year the charity incurred the following costs under operating leases		
	Land & buildings		
	Expiring within one year	-	-
	Expiring in the second to fifth year	16,800	16,800
	Other operating leases		
	Expiring in the second to fifth year	-	2,539
		<u>16,800</u>	<u>19,339</u>