

# The Somerset and Dorset Family History Society

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended  
31 December 2017

**The Somerset and Dorset Family History Society**  
**INDEX TO THE ANNUAL REPORT AND FINANCIAL STATEMENTS**  
For the year ended 31 December 2017

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	Page in report
Legal and administrative details	1
Objects of the society	2
Report of the Trustees	3-5
Statement of Trustees' responsibilities	6
Report of the Independent examiner	7
Statement of financial activities	8
Balance sheet	9
Accounting policies	10
Notes to the financial statements	11-15

# The Somerset and Dorset Family History Society

## LEGAL AND ADMINISTRATIVE DETAILS

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### 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  
Mrs S A R Creed-Castle  
Mr J Tanner  
Mrs J M Sharp  
Mr P D Radford

### SOCIETY OFFICE

Broadway House  
Peter Street  
Yeovil  
BA20 1PN

### 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

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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

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The trustees submit their report and the financial statements of the Somerset and Dorset Family History Society for the year ended 31 December 2017.

### 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 2017:

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  
Mrs S A R Creed-Castle  
Mr J Tanner  
Mrs J M Sharp  
Mr P D Radford

### 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 Yeovil, 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

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Throughout 2017, the Society continued its operations in Sherborne but for financial reasons it was decided that a new venue was required. The move to Yeovil was completed in December. The majority of volunteers continue to attend the new location and facilities for research are unaffected. The Society continues to organise educational classes, lectures and workshops for both members and the general public. These take place both in the new family History Centre in Yeovil and also at venues in Sherborne.

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 2016 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 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 £97,525 (2016 - £51,504) of which £31,469 (2016 - £33,876) came from subscriptions and £62,098 (2016 - £11,076) from services offered by the society. Of this amount £48,925 arose as the result of a one-off sale of datasets. The Trustees agreed to designate £42,000 to a designated contingency fund. In addition the society also received a donation of £10,000 to help facilitate the move of its Headquarters and Research Centre. The charity incurred total expenditure of £59,379 (2016 - £49,571) giving a net increase in funds of £48,146 (2016 - £1,933).

A revaluation of the library was undertaken in 2014 to establish the veracity of the value of its contents as shown in the accounts. 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 £6,500 in the Accounts, thus showing the asset as half its apparent value. A review was carried out as at 31 December 2017 at the time of the move to Yeovil and it was decided that an impairment to this valuation in 2017 of £3,000 should be made. The library is therefore currently valued at £24,000.

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 2017 balances held at the bank and on deposit totalled £100,826 of which £54,737 is restricted or has currently been designated for non general purposes. The society therefore holds £46,089 in general funds, which covers ten months operating activities at current levels.

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. No further expenditure was incurred in 2017.

# The Somerset and Dorset Family History Society

## TRUSTEES REPORT

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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: 4 May 2018

# The Somerset and Dorset Family History Society

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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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 2017, which are set out on pages 8 to 15.

### **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: 4 May 2018

# The Somerset and Dorset Family History Society

## STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2017

	Notes	Unrestricted General Funds	Restricted and designated Funds	Total 2017	Total 2016
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Subscriptions		28,670	-	28,670	29,056
GiftAid on subscriptions		2,799	-	2,799	4,820
Society services		62,098	-	62,098	11,076
Legacies and donations		-	10,000	10,000	-
Miscellaneous services		1,848	-	1,848	2,128
Investment income		135	-	135	214
Books and publications		1,975	-	1,975	4,210
Transfer to income		-	-	-	-
<b>TOTAL INCOMING RESOURCES</b>		<b>97,525</b>	<b>10,000</b>	<b>107,525</b>	<b>51,504</b>
<b>RESOURCES EXPENDED</b>					
Charitable expenditure					
Greenwood Tree costs	3	11,444	-	11,444	11,976
Books and publications	3	1,213	-	1,213	1,008
Society services and projects	3	976	-	976	1,047
Group funding	3	1,000	-	1,000	856
Administrative expenses and depreciation (including Governance costs)	3	37,826	6,920	44,746	34,684
<b>TOTAL RESOURCES EXPENDED</b>		<b>52,459</b>	<b>6,920</b>	<b>59,379</b>	<b>49,571</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>45,066</b>	<b>3,080</b>	<b>48,146</b>	<b>1,933</b>
Transfer between funds		(42,000)	42,000	-	-
Fund balances at 1 January 2017		62,658	9,657	72,315	70,382
<b>FUND BALANCES AT 31 DECEMBER 2017</b>		<b>65,724</b>	<b>54,737</b>	<b>120,461</b>	<b>72,315</b>

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 10 to 15 form part of these accounts.



# The Somerset and Dorset Family History Society

## ACCOUNTING POLICIES

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### 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 2016) - (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 2017

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1	NET INCOME FOR THE YEAR	2017	2016
		£	£
	Net income is stated after charging:		
	Independent Examiner's remuneration – examination	325	300
	Independent Examiner's remuneration – other services	300	350
	Depreciation and amounts written off fixed assets	1,841	1,688
	Impairment of Library assets	3,000	-
		<u>          </u>	<u>          </u>
2	TAXATION	2017	2016
		£	£
	Tax recoverable at 31 December on Gift Aid	2,799	4,820
		<u>          </u>	<u>          </u>
3	CHARITABLE EXPENDITURE	2017	2016
		£	£
	<i>General fund</i>		
	Greenwood Tree	11,444	11,076
	Books and publications	1,213	1,008
	Society services	976	1,047
	Group funds	1,000	856
	Postage and telephone	1,691	1,563
	Stationery, printing and computer supplies	748	869
	Equipment hire	-	1,092
	Equipment repairs	-	-
	Travel expenses and vehicle hire	320	406
	Insurance	654	940
	Subscriptions and website management	1,388	1,444
	Accountancy and legal costs	325	350
	Credit card charges	685	392
	Sherborne Headquarters	26,003	24,867
	Depreciation and amounts written off	1,841	1,688
	Impairment of library collection	3,000	-
		<u>51,288</u>	<u>47,598</u>
	<i>Restricted and designated funds</i>		
	Yeovil relocation costs (see note 9)	6,920	-
	Computer upgrade costs	-	404
		<u>6,920</u>	<u>404</u>

# The Somerset and Dorset Family History Society

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017

4	GOVERNANCE COSTS		2017		2016		
					£		
	<i>General fund</i>						
	Independent examiner's costs		350		300		
	Conference, AGM and room hire		821		370		
			<u>1,171</u>		<u>670</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 2017	27,000	3,752	8,298	22,317	4,925	66,292
	Additions	-	-	-	358	-	358
	Disposals		(2,411)	(1,501)	(10,437)	(232)	(14,581)
		<u>27,000</u>	<u>1,341</u>	<u>6,797</u>	<u>12,238</u>	<u>4,693</u>	<u>52,069</u>
	31 December 2017	27,000	1,341	6,797	12,238	4,693	52,069
		<u>27,000</u>	<u>1,341</u>	<u>6,797</u>	<u>12,238</u>	<u>4,693</u>	<u>52,069</u>
	DEPRECIATION:						
	1 January 2017	-	3,589	7,803	18,205	4,894	34,491
	Charge in the year	-	40	179	1,434	8	1,661
	Impairments in year	3,000	-	-	-	-	3,000
	Eliminated on disposals		(2,357)	(1,463)	(10,349)	(232)	(14,401)
		<u>3,000</u>	<u>1,272</u>	<u>6,519</u>	<u>9,290</u>	<u>4,670</u>	<u>24,751</u>
	31 December 2017	3,000	1,272	6,519	9,290	4,670	24,751
		<u>3,000</u>	<u>1,272</u>	<u>6,519</u>	<u>9,290</u>	<u>4,670</u>	<u>24,751</u>
	NET BOOK VALUE:						
	31 December 2017	24,000	69	278	2,948	23	27,318
		<u>24,000</u>	<u>69</u>	<u>278</u>	<u>2,948</u>	<u>23</u>	<u>27,318</u>
	31 December 2016	27,000	163	495	4,112	31	31,801
		<u>27,000</u>	<u>163</u>	<u>495</u>	<u>4,112</u>	<u>31</u>	<u>31,801</u>

# The Somerset and Dorset Family History Society

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017

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6	STOCKS AND WORK IN PROGRESS	2017 £	2016 £
	Books	4,000	4,000
	Publications	5,000	5,000
		<hr/>	<hr/>
		9,000	9,000
		<hr/> <hr/>	<hr/> <hr/>
7	DEBTORS	2017 £	2016 £
	Due within one year:		
	Sundry debtors	2,799	4,822
	Prepayments	2,473	2,775
		<hr/>	<hr/>
		5,282	7,597
		<hr/> <hr/>	<hr/> <hr/>
8	CREDITORS: Amounts falling due within one year	2017 £	2016 £
	Deferred income	21,433	31,279
	Sundry creditors	532	486
		<hr/>	<hr/>
		21,965	31,765
		<hr/> <hr/>	<hr/> <hr/>

# The Somerset and Dorset Family History Society

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017

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### 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 2017</i>	<i>Utilised /Realised</i>	<i>Transfers between funds</i>	<i>31 December 2017</i>
David Chant bequest	3,134	-	-	3,134
Gillian Kerr bequest	4,302	-	-	4,302
Deidre Powell bequest	1,003	-	-	1,003
Diana Bradley bequest	1,000	-	-	1,000
Contingency fund	-	-	42,000	42,000
	<u>9,439</u>	<u>-</u>	<u>42,000</u>	<u>51,439</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. £nil was utilised for this purpose in 2017 (2016 - £905). In 2016 the Trustees agreed that the David Chant bequest would be used to purchase new computers and equipment was purchased in 2017 totalling £nil (2016 £404).

During the year the society received £56,973 from online services. £48,925 of this was a one-off payment in respect of sales of databases and online collections. The trustees have decided to transfer £42,000 to a designated contingency fund. These funds are held on the COIF deposit account.

#### *Restricted funds*

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

	<i>1 January 2017</i>	<i>Income</i>	<i>Utilised /Realised</i>	<i>31 December 2017</i>
Bill Ridout Archive	218	-	-	218
Yeovil Fund	-	10,000	(6,920)	3,080
	<u>218</u>	<u>10,000</u>	<u>(6,920)</u>	<u>3,298</u>

#### Bill Ridout Archive

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.

#### Yeovil Fund

During the year the Society moved its Headquarters and Research Centre from Sherborne to Yeovil. A donation of £10,000 was received from an individual to help meet the costs of relocation. The costs incurred during the year totalled £6,920 leaving a balance of £3,080. The donor has requested that any unspent balance be used to make future additions to the library.



# The Somerset and Dorset Family History Society

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017

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### 10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<i>Fixed Assets</i> £	<i>Net current Assets</i> £	<i>Total 2017</i> £	<i>Total 2016</i> £
Unrestricted general fund	27,318	38,406	65,724	62,658
Designated funds	-	51,439	51,439	9,439
Restricted funds	-	3,298	3,298	218
	<u>27,318</u>	<u>93,143</u>	<u>120,461</u>	<u>72,315</u>

### 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 (2016 - £nil)

12 COMMITMENTS UNDER OPERATING LEASES	2017 £	2016 £
During the year the charity incurred the following costs under operating leases		
Land & buildings		
Expiring within one year	16,800	-
Expiring in the second to fifth year		16,800
Other operating leases		
Expiring in the second to fifth year	-	-
	<u>16,800</u>	<u>16,800</u>

A new lease was taken out in December 2017 at an annual rent of £8,500. This lease is for six years with a review after three years.