



# The Somerset & Dorset Family History Society

Registered Charity No.1010351

## ANNUAL GENERAL MEETING

The 2018 Annual General Meeting of the Somerset & Dorset Family History Society will be held at 3.45pm on Saturday 22nd September 2018 at Queen Elizabeth's School, Blandford Road, Wimborne Minster, Dorset BH21 4DT. (Directions can be downloaded from the Society's website: [www.sdfhs.org](http://www.sdfhs.org))

### AGENDA

1. President's Welcome
2. Apologies for absence
3. Minutes of the 42nd AGM held on 23rd September 2017 at Cheddon Fitzpaine  
(the Minutes can be downloaded from the Society's website)
4. Matters Arising
5. Chairman's Report
6. Treasurer's Report
7. Appointment of Examiners
8. Election of Officers and Executive Committee
9. Nominations (if required) for Vice Presidents and Life Members
10. Closure of Business

### Trustees' Annual Report

The statements below are extracts from the draft full financial statements of the Society which will be available at the AGM and on request to the Secretary, or from the Society's website ([www.sdfhs.org](http://www.sdfhs.org)).

The Trustees submit their report and the financial statements of the Somerset & 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 of the full draft financial statements. The objects of the Charity are as detailed on page 2 of the full draft financial statements. 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:

Mr E A Udall	Mr P G B Welch
Mrs R J Figgins	Mr R Barber
Mrs A-M Wilkinson	Miss J Wragg
Mr D Brown	Mrs S A R Creed-Castle
Mrs J J McGowan	Mr J Tanner
Mrs P A Spencer	Mrs J M Sharp
Mr J D Brooking	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.

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 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

## 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 of the full draft financial statement form part of these accounts.

## BALANCE SHEET

31 December 2017

	<i>Notes</i>	Unrestricted General Funds £	Restricted and designated Funds £	Total 2017 £	Total 2016 £
<b>FIXED ASSETS</b>					
Tangible assets	5	27,318	-	27,318	31,801
		<hr/>	<hr/>	<hr/>	<hr/>
<b>CURRENT ASSETS</b>					
Stocks	6	9,000	-	9,000	9,000
Debtors	7	5,282	-	5,282	7,597
Cash at bank and in hand		46,089	54,737	100,826	55,682
		<hr/>	<hr/>	<hr/>	<hr/>
		60,371	54,737	115,108	72,279
		<hr/>	<hr/>	<hr/>	<hr/>
<b>CREDITORS: Amounts falling due within one year</b>	8	21,965	-	21,965	31,765
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		38,406	54,737	93,143	40,514
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		65,724	54,737	120,461	72,315
		<hr/>	<hr/>	<hr/>	<hr/>
		=====	=====	=====	=====
<b>ACCUMULATED FUNDS</b>					
General funds		65,724	-	65,724	62,658
Designated funds	9	-	51,439	51,439	9,439
Restricted fund		-	3,298	3,298	218
		<hr/>	<hr/>	<hr/>	<hr/>
	10	65,724	54,737	120,461	72,315
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The financial statements were approved by the Trustees for issue on 4 May 2018 and signed on their behalf by:

E A Udall                      Trustee

R J Figgins                     Trustee

The notes on pages 10 to 15 of the full draft financial statement form part of these accounts.