

The Somerset and Dorset Family History Society

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended
31 December 2019

The Somerset and Dorset Family History Society
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For the year ended 31 December 2019

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The Somerset and Dorset Family History Society

LEGAL AND ADMINISTRATIVE DETAILS

TRUSTEES

Mr E A Udall
Mrs A-M Wilkinson
Mrs R M Pettet
Mr D Brown
Mrs J J McGowan
Mr J D Brooking
Mr P G B Welch
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
Yeovil
Somerset
BA21 4AS

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 ANNUAL REPORT

The trustees submit their report and the financial statements of the Somerset and Dorset Family History Society for the year ended 31 December 2019.

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 2019:

Mr E A Udall
Mrs A-M Wilkinson
Mrs R M Pettet
Mr D Brown
Mrs J J McGowan
Mr J D Brooking
Mr P G B Welch
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 has no paid employees and is run entirely by volunteers from among its members. At our Family History Centre in Yeovil, volunteers carry out research for, and answer enquiries from, both Society members and members of the public. They also create and publish indices and carry out other tasks. Volunteers represent the Society at local and national family history fairs and similar events, and during 2019 a two-week window-display at Yeovil Library helped to increase awareness of the Society locally. Volunteers also run, and organise events for, the Society's eight regional groups in Somerset and Dorset. Each Group holds monthly meetings, usually with a guest speaker, that are also open to both members and non-members.

We work closely with Yeovil Library, the Community Heritage Access Centre and the South Somerset D.C. 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 ANNUAL REPORT

Since moving the Research Centre to Yeovil at the end of 2017, the Society has benefitted from improved visibility and this has been borne out by the increased number of visitors. As a consequence, the Centre has increased its opening hours. Volunteer numbers at the new Centre have increased and facilities for research have been improved by the acquisition of extra computers. The Society continues to organise educational classes, lectures and workshops for both members and the general public. During 2019 these took 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". Towards the end of 2019 the decision was taken to update the appearance of the Society's website, and to move it to a more secure server. The Members' Forum has been replaced by a dedicated 'Members Area' and the WordPress blog has now been integrated into the main website. 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 maintains its use of social media with a Twitter account, a Facebook Page and a very active Facebook Group.

Volunteers continue to work on Projects that will be useful to researchers. In a joint project with Sherborne Museum, which owns historic Rate Books for Sherborne, a team of Museum/SDFHS volunteers has been transcribing the records and the data is now almost ready to be imported in to a database, which will become a useful resource for anyone researching ancestors in Sherborne. The Photographic Database is growing rapidly with its collection of images of people and places associated with both Counties.

FINANCIAL REVIEW INVESTMENT POLICY AND RESERVES

Income for the year amounted to £47,866 (2018 - £47,911) of which £32,307 (2018 - £32,752) came from subscriptions and £10,206 (2018 - £10,042) from services offered by the society. In 2017, the society received a donation of £10,000 to help facilitate the move of its Headquarters and Research Centre. Of this £6,920 was spent in 2017, a further £1,359 in 2018 and £872 in 2019, and a further £700 was transferred to the general fund for library purposes, leaving an unspent balance as at 31 December 2019 at £149. The charity incurred total expenditure of £37,433 (2018 - £37,325) giving a net increase in funds of £10,433 (2018 - £10,586).

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 2018 at the time of the move to Yeovil and it was decided that an impairment to this valuation in 2018 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 2019 balances held at the bank and on deposit totalled £126,733 of which £51,806 is restricted or has currently been designated for non-general purposes, including a contingency fund of £42,000. The society therefore holds £74,907 in general funds, which covers in excess of one year's operating activities at current levels.

The Somerset and Dorset Family History Society

TRUSTEES ANNUAL REPORT

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 2019.

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: 31 July 2020

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 2019, 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: 31 July 2020

The Somerset and Dorset Family History Society

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2019

	Notes	Unrestricted General Funds	Restricted and designated Funds	Total 2019	Total 2018
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Subscriptions		27,442	-	27,442	28,211
GiftAid on subscriptions		4,865	-	4,865	4,541
Society services		10,206	-	10,206	10,042
Legacies and donations		-	-	-	-
Miscellaneous services		1,122	-	1,122	1,456
Investment income		596	-	596	352
Books and publications		3,635	-	3,635	3,309
Transfer to income		-	-	-	-
TOTAL INCOMING RESOURCES		47,866	-	47,866	47,911
RESOURCES EXPENDED					
Charitable expenditure					
Greenwood Tree costs	3	13,420	-	13,420	12,436
Books and publications	3	1,587	-	1,587	1,803
Society services and projects	3	1,262	-	1,262	1,031
Group funding	3	600	-	600	400
Administrative expenses and depreciation (including Governance costs)	3	19,692	872	20,564	21,655
TOTAL RESOURCES EXPENDED		36,561	872	37,433	37,325
NET MOVEMENT IN FUNDS		11,305	(872)	10,433	10,586
Transfer between funds		700	(700)	-	-
Fund balances at 1 January 2019		77,669	53,378	131,047	120,461
FUND BALANCES AT 31 DECEMBER 2019		89,674	51,806	141,480	131,047

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

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 2019

1	NET INCOME FOR THE YEAR	2019	2018
		£	£
	Net income is stated after charging:		
	Independent Examiner's remuneration – examination	350	350
	Independent Examiner's remuneration – other services	375	375
	Depreciation and amounts written off fixed assets	1,650	1,457
	Impairment of Library assets	-	-
		<u> </u>	<u> </u>
2	TAXATION	2019	2018
		£	£
	Tax recoverable at 31 December on Gift Aid	4,541	4,541
		<u> </u>	<u> </u>
3	CHARITABLE EXPENDITURE	2019	2018
		£	£
	<i>General fund</i>		
	Greenwood Tree	13,420	12,436
	Books and publications	1,587	1,803
	Society services	1,262	1,031
	Group funds	600	400
	Postage and telephone	1,464	818
	Stationery, printing and computer supplies	1,848	2,325
	Travel expenses and vehicle hire	274	445
	Insurance	529	680
	Subscriptions and website management	888	1,543
	Accountancy and legal costs	375	375
	Credit card charges	350	665
	Yeovil Headquarters	11,526	10,870
	Depreciation and amounts written off	1,650	1,457
	Impairment of library collection	-	-
		<u> </u>	<u> </u>
		35,773	34,848
		<u> </u>	<u> </u>
	<i>Restricted and designated funds</i>		
	Yeovil relocation costs (see note 9)	872	1,359
	Computer upgrade costs	-	-
		<u> </u>	<u> </u>
		872	1,359
		<u> </u>	<u> </u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

4	GOVERNANCE COSTS		2019		2018		
					£		
	<i>General fund</i>						
	Independent examiner's costs		350		350		
	Conference, AGM and room hire		436		770		
			<u>786</u>		<u>1,120</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 2019	27,000	1,341	6,797	12,238	4,693	52,069
	Additions	-	401	-	700	-	1,101
		<u>27,000</u>	<u>1,742</u>	<u>6,797</u>	<u>12,938</u>	<u>4,693</u>	<u>53,170</u>
	31 December 2019	<u>27,000</u>	<u>1,742</u>	<u>6,797</u>	<u>12,938</u>	<u>4,693</u>	<u>53,170</u>
	DEPRECIATION:						
	1 January 2019	3,000	1,341	6,589	10,602	4,676	26,208
	Charge in the year	-	81	69	1,483	17	1,650
		<u>3,000</u>	<u>1,422</u>	<u>6,658</u>	<u>12,085</u>	<u>4,693</u>	<u>27,858</u>
	31 December 2019	<u>3,000</u>	<u>1,422</u>	<u>6,658</u>	<u>12,085</u>	<u>4,693</u>	<u>27,858</u>
	NET BOOK VALUE:						
	31 December 2019	<u>24,000</u>	<u>320</u>	<u>139</u>	<u>853</u>	<u>-</u>	<u>25,312</u>
	31 December 2018	<u>24,000</u>	<u>-</u>	<u>208</u>	<u>1,636</u>	<u>17</u>	<u>25,861</u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

6	STOCKS AND WORK IN PROGRESS	2019 £	2018 £
	Books	4,000	4,000
	Publications	5,000	5,000
		<hr/>	<hr/>
		9,000	9,000
		<hr/> <hr/>	<hr/> <hr/>
7	DEBTORS	2019 £	2018 £
	Due within one year:		
	Sundry debtors	4,864	4,541
	Prepayments	2,172	2,327
		<hr/>	<hr/>
		7,036	6,868
		<hr/> <hr/>	<hr/> <hr/>
8	CREDITORS: Amounts falling due within one year	2019 £	2018 £
	Deferred income	25,923	21,647
	Sundry creditors	678	3,521
		<hr/>	<hr/>
		26,601	25,168
		<hr/> <hr/>	<hr/> <hr/>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

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 2019</i>	<i>Utilised /Realised</i>	<i>Transfers between funds</i>	<i>31 December 2019</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>51,439</u>	<u>-</u>	<u>-</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 2018 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 transferred £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 2019</i>	<i>Utilised /Realised</i>	<i>Transfers between funds</i>	<i>31 December 2019</i>
Bill Ridout Archive	218	-	-	218
Yeovil Fund	1,721	(872)	(700)	149
	<u>1,939</u>	<u>(872)</u>	<u>(700)</u>	<u>367</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

At the end of 2017 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 £872 (2018: £1,359) and a further £700 was transferred to general funds leaving a balance of £149. 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 2019

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<i>Fixed Assets</i> £	<i>Net current Assets</i> £	<i>Total 2019</i> £	<i>Total 2018</i> £
Unrestricted general fund	25,312	64,362	89,674	77,669
Designated funds	-	51,439	51,439	51,439
Restricted funds	-	367	367	1,939
	<u>25,312</u>	<u>116,168</u>	<u>141,480</u>	<u>131,047</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 (2018 - £nil)

12 COMMITMENTS UNDER OPERATING LEASES

	2019 £	2018 £
During the year the charity incurred the following costs under operating leases		
Land & buildings		
Expiring in the second to fifth year	<u>8,500</u>	<u>8,500</u>

A new lease was taken out in December 2018 at an annual rent of £8,500. This lease is for six years with a review after three years.