

The Somerset and Dorset Family History Society

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended
31 December 2020

The Somerset and Dorset Family History Society
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For the year ended 31 December 2020

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The Somerset and Dorset Family History Society

LEGAL AND ADMINISTRATIVE DETAILS

TRUSTEES

Mr E A Udall
Mrs R M Pettet
Mr D Brown
Mrs J J McGowan
Mr J D Brooking
Mr P G B Welch
Mrs S C Wilson
Mrs C Hawkins
Mr J Tanner
Mrs J M Sharp
Mr P D Radford
Mr C A Hall
Mr J Damon

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 2020.

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 2020:

Mr E A Udall
Mrs R M Pettet
Mr D Brown
Mrs J J McGowan
Mr J D Brooking
Mr P G B Welch
Mrs S C Wilson
Mrs C Hawkins
Mr J Tanner
Mrs J M Sharp
Mr P D Radford
Mr C A Hall
Mr J Damon
Mr J H Laflin

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. The outbreak of the Covid-19 pandemic necessitated the closure of the Society's Research Centre from mid-March 2020. Following Government guidelines and an in-house risk assessment limited numbers of volunteers continued to carry out essential maintenance, look after the Bookshop, Mail, Membership, Library and Archives. Research enquiries were answered by volunteers by e-mail and post, only visiting the Centre where this could not be done from home. Meetings of the Society's Trustees continued to be held using internet connection so that essential business continued to be conducted. The monthly meetings of the Society's eight regional groups were suspended except during the temporary lifting of lockdown restrictions in the summer. Some groups organised virtual meetings, those organised by the West Dorset group being particularly successful being attended by both members and non-members.

The Somerset and Dorset Family History Society

TRUSTEES ANNUAL REPORT

The Society continues to publish its quarterly journal “The Greenwood Tree”.

Improvements and updates to the Society’s website continued during 2020, under the guidance of the new Webmaster Chris Hall. The 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. Data continues to be placed online. 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 £42,759 (2019 - £47,866) of which £31,028 (2019 - £32,307) came from subscriptions and £7,645 (2019 - £10,206) 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. No further expenditure has been incurred in 2020 and the balance remains at £149 as at 31 December 2020. The charity incurred total expenditure of £39,939 (2019 - £37,433) giving a net increase in funds of £2,820 (2019 - £10,433).

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 £54,000. 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 2020 balances held at the bank and on deposit totalled £122,873 of which £47,847 is restricted or has currently been designated for non-general purposes, including a contingency fund of £42,000. The society therefore holds £75,026 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 was expended on computers and £905 from the Gillian Kerr bequest on website development. A further £404 was spent on computer upgrades in 2016. Expenditure of £3,959 was made from the Gillian Kerr bequest in 2020 for a website upgrade.

The Trustees have continued to implement the strict budgetary controls adopted in 2014 and this has enabled the Society to generate a further surplus this year.

E A Udall

Trustee

Date: 12 May 2021

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 2020, 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.

M Carvell

21 Higher Kingston
Yeovil
Somerset
BA21 4AS

Date:

The Somerset and Dorset Family History Society

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2020

	Notes	Unrestricted General Funds	Restricted and designated Funds	Total 2020	Total 2019
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Subscriptions		26,163	-	26,163	27,443
GiftAid on subscriptions		4,865	-	4,865	4,864
Society services		7,645	-	7,645	10,206
Legacies and donations		845	-	845	-
Miscellaneous services		236	-	236	1,122
Investment income		209	-	209	596
Books and publications		2,796	-	2,796	3,635
Transfer to income		-	-	-	-
TOTAL INCOMING RESOURCES		42,759	-	42,759	47,866
RESOURCES EXPENDED					
Charitable expenditure					
Greenwood Tree costs	3	15,433	-	15,433	13,420
Books and publications	3	372	-	372	1,587
Society services and projects	3	767	-	767	1,262
Group funding	3	200	-	200	600
Administrative expenses and depreciation (including Governance costs)	3 & 4	19,208	3,959	23,167	20,564
TOTAL RESOURCES EXPENDED	3 & 4	35,980	3,959	39,939	37,433
NET MOVEMENT IN FUNDS		6,779	(3,959)	2,820	10,433
Transfer between funds					
		-	-	-	-
Fund balances at 1 January 2020		89,674	51,806	141,480	131,047
FUND BALANCES AT 31 DECEMBER 2020		96,453	47,847	144,300	141,480

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

BALANCE SHEET

31 December 2020

	<i>Notes</i>	Unrestricted General Funds £	Restricted and designated Funds £	Total 2020 £	Total 2019 £
FIXED ASSETS					
Tangible assets	5	24,937	-	24,937	25,312
CURRENT ASSETS					
Stocks	6	9,000	-	9,000	9,000
Debtors	7	6,869	-	6,869	7,036
Cash at bank and in hand		75,026	47,847	122,873	126,733
		90,895	47,847	138,742	142,769
CREDITORS: Amounts falling due within one year	8	19,379	-	19,379	26,601
NET CURRENT ASSETS		71,516	47,847	119,363	116,168
TOTAL ASSETS LESS CURRENT LIABILITIES		96,453	47,847	144,300	141,480
ACCUMULATED FUNDS					
General funds		96,453	-	96,453	89,674
Designated funds	9	-	47,480	47,480	51,439
Restricted fund		-	367	367	367
	10	96,453	47,847	144,300	141,480

The financial statements on pages 7 to 14 were approved by the Trustees for issue on and signed on their behalf by:

R M Pettet

Trustee

E A Udall

Trustee

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 2020

1	NET INCOME FOR THE YEAR	2020 £	2019 £
	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	375	1,650
	Impairment of Library assets	-	-
		<u> </u>	<u> </u>
2	TAXATION	2020 £	2019 £
	Tax recoverable at 31 December on Gift Aid	4,865	4,864
		<u> </u>	<u> </u>
3	CHARITABLE EXPENDITURE	2020 £	2019 £
	<i>General fund</i>		
	Greenwood Tree	15,433	13,420
	Books and publications	372	1,587
	Society services	767	1,262
	Group funds	200	600
	Postage and telephone	1,240	1,464
	Stationery, printing and computer supplies	1,730	1,848
	Travel expenses and vehicle hire	124	274
	Insurance	692	529
	Subscriptions and website management	1,215	888
	Accountancy and legal costs	1,070	375
	Credit card charges	313	350
	Yeovil Headquarters	12,074	11,526
	Depreciation and amounts written off	375	1,650
	Impairment of library collection	-	-
		<u> </u>	<u> </u>
		35,605	35,773
	<i>Restricted and designated funds</i>		
	Yeovil relocation costs (see note 9)	-	872
	Website upgrade costs	3,959	-
		<u> </u>	<u> </u>
		3,959	872
		<u> </u>	<u> </u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

4	GOVERNANCE COSTS		2020		2019		
					£		
	<i>General fund</i>						
	Independent examiner's costs		375		350		
	Conference, AGM and room hire		-		436		
			<u>375</u>		<u>786</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 2020	27,000	1,742	6,797	12,938	4,693	53,170
	Additions	-	-	-	-	-	-
		<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 2020	<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 2020	3,000	1,422	6,658	12,085	4,693	27,858
	Charge in the year	-	80	46	249	-	375
		<u>3,000</u>	<u>1,502</u>	<u>6,704</u>	<u>12,334</u>	<u>4,693</u>	<u>28,233</u>
	31 December 2020	<u>3,000</u>	<u>1,502</u>	<u>6,704</u>	<u>12,334</u>	<u>4,693</u>	<u>28,233</u>
	NET BOOK VALUE:						
	31 December 2020	<u>24,000</u>	<u>240</u>	<u>93</u>	<u>604</u>	<u>-</u>	<u>24,937</u>
	31 December 2019	<u>24,000</u>	<u>320</u>	<u>139</u>	<u>853</u>	<u>-</u>	<u>25,312</u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

6	STOCKS AND WORK IN PROGRESS	2020 £	2019 £
	Books	4,000	4,000
	Publications	5,000	5,000
		<hr/>	<hr/>
		9,000	9,000
		<hr/> <hr/>	<hr/> <hr/>
7	DEBTORS	2020 £	2019 £
	Due within one year:		
	Sundry debtors	4,865	4,864
	Prepayments	2,004	2,172
		<hr/>	<hr/>
		6,869	7,036
		<hr/> <hr/>	<hr/> <hr/>
8	CREDITORS: Amounts falling due within one year	2020 £	2019 £
	Deferred income	18,441	25,923
	Sundry creditors	938	678
		<hr/>	<hr/>
		19,379	26,601
		<hr/> <hr/>	<hr/> <hr/>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

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 2020</i>	<i>Utilised /Realised</i>	<i>Transfers between funds</i>	<i>31 December 2020</i>
David Chant bequest	3,134	-	-	3,134
Gillian Kerr bequest	4,302	(3,959)	-	343
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>(3,959)</u>	<u>-</u>	<u>47,480</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 2020</i>	<i>Utilised /Realised</i>	<i>Transfers between funds</i>	<i>31 December 2020</i>
Bill Ridout Archive	218	-	-	218
Yeovil Fund	149	-	-	149
	<u>367</u>	<u>-</u>	<u>-</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 £nil (2019: £872) and a further £700 was transferred to general funds in 2019 leaving a balance of £149 (2019: £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 2020

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<i>Fixed Assets £</i>	<i>Net current Assets £</i>	<i>Total 2020 £</i>	<i>Total 2019 £</i>
Unrestricted general fund	24,937	71,516	96,453	89,674
Designated funds	-	47,480	47,480	51,439
Restricted funds	-	367	367	367
	<u>24,937</u>	<u>119,363</u>	<u>144,300</u>	<u>141,480</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 (2019 - £nil)

12 COMMITMENTS UNDER OPERATING LEASES

	2020 £	2019 £
During the year the charity incurred the following costs under operating leases		
Land & buildings		
Expiring in the second to fifth year	8,500	8,500

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. The review was done in November 2020 and the annual rent will continue to be £8,500 for the next three years.