

The Somerset and Dorset Family History Society

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended
31 December 2023

The Somerset and Dorset Family History Society

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For the year ended 31 December 2023

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The Somerset and Dorset Family History Society

LEGAL AND ADMINISTRATIVE DETAILS

TRUSTEES

Mr E A Udall
Mrs J J McGowan
Mr J D Brooking
Mrs S C Wilson
Mrs L Lyon
Mr J Tanner
Mrs J M Sharp
Mr P D Radford
Mr C A Hall
Mr I T Gould
Mr J S Burt
Mr S Wilkinson

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 2023.

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 2023:

Mr E A Udall
Mrs R M Pettet (deceased)
Mr D Brown
Mrs J J McGowan
Mr J D Brooking
Mrs S C Wilson
Mrs L Lyon
Mr J Tanner
Mrs J M Sharp
Mr P D Radford
Mr C A Hall
Mr M Pitfield
Mr I T Gould
Mr J S Burt
Mr S Wilkinson

The Somerset and Dorset Family History Society

TRUSTEES ANNUAL REPORT

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 ground floor of Broadway House was incorporated into the Society's Research Centre early in 2023 and opened to the public in July. This area has given the Society much improved visibility, and visitor numbers have increased markedly in comparison with 2022, although this has yet to have any major impact on Membership numbers. Requests for research continue to come in and, although their volume remains low, many of them involved more in-depth research than previously. Most meetings of the Society's Trustees continue to be held using internet connection, but the Society's regional groups within the two counties have largely reverted to face-to-face meetings. The "out of counties" groups continue to operate both in the UK and overseas, and the Society is looking at ways in which further activities can be encouraged. The Society's quarterly journal "The Greenwood Tree" is regarded as one of the Society's major assets under the Editorship of Paul Radford.

Updates to the Society's website have been relatively minor during 2023, as the Executive Committee examines the relative merits of various ways forward. The online shop has continued to prove to be very popular with members: income from book sales increased during 2023, and the shop provides options for the payment of subscriptions, booking events, making donations and paying Research Fees securely. Social media activity continues 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, with some data being placed online. It is hoped that some Society data will be available to members through the Society's website in the future. The Photographic Project is still adding to its collection of images of people and places associated with both Counties.

FINANCIAL REVIEW INVESTMENT POLICY AND RESERVES

Income for the year amounted to £44,590 (2022 - £65,597) of which £21,035 (2022 - £43,468) came from subscriptions (see accounting policies for change in when subscriptions are recognised), £6,625 (2022 - £6,218) from services offered by the society and £2,814 (2022- £6,414) from bequests and donations. The charity incurred total expenditure of £57,310 (2022 - £44,812) giving a net decrease in funds of £12,720 (2022 – increase of £20,785).

A revaluation of the library was undertaken in 2022 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 July 2022, which revealed that the contents were worth approximately £53,000. 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 less than half its apparent value. The library is therefore currently valued at £24,000.

The Somerset and Dorset Family History Society

TRUSTEES ANNUAL REPORT

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 2023 balances held at the bank and on deposit totalled £140,867 of which £67,886 is restricted or has currently been designated for non-general purposes, including a contingency fund of £42,000. The society therefore holds £72,981 in general funds, which covers in excess of one year's operating activities at current levels.

The Trustees have continued to implement the strict budgetary controls adopted in 2014.

E A Udall

Trustee

Date: 22 March 2024

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 2023, which are set out on pages 7 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.

21 Higher Kingston
Yeovil
Somerset
BA21 4AS

Date: 22 March 2024

The Somerset and Dorset Family History Society

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2023

	Notes	Unrestricted General Funds	Restricted and designated Funds	Total 2023	Total 2022
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Subscriptions		21,035	-	21,035	43,468
GiftAid on subscriptions		4,137	-	4,137	3,058
Society services		6,625	-	6,625	6,218
Legacies and donations	9	2,814	-	2,814	6,414
Miscellaneous services		851	-	851	479
Investment income		4,401	-	4,401	930
Books and publications		4,727	-	4,727	5,030
Transfer to income		-	-	-	-
TOTAL INCOMING RESOURCES		44,590	-	44,590	65,597
RESOURCES EXPENDED					
Charitable expenditure					
Greenwood Tree costs	3	18,201	-	18,201	16,719
Books and publications	3	2,121	-	2,121	2,448
Society services and projects	3	884	-	884	1,362
Group funding	3	800	-	800	400
Administrative expenses and depreciation (including Governance costs)	3 & 4	35,304	-	35,304	23,883
TOTAL RESOURCES EXPENDED	3 & 4	57,310	-	57,310	44,812
NET MOVEMENT IN FUNDS		(12,720)	-	(12,720)	20,785
Transfer between funds		-	-	-	-
Fund balances at 1 January 2023		120,017	67,886	187,903	167,118
FUND BALANCES AT 31 DECEMBER 2023		107,297	67,886	175,183	187,903

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 12 to 16 form part of these accounts.

The Somerset and Dorset Family History Society

BALANCE SHEET

31 December 2023

	<i>Notes</i>	Unrestricted General Funds £	Restricted and designated Funds £	Total 2023 £	Total 2022 £
FIXED ASSETS					
Tangible assets	5	24,000	-	24,000	24,000
CURRENT ASSETS					
Stocks	6	8,119	-	8,119	8,556
Debtors	7	2,997	-	2,997	3,009
Cash at bank and in hand		72,981	67,886	140,867	153,311
		84,097	67,886	151,983	164,876
CREDITORS: Amounts falling due within one year	8	800	-	800	973
NET CURRENT ASSETS		83,297	67,886	151,183	163,903
TOTAL ASSETS LESS CURRENT LIABILITIES		107,297	67,886	175,183	187,903
ACCUMULATED FUNDS					
General funds		107,297	-	107,297	120,017
Designated funds	9	-	67,886	67,886	67,886
Restricted fund	9	-	-	-	-
	10	107,297	67,886	175,183	187,903

The financial statements on pages 8 to 16 were approved by the Trustees for issue on 22 March 2024 and signed on their behalf by:

I T Gould

Trustee

E A Udall

Trustee

The notes on pages 12 to 16 form part of these accounts.

The Somerset and Dorset Family History Society

ACCOUNTING POLICIES

31 December 2023

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 is received. Until 2021 Subscriptions were accounted for in the period they are due. In the 2022 accounts there was a change in policy and subscriptions are now recognised in the period in which they are received. As a result the full amount of any three year subscriptions paid in 2022, totalling approximately £20,000, were brought into the 2022 year. This represents an acceleration of income of approximately £13,500. In addition the unexpired amount of any 2021 subscriptions, totalling approximately £4,000 were also brought into the 2022 year. The surplus for last year was therefore increased by approximately £17,500 over the previous policy.

TANGIBLE FIXED ASSETS

Fixed assets are stated at historical cost less depreciation. In 2023 the Executive decided that only purchases of £250 or more, would be depreciated over five years; all other purchases would not be depreciated. Items with an asset value and purchased at a lesser cost were fully written off in 2023.

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	over 5 years
Computer equipment	over 5 years

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.

The Somerset and Dorset Family History Society

ACCOUNTING POLICIES

31 December 2023

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 2023

1	NET INCOME FOR THE YEAR	2023	2022
		£	£
	Net income is stated after charging:		
	Independent Examiner's remuneration – examination	500	375
	Independent Examiner's remuneration – other services	400	375
	Depreciation and amounts written off fixed assets	-	617
	Impairment of Library assets	-	-
		<u> </u>	<u> </u>
2	TAXATION	2023	2022
		£	£
	Tax recovered on Gift Aid	4,137	3,058
		<u> </u>	<u> </u>
3	CHARITABLE EXPENDITURE	2023	2022
		£	£
	<i>General fund</i>		
	Greenwood Tree	18,201	16,719
	Books and publications	2,121	2,448
	Society services	884	1,362
	Group funds	800	400
	Postage and telephone	822	486
	Stationery, printing and computer supplies	850	1,794
	Insurance	731	747
	Subscriptions and website management	2,015	2,578
	Accountancy and legal costs	400	750
	Credit card charges	375	6
	Yeovil Headquarters	25,477	12,481
	Small equipment purchases	3,121	3,138
	Copyright advice	-	-
	Depreciation and amounts written off	-	617
	Impairment of library collection	-	-
		<u>55,797</u>	<u>43,526</u>
	<i>Restricted and designated funds</i>		
		<u> </u>	<u> </u>
		-	-
		<u> </u>	<u> </u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

4	GOVERNANCE COSTS		2023		2022		
					£		
	<i>General fund</i>						
	Independent examiner's costs		500		750		
	Conference, AGM and room hire		1,013		536		
			<u>1,513</u>		<u>1,286</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 2023	27,000	1,742	6,797	13,056	4,595	53,190
	Additions	-	-	-	-	-	-
		<u>27,000</u>	<u>1,742</u>	<u>6,797</u>	<u>13,056</u>	<u>4,595</u>	<u>53,190</u>
	31 December 2023	<u>27,000</u>	<u>1,742</u>	<u>6,797</u>	<u>13,056</u>	<u>4,595</u>	<u>53,190</u>
	DEPRECIATION:						
	1 January 2023	3,000	1,742	6,797	13,056	4,595	29,190
	Charge in the year	-	-	-	-	-	-
		<u>3,000</u>	<u>1,742</u>	<u>6,797</u>	<u>13,056</u>	<u>4,595</u>	<u>29,190</u>
	31 December 2023	<u>3,000</u>	<u>1,742</u>	<u>6,797</u>	<u>13,056</u>	<u>4,595</u>	<u>29,190</u>
	NET BOOK VALUE:						
	31 December 2023	<u>24,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,000</u>
	31 December 2022	<u>24,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,000</u>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

6	STOCKS AND WORK IN PROGRESS	2023 £	2022 £
	Books	3,119	3,556
	Publications	5,000	5,000
		<hr/>	<hr/>
		8,119	8,556
		<hr/> <hr/>	<hr/> <hr/>
7	DEBTORS	2023 £	2022 £
	Due within one year: Sundry debtors and prepayments	2,997	3,009
		<hr/>	<hr/>
		2,997	3,009
		<hr/> <hr/>	<hr/> <hr/>
8	CREDITORS: Amounts falling due within one year	2023 £	2022 £
	Deferred income (see accounting policies)	-	-
	Sundry creditors	800	973
		<hr/>	<hr/>
		800	973
		<hr/> <hr/>	<hr/> <hr/>

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

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 2023</i>	<i>Utilised /Realised</i>	<i>Transfers between funds</i>	<i>31 December 2023</i>
Edward Baxter bequest	3,000	-	-	3,000
Barbara Vine bequest	22,886	-	-	22,886
Contingency fund	42,000	-	-	42,000
	<u>67,886</u>	<u>-</u>	<u>-</u>	<u>67,886</u>

In 2021 two bequests were received totalling £25,886.

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.

In December 2022 the Society received a legacy of £5,000 from the Estate of the late Sir Mervyn Tregonwell Medlycott, Bt F.S.G. No conditions were attached to this bequest and it has therefore been taken directly to general funds, where it has been applied towards the running of the society.

Restricted funds

All previously restricted funds have now been fully applied towards the purposes stated in the restrictions.

The Somerset and Dorset Family History Society

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<i>Fixed Assets</i> £	<i>Net current Assets</i> £	<i>Total 2023</i> £	<i>Total 2022</i> £
Unrestricted general fund	24,000	83,297	107,297	120,017
Designated funds	-	67,886	67,886	67,886
Restricted funds	-	-	-	-
	<u>24,000</u>	<u>151,183</u>	<u>175,183</u>	<u>187,903</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 (2022 - £nil)

12 COMMITMENTS UNDER OPERATING LEASES

	2023 £	2022 £
During the year the charity incurred the following costs under operating leases		
Land & buildings		
Expiring within one year		8,500
Expiring in the second to fifth year	16,000	-
	<u>16,000</u>	<u>8,500</u>

A new lease for the upper floors commenced on 1st November 2023 at an annual rent of £8,500. This lease is for five years with a review after three years. In late 2022 the Society began negotiations to take on the lease of enlarged premises and from January 2023 the annual rental was increased to £16,000 per annum.