

**ESSEX SOCIETY FOR FAMILY HISTORY**  
**BALANCE SHEET AND ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2007**

**ACCOUNTING POLICIES for the year ended 31st March 2007**

The principal accounting policies applied in the preparation of the financial statements are described below.

a) Basis of Accounting

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the statement of recommended practice on accounting by charities.

b) Depreciation

Depreciation is calculated to write down the cost of fixed assets to their estimated residual value over their expected useful lives.

c) Fixed Assets

Fixed Assets are stated at cost less depreciation.

d) Stock

Stock has been valued by the Trustees and it has not been subjected to external examination.

## ESSEX SOCIETY FOR FAMILY HISTORY

### INCOME AND EXPENDITURE for the Year Ended 31st March 2007

	<u>2007</u>		<u>2006</u>	
	£	£	£	£
INCOME				
Subscriptions	28210		30877	
Gift aid	844		6927	
Sales	4650		10417	
Services supplied	1457		2115	
Donations	193		1632	
Meetings in Essex	299		362	
1 Coach Trip (Kew/FRC)	400		369	
Interest Received	3321		3075	
Family History Online	993		694	
Vouchers	153		959	
Bankings not recorded	1307			
Branch income not recorded	3452			
	-----		-----	
		45279		57427
<b>EXPENDITURE - DIRECT</b>				
Books/Microfiche/CD/Disk	415		4578	
ERO Joint Production			71	
Family Tree Magazine	1320		1756	
Digests	97		650	
Society Payments	1548		1749	
Insurance	916		919	
Depreciation	3980		8535	
Meetings in Essex	3647		3280	
Hire of Accommodation	2874		4756	
The Essex Family Historian	21420		24391	
2 Postage, telephone, printing & Stationery	3088		1782	
Donations (Victoria CH)	550		500	
Projects	705		532	
Credit Card Charge	335		781	
1 Coach Trip (Kew/FRC)	350		344	
Vouchers			770	
2 Internet/computer maintenance	687		1826	
Professional Fees/Bank Charges			180	
Books – microfiche w/off	8323			
Misc not recorded	114			
Branch expenses not recorded	3234			
Vat error written off	21			
	-----		-----	
	53624		57400	
<b>EXPENDITURE - INDIRECT</b>				
Examiners Fees	716		750	
Final difference written off	538			
	-----		-----	
<b>TOTAL EXPENDITURE</b>		54878		58150
<b>NET DEFICIT FOR THE YEAR</b>		-----		-----
<b>CARRIED TO GENERAL FUND</b>		- 9599		-723
		=====		=====

**BALANCE SHEET  
as at 31st March 2007**

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**FIXED ASSETS**

	<u>Notes</u>	<u>2007</u>		<u>2006</u>	
		£	£	£	£
<b>EQUIPMENT</b>					
Net book value at 1st April 2006		9104		10609	
Additions during the year		2358		1530	
		-----		-----	
		11462		12139	
LESS: Depreciation		2940		3035	
		-----		-----	
<b>Net Book Value at 31st March 2007</b>			8522		9104

**STOCKS**

Library		6193		11549	
Additions	<b>10</b>	20		144	
Re-valuation		-1040		-5500	
		-----		-----	
			5173		6193
Books/Microfiche/CD/Disk	<b>4a and 6</b>	6761		14545	
		-----		-----	
			6761		14545

**BANK BALANCES AND CASH  
IN HAND**

	<b>11</b>	84768		80218	
		-----		-----	
			84768		80218
		-----		-----	
			105224		110060
LESS:					
Sundry Creditors and Accruals			-17713		-12950
			-----		-----
<b>NET ASSETS</b>			87511		97110
			=====		=====

REPRESENTED BY:

<b>GENERAL FUND – UNRESTRICTED</b>			97110		97833
Balance at 1st April 2006					
ADD: Net surplus for the year			-9599		-723
			-----		-----
Balance at 31st March 2007			87511		97110
			=====		=====

**NOTES TO THE ACCOUNTS  
for the year ended 31st March 2007**

<b>1. SALES</b>	<b>2007</b>	<b>2006</b>
	£	£
Bookstall - Books	599	2816
Bookstall – CDs, Disks and Fiche	579	1228
Postal – Books	325	111
Postal – CDs, Disks and Fiche	1375	1737
E-Commerce – CDs, Fiche and Books	925	2000
Family Tree Magazine	835	1986
Digests	7	291
ERO	5	248
	-----	-----
	4650	10417
	=====	=====
<b>2. SERVICES SUPPLIED</b>		
Magazine advertising	162	323
Parish Register search		112
ESFH courier & Search Service	4135	5915
E-Commerce C&S Service	459	390
LESS: Costs		
Courier & Search Service	3299	4513
	-----	-----
	1457	2115
	=====	=====
<b>3. MEETINGS IN ESSEX</b>		
Refreshments	253	319
Other Income	46	43
	-----	-----
	299	362
	=====	=====
<b>4. INTEREST RECEIVED</b>		
Charity Aid Foundation	3315	3062
Other interest	6	13
	-----	-----
	3321	3075
	=====	=====
<b>5. BOOKS, CDs, DISKS &amp; FICHE</b>		
Opening stock	14545	16483
Purchases	954	2640
Less write off of all microfiche & diskettes	8323	
Closing stock at Valuation	-6761	-14545
	-----	-----
	415	4578
	=====	=====

**NOTES TO THE ACCOUNTS - (Continued)**  
**for the year ended 31st March 2007**

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<b>6. SOCIETY PAYMENTS</b>	<b>Notes</b>	<b>2007</b>	<b>2006</b>
		<b>£</b>	<b>£</b>
Subscriptions payable – FFHS		611	600
- Other		125	106
Conference and fairs		812	1043
		-----	-----
		1548	1749
		=====	=====
<b>7. DEPRECIATION</b>			
Depreciation on equipment		2940	3035
		=====	=====
<b>8. MEETINGS IN ESSEX</b>			
Teas at meetings			790
Speakers at meetings		2396	2031
Other		1251	459
		-----	-----
		3647	3280
		=====	=====
<b>9. THE ESSEX FAMILY HISTORIAN</b>			
Printing		15911	18324
UK postage )		4228	3237
Overseas postage )			1698
Members postage		1281	1132
		-----	-----
		21420	24391
		=====	=====
<b>10. LIBRARY</b>			
Opening stock		6193	11549
Purchases in the year		20	144
Depreciation of library stock		-1040	-5500
		-----	-----
Closing stock		5173	6193
		=====	=====

**NOTES TO THE ACCOUNTS - (Continued)**  
**for the year ended 31st March 2007**

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<b>11. BANK BALANCES AND CASH IN HAND</b>	<b>Notes</b>	<b>2007 £</b>	<b>2006 £</b>
Lloyds current account			
Branches: Bank and Building Society accounts		1736	1031
Floats		673	673
Cash in hand		203	296
Charity Aid Foundation – Current Account		4912	
Charity Aid Foundation – Savings Account		76695	74050
Vouchers (net value)		549	1024
		-----	-----
		84768	80218
		=====	=====
 <b>12. SUNDRY CREDITORS AND ACCRUALS</b>			
VAT		272	255
Accruals		750	750
Subscriptions paid in advance		16691	11945
Conference fees			
		-----	-----
		17713	12950
		=====	=====
 <b>13. NET SURPLUS (DEFICIT) FOR THE YEAR</b>			
Headquarters		-6897	2764
S.E. Branch	14	-298	-1043
W. Branch	15	-495	-970
N.E. Branch	16	-623	-752
N.W. Branch	17	-326	-588
Computer Group (Chelmsford)	18	-81	46
Computer Group (Southend)	19	-341	-180
		-----	-----
		-9061	-723
		=====	=====

**NOTES TO THE ACCOUNTS – (Continued)  
for the year ended 31st March 2007**

**14 SOUTH EAST ESSEX BRANCH**

	<b>2007</b>	<b>2006</b>
	£	£
INCOME		
Sales	1126	700
Donations	444	470
Family Tree		32
Coach trip FRC	41	
Excess of Expenditure over Income	298	1042
	-----	-----
	1909	2244
	=====	=====
EXPENDITURE		
Meetings in Essex	772	473
Speakers	411	312
Books/Microfiche/CD/Disk	12	575
Postage and Stationery	117	58
Family Tree		27
Hire of Accommodation	574	374
Additions to Fixed Assets		341
Conference and Fairs	23	59
Accounts		25
	-----	-----
	1909	2244
	=====	=====

**15 WEST ESSEX BRANCH**

INCOME		
Colindale		
Sales	994	383
Meetings in Essex	217	288
Searches	37	23
Family Tree	296	272
Excess of Expenditure over Income	495	970
	-----	-----
	2039	1936
	=====	=====
EXPENDITURE		
Meetings in Essex	294	138
Speakers	528	555
Books/Microfiche/CD/Disk	185	110
Hire of Accommodation	718	692
Postage, Stationery and	8	48
Conferences & Fairs		90
Projects	28	15
Family Tree	278	248
Library		40
	-----	-----
	2039	1936
	=====	=====

**NOTES TO THE ACCOUNTS – (Continued)  
for the year ended 31st March 2007**

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**16 NORTH EAST ESSEX BRANCH**

	<b>2007</b>	<b>2006</b>
INCOME	£	£
Donations	162	129
Building Society interest received		1
Excess of Expenditure over Income	623	752
	-----	-----
	785	881
	=====	=====
EXPENDITURE		
Meetings in Essex	92	140
Speakers	105	119
Postage and Stationery		76
Hire of Accommodation	330	330
Projects	147	181
Library	111	35
	-----	-----
	785	881
	=====	=====

**17 NORTH WEST ESSEX BRANCH**

INCOME		
Sales (magazines)	317	315
Donations		
Meetings in Essex	36	30
Building Society interest received	6	13
Excess of expenditure over income	326	588
	-----	-----
	685	946
	=====	=====
EXPENDITURE		
Meetings in Essex	93	29
Speakers	127	283
Family Tree magazines	254	280
Postage and Stationery		9
Hire of Accommodation	200	340
Assets/library	11	5
Projects		
	-----	-----
	685	946
	=====	=====

**NOTES TO THE ACCOUNTS – (Continued)  
for the year ended 31st March 2007**

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**18 COMPUTER GROUP**

	<b>2007</b>	<b>2006</b>
	£	£
<b>INCOME</b>		
Donations	47	69
Excess of Expenditure over Income	81	
	-----	-----
	128	69
	=====	=====
 <b>EXPENDITURE</b>		
Refreshments		
Meetings in Essex (speakers)	128	23
Postage, Telephone and Stationery		
Excess of Income over Expenditure		46
	-----	-----
	128	69
	=====	=====

**19 COMPUTER GROUP – SOUTHEND**

<b>INCOME</b>		
Donations	29	70
Excess of Expenditure over Income	341	180
	-----	-----
	370	250
	=====	=====
 <b>EXPENDITURE</b>		
Room hire	250	150
Speakers	120	100
	-----	-----
	370	250
	=====	=====

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**ESSEX SOCIETY FOR FAMILY HISTORY**

We report on the accounts of the Trust for the year ended 31st March 2007, which are set out on pages 1 to 9.

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, whether particular matters have come to our attention.

**Basis of independent examiner's report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with our examination, there have been a number of problems with the record keeping this year following the death of Mrs Brenda Leach. Transactions have been missed out, both income and expenditure, and recording errors have occurred such as incorrect additions in the cashbook and transposition errors. We have attempted to correct these as far as possible but still finished up with an unidentified difference of £538, which has been assumed to be unrecorded expenditure and written off to the Income and Expenditure Account.

**Wood & Disney Ltd**

Chartered Accountants and Registered Auditors  
1 Lodge Court, Lodge Lane, Langham, Colchester CO4 5NE