ESSEX SOCIETY FOR FAMILY HISTORY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

Charity No: 290552

P KITTLE FAIA FFA/FIPA FFTA FCIE
Public Accountant

ESSEX SOCIETY FOR FAMILY HISTORY

TRUSTEES

John Young – Appointed 19 September 2015
Meryl Rawlings - Secretary
Ronald Knights – Treasurer
David Eniffer – Resigned 19 September 2015
Ann Church – Resigned 19 September 2015
Eric Probert – Resigned 19 September 2015
Colin Smith
Elizabeth Cox
Andrew Britter
Barbara Harpin
Heather Feather
Janice Sharpe – Resigned 19 September 2015
Paul Stirland
Pauline Adlam
Ray Poole
John Gardner

PRINCIPAL OFFICE

ESFH Research Centre
C/O Essex Record Office
Wharf Road
Chelmsford
CM2 6YT

CHARITY REGISTRATION

290552

INDEPENDENT EXAMINER

P Kittle FAIA FFA/FIPA FFTA FCIE
Public Accountant
37 Fraser Close
Chelmsford
Essex CM2 0TD

CONTENTS

Pages	**2 – 3**	Trustees Report
	4	Independent Examiners Report
	5	Statement of Financial Activities
	6	Balance Sheet
	7 – 13	Notes to the accounts

ESSEX SOCIETY FOR FAMILY HISTORY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016

The trustees present their report along with the financial statements of the charity for the period ended 31 March 2016. The financial statements have been prepared in accordance with the accounting policies set out on page 7 and comply with the charity's trust deed and applicable law.

Constitution and objects
Essex Society for Family History is constituted under a trust deed dated 6th October 1994, revised in minor respects on 20/2/99, 20/9/03 and 27/9/08.

The charity's objects are to promote and encourage the public study of British Family History, genealogy, heraldry and local history with particular reference to Essex and to promote the preservation, security and accessibility of archival material.

Organisation
The trustees who have served during the period are set out on page 1. The trustees are elected from fully paid up members of the society. Members of the committee are subject to election or re-election at the Annual General Meeting for one year. The chairman shall be in office for not more than five consecutive years and must have a break of one year before seeking re-election.

Related Parties
The charity has a close relationship with The Federation of Family History Societies (FFHS). Details of the financial and other support provided by the Essex Society for Family History is detailed in note 6.

Reserves Policy
The charity's policy is to maintain sufficient reserves to cover its operational costs for at least the following 3 months. At the year end, the charity had sufficient reserves to comply with this policy. The level of reserves is kept under close scrutiny by the trustees.

Risk Management
The trustees have examined the major operational, strategic and business risks which the charity faces and confirm that appropriate systems are in place to mitigate the effects of these risks.

Public Benefit

The Trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission. They have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the Trust's aims and objectives and in planning future activities as demonstrated above.

ESSEX SOCIETY FOR FAMILY HISTORY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2016

Trustee's responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial period, which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

Approved by the trustees and signed on their behalf by:

John Young
Chair of trustees
Essex Society for Family History

INDEPENDENT EXAMINER'S REPORT TO

THE TRUSTEES OF ESSEX SOCIETY FOR FAMILY HISTORY

This report on the accounts of the trustees for the year ended 31 March 2016, which are set out on pages 5 to 13, is in respect of an examination carried out under Section 145 of the Charities Act 2011.

Respective responsibilities of the trustees and examiner

As the members of the trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (The 2011 Act) does not apply.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act.
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)9(b) of the Charities Act); and
- To state whether in particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with 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 the 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 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:

(1) 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 Charities Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P Kittle FAIA FFA/FIPA FFTA FCIE
Public Accountant
37 Fraser Close
Chelmsford
Essex CM2 OTD

Date: 24 May 2016

ESSEX SOCIETY FOR FAMILY HISTORY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 £	2015 £
INCOME			
Subscriptions		20,708	22,184
Gift aid		3,201	4,723
Sales	1	1,512	2,173
Services supplied	2	613	605
Donations		832	990
Meetings in Essex	3	631	572
Interest received	4	81	162
Investment income		1,519	1,411
Find my past		1,709	2,130
Revaluation of investment – (loss)gain		(1,772)	3,348
Conference income	22	-	26,487
TOTAL INCOMING RESOURCES		29,034	64,785
EXPENDITURE – DIRECT			
Merchandising	5	475	471
Family tree magazine		344	500
Society payments	6	753	1,142
Depreciation	7	653	817
Meetings in Essex	8	3,197	2,693
Hire of accommodation		5,435	6,577
The Essex Family Historian	9	16,952	16,920
Postage, telephone, printing & stationery		2,264	2,620
Donations (Victoria CH – Essex)		750	750
ESFH Award		500	500
Projects		504	715
Credit card charge		342	399
Internet/computer maintenance		164	45
Bank charges		8	8
Committee expenses		272	388
Research room expenses		105	718
Miscellaneous expenses		338	685
Website development		2,804	2,845
Conference 2014 costs	22	-	27,092
		35,860	65,885
EXPENDITURE - INDIRECT			
Examiners fees		804	738
TOTAL EXPENDITURE		36,664	66,623
NET (DEFICIT) FOR YEAR CARRIED TO GENERAL FUND		(7,630)	(1,838)

The notes on pages 7 to 13 form part of these accounts

ESSEX SOCIETY FOR FAMILY HISTORY

BALANCE SHEET – 31 MARCH 2016

	Notes	2016		2015	
		£	£	£	£
FIXED ASSETS	11		2,173		2,476
CURRENT ASSETS					
STOCK					
Library	10	4,268		4,238	
Books/CDs	5	949		1,121	
Other debtors	13	-		790	
Investments	15	41,428		38,200	
Bank balances and cash in hand	12	19,674		29,385	
		66,319		73,734	
Sundry creditors and accruals	14	11,709		(11,797)	
			54,610		61,937
NET ASSETS			56,783		64,413
REPRESENTED BY:					
GENERAL FUND - UNRESTRICTED					
Balance at 1 April 2015			64,413		66,251
Net (deficit) for the year	16		(7,630)		(1,838)
Balance at 31 March 2016			56,783		64,413

Approved by the Committee of Trustees and signed on its behalf by:

John Young
Chair
Date of approval: 21 May 2016

The notes on pages 7 to 13 form part of these accounts

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2016

1 PRINCIPAL ACCOUNTING POLICIES

Accounting convention
The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005.

Fund accounting
The charity's unrestricted funds consist of reserves which the charity may use for its purpose at its own discretion.

Incoming resources
Donations, legacies and similar incoming resources are recognised at their full amount in the period in which they are receivable. Gifts-in-kind are included at a reasonable estimate of market value. When donors specify that grants and gifts be for particular purposes, the amount is included in the appropriate fund (see Fund Accounting above).

Resources expended
Resources expended are included in the Statement of Financial Activities ('SOFA') on an accruals basis, inclusive of any irrecoverable VAT. All costs have been directly attributed to one of the categories of the SOFA.

Management and administration costs are those costs incurred in running the charity as an organisation.

Tangible Fixed Assets
All assets or groups of similar assets costing £100 or more are capitalised at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

The useful economic life of each class of assets is as follows:
Equipment 20% of cost.

Deferred Incoming Resources
Incoming resources received or receivable in the current accounting period but relating to the following one are recorded as "deferred income" and shown as creditors in the balance sheet.

Taxation
The Trust has charitable status and is afforded the tax exemptions set out in the Income Taxes Act 1988.

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

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2016

1 SALES

	2016 £	2015 £
Bookstall – books	-	20
Bookstall – CDs	25	8
Postal – CDs	1,103	1,680
Family tree magazine	384	465
	1,512	2,173

2 SERVICES SUPPLIED

Magazine advertising	226	271
Prints	-	13
ESFH courier & search service	316	499
LESS: Costs		
Courier & search service	(116)	(199)
Miscellaneous	187	21
	613	605

3 MEETINGS IN ESSEX

Refreshments	631	572

4 INTEREST RECEIVED

Charity Aid Foundation	8	12
Scottish Widows	6	150
COIF Deposit	67	-
	81	162

5 MERCHANDISING

Opening stock	1,121	1,075
Purchases	303	517
Closing stock at valuation	(949)	(1,121)
	475	471

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2016

	2016 £	2015 £
6 SOCIETY PAYMENTS		
Subscriptions payable - FFHS	676	717
- Other	-	35
Conference and fairs	77	390
	753	1,142
7 DEPRECIATION		
Depreciation on equipment	653	817
8 MEETINGS IN ESSEX		
Teas at meetings	490	561
Speakers at meetings	2,707	2,132
	3,197	2,693
9 THE ESSEX FAMILY HISTORIAN		
Printing	11,064	10,886
Postage	5,888	6,034
	16,952	16,920
10 LIBRARY		
Opening stock	4,238	4,238
Purchases in year	30	-
Closing stock	4,268	4,238

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE ACCOUNTS – 31 MARCH 2016

11 FIXED ASSETS

	Equipment £
COST/VALUATION	
At 1 April 2015	10,919
Additions	350
At 31 March 2016	11,269
DEPRECIATION	
At 1 April 2015	8,443
Charge for the year	653
At 31 March 2016	9,096
WRITTEN DOWN VALUE	
At 31 March 2016	2,173
At 31 March 2015	2,476

12 BANK BALANCES CASH IN HAND

	2016 £	2015 £
Branches: Bank and Building Society accounts	802	1,275
Floats	359	396
Cash in hand	323	260
CAF – Current Account	3,313	3,832
CAF – Savings Account	2	174
CAF – Conference Account	-	2,411
COIF fund deposit Account	11,067	-
Scottish Widows	-	20,000
Vouchers (net value)	10	10
Co-Operative Bank	3,505	-
Paypal	293	1,027
	19,674	29,385

13 OTHER DEBTORS

Prepayments	-	790

ESSEX SOCIETY FOR FAMILY HISTORY
NOTES TO THE ACCOUNTS – 31 MARCH 2016

14 SUNDRY CREDITORS AND ACCRUALS

	2016 £	2015 £
Accruals	840	1,367
Subscriptions paid in advance	10,869	10,430
	11,709	11,797

15 INVESTMENT

CCLA COIF Charities Investment Fund*		
(3036.06 Income Units @ 1206.40 per unit)**	36,627	38,200
(397.99 Income Units @ 1206.40 per unit)**	4,801	-
	41,428	38,200

*Purchased on 21/11/2013 under account no. 101410001T 3036.06 units in the COIF Charities Investment Fund Income Units at a total cost of £35,000.00.

Purchased 02/07/2015 under account no. 101410001T – 397.99 units in the COIF Charities Investment Fund Income Units at a total cost of £5,000.00.

** Selling price valuation at 31/03/2016

16 NET SURPLUS (DEFICIT) FOR THE YEAR

Headquarters		(3,985)	1,560
S.E. Branch	17	(1,491)	(1,357)
W. Branch	18	(1,073)	(988)
N.E. Branch	19	(541)	(568)
N.W. Branch	20	(540)	(485)
Computer Group (Chelmsford)	21	-	-
		(7,630)	(1,838)

17 SOUTH EAST ESSEX BRANCH

INCOME		
Sales	42	18
Donations	30	336
Meetings in Essex	319	257
Miscellaneous	49	-
Excess of expenditure over income	1,491	1,357
	1,931	1,968
EXPENDITURE		
Meetings in Essex	423	466
Speakers	663	506
Hire of accommodation	825	825
Conference, fairs and open days	20	171
	1,931	1,968

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE ACCOUNTS – 31 MARCH 2016

	2016 £	2015 £
18 WEST ESSEX BRANCH		
INCOME		
Sales	-	21
Meetings in Essex	175	167
Miscellaneous	-	3
Donations	203	215
Excess of expenditure over income	1,073	988
	1,451	1,394
EXPENDITURE		
Meetings in Essex	146	143
Speakers	395	270
Hire of accommodation	794	930
Postage, stationery etc	6	8
Miscellaneous	110	43
	1,451	1,394
19 NORTH EAST ESSEX BRANCH		
INCOME		
Sale of merchandising	135	265
Donations	57	53
Meetings in Essex	103	122
Vouchers	4	-
Excess of expenditure over income	541	568
	840	1,008
EXPENDITURE		
Meetings in Essex	37	131
Speakers	290	290
Postage and stationery	65	31
Hire of accommodation	384	426
Projects	-	57
Committee expenses	48	46
Conference, fairs and open days	16	23
Bank charges	-	4
	840	1,008

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE ACCOUNTS – 31 MARCH 2016

20 NORTH WEST ESSEX BRANCH

	2016 £	2015 £
INCOME		
Donations	-	20
Meetings in Essex	34	27
Excess of expenditure over income	540	485
	574	532
EXPENDITURE		
Meetings in Essex	-	7
Speakers	299	235
Postage & stationary	-	9
Subscriptions to other societies	-	10
Hire of accommodation	275	271
	574	532

21 CONFERENCE ACCOUNT

	2016 £	2015 £
INCOME		
Conference bookings	-	23,150
Sponsorships	-	3,262
Donations	-	75
Excess of expenditure over income	-	605
	-	27,092
EXPENDITURE		
Holiday Inn accommodation	-	23,647
Postage, printing & stationary	-	670
Travel expenses	-	150
Speakers	-	2,260
Miscellaneous	-	365
	-	27,092