

**ESSEX SOCIETY FOR
FAMILY HISTORY**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2022**

Charity No: 290552

ESSEX SOCIETY FOR FAMILY HISTORY**TRUSTEES**

Elizabeth Cox - Chair
 Meryl Rawlings - Secretary
 Tanya Sewell – Treasurer appointed 16.10.2021
 Ronald Knights
 Paul Stirland
 John Young
 Heather Feather
 Pauline Adlem
 Raymond Poole – resigned 16.10.2021
 Colleen Devenish
 Janice Sharpe
 Eric Jude
 Andrea Hewitt
 David Cooper – resigned 16.10.2021
 Helen Matten
 Mary Ann Rix
 Trevor William Rix
 David Malcolm Eniffer – resigned 16.10.2021
 Angela Susan Hillier – resigned 16.10.2021
 Barbara Harpin – appointed 16.10.2021

PRINCIPAL OFFICE

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

CHARITY REGISTRATION

290552

INDEPENDENT EXAMINER

P Kittle FFA FIPA FFTA
 Financial Accountant
 37 Fraser Close
 Chelmsford
 Essex CM2 0TD

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ESSEX SOCIETY FOR FAMILY HISTORY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report along with the financial statements of the charity for the period ended 31 March 2022. 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 31 MARCH 2022

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:

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 2022, which are set out on pages 5 to 12, is in respect of an examination carried out under Section 145 of the Charities Act 2011.

Respective responsibilities of the 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 of the Charities Act 2011 (The Charities Act) and that an Independent examination is needed.

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 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:

- (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 FFA FIPA FFTA
Financial Accountant
37 Fraser Close
Chelmsford
Essex CM2 OTD

Date: 07 September 2022

ESSEX SOCIETY FOR FAMILY HISTORY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

| | Notes | <u>2022</u> £ | <u>2021</u> £ |
|--|-------|------------------|------------------|
| Incoming resources | | | |
| Subscriptions | | 24,088 | 21,212 |
| Sales | 1 | 556 | 1,244 |
| Services supplied | 2 | 173 | 221 |
| Donations | | 773 | 275 |
| Meetings in Essex | 3 | 4 | - |
| Interest received | 4 | 9 | 17 |
| Investment income | | 1,834 | 1,798 |
| Find my past | | 2,987 | 3,470 |
| Miscellaneous | | - | 6 |
| TOTAL INCOMING RESOURCES | | <u>30,424</u> | <u>28,243</u> |
| Resources expended | | | |
| Merchandising | 5 | 164 | 362 |
| Society payments | 6 | 1,341 | 1,128 |
| Search and certificates service | | 22 | 102 |
| Depreciation | 7 | 698 | 795 |
| Meetings in Essex | 8 | 1,641 | 1,420 |
| Hire of accommodation | | 532 | 1,877 |
| The Essex Family Historian | 9 | 7,822 | 8,010 |
| Postage, telephone, printing & stationery | | 1,103 | 847 |
| Donations (Victoria CH – Essex) | | 1,150 | 1,000 |
| ESFH Award | | 1,000 | 500 |
| Projects | | 193 | 128 |
| Credit card charge | | 407 | 551 |
| Internet/computer maintenance | | 165 | 95 |
| Bank charges | | 96 | 40 |
| Committee expenses | | 40 | 24 |
| Research room expenses | | 17 | - |
| Miscellaneous expenses | | 58 | 121 |
| Website development | | 3,082 | 2,185 |
| Travel | | 196 | - |
| Zoom | | 768 | - |
| | | <u>20,495</u> | <u>19,185</u> |
| Examiners fees | | 906 | 850 |
| TOTAL RESOURCES EXPENDED | | <u>21,401</u> | <u>20,035</u> |
| Net income/(expenditure before gains & losses on investments) | | <u>9,023</u> | <u>8,208</u> |
| Net gains/(losses) on investment | | 5,326 | 10,537 |
| NET SURPLUS FOR YEAR CARRIED TO GENERAL FUND | | <u>14,349</u> | <u>18,745</u> |

The notes on pages 7 to 12 form part of these accounts

ESSEX SOCIETY FOR FAMILY HISTORY**BALANCE SHEET – 31 MARCH 2022**

| | Notes | <u>2022</u> | | <u>2021</u> | |
|-------------------------------------|-------|----------------|----------------|----------------|---------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | 11 | | 1,589 | | 1,620 |
| CURRENT ASSETS | | | | | |
| STOCK | | | | | |
| Library | 10 | 3,414 | | 3,841 | |
| Books/CDs | 5 | 395 | | 558 | |
| | | <u>3,809</u> | | <u>4,399</u> | |
| Investments | 14 | 66,767 | | 61,440 | |
| Bank balances and cash in hand | 12 | 53,350 | | 46,762 | |
| | | <u>123,926</u> | | <u>112,601</u> | |
| CREDITORS and ACCRUALS | | | | | |
| Amounts falling due within one year | | | | | |
| Sundry creditors and accruals | 13 | 11,469 | | 14,524 | |
| | | <u>11,469</u> | | <u>14,524</u> | |
| NET CURRENT ASSETS | | | 112,457 | | 98,077 |
| NET ASSETS | | | <u>114,046</u> | | <u>99,697</u> |
| REPRESENTED BY: | | | | | |
| GENERAL FUND - UNRESTRICTED | | | | | |
| Balance at 1 April 2021 | | | 99,697 | | 80,952 |
| Net Surplus for the year | 15 | | 14,349 | | 18,745 |
| Balance at 31 March 2022 | | | <u>114,046</u> | | <u>99,697</u> |

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

Chair

Date of approval: 2 September 2022

The notes on pages 7 to 12 form part of these accounts

ESSEX SOCIETY FOR FAMILY HISTORY**NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2022****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 2022****1 SALES**

| | <u>2022</u> | <u>2021</u> |
|-------------------------------|--------------|--------------|
| | <u>£</u> | <u>£</u> |
| Bookstall – books / cards | 12 | 24 |
| Postal – CDs | 544 | 1,220 |
| | <u>556</u> | <u>1,244</u> |
| | — | — |
| 2 SERVICES SUPPLIED | | |
| Magazine advertising | 108 | 112 |
| ESFH courier & search service | 65 | 109 |
| | <u>173</u> | <u>221</u> |
| | — | — |
| 3 MEETINGS IN ESSEX | | |
| Refreshments | 4 | - |
| | <u>4</u> | <u>-</u> |
| | — | — |
| 4 INTEREST RECEIVED | | |
| Charity Aid Foundation | 4 | 4 |
| COIF Deposit | 5 | 13 |
| | <u>9</u> | <u>17</u> |
| | — | — |
| 5 MERCHANDISING | | |
| Opening stock | 558 | 762 |
| Purchases | - | 159 |
| Closing stock at valuation | (395) | (558) |
| | <u>164</u> | <u>363</u> |
| | — | — |
| 6 SOCIETY PAYMENTS | | |
| Subscriptions payable - FFHS | 790 | 633 |
| Conference and fairs | 551 | 495 |
| | <u>1,341</u> | <u>1,128</u> |
| | — | — |
| 7 DEPRECIATION | | |
| Depreciation - equipment | 271 | 368 |
| Library | 427 | 427 |
| | <u>698</u> | <u>795</u> |
| | — | — |

ESSEX SOCIETY FOR FAMILY HISTORY**NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2022**

| | <u>2022</u> | <u>2021</u> |
|-------------------------------------|------------------|--------------|
| | <u>£</u> | <u>£</u> |
| 8 MEETINGS IN ESSEX | | |
| Teas at meetings | 11 | - |
| Speakers at meetings | 1,630 | 1,420 |
| | <u>1,641</u> | <u>1,420</u> |
| | — | — |
| 9 THE ESSEX FAMILY HISTORIAN | | |
| Printing | 5,479 | 5,581 |
| Postage | 2,343 | 2,429 |
| | <u>7,822</u> | <u>8,010</u> |
| | — | — |
| 10 LIBRARY | | |
| Opening stock | 3,841 | 4,268 |
| Depreciation of library stock | (427) | (427) |
| | <u>3,414</u> | <u>3,841</u> |
| Closing stock | 3,414 | 3,841 |
| | — | — |
| 11 FIXED ASSETS | | |
| | Equipment | |
| | £ | |
| COST/VALUATION | | |
| At 1 April 2021 | 13,109 | |
| Additions | 240 | |
| | <u>13,349</u> | |
| At 31 March 2022 | 13,349 | |
| | — | |
| DEPRECIATION | | |
| At 1 April 2021 | 11,489 | |
| Charge for the year | 271 | |
| | <u>11,760</u> | |
| At 31 March 2022 | 11,760 | |
| | — | |
| WRITTEN DOWN VALUE | | |
| At 31 March 2022 | 1,589 | |
| | <u>1,620</u> | |
| At 31 March 2021 | 1,620 | |
| | — | |

ESSEX SOCIETY FOR FAMILY HISTORY**NOTES TO THE ACCOUNTS – 31 MARCH 2022****12 BANK BALANCES****CASH IN HAND**

| | <u>2022</u> | <u>2021</u> |
|-----------------------------|---------------|---------------|
| | £ | £ |
| Branches: Bank and Building | | |
| Society accounts | 614 | 729 |
| Floats | - | 200 |
| Cash in hand | 7 | 4 |
| CAF – Current Account | 6,021 | 10,457 |
| CAF - Savings | 30,028 | 8,024 |
| COIF fund deposit Account | 11,276 | 11,272 |
| Co-Operative Bank | 4,060 | 12,948 |
| Paypal | 1,345 | 3,128 |
| | <u>53,351</u> | <u>46,762</u> |

13 SUNDRY CREDITORS AND ACCRUALS

| | | |
|-------------------------------|---------------|---------------|
| Accruals | 906 | 850 |
| Subscriptions paid in advance | 10,564 | 13,674 |
| | <u>11,469</u> | <u>14,524</u> |

14 INVESTMENT

| | | |
|---|---------------|---------------|
| CCLA COIF Charities Investment Fund* | | |
| (3036.06 Income Units @ 1944.25 per unit)** | 59,029 | 54,320 |
| (397.99 Income Units @ 1944.25 per unit)** | 7,738 | 7,121 |
| | <u>66,767</u> | <u>61,441</u> |

*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 31/03/2022

15 NET SURPLUS (DEFICIT) FOR THE YEAR

| | | | |
|--------------|----|---------------|---------------|
| Headquarters | | 15,548 | 20,916 |
| S.E. Branch | 17 | (463) | (255) |
| W. Branch | 18 | (190) | (1,537) |
| N.E. Branch | 19 | (517) | (322) |
| N.W. Branch | 20 | (29) | (58) |
| | | <u>14,349</u> | <u>18,744</u> |

ESSEX SOCIETY FOR FAMILY HISTORY**NOTES TO THE ACCOUNTS – 31 MARCH 2022**

| | <u>2022</u> | <u>2021</u> |
|-----------------------------------|-------------|--------------|
| | <u>£</u> | <u>£</u> |
| 16 SOUTH EAST ESSEX BRANCH | | |
| INCOME | | |
| Donations | - | 25 |
| Excess of expenditure over income | 463 | 255 |
| | <u>463</u> | <u>280</u> |
| | — | — |
| EXPENDITURE | | |
| Speakers | 33 | 80 |
| Hire of accommodation | 430 | 200 |
| | <u>463</u> | <u>280</u> |
| | — | — |
| 17 WEST ESSEX BRANCH | | |
| INCOME | | |
| Excess of expenditure over income | 190 | 1,537 |
| | <u>190</u> | <u>1,537</u> |
| | — | — |
| EXPENDITURE | | |
| Speakers | 190 | 375 |
| Hire of accommodation | - | 1,156 |
| Postage, stationery etc | - | 6 |
| | <u>190</u> | <u>1,537</u> |
| | — | — |
| 18 NORTH EAST ESSEX BRANCH | | |
| INCOME | | |
| Meetings in Essex | 3 | - |
| Excess of expenditure over income | 514 | 322 |
| | <u>517</u> | <u>322</u> |
| | — | — |
| EXPENDITURE | | |
| Meetings in Essex | 11 | - |
| Speakers | 260 | 295 |
| Postage and stationery | 1 | 27 |
| Hire of accommodation | 245 | - |
| | <u>517</u> | <u>322</u> |
| | — | — |

ESSEX SOCIETY FOR FAMILY HISTORY**NOTES TO THE ACCOUNTS – 31 MARCH 2022****19 NORTH WEST ESSEX BRANCH**

| | <u>2022</u> | <u>2021</u> |
|-----------------------------------|-------------|-------------|
| | <u>£</u> | <u>£</u> |
| INCOME | | |
| Excess of expenditure over income | 29 | 58 |
| | — | — |
| | 29 | 58 |
| | — | — |
| EXPENDITURE | | |
| Hire of accommodation | 29 | 58 |
| | — | — |
| | 29 | 58 |
| | — | — |