

**ESSEX SOCIETY FOR
FAMILY HISTORY**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2020**

Charity No: 290552

ESSEX SOCIETY FOR FAMILY HISTORY

TRUSTEES

Frederick Feather – Chair appointed 21.9.2019
Meryl Rawlings - Secretary
Ronald Knights – Treasurer
Paul Stirland
John Young
Colin Smith - resigned 21.9.2019
Elizabeth Cox
Heather Feather
Pauline Adlem
Raymond Poole
Colleen Devenish
Janice Sharpe
Eric Jude
Andrea Hewitt
David Cooper
Helen Matten – appointed 21.9.2019

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 2020

The trustees present their report along with the financial statements of the charity for the period ended 31 March 2020. 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 2019

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:

Frederick Feather

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 2020, 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

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
Public Accountant
37 Fraser Close
Chelmsford
Essex CM2 0TD

Date: 7 August 2020

ESSEX SOCIETY FOR FAMILY HISTORY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2020

	Notes	<u>2020</u> £	<u>2019</u> £
Incoming resources			
Subscriptions		21,752	23,672
Gift aid		-	-
Sales	1	935	905
Services supplied	2	506	517
Donations		1,413	1,224
Meetings in Essex	3	602	610
Interest received	4	90	64
Investment income		1,763	1,728
Find my past		4,250	2,457
Kew trip		-	374
TOTAL INCOMING RESOURCES		<u>31,311</u>	<u>31,551</u>
Resources expended			
Merchandising	5	364	221
Society payments	6	1,687	1,263
Search and certificates service		139	151
Depreciation	7	438	234
Meetings in Essex	8	2,466	3,245
Hire of accommodation		5,633	5,358
The Essex Family Historian	9	6,957	6,642
Postage, telephone, printing & stationery		1,575	1,909
Donations (Victoria CH – Essex)		750	750
ESFH Award		500	500
Projects		322	167
Credit card charge		325	291
Internet/computer maintenance		300	195
Bank charges		15	60
Committee expenses		627	541
Research room expenses		185	9
Kew trip		-	440
Miscellaneous expenses		467	56
Website development		2,230	1,810
		<u>24,980</u>	<u>23,842</u>
Examiners fees		840	850
TOTAL RESOURCES EXPENDED		<u>25,820</u>	<u>24,692</u>
Net income/(expenditure before gains & losses on investments)		<u>5,491</u>	<u>6,859</u>
Net gains/(losses) on investment		(1656)	3,848
NET SURPLUS FOR YEAR CARRIED TO GENERAL FUND		<u>3,835</u>	<u>10,707</u>

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

ESSEX SOCIETY FOR FAMILY HISTORY**BALANCE SHEET – 31 MARCH 2020**

	Notes	<u>2020</u>		<u>2019</u>	
		£	£	£	£
FIXED ASSETS	11		1,988		1,408
CURRENT ASSETS					
STOCK					
Library	10	4,268		4,268	
Books/CDs	5	762		902	
Investments	14	50,903		52,559	
Bank balances and cash in hand	12	32,563		27,397	
		<u>88,496</u>		<u>85,127</u>	
CREDITORS and ACCRUALS					
Amounts falling due within one year					
Sundry creditors and accruals	13	9,532		9,418	
		<u>9,532</u>		<u>9,418</u>	
NET CURRENT ASSETS			78,964		75,709
NET ASSETS			<u>80,952</u>		<u>77,117</u>
REPRESENTED BY:					
GENERAL FUND - UNRESTRICTED					
Balance at 1 April 2019			77,117		66,410
Net Surplus for the year	15		3,835		10,707
Balance at 31 March 2020			<u>80,952</u>		<u>77,117</u>

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

Frederick Feather

Chair

Date of approval: 6 August 2020

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

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2020

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 2020

1 SALES

	<u>2020</u>	<u>2019</u>
	£	£
Bookstall – books / cards	488	137
Bookstall – CDs	17	17
Postal – CDs	430	751
ESFH Polo Shirts	-	-
	<u>935</u>	<u>905</u>
2 SERVICES SUPPLIED		
Magazine advertising	313	288
ESFH courier & search service	193	229
	<u>506</u>	<u>517</u>
3 MEETINGS IN ESSEX		
Refreshments	602	610
	<u>602</u>	<u>610</u>
4 INTEREST RECEIVED		
Charity Aid Foundation	-	10
COIF Deposit	90	54
	<u>90</u>	<u>64</u>
5 MERCHANDISING		
Opening stock	902	797
Purchases	224	326
Closing stock at valuation	(762)	(902)
	<u>364</u>	<u>221</u>

ESSEX SOCIETY FOR FAMILY HISTORY

NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2020

	<u>2020</u> <u>£</u>	<u>2019</u> <u>£</u>
6 SOCIETY PAYMENTS		
Subscriptions payable - FFHS	708	701
- Other	-	-
Conference and fairs	979	562
	<u>1,687</u>	<u>1,263</u>
	—	—
7 DEPRECIATION		
Depreciation on equipment	438	234
	—	—
8 MEETINGS IN ESSEX		
Teas at meetings	527	919
Speakers at meetings	1,939	2,326
	<u>2,466</u>	<u>3,245</u>
	—	—
9 THE ESSEX FAMILY HISTORIAN		
Printing	4,967	4,228
Postage	1,990	2,413
	<u>6,957</u>	<u>6,642</u>
	—	—
10 LIBRARY		
Opening stock	4,268	4,268
Purchases in year	-	-
	<u>4,268</u>	<u>4,268</u>
Closing stock	4,268	4,268
	—	—

ESSEX SOCIETY FOR FAMILY HISTORY
NOTES TO THE ACCOUNTS – 31 MARCH 2020

11 FIXED ASSETS

	Equipment
	£
COST/VALUATION	
At 1 April 2019	12,091
Additions	1,018
At 31 March 2020	<u>13,109</u>
DEPRECIATION	
At 1 April 2019	10,683
Charge for the year	438
At 31 March 2020	<u>11,121</u>
WRITTEN DOWN VALUE	
At 31 March 2020	1,988
At 31 March 2019	<u>1,408</u>

12 BANK BALANCES
CASH IN HAND

	<u>2020</u>	<u>2019</u>
	£	£
Branches: Bank and Building Society accounts	783	1,059
Floats	200	200
Cash in hand	171	201
CAF – Current Account	2,845	2,035
CAF - Savings	8,020	9,000
COIF fund deposit Account	11,258	11,190
Co-Operative Bank	6,686	3,265
Paypal	2,600	447
	<u>32,563</u>	<u>27,397</u>

ESSEX SOCIETY FOR FAMILY HISTORY
NOTES TO THE ACCOUNTS – 31 MARCH 2020

13 SUNDRY CREDITORS AND ACCRUALS	<u>2020</u>	<u>2019</u>
	£	£
Accruals	850	850
Subscriptions paid in advance	8,682	8,568
	<u>9,532</u>	<u>9,418</u>
14 INVESTMENT		
CCLA COIF Charities Investment Fund*		
(3036.06 Income Units @ 1482.30 per unit)**	45,004	46,468
(397.99 Income Units @ 1482.30 per unit)**	5,899	6,091
	<u>50,903</u>	<u>52,559</u>
<p>*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.</p> <p>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.</p> <p>** Selling price valuation at 31/03/2020</p>		
15 NET SURPLUS (DEFICIT) FOR THE YEAR		
Headquarters	6,440	13,382
S.E. Branch	17 (912)	(1,444)
W. Branch	18 (849)	(656)
N.E. Branch	19 (723)	(427)
N.W. Branch	20 (121)	(148)
	<u>3,835</u>	<u>10,707</u>
16 SOUTH EAST ESSEX BRANCH		
INCOME		
Sales	34	12
Donations	573	451
Meetings in Essex	373	380
Miscellaneous		-
Excess of expenditure over income	912	1,444
	<u>1,892</u>	<u>2,287</u>
EXPENDITURE		
Meetings in Essex	447	353
Speakers	345	830
Hire of accommodation	1,100	1,000
Conference, fairs and open days	-	90
Postage, stationary etc	-	14
	<u>1,892</u>	<u>2,287</u>

ESSEX SOCIETY FOR FAMILY HISTORY**NOTES TO THE ACCOUNTS – 31 MARCH 2020**

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
17 WEST ESSEX BRANCH		
INCOME		
Sales	146	80
Meetings in Essex	115	140
Donations	65	162
Excess of expenditure over income	849	656
	<u>1,175</u>	<u>1,038</u>
	—	—
EXPENDITURE		
Meetings in Essex	137	144
Speakers	445	241
Hire of accommodation	543	650
Postage, stationery etc	8	3
Miscellaneous	42	-
	<u>1,175</u>	<u>1,038</u>
	—	—
18 NORTH EAST ESSEX BRANCH		
INCOME		
Sale of merchandising	46	106
Donations	4	23
Meetings in Essex	73	84
Excess of expenditure over income	723	427
	<u>847</u>	<u>640</u>
	—	—
EXPENDITURE		
Meetings in Essex	33	22
Speakers	200	245
Postage and stationery	13	6
Hire of accommodation	572	315
Projects	-	-
Committee expenses	30	52
Equipment	-	-
	<u>847</u>	<u>640</u>
	—	—

ESSEX SOCIETY FOR FAMILY HISTORYNOTES TO THE ACCOUNTS – 31 MARCH 2020**19 NORTH WEST ESSEX BRANCH**

	<u>2020</u>	<u>2019</u>
	£	£
INCOME		
Donations		-
Meetings in Essex	2	6
Excess of expenditure over income	121	148
	<u>123</u>	<u>154</u>
EXPENDITURE		
Meetings in Essex	10	60
Hire of accommodation	113	-
Speakers	-	-
Subscriptions to other societies	-	10
Hire of accommodation	-	84
	<u>123</u>	<u>154</u>