



**BDO Stoy Hayward**  
Chartered Accountants

**Norfolk Family History Society**  
**(A company limited by guarantee and**  
**not having a share capital)**

**Report and Financial Statements**

**Eleven Months to 31 March 1997**



# **NORFOLK FAMILY HISTORY SOCIETY**

**Annual report and financial statements for the eleven months ended 31 March 1997**

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### **Trustees**

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## **Trustees**

D Cooper	P Kett (Treasurer)
R Everett	M Palmer
P Green (Chairman)	I Reeves
D Hipperson	B Walker
JS Woolsey	

## **Secretary and registered office**

JS Woolsey  
74 The Close  
Norwich  
NR1 4DR

## **Company number**

3194731

## **Charity number**

1055410

## **Accountants**

BDO Stoy Hayward  
7 The Close  
Norwich  
NR1 4DP

## **NORFOLK FAMILY HISTORY SOCIETY**

### **Report of the trustees for the eleven months ended 31 March 1997**

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The trustees (who are also the directors) present their report together with the financial statements for the period ended 31 March 1996.

#### **Incorporation**

The Norfolk Family History Society was incorporated as a private limited company on 3 May 1996 and registered as a charity on 15 May 1996 to take over the assets and liabilities of the Norfolk and Norwich Genealogical Society, which was founded in 1968. The transfer took place on 31 October 1996, these accounts reflecting the activity for the remainder of the financial year.

#### **Trustees responsibilities**

Charities law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the charity's financial activities during the year and of its financial position at the end of the year. 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Principal activity and trading review**

The objective of the charitable company is to provide facilities, support, and information to those with an interest in Norfolk genealogy, heraldry and family history. It is also a publishing body, producing a quarterly journal.

The charitable company's trading activity is set out in the income and expenditure account on page 4. Outgoing resources amounted to £9,721 for the period. This deficit arises as subscription income is receivable in April.

#### **Taxation**

The company is a registered charity and is not liable to taxation on its income.

#### **Fixed assets**

Details of movements in fixed assets during the period are set out in note 6 to the financial statements.

**NORFOLK FAMILY HISTORY SOCIETY**

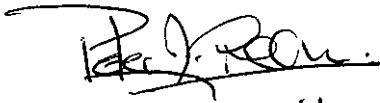
**Report of the trustees for the eleven months ended 31 March 1997 (*Continued*)**

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**Members of the company**

Every member of the company is a guarantor and undertakes to contribute to the assets of the company in the event of it being wound up. Such amount shall not exceed £10.

**By order of the Trustees**



**P Green  
Trustee**

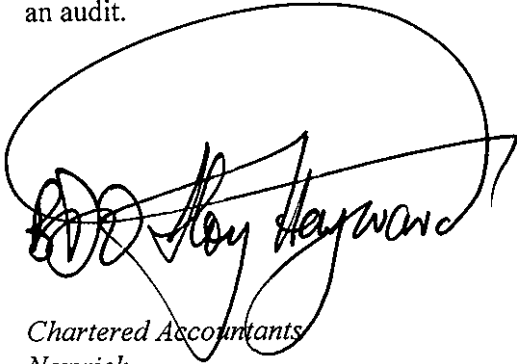
29 July 1997

## NORFOLK FAMILY HISTORY SOCIETY

### Accountant's report

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We have prepared the financial statements set out on pages 4 to 10 for the period ended 31 March 1997 from the records, vouchers and other information made available to us. To the best of our knowledge and belief these financial statements have been drawn up in accordance with such information. We have not carried out an audit.



*Chartered Accountants  
Norwich*

1 August 1997

## NORFOLK FAMILY HISTORY SOCIETY

Income and expenditure account incorporating Statement of Financial Activities for the eleven months ended 31 March 1997

	Note	Unrestricted Funds £
<b>Incoming resources</b>		
Annual subscriptions		1,524
Donations		252
Bank interest		135
Other income	2	786
<b>Total Incoming Resources</b>		<u>2,697</u>
<b>Resources Expended</b>		
Direct charitable expenditure	3	(2,365)
Fund-raising and publicity	4	(5,156)
Management and administration of the charity	5	(4,897)
<b>Total Resources Expended</b>		<u>(12,418)</u>
<b>Net outgoing resources for the period</b>		<u>(9,721)</u>
General fund transferred from Norfolk & Norwich Genealogical Society		61,870
<b>Net movement in funds</b>		<u>52,149</u>
Balance brought forward at 1 November 1996		-
<b>Balance carried forward at 31 March 1997</b>		<u><u>52,149</u></u>

All amounts relate to continuing activities

All recognised gains and losses are included in the Statement of Financial Activities.

The notes on pages 6 to 10 form part of these financial statements.

# NORFOLK FAMILY HISTORY SOCIETY

## Balance sheet at 31 March 1997

	Note	1997
<b>Fixed assets</b>		
Tangible assets	6	37,137
<b>Current assets</b>		
Stocks	8	6,507
Debtors	8	5,792
Cash at bank and in hand		16,561
		<u>28,860</u>
<b>Creditors: amounts falling due within one year</b>	10	<u>(10,748)</u>
<b>Net current assets</b>		<u>18,112</u>
<b>Total assets less current liabilities</b>		<u>55,249</u>
<b>Creditors: amounts falling due after more than one year</b>	11	<u>(3,100)</u>
<b>Net assets</b>		<u><u>52,149</u></u>
<b>Funds</b>		
Unrestricted		<u><u>52,149</u></u>

### Trustees' statement

The trustees (who are also the directors) have taken advantage of the exemption conferred by Section 249A(1) not to have these financial statements audited and confirm that no notice has been deposited under Section 249B(2) of the Companies Act 1985. The trustees acknowledge their responsibilities for ensuring that:-

- the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
- the financial statements give a true and fair view of the state of affairs of the company as at 31 March 1997 and of its loss for the period then ended in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Trustees on 29 July 1997

  
P Kett  
Trustee

The notes on pages 6 to 10 form part of these financial statements.

## NORFOLK FAMILY HISTORY SOCIETY

Notes forming part of the financial statements for the eleven months ended 31 March 1997

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### 1 Accounting policies

The financial statements have been prepared under the historical cost convention, and are in accordance with applicable accounting standards. The following principal accounting policies have been applied:

#### *Depreciation*

Depreciation is provided to write off the cost, less estimated residual values, of all fixed assets, except freehold buildings and library stock, evenly over their expected useful lives. It is calculated at the following rates:

Equipment	-	10% and 20% per annum
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The responsibility of maintaining the freehold building, Kirby House, in a continual state of sound repair is held by The Kirby Permanent Endowment Fund. Although no expenditure is incurred by Norfolk Family History Society other than for the provision of utilities, it is considered by the directors that the life of the asset and its residual value, based on prices prevailing at the time of its acquisition or subsequent revaluation is such that the depreciation would not be material. Provision will be made should any permanent diminution in value to the property occur.

The library collection contains a large number of publications that have been donated. It is considered by the trustees that the market value of the collection substantially exceeds the cost given that much of the collection is of an antiquarian nature and consequently any depreciation would not be material. Provision will be made should any permanent diminution in value of the collection occur.

#### *Stocks*

Stocks are valued at the lower of cost and net realisable value. Cost is based on the cost of purchase on a first in, first out basis. Net realisable value is based on estimated selling price less additional costs to completion and disposal.

#### *Life Subscriptions*

Life subscriptions are included as income in the Statement of Financial Activities on a consistent basis. At the end of each financial year, the balance carried forward to future years is included in the balance sheet as deferred income.



# **NORFOLK FAMILY HISTORY SOCIETY**

Notes forming part of the financial statements for the eleven months ended 31 March 1997 *(Continued)*

## **2 Other Income**

	Unrestricted Funds £
Advertising revenue	153
Sales of publications	600
Sales of souvenirs	33
	<u>786</u>

Income from sales of publications and souvenirs is arrived at as follows:

	Sales Value £	Cost of Sales £	Gross Profit £
Sales of publications	1,105	505	600
Sales of souvenirs	<u>72</u>	<u>39</u>	<u>33</u>

## **3 Direct Charitable Expenditure**

	Unrestricted Funds £
Subscriptions paid	461
Meeting expenses	850
Kirby House expenditure	1,054
	<u>2,365</u>

## **4 Fund-raising and Publicity**

Publication of Norfolk Ancestor	<u>5,156</u>
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# **NORFOLK FAMILY HISTORY SOCIETY**

Notes forming part of the financial statements for the eleven months ended 31 March 1997 (*Continued*)

## **5 Management and Administration of the Charity**

	1997 £
Postage and stationery	979
General administration	374
Legal and professional fees	1,954
Bank charges	24
Depreciation	1,566
	<u>4,897</u>

## **6 Tangible assets**

	Freehold building £	Library Stock £	Equipment £	Total £
<i>Cost</i>				
At 1 November 1996	-	-	-	-
Transferred	28,222	6,237	11,916	46,375
Additions	-	1,178	40	1,218
Disposals	-	-	(40)	(40)
<b>At 31 March 1997</b>	<u>28,222</u>	<u>7,415</u>	<u>11,916</u>	<u>47,553</u>
<i>Depreciation</i>				
At 1 November 1996	-	-	-	-
Transferred	-	-	8,850	8,850
Provided for period	-	-	540	540
Provision for permanent diminution in value	-	-	1,026	1,026
Disposals	-	-	-	-
<b>At 31 March 1997</b>	<u>-</u>	<u>-</u>	<u>10,416</u>	<u>10,416</u>
<i>Net book value</i>				
<b>At 31 March 1997</b>	<u>28,222</u>	<u>7,415</u>	<u>1,500</u>	<u>37,137</u>

# **NORFOLK FAMILY HISTORY SOCIETY**

Notes forming part of the financial statements for the eleven months ended 31 March 1997 (*Continued*)

## **7 Stocks**

1997  
£

Goods held for resale

6,507

There is no material difference between the replacement cost of stocks and the amount stated above.

## **8 Debtors**

£

Debtors

4,463

Prepayments

1,329

5,792

Debtors includes £3,920 in respect of The Kirby Permanent Endowment Fund.

## **9 Connected Charity**

The Norfolk Family History Society has an un-incorporated charitable trust, the Kirby Permanent Endowment Fund established to receive the assets of the Norfolk and Norwich Genealogical Society's Kirby Endowment Trust, whose purpose is the maintenance of the fabric of Kirby House, Norwich, the society's freehold property. At 31 March 1997 the transfer had not taken place.

## **10 Creditors: amounts falling due within one year**

£

Creditors

734

Accruals

1,881

Deferred income

8,133

10,748

Deferred income represents subscriptions paid in advance.

## **11 Creditors: amounts falling due after more than one year**

£

Life subscriptions in advance

3,100

## **NORFOLK FAMILY HISTORY SOCIETY**

**Notes forming part of the financial statements for the eleven months ended 31 March 1997 *(Continued)***

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### **12 Members Guarantee**

The company, which is incorporated under the terms of the Companies Act 1985, has no share capital but is limited by Guarantee. Every member of the company is a Guarantor and undertakes to contribute to the assets of the company in the event of it being wound up, such amount as may be required. Each member's liability is limited to £10.