

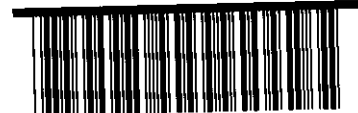
2006

**Norfolk Family History Society**

**(A Company limited by guarantee and not having a share capital)**

**Annual Report and Unaudited Financial Statements**

**Year ended 31 March 2006**



A37  
COMPANIES HOUSE  
296  
04/12/2006



A16  
COMPANIES HOUSE  
461  
18/11/2006

# **Norfolk Family History Society**

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**Norfolk Family History Society**  
**Year ended 31 March 2006**

**Annual Report and un-audited financial statements**

**Reference and Administrative**

**Details of the Norfolk Family History Society, its Trustees and Advisers**

The Norfolk Family History Society was established in May 1996 to take over the Norfolk and Norwich Genealogical Society, which was founded in 1968. It is both a Charity and a Company. Its registered office address is:

Kirby Hall  
70 St Giles Street  
Norwich  
Norfolk  
NR2 1LS  
UK

**Directors and Trustees**

The directors of the charitable company ("the charity") are the trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

Membership of the Committee during the year, showing those members who resigned, retired or were elected part way through the year

Current Committee Members		
Trustee	Date of appointment	Role
E. Perry	Appointed Sept 2005	Secretary / Librarian
C. Quantrill		Cashier
J. Stangroom		Membership Secretary
D. Thompson		Projects Officer
V. Martin	Appointed June 2006	Library Manager
C. Skipper	Appointed August 2006	Non-Exec Chairman
Outgoing Committee Members		
R. Kerswell	Retired September 2005	
R. Everett	Retired September 2005	
C. Abery	Resigned October 2005	
R. Scott	Retired January 2006	
A. L. Hough	Resigned June 2006	
R. Middleton	Resigned June 2006	
P. Westgate	Resigned June 2006	
D. Cooper	Resigned July 2006	

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members.

**Professional Advisers**

The names and addresses of the Society's professional advisers, as required by the Charity Commission's statement of recommended practices, are

**Accountants**

ARGENTS  
15 Palace Street  
Norwich NR3 1RT

**Bankers**

HSBC  
18 London Street  
Norwich NR2 1LG

**Solicitors**

LEATHES PRIOR  
74 The Close  
Norwich NR1 4DR

## **Trustees Report**

The Trustees present their Report and Accounts for the year ended 31 March 2006.

## **Structure, Governance and Management**

### **Incorporation**

The Norfolk Family History Society, which is governed by its Memorandum & Articles of Association, was incorporated as a private limited Company on May 3<sup>rd</sup> 1996 **Company Number:** 3194731 and registered as a Charity on 15<sup>th</sup> May 1996 **Charity Number:** 1055410 to take over the assets and liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31<sup>st</sup> October 1996. The affairs of the Society are managed by the Trustees Committee which meets the second Tuesday of every month. It consists of the named Trustees, appointed at the General Meeting held in October each year.

### **Trustees Responsibilities**

Charity law requires the trustees to keep proper books of accounts in respect of all monies received and expended by the society, and prepare financial statements for each financial year which provide a true and fair view of the state of the charitable company's financial activities during the year 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 appropriate that the charitable company will continue in business.

The Trustees are also responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities.

### **Risk Assessment**

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the Trustees' Committee Minutes. All risks are identified and considered with recommendations made and actions taken. Towards this end the trustees took out a Trustees Indemnity Assurance Policy in 2006 to cover against "wrongful acts". Enforcement of the new Fire Regulations from 1 October onwards will require the Society to have a proper Fire Risk Assessment made on Kirby Hall. This is being negotiated with Chubb. No other risks have been identified that have not already been dealt with by management controls.

## **Trustees Report (*continued*)**

### **The NFHS Objectives and Activities**

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association – to advance the education of the general public by:

- (a) collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk.
- (b) promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk.
- (c) encouraging the study of genealogy, heraldry and family history.
- (d) *giving educational assistance by way of lectures and otherwise with reference to record research.*

The Society is fortunate to have its own premises and a sizeable collection of documents, books and records, known as the Kirby Hall Library. This is staffed by volunteers and open to the public for 5 regular sessions each week.

The Society aims to be a centre of excellence in Norfolk Family History Research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

#### ***To advance the education of the public in Family History***

- publishes a quarterly Journal 'The Ancestor' with lively and interesting articles and information, sent free to all members.
- produces a publicity brochure to be placed in Libraries, Churches, Museums and other establishments, and given to the public at Fairs, etc.
- runs a series of courses on Family History skills for beginners and the more experienced.
- maintains a Society website – [www.norfolkfhs.org.uk](http://www.norfolkfhs.org.uk) – to provide information to members and the general public.
- includes an E-mail Forum on the Website where members can exchange ideas, discuss their research and alert members to useful sources of genealogical information.
- operates an E-mail look up service to members searching for individual and family names.
- keeps an up-to-date list of members names and addresses and their interests which can be shared.
- allows the public free use of Broadband Internet, computers and film / fiche readers in the Library.
- provides thousands of fiche and film items for visitors to view in the Library.
- runs a Bookstall at the Library and at a numbers of Fairs to sell a wide range of literature about Family History and Norfolk; including books, monographs and CDs, which it has produced and published, relating to genealogical information.
- prints and displays Norfolk and Norwich Parish Registers and Census records which members have transcribed; also Marriage Indexes, Bishops' Transcripts, etc.
- enables access to a unique collection of over 2500 Family Trees in the Library, pedigrees and Wills.
- keeps Memorial Inscriptions and photographs from over 400 churches within Norfolk.
- collects hundreds of miscellaneous items about Norfolk villages and towns.
- has five Branches which hold regular Meetings at Norwich, Diss, Kings Lynn, Yarmouth and London, as well as organising trips, including visits to Kirby Hall.

## Norfolk Family History Society

### Year ended 31 March 2006

The Society's main aims during the year have been to improve the facilities inside Kirby Hall, to maintain the building, to ensure prompt payment of bills, to computerise its records particularly creating a Library Catalogue and to increase the range of services available to its members as well as identify future projects which would make effective use of the Society's increasing resources.

### Achievements and Performance

The Membership of the NFHS at the end of March 2006 was 4051

We are trying to maintain and increase the numbers. Membership details are as follows

	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
<b>Current Membership</b>	<b>1000</b>	<b>3737</b>	<b>56</b>	<b>93</b>	<b>73</b>	<b>31</b>	<b>61</b>	<b>4051</b>

'The Ancestor' Journal has been altered to a four colour glossy cover with a new layout inside. It is distributed to all members four times a year (December, March, June, September), to numerous exchange FHS, to Record Offices and Libraries.

We produced a new publicity Brochure to be placed in Libraries, Churches, Museums and other establishments, and given to the public at Fairs, etc.

The Society's website – [www.norfolkfhs.org.uk](http://www.norfolkfhs.org.uk) – has been expanded and improved with new lists of Library contents such as the Census Records, Family Trees, Memorial Inscriptions and Parish Records.

Inside Kirby Hall, Broadband Internet has been made available, plus a new computerised fiche/film reader / scanner was purchased from which copies can be printed and records digitalised onto DVD. The Projects Officer continues to collect and print-up transcriptions of Parish Records to be added to the Library. The Company Secretary assumed the role of Librarian in December and has installed a new Library Catalogue on the computers plus other category lists for access by Visitors. An extensive re-organisation and improved presentation of the Library collection is underway; numerous books, magazines, articles, photos, family trees, etc, have been added during the year. The Skipper Room has been turned into an open-plan working office with the donation and purchase of new furniture, carpets, filing cabinets and computers. The car-park has been resurfaced and plans are in hand to replace some of the old metal windows and repaint the outside of the building.

The Committee has sought to update and advance the governance of the Society by adopting Charity Commission 'best practice' procedures, instituting more efficient financial operations, improving its insurance cover, and producing documents relating to its Investments, Accounts and Management. Whilst we have not been successful in attracting new Trustees, information explaining the operation of the Society and pertaining to the training of new trustees is to be found on the Front Desk in the Library. Volunteers now receive a monthly Newsletter explaining what is happening inside Kirby Hall.

Overall, considerable progress has been made and we are indebted to all who have made this possible.

### Financial Review

In the year to 31 March 2006, incoming resources totalled £83,127. Income from donations increased and tax repayments continued as a response to the gift aid forms included with the membership booklet and the brochure.

Direct charitable expenditure totalled £37,829 of which £16,175 related to publication and distribution costs of the Norfolk Ancestor quarterly journal.

### **Reserve Policy**


At 31 March 2006, total unrestricted reserves amounted to £209,324 of which £61,605 is designated as for the Kirby Hall Fund being invested in M&N Charibonds.

The restricted reserve of £142,317 at 31 March 2006 is held in a permanent endowment fund and represents the net book value of the Kirby Hall premises. The fund value is reduced by the depreciation charge on the property.

This report has been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005; and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

### **Approval**

The Trustees approve this Report at a Meeting held on 3 August 2006 and it is signed on their behalf by

  
**E Perry**  
Trustee (Secretary)

28/11/2006

**Accountants' Report to the members on the unaudited accounts of  
Norfolk Family History Society**

We report on the financial statements for the year ended 31 March 2006 set out on pages 7 to 13.

**Respective responsibilities of directors and reporting accountants**

As described on page 2, the trustees, who are also the directors of Norfolk Family History Society for the purposes of the company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed by our opinion.

**Opinion**

In our opinion:

- (a) the financial statements are in agreement with those accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) (as modified by section 249A(5)) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



**ARGENTS**  
Chartered Accountants  
15 Palace Street  
Norwich  
NR3 1RT

7 August 2006



**Statement of Financial Activities (including Income and Expenditure account)**

	Notes	Permanent Endowment Fund £	Unrest- ricted Funds £	2006 Total £	2005 Total £
<b>Incoming resources</b>					
<b><i>Incoming resources from generated funds:</i></b>					
Donations		-	564	564	730
Members' subscriptions		-	40,539	40,539	40,341
Income tax refund			4,964	4,964	4,852
Gain on investments – unrealised		-	15,916	15,916	781
Investment income: Interest and dividends		-	4,378	4,378	4,389
<b><i>Incoming resources from charitable activities:</i></b>					
Sale of publications & souvenirs		-	7,270	7,270	9,861
Advertising revenue		-	432	432	434
Income from training courses		-	620	-	1,078
Income from coach trips		-	-	-	816
Sundry income		-	8,444	8,444	-
		-	83,127	83,127	62,501
<b>Total Incoming Resources</b>					
<b>Resources Expended</b>					
<b><i>Costs of generating funds:</i></b>					
Costs of goods sold, fundraising costs	3	-	37,829	37,829	34,741
Governance costs	4	1,514	9,052	10,566	9,728
<b>Total Resources Expended</b>		1,514	46,881	48,395	44,469
<b>Net Incoming resources for the year</b>		(1,514)	36,246	34,732	18,032
Balance brought forward at 1 April 2005		143,831	173,078	316,909	298,096
<b>Balance carried forward at 31 March 2006</b>		142,317	209,324	351,641	316,909

All amounts relate to continuing activities

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

The historical cost movement in funds for both 2006 and 2005 is represented by the net incoming resources for the year as reported above.

The notes on pages 9 to 13 form part of these unaudited financial statements.

**Norfolk Family History Society**  
**Year ended 31 March 2006**

**Balance sheet at 31 March 2006**

	Note	2006	2005
		£	£
<b>Fixed assets</b>			
Tangible assets	6	177,633	172,946
Investments	7	61,605	45,689
		<u>239,238</u>	<u>218,635</u>
<b>Current assets</b>			
Stocks	8	6,883	6,468
Debtors	9	4,250	4,152
Cash at bank and in hand		120,082	108,301
		<u>131,215</u>	<u>118,921</u>
<b>Creditors: amounts falling due within one year</b>	10	15,414	17,019
		<u>115,801</u>	<u>101,902</u>
<b>Net current assets</b>			
		<u>115,801</u>	<u>101,902</u>
<b>Total assets less current liabilities</b>		<u>355,039</u>	<u>320,537</u>
<b>Creditors: amounts falling due after more than one year</b>	11	(3,398)	(3,628)
		<u>351,641</u>	<u>316,909</u>
<b>Net assets</b>			
		<u>351,641</u>	<u>316,909</u>
<b>Funds</b>			
Kirby endowment trust: Permanent			
Endowment	12	142,317	143,831
Unrestricted	12	209,324	173,078
		<u>351,641</u>	<u>316,909</u>

**Trustees Statement**

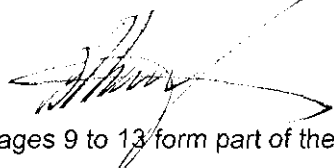
The trustees (who are also the directors) have taken advantage of the exemption conferred by Section 249 A (1) not to have these financial statements audited and confirm that no notice has been deposited under Section 249 B (2) of the Companies Act 1985. The trustees acknowledge their responsibilities 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 2006 and of its surplus for the year 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.

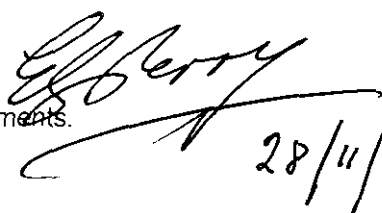
These unaudited financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small businesses.

The financial statements were approved by the Trustees on 3 August 2006 and signed on their behalf by:-

**D. Thompson**  
Trustee



**E. Perry**  
Trustee (Secretary)



The notes on pages 9 to 13 form part of these unaudited financial statements.

28/11/2006.

**Notes forming part of the unaudited financial statements**

**1. Accounting policies:** The principal accounting policies are set out below.

**Accounting convention**

The unaudited financial statements are prepared under the historical cost convention, with the exception of investments which are stated at market value. The unaudited financial statements have been prepared in accordance with the statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities published in March 2005 and applicable accounting standards.

The charitable company has revised, as provided by Schedule 4 paragraph 3(3) of the Companies Act 1985 its format of accounts to include headings which are relevant to its activities thus enabling it to show a true and fair view of the state of affairs of the company.

**Tangible Fixed Assets and Depreciation**

Tangible fixed assets costing more than £100 are capitalised.

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

Freehold building	- 2%
Equipment	- 10% to 50% per annum

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.

**Investments**

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

**Stocks**

Stocks are valued at the lower of costs 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.

**Income from Donations**

Donations are recognised upon receipt.

**Income from Subscriptions**

Subscription income is accounted for on an accruals basis.

**Life Subscriptions**

Are included as income in the Statement of Financial Activities at £10 per member per year. At the end of each financial year, the balance carried forward to future years is included within deferred income.

**Notes forming part of the unaudited financial statements**

**1. Accounting policies: (continued)**

**Expenditure**

All expenditure is accounted for on an accruals basis, and has been classified under the headings that aggregate all costs relative to that category.

**Fund Accounting**

Unrestricted funds are those for use in furtherance of the charitable company's objectives at the discretion of the Trustees. Designated Funds comprise unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Permanent endowment funds are created when there is no power to convert a capital fund into income.

**Taxation**

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

**Operating Leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**2. Status of the Charity**

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 while a member, or within one year of ceasing to be a member, such amount as may be required. Each member's liability is limited to £10.

**3. Costs of goods sold, fundraising costs**

Kirby Hall Expenditure	11,048	5,714
Publication costs of 'Norfolk Ancestor'	16,175	17,674
Purchase of publications and souvenirs	2,065	4,634
Postage, stationery and advertising	(414)	247
Stationery and consumables for members	1,478	1,507
Subscriptions paid	1,304	641
Costs of Fairs attended	-	336
Branch Meeting expenses	2,732	2,333
Course Costs	600	765
Projects	2,841	-
Coach hire	-	890
	<u>37,829</u>	<u>34,741</u>

Notes forming part of the unaudited financial statements

4. Governance costs

	2006 £	2005 £
Postage and stationery	622	846
General administration costs	1,273	2,724
Legal and professional fees	1,262	935
Bank charges	160	34
Miscellaneous	691	196
Trustees expenses	364	-
Volunteers expenses	409	-
Depreciation	4,271	3,479
Depreciation of freehold buildings	1,514	1,514
	<u>10,566</u>	<u>9,728</u>

5. Net Incoming resources for the year

Stated after charging:-

Depreciation	5,785	4,993
Reporting accountant's fee	910	935
	<u>        </u>	<u>        </u>

6. Tangible assets

	Freehold Property £	Library stock £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2005	151,401	21,145	36,317	208,863
Additions	-	1,596	8,876	10,472
<b>At 31 March 2006</b>	<u>151,401</u>	<u>22,741</u>	<u>45,193</u>	<u>219,335</u>
<b>Depreciation</b>				
At 1 April 2005	7,570	-	28,347	35,917
Provided for year	1,514	-	4,271	5,785
<b>At 31 March 2006</b>	<u>9,084</u>	<u>-</u>	<u>32,618</u>	<u>41,702</u>
<b>Net book value</b>				
<b>At 31 March 2006</b>	<u>142,317</u>	<u>22,741</u>	<u>12,575</u>	<u>177,633</u>
 At 31 March 2005	 <u>143,831</u>	 <u>21,145</u>	 <u>7,970</u>	 <u>172,946</u>

**Norfolk Family History Society**  
**Year ended 31 March 2006**

**Notes forming part of the unaudited financial statements**

**7. Fixed Assets Investment**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Quoted investments		
Market value 1 April 2005	<b>45,689</b>	44,908
Gain on revaluation	<b>15,916</b>	781
<b>Market value 31 March 2006</b>	<b><u>61,605</u></b>	<b><u>45,689</u></b>
Historical cost 31 March 2006	<b><u>39,991</u></b>	<b><u>39,991</u></b>

**8. Stocks**

Goods held for resale	6,883	6,468
	<u>6,883</u>	<u>6,468</u>

**9. Debtors**

Other debtors	630	602
Prepayments	3,620	3,550
	<u>4,250</u>	<u>4,152</u>

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

Other creditors	-	1,257
Accruals	1,797	1,300
Subscriptions in advance	13,617	14,462
	<u>15,414</u>	<u>17,019</u>

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

Life subscriptions in advance	3,398	3,628
	<u>3,398</u>	<u>3,628</u>

**Norfolk Family History Society**  
**Year ended 31 March 2006**

**Notes forming part of the unaudited financial statements**

**12. Funds**

	<b>Unrestricted Funds</b>		<b>Restricted Funds</b>	<b>Total</b>
	<b>Kirby endowment designated fund</b>	<b>Norfolk Family History Society</b>	<b>Permanent Endowment fund</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 April 2005	50,000	123,078	143,831	316,909
Transfer	(4,311)	4,311	-	-
Income	-	67,211	-	67,211
Expenditure	-	(46,881)	(1,514)	(48,395)
Investment Gain	15,916	-	-	15,916
	<u>61,605</u>	<u>147,719</u>	<u>142,317</u>	<u>351,641</u>
Analysis of net assets between funds				
Tangible fixed assets	-	35,316	142,317	177,633
Investments	61,605	-	-	61,605
Cash at bank and in hand	-	120,082	-	120,082
Other: net current liability	-	(4,281)	-	(4,281)
Long term liability	-	(3,398)	-	(3,398)
	<u>61,605</u>	<u>147,719</u>	<u>142,317</u>	<u>351,641</u>

**13. Kirby Endowment Trust Funds**

The permanent endowment fund represents the net book value of Kirby Hall (the amount paid as purchase and refurbishment). The fund balance is reduced by the depreciation on the property.

The Kirby designated fund represents surpluses of income arising in prior years which have been invested in M&G Charities, to be used to support the repair and maintenance costs of the Society's premises present and future. Any amounts not required for that purpose may be used at the discretion of the Trustees to further the objects of the charity, and accordingly are deemed unrestricted (see note 13).

**14. Transactions with Trustees**

During the year ten Trustees received reimbursement of expenses totalling £430. No remuneration was paid to the Trustees.

**15. Employees**

During the year the society had no employees (2005: none).

**16. Operating lease commitments**

The amount payable in the next year in respect of operating leases for equipment are shown below, analysed according to the expiry date of the lease.

	<b>2006</b>	<b>2005</b>
	<b>(£)</b>	<b>(£)</b>
Between two and five years	679	470