



## Norfolk Family History Society

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# Report of the Trustees and Unaudited Financial Statements for the year ended 31 March 2017

REGISTERED COMPANY NUMBER: 03194731  
REGISTERED CHARITY NUMBER: 1055410

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Argents  
Chartered Accountants  
15 Palace St  
NORWICH  
Norfolk  
NR3 1RT

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### Contents

|  |    |
|--|----|
| REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 <sup>ST</sup> MARCH 2017              | 8  |
| FINANCIAL REVIEW   | 15 |
| INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES<br>OF NORFOLK FAMILY HISTORY SOCIETY | 17 |
| STATEMENT OF FINANCIAL ACTIVITIES  | 18 |
| NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 <sup>ST</sup> MARCH 2017   |    |





**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2017**

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31<sup>st</sup> March 2017. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 and 2014 and the supplementary procedures.

**Reference and Administrative Details**

Registered Company number  
**03194731**

Registered Charity number  
**1055410**

Registered office

Kirby Hall  
70 St. Giles Street  
NORWICH  
Norfolk  
NR2 1LS

**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.

The table below shows membership of the Committee during the year.

**Committee Members**

| <b>Trustee</b>      | <b>Date of Appointment</b> | <b>Role</b>                     |
|---------------------|----------------------------|---------------------------------|
| Jean Stangroom      | Appointed June 1998        | Chairman & Membership Secretary |
| Edmund Perry        | Appointed Sept 2005        | Company Secretary               |
| Carole Taylor       | Appointed April 2007       | Treasurer                       |
| Mike Dack           | Appointed Nov 2010         | NORS Administrator              |
| Margaret Murgatroyd | Appointed Nov 2010         | Transcript Cleaning             |
| Carol Reeve         | Appointed Nov 2012         | Volunteer Co-ordinator          |
| Phil Whiscombe      | Appointed April 2014       | Kirby Hall Maintenance Manager  |
| Peter Steward       | Appointed Dec 2014         | Ancestor Editor                 |
| Steven Tartelin     | Appointed May 2016         | Transcripts Organiser           |

The Society has no salaried staff. All activities are undertaken by the unpaid volunteers.

**Company Secretary**  
E Perry

**Solicitors**  
LEATHES PRIOR  
74 The Close  
Norwich  
NR1 4DR

**Bankers**  
HSBC  
18 London Street  
Norwich  
NR2 1LG



## Reference and Administrative Details

### Incorporation

The Norfolk Family History Society, which is governed by its Memorandum & Articles of Association, was incorporated as a private limited Company on 3<sup>rd</sup> May 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 every month. It consists of the named Trustees, appointed at the Annual 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 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 that the charitable company will continue in business

The Trustees meet regularly every month to discuss the overall activities of the Society, to receive reports and take actions. They are responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities.

### Recruitment and appointment of new Trustees

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on computer and printed but so far, the Trustees have not created a document listing their own procedures.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### 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. The principle risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the Library premises and use of facilities; trustee and volunteer recruitment and Membership attraction/retention. A Business Plan has been discussed with recommendations made and some actions taken.



## AIMS and OBJECTIVES

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 normally opens to the public for 3 regular sessions each week. (For details see the NFHS website).

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 Norfolk Ancestor' with lively and interesting articles and information, available to all members.
- Produces a publicity brochure to be placed in Libraries, Churches, Museums and other establishments.
- Maintains a Society website - <http://www.norfolkfhs.org.uk> - to provide information to members and the general public, about the Society, its events and activities and lists of items held in the Library Collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates Facebook and Twitter Accounts for members and non-members to use and communicate with one another.
- Keeps an up-to-date list of members' names and addresses and their interests to be shared with other members. This is used in accordance with the Data Protection Act.
- Allows the public and members free use of internet at Kirby Hall for three family history subscription websites - Ancestry.com, Findmypast.co.uk, and thegenealogist.co.uk. plus, a number of NFHS electronic databases.
- Provides thousands of fiche and film items for visitors to view in the Library on the film/fiche readers /printers provided.
- Runs a bookstall in the Library to sell a range of literature about Family History and Norfolk; including books, monographs and CDs, some of which the Society has produced and published, relating to genealogical information.



- Has digitally photographed Parish Registers at Churches and at the NRO to make these more readable/accessible to the public.
- Has digitally copied the Family Tree Collection with a view to placing the images on its Website.
- Prints and displays transcriptions of Norfolk and Norwich Parish Registers, Marriage Indexes, Bishops' Transcripts, Monumental Inscriptions and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of numerous Family Trees, Pedigrees, Wills and BMD Certificates in the Library.
- Collects hundreds of miscellaneous items about Norfolk villages and towns.
- Supports local groups – Diss and London.

The Society's main aims during the year have been to:

- Improve the facilities inside Kirby Hall.
- Maintain the property.
- Computerise its Library records.
- Increase the range of services available to its members and the public, at Kirby Hall and on the NORS website.
- Develop an improved NORS website provision by InnerShed Ltd Norwich.
- Identify future projects which would maintain future membership.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

- The Membership of the NFHS at 31<sup>st</sup> March 2017 was

| Membership | Norfolk | UK    | USA | Australia | Canada | NZ | Other | Total |
|------------|---------|-------|-----|-----------|--------|----|-------|-------|
| 2016/17    | 952     | 2,673 | 119 | 204       | 80     | 36 | 41    | 4,105 |
| 2015/16    | 965     | 2,760 | 111 | 192       | 74     | 35 | 43    | 4,180 |

- Although membership numbers have remained fairly stable, the retention rate is lower. The 10-year membership introduced in 2011 continues to be popular with 168 members taking advantage of the reduction. We also have 71 Life Members.
- The Norfolk Ancestor journal continues to improve in content and presentation. It is distributed to all members four times a year (June, September, December, March), including several corporate members, to Record Offices and Libraries.
- The NFHS website remains popular with an average of 3,570 visits per month. Members continue to update their own members' interests, personal details and renew their membership online, greatly reducing the manual effort and time of volunteers.



- The trustees decided to replace the NORS (Norfolk Online Records Search) system created by Frontis in 2008 and which has served the membership well, with a new NORS website created by Innershed, the local company responsible for our main NFHS website, the objective being for a more modern and easily used experience also suitable for use with portable devices such as mobile phones and tablets. Program development commenced in February while original NORS continued to be available to members, supported by Frontis.
- The NORS website has 3,631,800 individual records currently included in 3,709 datasets of Banns, Baptisms, Births, Burials, Marriages, Poll Books, Monumental Inscriptions, from over 800 Parishes and Churches, Norwich Death and Birth Returns, Norfolk Strays and full transcriptions of those Birth, Marriage and Death Certificates donated to the Society, plus a Miscellaneous Archive collection. These are all available to Society members for online surname searches, the results of which may reveal family information not found elsewhere.
- The Society has a Facebook account which has 1328 users and a Twitter account.
- Currently we have about 40 dedicated transcribers and copy typists in the UK, America, Australia, and Canada working on transcripts.
- A transcript checking procedure has been implemented and a transcript checking team recruited. In the twelve months to 31<sup>st</sup> March 2017 we received 177 Parish Register Transcripts and Copy-typed Transcripts. 225 transcripts were checked and 218 sent to NORS.
- 15 new Monumental Inscription surveys have been added to the Library and 51 sent to NORS, plus 1,449 photos of churchyards/gravestones.
- In the past year 30 new or upgraded printed transcriptions were added to the library shelves..
- Details of 1,084 BMD certificates have been entered into a database and uploaded to NORS.
- 224 Wills have been added to the Library and indexed for the website
- 26 Family Trees and 100 Pedigree items have been added to the shelves and listed on the website.
- 67 extra items have been added to the Village Boxes in the Library.
- Manorial materials continue to be entered on the Library database and on NORS.
- A database of 13 files of Miscellaneous Material has been added to NORS.
- A database of the names of testators and beneficiaries in our collection of Wills is being prepared for uploading to NORS.
- A lengthy Surname Index of research material received has been filed and catalogued and is the process of being added to the Library with a list for the website.
- Family Tree documents have been sent to Archive & Document Scanning Ltd for creating Digital images. These will be added to the new NORS website.



- A policy about Library Donations and what to do with unwanted items was agreed: books surplus to requirement will be sold; old photos, may be scanned, stored electronically and entered on a database but in general photos will not be retained; albums will be offered for sale, photos of places donated to Picture Norfolk and the remainder disposed of. We will continue to deposit unique and original documents at the Norfolk Record Office.
- More Norwich Death & Birth Return films were purchased from the Norfolk Record Office for Transcribing with the resultant spreadsheets added to NORS.
- The SL1000 machine in the Library, for copying fiche and film, purchased from Covergold Ltd along with a new computer and touch screen monitor, have been well used particularly creating images from Death and Birth Returns and Parish Register films to be sent out to transcribers.
- The number of people visiting the Library from January to December 2016 was 522 ( a slight decrease from 2015 when the figure was 568).
- 5 new Volunteers were recruited last year to assist in the Library.
- After a trial period of 8 months, the trustees decided in April 2016 to extend opening hours on Thursdays on a permanent basis 10am - 4pm.
- A new Society flyer leaflet has been designed and printed.
- Anglian Internet continue as the Kirby Hall external IT support service provider to provide a professional and fast response to any problems.
- Five new 24" PC Monitors were purchased during the year to improve the experience of visitors using our computer facilities.
- Three portable 4Tb hard disc drives were purchased to improve the robustness of our Kirby Hall server back up. Housekeeping of the files on the server continues as an ongoing exercise to ensure data is kept up to date and accessible.
- Advantage was taken of the Microsoft offer to upgrade the operating systems on our PCs to Windows 10 at no charge. The upgrading was achieved with very few problems being experienced.
- An asset list of all current IT hardware has been produced and will continue to be updated.
- Norwich City Council has made no effort to address the problems with the garden wall between Kirby Hall and Churchman House, although some attempt has been made to cut back some of the overhanging vegetation.
- We continue the weekly fire alarm test with statutory inspections of fire-fighting equipment, storage heaters, fire alarm system and small electrical appliances being carried out.
- Risk management - The Society Health and Safety Manual, the Volunteers Handbook and the Emergency Manual have been reviewed and amended as necessary to reflect changing circumstances.



- A new lockable notice board has been installed on the front of Kirby Hall to contain the latest notices and to advertise the facilities available.
- The external security lights have been replaced with new LED units which should be more economic to run and longer lasting.
- Two additional fluorescent lights were added to the main library to improve lighting levels.
- The keypad providing access to the main doors was replaced due to problems making routine changes to the codes on the existing unit.
- Painting contractors were approached for quotations for the external redecoration of Kirby Hall with the intention of carrying out the work in the late spring of 2017.
- The Bookstall stock has not been replaced except for the village CDs. We have not sought new books to sell. Almost all our stock has been reduced by 50% and old 'blue books' are available free of charge to volunteers/visitors.
- The Society participated in Heritage Week opening on Thursday 8<sup>th</sup> and Sunday 11<sup>th</sup> September 2016. We are grateful to all the volunteers who welcomed, and assisted, 39 visitors to Kirby Hall.
- The Diss Group continue to have monthly meetings and/or trips and the London Group meet twice a year.
- Dr. Romola Davenport, Senior Research Associate of the Cambridge Group for the History of Population & Social Structure (CAMPOP) continues to use the NORS database on burials for demographic research into the spread of smallpox infection during the 18<sup>th</sup> & 19<sup>th</sup> centuries.

The Trustees continue to update and advance the governance of the Society by adopting Charity Commission best practice and procedures. We still require more Volunteers during opening hours, and to help with Parish Register and Monumental Inscription transcription work. Progress continues to be made and we are indebted to all who have made this possible.

## **PUBLIC BENEFIT**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of family history. To this end the Library is open free to the public three days a week and the Society Website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk Family History and contributes significantly to achieving the aims and objectives of the Society.





## FINANCIAL REVIEW

### Reserves policy

At 31st March 2017 total unrestricted reserves amounted to £218,957 of which £159,274 are free reserves to be used to fulfil the Charity's objectives in the future including the upkeep of the Society's premises. Investments held in the Kirby Hall Fund are M&G Charibonds.

The restricted reserve of £126,663 at 31st March 2017 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.

The Trustees are reviewing the Society's needs for reserves in line with the guidance offered by the Charity Commission.

However, we believe that unrestricted reserves are needed:

- (a) to provide funds to safeguard our service commitment in the event of delays in receipt, or loss of, membership subscriptions.
- (b) to cover Fundraising Trading and Governance Costs, without which the Society could not function, for a period of 12 months running costs. The Trustees believe that reserves should be at least this level to ensure the Society runs efficiently and meets the needs of its members and the public.
- (c) to provide extra funds that can be designated to specific projects and / or deal with unforeseen emergencies. The Trustees intend to monitor this situation carefully every six months.

### Principal funding sources

In the year to 31st March 2017, incoming resources totalled £52,447 a decrease of £1,810 from the previous year. Book sales continue to decrease as the bookstall stock diminishes. The reduction in membership numbers impacts subscriptions and Gift Aid.

Support costs have reduced by £789. Increases in Trustee and Volunteers expenses and bank charges were more than offset by reductions in computer support costs due to transferring to an annual support charge and general administration where, last year, one-off costs were incurred with investigations into the structure and services of the building.

Other trading activities costs have reduced by £4,787. Our insurance costs reduced by £559 as a result of a re-negotiation of the terms. Projects and library costs have reduced by £1,419 as last year we purchased a large number of fiche for our transcriber volunteers. Kirby Hall expenditure reduced by £1,693 as the improvements were all completed in 2016. An additional reduction of £698 relates to the Society's decision to stop attending WDYTIA? Depreciation costs are also reducing as the equipment age.

## FUTURE DEVELOPMENTS

- To encourage members to use information provided by the Society through visits to Kirby Hall and use of the NFHS website, NORS and social media.
- To initiate links with Norfolk Archive and Heritage Groups to help transcribe parish registers and undertake Monumental Inscription surveys.
- To implement a revised NORS and continue to enhance the content of the NFHS Website.
- To continue to develop Society Facebook and Twitter accounts, as important promotional tools for the Society.



- To continue to improve the content and layout of the Ancestor Journal.
- To continue to improve the facilities at Kirby Hall.
- To review the Business Plan for the Society and implement any necessary findings.
- To create an integrated publicity and communications policy.
- To create an induction procedure for volunteers and trustees.
- To continue documenting trustee role descriptions and procedures.
- To formalise a Risk Management strategy.

The Society intends to continue its activities and services as listed previously.

Approved by order of the board of trustees on 14<sup>th</sup> September 2017 and signed on its behalf by:

Edmund Perry – Company Secretary

14/09/2017



**Independent Examiner's Report to the Trustees of  
Norfolk Family History Society**

I report on the accounts for the year ended 31 March 2017 set out on pages seven to fifteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 statements 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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

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.

Mark Johnstone FCA  
Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

Date: 3 October 2017



## Statement of Financial Activities

Norfolk Family History Society

Statement of Financial Activities  
for the year ended 31 March 2017

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>fund<br>£ | 2017<br>Total<br>funds<br>£ | 2016<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|-------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                         |                             |                             |
| Donations and legacies             | 2     | 46,562                     | -                       | 46,562                      | 47,485                      |
| <b>Charitable activities</b>       |       |                            |                         |                             |                             |
| Sale of publications and souvenirs |       | 777                        | -                       | 777                         | 1,600                       |
| Advertising revenue                |       | 480                        | -                       | 480                         | 585                         |
| Investment income                  | 3     | <u>4,628</u>               | <u>-</u>                | <u>4,628</u>                | <u>4,587</u>                |
| <b>Total</b>                       |       | <b>52,447</b>              | <b>-</b>                | <b>52,447</b>               | <b>54,257</b>               |
| <b>EXPENDITURE ON</b>              |       |                            |                         |                             |                             |
| Raising funds                      | 4     | <u>60,586</u>              | <u>1,514</u>            | <u>62,100</u>               | <u>67,676</u>               |
| <b>Total</b>                       |       | <b>60,586</b>              | <b>1,514</b>            | <b>62,100</b>               | <b>67,676</b>               |
| Net gains/(losses) on investments  |       | <u>8,325</u>               | <u>-</u>                | <u>8,325</u>                | <u>(4,650)</u>              |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>186</b>                 | <b>(1,514)</b>          | <b>(1,328)</b>              | <b>(18,069)</b>             |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                         |                             |                             |
| Total funds brought forward        |       | <u>218,771</u>             | <u>127,177</u>          | <u>345,948</u>              | <u>364,017</u>              |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b><u>218,957</u></b>      | <b><u>125,663</u></b>   | <b><u>344,620</u></b>       | <b><u>345,948</u></b>       |

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.



# Norfolk Family History Society

## Balance Sheet

Norfolk Family History Society

Balance Sheet  
At 31 March 2017

|  | Notes | Unrestricted funds<br>£ | Restricted fund<br>£  | 2017<br>Total<br>funds<br>£ | 2016<br>Total<br>funds<br>£ |
|--|-------|-------------------------|-----------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                         |                       |                             |                             |
| Tangible assets                              | 7     | 62,286                  | 125,663               | 187,949                     | 176,135                     |
| Investments                                  | 8     | <u>96,576</u>           | <u>-</u>              | <u>96,576</u>               | <u>86,451</u>               |
|  |       | <b>158,862</b>          | <b>125,663</b>        | <b>284,525</b>              | <b>262,586</b>              |
| <b>CURRENT ASSETS</b>                        |       |                         |                       |                             |                             |
| Stocks                                       | 9     | 1,814                   | -                     | 1,814                       | 2,492                       |
| Debtors                                      | 10    | 5,375                   | -                     | 5,375                       | 5,306                       |
| Cash at bank and in hand                     | 11    | <u>92,850</u>           | <u>-</u>              | <u>92,850</u>               | <u>106,621</u>              |
|  |       | <b>100,039</b>          | <b>-</b>              | <b>100,039</b>              | <b>114,419</b>              |
| <b>CREDITORS</b>                             |       |                         |                       |                             |                             |
| Amounts falling due within one year          | 12    | <u>(29,791)</u>         | <u>-</u>              | <u>(29,791)</u>             | <u>(20,012)</u>             |
| <b>NET CURRENT ASSETS</b>                    |       | <b><u>70,248</u></b>    | <b><u>-</u></b>       | <b><u>70,248</u></b>        | <b><u>94,407</u></b>        |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <b>229,110</b>          | <b>125,663</b>        | <b>354,773</b>              | <b>356,993</b>              |
| <b>CREDITORS</b>                             |       |                         |                       |                             |                             |
| Amounts falling due after more than one year | 13    | <u>(10,153)</u>         | <u>-</u>              | <u>(10,153)</u>             | <u>(11,045)</u>             |
| <b>NET ASSETS</b>                            |       | <b><u>218,957</u></b>   | <b><u>125,663</u></b> | <b><u>344,620</u></b>       | <b><u>345,948</u></b>       |
| <b>FUNDS</b>                                 | 15    |                         |                       |                             |                             |
| Unrestricted funds                           |       |                         |                       | <b>218,957</b>              | 218,771                     |
| Restricted funds                             |       |                         |                       | <b><u>125,663</u></b>       | <u>127,177</u>              |
| <b>TOTAL FUNDS</b>                           |       |                         |                       | <b><u>344,620</u></b>       | <b><u>345,948</u></b>       |

The notes form part of these financial statements



**Norfolk Family History Society**

**Balance Sheet - continued  
At 31 March 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

E Perry -Trustee

J Stangroom -Trustee

The notes form part of these financial statements



Norfolk Family History Society

Notes to the Financial Statements  
for the year ended 31 March 2017

1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

These accounts are the first set to be prepared by the company under FRS 102. On transition, a review has been carried out of the previously recognised amounts to identify any that would need to be restated under the new standards, but no adjustments were required.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

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, using either a straight line or reducing balance method as felt most appropriate. It is calculated at the following rates:

|                          |                        |
|--------------------------|------------------------|
| <b>Freehold building</b> | - 1%                   |
| <b>Equipment</b>         | - 10% to 50% per annum |
| <b>Website</b>           | - 33% 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 most 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, after making due allowance for obsolete and slow-moving items.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**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.



Norfolk Family History Society

Notes to the Financial Statements - continued  
for the year ended 31 March 2017

2. DONATIONS AND LEGACIES

|                        | 2017<br>£     | 2016<br>£     |
|------------------------|---------------|---------------|
| Donations              | 954           | 295           |
| Gift aid               | 5,167         | 5,890         |
| Members' subscriptions | <u>40,441</u> | <u>41,300</u> |
|                        | <u>46,562</u> | <u>47,485</u> |

3. INVESTMENT INCOME

|                        | 2017<br>£    | 2016<br>£    |
|------------------------|--------------|--------------|
| Interest and dividends | <u>4,628</u> | <u>4,587</u> |

4. RAISING FUNDS

Raising donations and legacies

|               | 2017<br>£     | 2016<br>£     |
|---------------|---------------|---------------|
| Support costs | <u>22,913</u> | <u>23,702</u> |

Other trading activities

|  | 2017<br>£     | 2016<br>£     |
|--|---------------|---------------|
| Kirby Hall Expenditure                             | 9,219         | 10,912        |
| Postage and distribution costs of Norfolk Ancestor | 14,204        | 13,965        |
| Publication costs of Norfolk Ancestor              | 8,580         | 9,141         |
| Movement in Publications and Souvenirs             | 679           | 690           |
| Stationery and consumables for members             | 20            | 125           |
| Subscriptions paid                                 | 989           | 1,014         |
| Cost of Fairs attended                             | -             | 698           |
| Group Meeting expenses                             | 1,368         | 1,368         |
| Projects and library                               | 2,464         | 3,883         |
| Bookstall  | 170           | 125           |
| Insurance  | <u>1,494</u>  | <u>2,053</u>  |
|  | <u>39,187</u> | <u>43,974</u> |

|                   |               |               |
|-------------------|---------------|---------------|
| Aggregate amounts | <u>62,100</u> | <u>67,676</u> |
|-------------------|---------------|---------------|

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

|                             | 2017<br>£    | 2016<br>£    |
|-----------------------------|--------------|--------------|
| Depreciation - owned assets | <u>6,530</u> | <u>6,480</u> |





Norfolk Family History Society

Notes to the Financial Statements - continued  
for the year ended 31 March 2017

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

|                    | 2017<br>£    | 2016<br>£    |
|--------------------|--------------|--------------|
| Trustees' expenses | <u>1,396</u> | <u>1,466</u> |

During the year 7 Trustees were paid expenses.

7. TANGIBLE FIXED ASSETS

|                       | Freehold<br>property<br>£ | Improvements<br>to property<br>£ | Library stock<br>£  |
|-----------------------|---------------------------|----------------------------------|---------------------|
| <b>COST</b>           |                           |                                  |                     |
| At 1 April 2016       | 151,401                   | 13,217                           | 23,458              |
| Additions             | -                         | -                                | 63                  |
| At 31 March 2017      | <u>151,401</u>            | <u>13,217</u>                    | <u>23,521</u>       |
| <b>DEPRECIATION</b>   |                           |                                  |                     |
| At 1 April 2016       | 24,224                    | 216                              | -                   |
| Charge for year       | <u>1,514</u>              | <u>132</u>                       | -                   |
| At 31 March 2017      | <u>25,738</u>             | <u>348</u>                       | -                   |
| <b>NET BOOK VALUE</b> |                           |                                  |                     |
| At 31 March 2017      | <u>125,663</u>            | <u>12,869</u>                    | <u>23,521</u>       |
| At 31 March 2016      | <u>127,177</u>            | <u>13,001</u>                    | <u>23,458</u>       |
|                       | <b>Equipment<br/>£</b>    | <b>Website<br/>£</b>             | <b>Totals<br/>£</b> |
| <b>COST</b>           |                           |                                  |                     |
| At 1 April 2016       | 75,437                    | -                                | 263,513             |
| Additions             | <u>1,072</u>              | <u>17,209</u>                    | <u>18,344</u>       |
| At 31 March 2017      | <u>76,509</u>             | <u>17,209</u>                    | <u>281,857</u>      |
| <b>DEPRECIATION</b>   |                           |                                  |                     |
| At 1 April 2016       | 62,938                    | -                                | 87,378              |
| Charge for year       | <u>4,884</u>              | -                                | <u>6,530</u>        |
| At 31 March 2017      | <u>67,822</u>             | -                                | <u>93,908</u>       |
| <b>NET BOOK VALUE</b> |                           |                                  |                     |
| At 31 March 2017      | <u>8,687</u>              | <u>17,209</u>                    | <u>187,949</u>      |
| At 31 March 2016      | <u>12,499</u>             | -                                | <u>176,135</u>      |



Norfolk Family History Society

Notes to the Financial Statements - continued  
for the year ended 31 March 2017

8. FIXED ASSET INVESTMENTS

|                           | Listed<br>investments<br>£ |
|---------------------------|----------------------------|
| <b>MARKET VALUE</b>       |                            |
| At 1 April 2016           | 86,451                     |
| Additions                 | 1,800                      |
| Revaluations              | <u>8,325</u>               |
| At 31 March 2017          | <u>96,576</u>              |
| <br><b>NET BOOK VALUE</b> |                            |
| At 31 March 2017          | <u>96,576</u>              |
| At 31 March 2016          | <u>86,451</u>              |

There were no investment assets outside the UK.

9. STOCKS

|                       | 2017<br>£    | 2016<br>£    |
|-----------------------|--------------|--------------|
| Goods held for resale | <u>1,814</u> | <u>2,492</u> |

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|               | 2017<br>£    | 2016<br>£    |
|---------------|--------------|--------------|
| Other debtors | <u>5,375</u> | <u>5,306</u> |

11. CASH AT BANK AND IN HAND

|                              | Kirby<br>Endowment<br>Designated<br>Fund | Norfolk Family<br>History<br>Society | 2017<br>Total funds<br>£ | 2016<br>Total funds<br>£ |
|------------------------------|--|--------------------------------------|--------------------------|--------------------------|
| Cash in hand                 | -  | 25                                   | 25                       | 25                       |
| Treasurer account            | -  | 1,786                                | 1,786                    | 1,883                    |
| Money Master account         | -  | 141                                  | 141                      | 131                      |
| Kirby account                | 12,643                                   | -                                    | 12,643                   | 11,769                   |
| Secure trust bank            | 26,549                                   | -                                    | 26,549                   | 26,052                   |
| NatWest Direct Reserve       | -  | 8,525                                | 8,525                    | 8,220                    |
| Secure Trust 60 days         | -  | 17,587                               | 17,587                   | 17,281                   |
| Scottish Widows 7 Day        | -  | -                                    | -                        | 41,260                   |
| PayPal                       | -  | 17                                   | 17                       | -                        |
| 120 Day Secure Trust Account | -  | 15,577                               | 15,577                   | -                        |
| CAF Saver                    | 10,000                                   | -                                    | 10,000                   | -                        |
| Total                        | <u>49,192</u>                            | <u>43,658</u>                        | <u>92,850</u>            | <u>106,621</u>           |

The Treasurer bank account, Kirby account, Cash in hand and the PayPal account do not pay out interest. All other bank accounts are interest bearing accounts.

# Norfolk Family History Society

## Notes to the Financial Statements - continued for the year ended 31 March 2017

### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|   | 2017<br>£     | 2016<br>£     |
|---|---------------|---------------|
| Bank loans and overdrafts (see note 14) | -             | 29            |
| Life subscriptions in advance           | 472           | 497           |
| Creditors and accruals                  | 15,687        | 3,989         |
| Subscriptions in advance                | 12,296        | 14,231        |
| 10-year membership in advance           | 1,336         | 1,266         |
|   | <u>29,791</u> | <u>20,012</u> |

### 13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

|                               | 2017<br>£     | 2016<br>£     |
|-------------------------------|---------------|---------------|
| 10-year membership in advance | 6,472         | 7,026         |
| Life subscriptions in advance | 3,681         | 4,019         |
|                               | <u>10,153</u> | <u>11,045</u> |

### 14. LOANS

An analysis of the maturity of loans is given below:

|  | 2017<br>£ | 2016<br>£ |
|--|-----------|-----------|
| Amounts falling due within one year on demand: |           |           |
| Bank overdraft                                 | -         | 29        |

### 15. MOVEMENT IN FUNDS

|                                 | At 1.4.16<br>£ | Net movement<br>in funds<br>£ | Transfers<br>between funds<br>£ | At 31.3.17<br>£ |
|---------------------------------|----------------|-------------------------------|---------------------------------|-----------------|
| <b>Unrestricted funds</b>       |                |                               |                                 |                 |
| Kirby Endowment Designated Fund | 143,421        | 12,254                        | 3,600                           | 159,275         |
| Norfolk Family History Society  | 75,350         | (12,068)                      | (3,600)                         | 59,682          |
|                                 | <u>218,771</u> | <u>186</u>                    | <u>-</u>                        | <u>218,957</u>  |
| <b>Restricted funds</b>         |                |                               |                                 |                 |
| Permanent Endowment Fund        | 127,177        | (1,514)                       | -                               | 125,663         |
|                                 | <u>345,948</u> | <u>(1,328)</u>                | <u>-</u>                        | <u>344,620</u>  |

Net movement in funds, included in the above are as follows:

|                                 | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Gains and<br>losses<br>£ | Movement in<br>funds<br>£ |
|---------------------------------|----------------------------|----------------------------|--------------------------|---------------------------|
| <b>Unrestricted funds</b>       |                            |                            |                          |                           |
| Kirby Endowment Designated Fund | 4,132                      | (203)                      | 8,325                    | 12,254                    |
| Norfolk Family History Society  | 48,315                     | (60,383)                   | -                        | (12,068)                  |
|                                 | <u>52,447</u>              | <u>(60,586)</u>            | <u>8,325</u>             | <u>186</u>                |

**Norfolk Family History Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2017**

**15. MOVEMENT IN FUNDS - continued**

**Restricted funds**

Permanent Endowment Fund

-

**(1,514)**

-

**(1,514)**

**TOTAL FUNDS**

**52,447**

**(62,100)**

**8,325**

**(1,328)**

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2017.

**Notes**

**NORFOLK FAMILY HISTORY SOCIETY**

(Formerly the Norfolk & Norwich Genealogical Society – Founded 1968)

A private company limited by guarantee

Registered in England, Company No. 3194731

Registered as a Charity – registration No. 1055410

**HEADQUARTERS, LIBRARY & REGISTERED OFFICE**

**Kirby Hall, 70 St Giles Street, Norwich NR2 1LS**

**Telephone (01603) 763718**

**Email: [secretary@nfhs.co.uk](mailto:secretary@nfhs.co.uk)**

[www.norfolkfhs.org.uk](http://www.norfolkfhs.org.uk)

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