



Norfolk Family History Society

Report of the Trustees and Unaudited Financial Statements for the year ended 31 March 2015

REGISTERED COMPANY NUMBER: 03194731
REGISTERED CHARITY NUMBER: 1055410

Argents
Chartered Accountants
15 Palace St
NORWICH
Norfolk
NR3 1RT

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015

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 31st March 2015. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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

Trustee	Date of Appointment	Role
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
Paul Harman	Appointed Nov 2010	Transcript organiser
Margaret Murgatroyd	Appointed Nov 2010	Transcript printing
Carol Reeve	Appointed Nov 2012	Volunteer Co-ordinator
Phil Whiscombe	Appointed April 2014	Kirby Hall Maintenance Manager
Peter Steward	Appointed Dec 2014	Ancestor Editor

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

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 3rd May 1996 Company Number: 3194731 and registered as a Charity on 15th 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 31st 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. Finding willing Trustees has proven difficult: several volunteers have been approached but declined. Similarly putting in place recruitment, selection and induction procedures as recommended by the Charity Commission presents problems. Job 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. All risks are identified and considered, particularly those connected with the Library premises, with recommendations made and actions taken. However the Trustees are still in the process of producing a Risk Assessment Policy document.

OBJECTIVES AND ACTIVITIES

Objectives and aims

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, 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.
- Has arranged visits and workshops at local Libraries to inform the public about Family History.
- 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 register transcripts, Monumental Inscriptions, Norwich Death Registers and Poll Books.
- Operates an E-mail and surface 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 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 two family history subscription websites - Ancestry.com & Findmypast, and an electronic database of Parish Register Transcripts.
- Provides thousands of fiche and film items for visitors to view in the Library on the film/fiche readers /printers provided.
- Runs a Bookstall at the Library and attends a number of Fairs 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
- Prints and displays Norfolk and Norwich Parish Registers which members have transcribed, also Marriage Indexes, Bishops' Transcripts, etc.
- Enables access to a unique collection of over 4000 Family Trees in the Library, Pedigrees and Wills.
- Keeps Monumental Inscriptions and photographs from over 400 churches within Norfolk.
- 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, especially the 'NORS' website information on transcripts and Monumental Inscriptions
- Identify future projects which would maintain future membership.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

- The Membership of the NFHS at 31st March 2015 was 4,547.
Membership details are as follows:

Membership	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
2014/15	960	2710	90	169	79	34	44	4,086
2013/14	1,032	3,058	97	181	95	32	52	4,547

- Although membership numbers remain high the retention rate is lower. The 10 year membership introduced in 2011 continues to be popular with 144 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), to several corporate members, to Record Offices and Libraries.
- The NFHS website continues to prove popular with an average of 5,000 visits per month. Members are updating their own members' interests and personal details and renewing online which greatly reduces the manual effort of volunteers.
- The NFHS Website links to our 'NORS' website (Norfolk Online Records Search) where 3,174,600 individual records are currently included in 3,150 datasets of Banns, Baptisms, Births, Burials, Marriages, Poll Books, Monumental Inscriptions Norwich Death Returns from over 800 Parishes and Churches, Norfolk Strays and full transcriptions of those Birth, Marriage and Death certificates donated to the Society. These are available to Society members for online surname searches, the results of which may reveal family information not found elsewhere.
- Currently we have about 40 dedicated Transcribers and copy typists in the UK, America, Australia, Canada and France working on transcripts. In the twelve months to 31st March 2015 we received 136 Parish Register Transcripts and Copy-typed Transcripts. 131 transcripts were checked and uploaded to NORS.
- In the past year only 3 new or upgraded printed transcriptions were added to the library shelves. This number is deliberately low to save on printing and storage space; we are concentrating our efforts on uploading data to the website where the data can be of benefit to a wider range of members.
- 29 M.I. surveys have been added to the Library and to NORS.
- Details of 1,122 BMD certificates have been entered into a database and uploaded to NORS.
- 357 Wills have been added to the Library and indexed for the website



- 148 Family Trees and 29 Pedigrees have been to the shelves and listed on the website.
- 130 extra items have been added to the Village Boxes in the Library.
- A lengthy Surname Index of research material received is in the process of being compiled to add to the Library and the website.
- We are working with the NRO to photograph selected Norfolk parish registers which have previously been unavailable to make these images available to both Kirby Hall and the NRO.
- Fragile and unique original documents continue to be deposited at the Norfolk Record Office.
- An independent Fire Risk and Workplace assessment was undertaken by NPS Group for the Society in March 2014 to ensure that Kirby Hall was compliant with current legislation particularly with regard to access by the public. A number of actions have been necessary as a result of the assessment and these have been carried out during the year, including:
 - A review of the Society's general storage facilities and requirements leading to removal of combustible materials, such as archives, Society records and stationery from various places in the building including the loft and under the desks and stairs. A plan was agreed for the remodelling of the library storage and shelving.
 - Also improvements to the means of escape in case of fire; provision of a concrete path outside the rear fire door; replacement of the handrail to the front entrance ramp; additional fire detection to the staircase / lobby / kitchen area; changes to the fire exit signs and fire action notices; changes to fire extinguishers; removal of trip hazards; highlighting the edges of steps to the front entrance with high visibility paint; providing a lever-handle to the front doors to facilitate escape; placing a fixed protection barrier to the internal glazed window in the Skipper room first floor office.
 - We continue the weekly fire alarm test with annual inspections of fire-fighting equipment, storage heaters, fire alarm system and small electrical appliances.
 - A Society Health and Safety Manual has been produced and will be maintained.
 - There remains further work necessary to address all the issues raised by the assessments, such as improvements to the emergency escape lighting and fitting diffusers to the fluorescent lighting, and these are ongoing along with other minor works.
- The painted timber barge boards to the gable ends of the Hall were showing signs of deterioration and with a view to reducing the ongoing recurring cost of decorating these items every few years the decision was made to replace them with UPVC and this work has been completed.
- Another area of concern has been the worsening condition of the garden wall between Kirby Hall and Churchman House. There has been uncertainty for some time as to who had responsibility for maintaining this wall with the Register Office staff stating that they considered it was within the Society's ownership. However after consultation with Norfolk County Council the Register Office did confirm that they had responsibility. We have recorded our concerns over the condition of the wall with the Register Office and await their further action.
- The Society has attended several public Fairs this year - Cambridge, Harleston and Suffolk. Sales of books, etc, totalled almost £200.
- The Society has held Family History advice sessions in local libraries.
- Again this year, we have not been very proactive in replacing old stock and seeking new books to sell. In January we reduced almost all our stock by 50% and advertised this to our members.



- The PCs in Kirby Hall continue to have access to "Ancestry" and "Findmypast" as well as a surname search facility on electronic versions of parish transcripts.
- The Society participated in Heritage Week opening for 4 days 12-15th September 2014. We are grateful to all the volunteers who welcomed, and assisted, 172 visitors to Kirby Hall.
- The Diss and Norwich Groups continued to have monthly meetings and/or trips and the London Group met twice a year. Unfortunately the Norwich Group ceased to function after March 2015 because volunteers could not be found to arrange meetings and book speakers.
- The publicity Brochure has been updated/re-printed and placed in Libraries, Churches, Museums and other establishments, and given to the public at Fairs, etc.
- The Society retains a lot of paperwork in relation to membership, and associated records. This was reviewed in 2014 and a formal archiving policy was documented and introduced. As a result several bin bags of paper were destroyed.
- Purchased a new Covergold SL 1000 fiche and film scanner for the creation of digital images.

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 MI 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 2015 total unrestricted reserves amounted to £235,326 of which £140,642 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 £128,691 at 31st March 2015 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 2015, incoming resources totalled £54,828 a decrease of £6,447 from the previous year. This decrease mainly arose due to drop in membership numbers, impacting both membership subscription and Gift Aid revenue, though Gift Aid continues to be a valuable contribution to our income.

Fundraising Trading amounted to £41,734 a marginal increase of £168 from the previous year.

Governance Costs amounted to £15,693 a marginal increase of £113.

FUTURE DEVELOPMENTS

- To continue to develop "NORS" with the addition of more Parish Register Transcripts and Monumental Inscriptions.
- To continue to initiate links with Norfolk Archive and Heritage Groups to help transcribe parish registers and undertake Monumental Inscription surveys
- To continue to enhance the content of the NFHS Website
- To develop Society Facebook and Twitter accounts.
- To continue the photographing and transcribing of data with the NRO.
- To continue to improve the facilities at Kirby Hall.
- To add BMD data to NORS.
- To review ongoing/future use of NORS.
- To fully implement Sage Accounts which was purchased in 2014.
- To undertake a Business Plan for the Society and implement any necessary findings.



- To upgrade NFHS Server and identify an external company for ongoing IT issues/support.
- To improve awareness of the society through an integrated publicity and communication policy.

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

Approved by order of the board of trustees on 28th August 2015 and signed on its behalf by:

Edmund Perry – Company Secretary

28th August 2015.



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report on the accounts for the year ended 31 March 2015 set out on pages seventeen to twenty four.

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 Statement of Recommended Practice: Accounting and Reporting by Charities

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
August 2015



STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2015

		Unrestricted funds £	Restricted fund £	2015 Total funds £	2014 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	46,215	-	46,215	51,789
Investment income	3	5,308	-	5,308	5,634
Incoming resources from charitable activities					
Sale of publications and souvenirs		2,806	-	2,806	3,406
Advertising revenue		<u>499</u>	<u>-</u>	<u>499</u>	<u>446</u>
Total incoming resources		54,828	-	54,828	61,275
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	4	41,734	-	41,734	41,566
Governance costs	5	<u>14,179</u>	<u>1,514</u>	<u>15,693</u>	<u>15,580</u>
Total resources expended		55,913	1,514	57,427	57,146
NET INCOMING/(OUTGOING) RESOURCES		(1,085)	(1,514)	(2,599)	4,129
Other recognised gains/losses					
Gains/losses on investment assets		<u>3,660</u>	<u>-</u>	<u>3,660</u>	<u>6,544</u>
Net movement in funds		2,575	(1,514)	1,061	10,673
RECONCILIATION OF FUNDS					
Total funds brought forward		232,751	130,205	362,956	352,283
TOTAL FUNDS CARRIED FORWARD		<u>235,326</u>	<u>128,691</u>	<u>364,017</u>	<u>362,956</u>



Balance Sheet
At 31 March 2015

		Unrestricted funds	Restricted fund	2015 Total funds	2014 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	8	40,823	128,691	169,514	159,108
Investments	9	<u>89,300</u>	<u>-</u>	<u>89,300</u>	<u>83,262</u>
		130,123	128,691	258,814	242,370
CURRENT ASSETS					
Stocks		3,182	-	3,182	4,355
Debtors	10	5,050	-	5,050	4,531
Cash at bank and in hand	11	<u>125,638</u>	<u>-</u>	<u>125,638</u>	<u>140,713</u>
		133,870	-	133,870	149,599
CREDITORS					
Amounts falling due within one year	12	(17,248)	-	(17,248)	(16,937)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CURRENT ASSETS		<u>116,622</u>	<u>-</u>	<u>116,622</u>	<u>132,662</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		246,745	128,691	375,436	375,032
CREDITORS					
Amounts falling due after more than one year	13	(11,419)	-	(11,419)	(12,076)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS		<u>235,326</u>	<u>128,691</u>	<u>364,017</u>	<u>362,956</u>
FUNDS	14				
Unrestricted funds				235,326	232,751
Restricted funds				<u>128,691</u>	<u>130,205</u>
TOTAL FUNDS				<u>364,017</u>	<u>362,956</u>



Balance Sheet - continued
At 31 March 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 13th August 2015 and were signed on its behalf by:

E Perry – Company Secretary
20th August 2015

Jean Stangroom – Chairman
20th August 2015



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

Accounting convention

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 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. In particular, donations are recognised on receipt, members subscriptions are accounted for on an accruals basis and life and 10 year subscriptions are included in the Statement of Financial Activities at £10 per member per year (based on single UK membership). At the end of each financial year the balance carried forward to future years is included within deferred income.

Resources expended

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, evenly over their expected useful lives. It is calculated at the following rates:

Freehold building	- 1%
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 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.

2. VOLUNTARY INCOME

	2015 £	2014 £
Donations	218	245
Gift aid	5,600	6,041
Members' subscriptions	<u>40,397</u>	<u>45,503</u>
	<u>46,215</u>	<u>51,789</u>



Notes to the Financial Statements for the year ended 31 March 2015 - continued

3. INVESTMENT INCOME

	2015	2014
	£	£
Interest and dividends	<u>5,308</u>	<u>5,634</u>

4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	2015	2014
	£	£
Kirby Hall Expenditure	9,603	10,218
Postage and distribution costs of Norfolk Ancestor	12,814	12,089
Publication costs of Norfolk Ancestor	9,333	9,601
Movement in Publications and Souvenirs	1,172	647
Stationery and consumables for members	63	239
Subscriptions paid	971	1,019
Cost of Fairs attended	782	1,227
Branch Meeting expenses	1,578	1,429
Projects and library	2,837	2,795
Bookstall	476	216
Insurance	<u>2,105</u>	<u>2,086</u>
	<u>41,734</u>	<u>41,566</u>

5. GOVERNANCE COSTS

	2015	2014
	£	£
Trustees' expenses	1,646	1,061
Postage, printing and stationery	977	1,276
General administration costs	642	521
Legal and professional fees	1,200	2,100
AGM expenses	130	462
Computer costs	2,956	3,927
Volunteers expenses	1,417	792
Telephone	195	371
Depreciation	5,281	3,424
Interest payable and similar charges	<u>1,249</u>	<u>1,646</u>
	<u>15,693</u>	<u>15,580</u>

Trustees expenses and volunteers expenses are mainly mileage costs which the charity pays at the rate of 30p per mile.

AGM expenses represents the costs of printing the AGM booklet and posting it to members.

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Depreciation - owned assets	<u>5,281</u>	<u>3,424</u>



Notes to the Financial Statements for the year ended 31 March 2015 – continued

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Trustees' expenses

	2015 £	2014 £
Trustees' expenses	<u>1,646</u>	<u>1,061</u>

During the year 7 Trustees were paid expenses.

8. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Library stock £	Equipment £	Totals £
COST					
At 1 April 2014	151,401	-	23,458	59,866	234,725
Additions	<u>-</u>	<u>8,386</u>	<u>-</u>	<u>7,301</u>	<u>15,687</u>
At 31 March 2015	<u>151,401</u>	<u>8,386</u>	<u>23,458</u>	<u>67,167</u>	<u>250,412</u>
DEPRECIATION					
At 1 April 2014	21,196	-	-	54,421	75,617
Charge for year	<u>1,514</u>	<u>84</u>	<u>-</u>	<u>3,683</u>	<u>5,281</u>
At 31 March 2015	<u>22,710</u>	<u>84</u>	<u>-</u>	<u>58,104</u>	<u>80,898</u>
NET BOOK VALUE					
At 31 March 2015	<u>128,691</u>	<u>8,302</u>	<u>23,458</u>	<u>9,063</u>	<u>169,514</u>
At 31 March 2014	<u>130,205</u>	<u>-</u>	<u>23,458</u>	<u>5,445</u>	<u>159,108</u>

9. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2014	83,262
Additions	2,377
Revaluations	<u>3,661</u>
At 31 March 2015	<u>89,300</u>
NET BOOK VALUE	
At 31 March 2015	<u>89,300</u>
At 31 March 2014	<u>83,262</u>

There were no investment assets outside the UK.

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Other debtors	<u>5,050</u>	<u>4,531</u>



Notes to the Financial Statements for the year ended 31 March 2015 – continued

11. CASH AT BANK AND IN HAND

			2015	2014
	Kirby Endowment Designated Fund	Norfolk Family History Society	Total funds	Total funds
	£	£	£	£
Cash in hand	-	49	49	353
Treasurer account	-	7,429	7,429	1,563
Money Master account	-	110	110	737
Kirby account	6,744	-	6,744	10,079
Secure trust bank	35,508	-	35,508	34,782
NatWest Direct Reserve	-	7,813	7,813	25,740
Secure Trust 60 days	-	16,940	16,940	16,600
Scottish Widows 7 Day	-	51,045	51,045	50,859
Total	<u>42,252</u>	<u>83,386</u>	<u>125,638</u>	<u>140,713</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.

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Life subscriptions in advance	510	506
10 year subscriptions in advance	1,143	1,057
Creditors and accruals	2,215	2,232
Subscriptions in advance	<u>13,380</u>	<u>13,142</u>
	<u>17,248</u>	<u>16,937</u>

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

	2015	2014
	£	£
Life subscriptions in advance	4,331	4,628
10 year subscriptions in advance	<u>7,088</u>	<u>7,448</u>
	<u>11,419</u>	<u>12,076</u>

14. MOVEMENT IN FUNDS

	At 1.4.14	Net movement in funds	Transfers between funds	At 31.3.15
	£	£	£	£
Unrestricted funds				
Kirby Endowment Designated Fund	128,999	8,043	3,600	140,642
Norfolk Family History Society	<u>103,752</u>	<u>(5,468)</u>	<u>(3,600)</u>	<u>94,684</u>
	232,751	2,575	-	235,326
Restricted funds				
Permanent Endowment Fund	130,205	(1,514)	-	128,691
TOTAL FUNDS	<u>362,956</u>	<u>1,061</u>	<u>-</u>	<u>364,017</u>



Notes to the Financial Statements for the year ended 31 March 2015 – continued

14. MOVEMENT IN FUNDS – continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Kirby Endowment Designated Fund	4,672	(289)	3,660	8,043
Norfolk Family History Society	<u>50,156</u>	<u>(55,624)</u>	<u>-</u>	<u>(5,468)</u>
	54,828	(55,913)	3,660	2,575
Restricted funds				
Permanent Endowment Fund	-	(1,514)	-	(1,514)
TOTAL FUNDS	<u>54,828</u>	<u>(57,427)</u>	<u>3,660</u>	<u>1,061</u>

End of the
Report of the Trustees and Unaudited Financial Statements
for the
Norfolk Family History society for the year ended 31 March 2015

NORFOLK FAMILY HISTORY SOCIETY

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

A private company limited by guarantee

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