

NORFOLK FAMILY HISTORY SOCIETY

AGENDA, MINUTES, REPORTS and ACCOUNTS

for presentation at the
22nd ANNUAL GENERAL MEETING
at
KIRBY HALL, NORWICH
on
20th OCTOBER 2018



FRIDAY



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21/09/2018
COMPANIES HOUSE



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NOTICE OF MEETING

The 22nd Annual General meeting of the Norfolk Family History Society will be held at Kirby Hall, 70 St Giles Street, Norwich, Norfolk on Saturday 20th October 2018 at 12.00 pm.

AGENDA

No.	Item	Resolution
1	Apologies for absence	
2	Minutes of the AGM of 14 th October 2017	1
3	Matters arising from the Minutes of the meeting of 14 th October 2017	
4	To receive the Directors' / Trustees' Report for the year ended 31 st March 2018	2
5	To consider and approve the Accounts for the year ended 31 st March 2018 (and the Auditor's report therein)	3
6	To re-appoint ARGENTS, 15 Palace St., Norwich as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration	4
7	Re-appointment of Mrs Jean Stangroom – see note 1	5
8	Re-appointment of Mrs Carol Reeve – see note 1	6
9	Re-appointment of Mr Peter Steward – see note 1	7
10	Re-appointment of Mrs Ellen Carr – see note 2	8
11	Re-appointment of Mr Richard Ashberry – see note 2	9
12	Re-appointment of Mr Roger Morgan – see note 2	10
13	Re-appointment of Mr Phil Whiscombe – see note 2	11
14	To transact any other business of the Company	



Note 1

In accordance with Articles 34 and 35 of the Society's Articles of Association the Trustees recommend that the following members of the board retiring by rotation be reappointed.

Mrs Jean Stangroom, currently the Chairman and Membership Secretary was appointed to the Board June 1998 and re-appointed 2003, 2009, 2012 and 2015.

Mrs Carol Reeve, currently Volunteer Co-ordinator was appointed to the Board July 2012 and re-appointed 2015.

Mr Peter Steward, currently the Ancestor Editor was appointed December 2014 and re-appointed 2015.

Note 2

In accordance with Article 39 of the Society's Articles of Association the Trustees recommend that the following members of the board who were appointed by resolution during the year to 31st March 2018, and hence are required to retire by the Articles, be reappointed.

Mrs Ellen Carr, currently the Librarian.

Mr Richard Ashberry, currently the Minutes Secretary.

Mr Roger Morgan, currently the Publicity Officer.

Mr Phil Whiscombe, currently the Company Secretary.

MINUTES OF THE AGM OF 14TH OCTOBER 2017

MINUTES of the 21st Annual General Meeting of the **Norfolk Family History Society** held at Kirby Hall, 70 St Giles Street, Norwich, Norfolk on Saturday 14th October 2017 at 12.00 pm

28 Members attended

The meeting opened with a welcome from the Chair and Membership Secretary, Jean Stangroom. She introduced the trustees, in particular two new additions, Ellen Carr (Librarian) and Roger Morgan (Publicity). Having thanked everyone for their hard work during the past year, Jean made a special mention of Edmund Perry's retirement as Company Secretary after twelve years and thanked him for all his service to the Society.

Jean also thanked Mike Dack for the recent hard work with the new NORS.

She expressed appreciation to all the volunteers for their hard work particularly on Heritage Day, Thursday September 7th, when 39 visitors attended. It is hoped that Kirby Hall can be opened to the public for two days in 2018.

1. **Apologies for absence:** 128 Proxy forms were received giving authority to the Chairman to vote for all the Resolutions. Several apologies were received, notably from two trustees, Carole Taylor (Treasurer) and Roger Morgan (Publicity).
2. **Minutes of the 20th A.G.M. of 15th October 2016:** (copies displayed via the NFHS Website).
Resolution 1: proposed by the Chair; seconded by Sue Cranworth. Carried with no abstentions. [127 proxy votes For the Resolution]. Signed by the Chairman.
3. **Matters arising from the minutes of the 20th AGM:** None
4. **To receive the Directors'/Trustees' Report for the year ended 31st March 2017:**



Resolution 2: proposed by the Chair; seconded by Patrick Palgrave-Moore. Carried with no abstentions. [128 proxy votes For the Resolution]

5. **To consider the Accounts for the year ended 31st March 2017:**

Resolution 3: proposed by the Chair and seconded by Patrick Palgrave-Moore. Carried with no abstentions. [123 proxy votes For the Resolution]

6. **To re-appoint ARGENTS 15:** Palace Street, Norwich as the Reporting Accountants for the ensuing year and to authorise the Trustees to fix their remuneration.

Resolution 4: proposed by the Chair; seconded by John Dyball. Carried with no abstentions. [128 proxy votes For the Resolution].

7. **Re-appointment of Mrs Margaret Murgatroyd:** (Cleaning Transcripts)

Resolution 5

8. **Re-appointment of Mr Michael Dack:** (NORS Admin. and Website)

Resolution 6.

9. **Re-appointment of Mr Phil Whiscombe:** (Kirby Hall Manager and IT)

Resolution 7.

These Resolutions were taken en bloc – Proposed by the Chair; seconded by David Harris. Carried with no abstentions [128 proxy votes For the Resolution]

10. **Any Other Business.** Val Parsons thanked Ellen Carr for taking on the role of Librarian.

Phil Whiscombe mentioned that five computers in the Library were seven years old and the trustees were looking to up-grade these with solid state drives to provide a faster response and better experience. He hoped members liked the improved blue colour of the outside of the building which gave it a fresher look.

Keith Howells proposed a Vote of Thanks to Edmund Perry for the hard work and effort he had put into the Society over the years. This was carried unanimously.

Meeting Closed at 12.15 pm.

Edmund G. Perry - NFHS Company Secretary

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2018

REPORT OF THE TRUSTEES

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 2018. 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 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 the trustees holding office during the year.

Trustee	Appointed	Office
Jean Stangroom	June 1998	Chairman & Membership Secretary
Edmund Perry	Sept 2005 – resigned Dec 2017	Company Secretary
Carole Taylor	April 2007	Treasurer
Phil Whiscombe	April 2014	KH Maintenance / IT Manager

Phil Whiscombe	Dec 2017	Company Secretary
Mike Dack	Nov 2010	NORS Administrator
Margaret Murgatroyd	Nov 2010	Transcript Cleaning
Carol Reeve	Nov 2012	Volunteer Co-ordinator
Peter Steward	Dec 2014	Ancestor Editor
Steven Tarttelin	May 2016	Transcripts Organiser
Ellen Carr	Sep 2017	Librarian
Roger Morgan	Sep 2017	Publicity Officer
Richard Ashberry	Dec 2017	Minutes Secretary

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

Company Secretary

Phil Whiscombe

Reporting Accountants ARGENTS 15 Palace Street Norwich NR3 1RT	Solicitors LEATHES PRIOR 74 The Close Norwich NR1 4DR	Bankers HSBC 18 London Street Norwich NR2 1LG
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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 individuals to become trustees having the appropriate skills can prove problematic but the Society continues to appoint from within the membership for these roles. Role Descriptions are in the process of being finalised for all roles but a checklist for new trustees to assess their skills and to ensure induction is carried out on all areas of operations is still to be completed. Copies of the Charity Commission template documents have been put on computer and printed and in due course the trustees will develop Society specific documents setting out the Society's own procedures based on the templates.

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 meeting minutes. The principle risks and uncertainties facing the charity have been identified using a 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 although this is still and will continue to be an ongoing activity.

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. The journal is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure to be placed in Libraries, Churches, Museums and other establishments, and given to the public at Fairs, etc.
- Maintains a Society website (<https://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 to use and communicate with one another.
- Maintaining a list of members' family research interests.
- 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 covering many topics including family trees and manors.



- Maintains thousands of fiche and film items for reference purposes within the library and for transcription activities.
- Runs a Bookstall in the library to sell a range of literature about Family History and Norfolk although stocks are currently being run down. Stock includes 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 and stored the images on the Kirby Hall server with the intent of placing the images on its online database.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also marriage indexes, Bishops' Transcripts, Monumental Inscriptions and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4000 Family Trees, Pedigrees and Wills in the library.
- Collects many miscellaneous items about Norfolk villages and towns.
- Supports local Groups in Diss and London.

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

- Continue to improve the facilities inside Kirby Hall.
- Maintain the property.
- Continue to computerise the library records.
- Maintain the range of services available to its members and the public at Kirby Hall and on the NORS online database.
- Continue to develop the improved new version of the NORS online database.
- Identify future projects which would help to maintain future membership.

ACHIEVEMENT AND PERFORMANCE

Membership

The Membership of the NFHS at 31st March 2018 was:

Year	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
2017/18	962	2,612	118	214	85	39	55	4,085
2016/17	952	2,673	119	204	80	36	41	4,105

- Although membership numbers have remained fairly stable, the retention rate is lower. 508 new members joined during the year.
- The 10-year membership introduced in 2011 continues to be popular with 180 members taking advantage of the reduction. We also have 72 Life Members.
- 326 Overseas members take advantage of the reduced rate to read the Ancestor online.

Achievements

Website and online Database

- NORS (Norfolk Online Records Search) online database was revamped in June 2017 by InnerShed Ltd and since has received many compliments from members for its improved search and display features. This website currently has 4,078,120 individual records included in 4,037 datasets of Banns, Baptisms, Births, Burials, Marriages, Poll Books, Monumental Inscriptions from 847 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 search, the results of which may reveal family information not found elsewhere.
- This website remains very 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.



- Development of a Family Tree search facility using the scans of donated trees previously actioned as an addition to the new NORS online database.

Member Communication

- 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, record offices and libraries.
- The Society has a Facebook account which has 1,646 users and a Twitter account. Members and non-members are finding it a useful discussion tool.

Transcribing and Data collection

- Currently we have about 20 transcribers working on Parish Registers and 4 people checking completed transcripts. 147 new transcripts were received. 174 transcripts were uploaded to NORS comprising new transcripts and rechecked old transcripts that had been found to be inaccurate.
- 34 new Monumental Inscription surveys have been added to the library and 49 sent to NORS, plus 912 photos of churchyards / gravestones.
- In the past year 28 new or upgraded printed transcriptions were added to the library shelves.
- An additional 72 BMD certificates have been added to the database and uploaded to NORS.
- 526 Wills have been added to the library and indexed for the website.
- 53 Family Trees and 22 Pedigree items have been added to the shelves and listed on the website.
- 24 books have been added to the Village Boxes in the library.
- 56 Strays were added to the database.
- 91 lookups have been made for members.

Library

- Completed the re-cataloguing / labelling of library items on the shelves (apart from the Out of County and Strong room).



- Library stock check completed and new catalogue ready to go onto the new library computers and the website. Outdated and duplicate items were removed from the shelves.
- Old surplus equipment and furniture in the library was disposed of.
- De-cluttered and re-organised the desk to support volunteers on the rota. Volunteers Desk Handbook created.
- General tidy-up and reorganisation within the library has created a more logical and professional look enabling space to be allocated to volunteers undertaking roles in the library.
- The number of people visiting the library during the year was 461 a reduction on the previous year's figure.
- Five new volunteers were recruited to assist in the library.

IT

- Drafted and agreed licence users' agreement with Innershed Ltd for rolling out our NORS based database software with other family history societies on an initial set-up fee basis.
- Removal of private individuals' files and data from the Society's server and PCs.
- Specification of 5 new small footprint PCs for the library agreed ready to implement an order for their installation in the new financial year as part of efforts to improve the visitor experience.

Premises

- External re-decoration of Kirby Hall.
- New acrylic Society Coat of Arms supplied and fixed to the front of Kirby Hall to replace the existing seriously deteriorated timber signs.
- Removal to tip of an accumulation of redundant steel shelving, trolleys, cupboard, obsolete fiche and film readers and electrical equipment.
- 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.

Health and Safety

- Risk management - The Society Health and Safety Manual, the Volunteers Handbook and the Emergency Manual are continually



reviewed and amended as necessary to reflect changing circumstances.

- Seven volunteers attended a First Aid course at Kirby Hall.

Data Protection

- Carried out initial research, data audits and document drafting in preparation for the introduction of the General Data Protection Regulations in May 2018.

Miscellaneous

- Although we are not actively promoting the Bookstall it continues to make a small contribution to our surplus.
- The Society participated in Heritage Week opening on Thursday 10th September 2017. We are grateful to all the volunteers who welcomed, and assisted, 36 visitors to Kirby Hall.
- The Diss Group continue to have monthly meetings and/or trips and the London Group meet twice a year.

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 during 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 2018 total unrestricted reserves amounted to £207,928 of which £143,967 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 £124,119 at 31st March 2018 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 monitor this situation carefully every six months.

Principal funding sources

In the year to 31st March 2018, incoming resources totalled £52,876 a minor increase of £249 from the previous year. Although membership numbers are falling slightly more members are signing Gift Aid Declarations which boosts the Society's income. Book sales continue to decrease as the bookstall stock diminishes.

Support costs have reduced by £946. Trustee expenses have increased due to additional Trustees and the distance they have to travel. Costs increased by a further £570 due to the replacement of the Society's Coat



of Arms. Depreciation costs also increased due to the first year of depreciation for the website. These increases were more than offset by reductions in: photocopying and broadband costs due to a re-negotiation of contracts and family tree scanning costs as this has now moved into regular processing

Other trading activities costs have increased by £2,404. Kirby Hall's exterior was re-painted at a cost of £3,900. Stationery and consumables for members increased due to a more realistic allocation of in-house printing costs. The introduction of the E-Ancestor for overseas members has significantly reduced postage costs by over £2,000. Library subscriptions continue to increase in cost each year and the re-organisation of the library incurred additional costs.

During the year the Trustees agreed to transfer of £17,209 from the Kirby Endowment Designated Fund to the Norfolk Family History Fund to fund the cost of the new NORS online database.

FUTURE DEVELOPMENTS

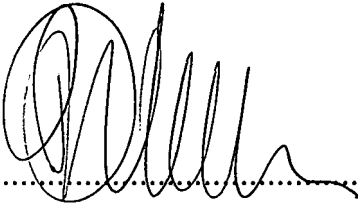
- To encourage members to use information provided by the Society through visits to Kirby Hall and use of the NFHS website, NORS online database and social media.
- To continue to develop links with the Norfolk Record Office and initiate links with Heritage Groups to help transcribe parish registers and undertake Monumental Inscription surveys.
- To continue to enhance the content of the NFHS website and NORS online database.
- 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 improve awareness of the Society through an integrated publicity and communication policy.
- To finalise induction procedures for volunteers and trustees.



- To continue to document trustee role descriptions and procedures.
- To maintain and update 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 13th September 2018 and signed on its behalf by:



.....

Phil Whiscombe – Company Secretary

INDEPENDENT EXAMINER'S REPORT AND STATEMENT OF FINANCIAL ACTIVITIES

Independent Examiner's report to the Trustees of Norfolk
Family History Society ('the Company')

I report to the charity trustees on my examination of the accounts of the
Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the
purposes of company law) you are responsible for the preparation of the
accounts in accordance with the requirements of the Companies Act
2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not
required to be audited under Part 16 of the 2006 Act and are eligible for
independent examination, I report in respect of my examination of your
charity's accounts as carried out under section 145 of the Charities Act
2011 ('the 2011 Act'). In carrying out my examination I have followed the
Directions given by the Charity Commission under section 145(5) (b) of
the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come
to my attention in connection with the examination giving me cause to
believe:

1. accounting records were not kept in respect of the Company as
required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of
section 396 of the 2006 Act other than any requirement that the
accounts give a true and fair view which is not a matter considered as
part of an independent examination; or



4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: 18 September 2018



Statement of Financial Activities

Statement of Financial Activities for the year ended 31 March 2018

	Notes	Unrestricted funds £	Restricted fund £	Total 2018 funds £	Total 2017 funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	47,213	-	47,213	46,562
Charitable activities					
Sale of publications and souvenirs		547	-	547	777
Advertising revenue		280	-	280	480
Other income		210	-	210	-
Investment income	3	4,626	-	4,626	4,628
Total		52,876	-	52,876	52,447
EXPENDITURE ON					
Raising funds	4	62,044	1,514	63,558	62,100
Total		62,044	1,514	63,558	62,100
Net gains/(losses) on investments		(1,861)	-	(1,861)	8,325
NET INCOME/(EXPENDITURE)		(11,029)	(1,514)	(12,543)	(1,328)
RECONCILIATION OF FUNDS					
Total funds brought forward		218,957	125,663	344,620	345,948
TOTAL FUNDS CARRIED FORWARD		207,928	124,149	332,077	344,620

The notes form part of these financial statements

Balance Sheet

Balance Sheet
At 31 March 2018

	Notes	Unrestricted funds £	Restricted fund £	Total £	2018 funds £	Total £	2017 funds £
FIXED ASSETS							
Tangible assets	7	54,450	124,149	178,599		187,949	
Investments	8	<u>96,515</u>	<u>-</u>	<u>96,515</u>		<u>96,576</u>	
		150,965	124,149	275,114		284,525	
CURRENT ASSETS							
Stocks	9	1,169	-	1,169		1,814	
Debtors	10	5,275	-	5,275		5,375	
Cash at bank and in hand	11	<u>77,317</u>	<u>-</u>	<u>77,317</u>		<u>92,850</u>	
		83,761	-	83,761		100,039	
CREDITORS							
Amounts falling due within one year	12	<u>(17,143)</u>	<u>-</u>	<u>(17,143)</u>		<u>(29,791)</u>	
NET CURRENT ASSETS		<u>66,618</u>	<u>-</u>	<u>66,618</u>		<u>70,248</u>	
TOTAL ASSETS LESS CURRENT LIABILITIES		217,583	124,149	341,732		354,773	
CREDITORS							
Amounts falling due after more than one year	13	<u>(9,655)</u>	<u>-</u>	<u>(9,655)</u>		<u>(10,153)</u>	
NET ASSETS		<u>207,928</u>	<u>124,149</u>	<u>332,077</u>		<u>344,620</u>	
FUNDS	14						
Unrestricted funds				207,928		218,957	
Restricted funds				<u>124,149</u>		<u>125,663</u>	
TOTAL FUNDS				<u>332,077</u>		<u>344,620</u>	

The notes form part of these financial statements



Balance Sheet - continued
At 31 March 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 478 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 charitable small companies.

The financial statements were approved by the Board of Trustees on 13th September 2018 and were signed on its behalf by:

Phil Whiscombe - Trustee

Notes to the Financial Statements

Notes to the Financial Statements
for the year ended 31 March 2018

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.

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

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:

Freehold building	- 1%
Equipment	- 10% to 50% per annum
Website	- 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.

2. DONATIONS AND LEGACIES

	2018	2017
	£	£
Donations	363	954
Gift aid	5,605	5,187
Members' subscriptions	<u>41,245</u>	<u>40,441</u>
	<u>47,213</u>	<u>46,582</u>



Notes to the Financial Statements - continued
for the year ended 31 March 2018

3. INVESTMENT INCOME

	2018	2017
	£	£
Interest and dividends	<u>4,626</u>	<u>4,628</u>

4. RAISING FUNDS

Raising donations and legacies

	2018	2017
	£	£
Support costs	<u>21,967</u>	<u>22,913</u>

Other trading activities

	2018	2017
	£	£
Kirby Hall Expenditure	13,041	9,219
Postage and distribution costs of Norfolk Ancestor	11,876	14,204
Publication costs of Norfolk Ancestor	8,366	8,580
Movement in Publications and Souvenirs	645	679
Stationery and consumables for members	709	20
Subscriptions paid	1,006	989
Group Meeting expenses	1,213	1,368
Projects and library	3,064	2,484
Bookstall	131	170
Insurance	<u>1,540</u>	<u>1,494</u>
	<u>41,591</u>	<u>39,187</u>

Aggregate amounts	<u>63,558</u>	<u>62,100</u>
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5. NET INCOME/(EXPENDITURE)

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

	2018	2017
	£	£
Depreciation - owned assets	<u>9,678</u>	<u>6,530</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

	2018	2017
	£	£
Trustees' expenses	<u>1,764</u>	<u>1,398</u>

During the year 8 Trustees were paid expenses.

Notes to the Financial Statements - continued
for the year ended 31 March 2018

7. TANGIBLE FIXED ASSETS

	Freehold property £	Improvement s to property £	Library stock £
COST			
At 1 April 2017	151,401	13,217	23,521
Additions	-	-	60
Disposals	-	-	-
At 31 March 2018	<u>151,401</u>	<u>13,217</u>	<u>23,581</u>
DEPRECIATION			
At 1 April 2017	25,738	348	-
Charge for year	1,514	132	-
Eliminated on disposal	-	-	-
At 31 March 2018	<u>27,252</u>	<u>480</u>	<u>-</u>
NET BOOK VALUE			
At 31 March 2018	<u>124,149</u>	<u>12,737</u>	<u>23,581</u>
At 31 March 2017	<u>125,663</u>	<u>12,869</u>	<u>23,521</u>
	Equipment £	Website £	Totals £
COST			
At 1 April 2017	76,509	17,209	281,857
Additions	268	-	328
Disposals	(40,630)	-	(40,630)
At 31 March 2018	<u>36,147</u>	<u>17,209</u>	<u>241,555</u>
DEPRECIATION			
At 1 April 2017	67,822	-	93,908
Charge for year	2,353	5,679	9,678
Eliminated on disposal	(40,630)	-	(40,630)
At 31 March 2018	<u>29,545</u>	<u>5,679</u>	<u>62,956</u>
NET BOOK VALUE			
At 31 March 2018	<u>6,602</u>	<u>11,530</u>	<u>178,599</u>
At 31 March 2017	<u>8,887</u>	<u>17,209</u>	<u>187,949</u>



Notes to the Financial Statements - continued
for the year ended 31 March 2018

8. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2017	96,576
Additions	1,800
Revaluations	<u>(1,861)</u>
At 31 March 2018	<u>96,515</u>
 NET BOOK VALUE	
At 31 March 2018	<u>96,515</u>
At 31 March 2017	<u>96,576</u>

There were no investment assets outside the UK.

9. STOCKS

	2018 £	2017 £
Goods held for resale	<u>1,169</u>	<u>1,814</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Other debtors	<u>5,275</u>	<u>5,375</u>

11. CASH AT BANK AND IN HAND

	Kirby Endowment Designated Fund £	Norfolk Family History Society £	2018 Total funds £	2017 Total funds £
Cash in hand	-	23	23	25
Treasurer account	-	2,923	2,923	1,788
Money Master account	-	40	40	141
Kirby account	7,261	-	7,261	12,043
Secure trust bank	26,880	-	26,880	26,549
NatWest Direct Reserve	-	30,125	30,125	8,525
Secure Trust 60 days	-	-	-	17,587
PayPal	-	65	65	17
120 Day Secure Trust Account	-	-	-	15,577
CAF Saver	-	10,000	10,000	10,000
Total	<u>34,141</u>	<u>43,176</u>	<u>77,317</u>	<u>92,850</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.

Notes to the Financial Statements - continued
for the year ended 31 March 2018

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Life subscriptions in advance	466	472
Creditors and accruals	3,144	15,837
Subscriptions in advance	12,111	12,298
10 year membership in advance	1,422	1,338
	<u>17,143</u>	<u>29,791</u>

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

	2018 £	2017 £
10 year membership in advance	5,917	8,472
Life subscriptions in advance	3,738	3,681
	<u>9,655</u>	<u>10,153</u>

14. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted funds				
Kirby Endowment Designated Fund	159,275	(1,699)	(13,609)	143,967
Norfolk Family History Society	59,682	(9,330)	13,609	63,961
	218,957	(11,029)	-	207,928
Restricted funds				
Permanent Endowment Fund	125,663	(1,514)	-	124,149
TOTAL FUNDS	<u>344,620</u>	<u>(12,543)</u>	<u>-</u>	<u>332,077</u>

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	4,258	(4,096)	(1,861)	(1,699)
Norfolk Family History Society	48,618	(57,948)	-	(9,330)
	52,876	(62,044)	(1,861)	(11,029)
Restricted funds				
Permanent Endowment Fund	-	(1,514)	-	(1,514)
TOTAL FUNDS	<u>52,876</u>	<u>(63,558)</u>	<u>(1,861)</u>	<u>(12,543)</u>



Notes to the Financial Statements - continued
for the year ended 31 March 2018

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

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

Comparative 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	4,132	(203)	8,325	12,254
Norfolk Family History Society	<u>48,315</u>	<u>(60,383)</u>	<u>-</u>	<u>(12,068)</u>
	52,447	(60,586)	8,325	186
Restricted funds				
Permanent Endowment Fund	-	(1,514)	-	(1,514)
	<u>-</u>	<u>(1,514)</u>	<u>-</u>	<u>(1,514)</u>
TOTAL FUNDS	<u>52,447</u>	<u>(62,100)</u>	<u>8,325</u>	<u>(1,328)</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.



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NORFOLK FAMILY HISTORY SOCIETY

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

Telephone (01603) 763718

Email: secretary@nfhs.co.uk

www.norfolkfhs.org.uk

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