

The Leicestershire and Rutland Family History Society



REPORT OF THE TRUSTEES AND RECEIPTS AND PAYMENTS ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

Leicestershire and Rutland Family History Society

REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 518870

PRINCIPAL ADDRESS: Unit 4B Pilot House
King Street
Leicester LE1 6RN

WEB SITE <http://www.lrfhs.org.uk>

CONTACT Telephone 0116 2857211
secretary@lrfhs.org.uk

TRUSTEES:	John Lovett	Chairman	Appointed 24 March 2019
	S Wyllie	Treasurer	Appointed 24 March 2019
	S Barker	Secretary	Appointed 24 March 2019
	L Lockwood-Jones	Vice Chairman	Appointed 24 March 2019
	S Lester	Publicity Officer	Appointed 24 March 2019
	I Phillpott	Editor	Appointed 24 March 2019
	S Murphy	Volunteers	Appointed 24 March 2019
	M Finch		Appointed 24 March 2019
	N Vincent	Members	Appointed 24 March 2019

GOVERNING DOCUMENT: Constitution adopted in 1998 with revisions in 2002, 2005 and 2019

BANK:	Nat West Bank 7 Hinckley Road Leicester LE3 0TQ	Barclays Bank 1-3 Haymarket Towers Humberstone Gate Leicester LE1 1WA
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INDEPENDENT EXAMINER Mrs Sarah Smith BSc FCCA FCIE
TSA (Oakham) Ltd
Temple House
8 Main Street
Cold Overton
LEICS
LE15 7QA

Leicestershire and Rutland Family History Society

Independent Examiners Report to the Trustees of Leicestershire and Rutland Family History Society

I report on the accounts of the charity for the year ended 31 December 2019, which are set out on the attached pages.

Respective responsibilities of Trustee and Examiner.

As the charity's trustees you are responsible for the preparation of the accounts; you consider the audit requirement of s144 (2) of the Charities Act 2011 (the 2011 Act) does not apply, and that an independent examination is needed.

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

Basis of independent examiners report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners .

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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in 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 statement below.

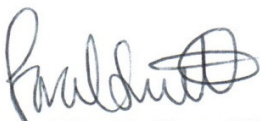
Independent examiners statement.

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 s130 of the 2011 Act; and
 - * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met.

(2) There are no other matters to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Sarah A Smith (Mrs) BSc FCCA FCIE
TSA (Oakham) Ltd
Temple House
8, Main Street
Cold Overton
LEICS LE15 7QA

17 March 2020

Leicestershire and Rutland Family History Society

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2019.

The trustees present their report with the financial statements of the charity for the year ended 31 December 2019. The financial statements have been prepared in accordance with accounting policies as set out by charity law and are based on a receipts and payments format adopted by the committee on 6 December 2016. The report includes the information given on the Reference and Administration page, (page 1).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Leicestershire and Rutland Family History Society is controlled by its governing document which was adopted on 20 November 1985 with its various revisions. The latest version of the Constitution is dated 12 August 1998 with amendments in 2002, 2005 and 2019 and constitutes an unincorporated charity. The elected Executive Committee Officers and Executive Committee Members during the year were the Trustees.

Recruitment and appointment of new Trustees

Under the requirements of the Society's constitution, new Trustees are elected annually at the AGM. A retiring member of the Executive Committee is eligible for re-election.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Society, as stated in its constitution, are:

- To promote and encourage the public study of family history, genealogy, heraldry and local history, with particular reference to the historical counties of Leicestershire and Rutland;
- To promote the preservation, security and accessibility of archival material.

The family history Research Centre is staffed by volunteers who provide help and advice to members and non-members who wish to trace their family histories. The Research Centre provides access to a number of family history records, internet access and other computer based records, and also houses a library. Similar services, but on a smaller scale, are provided by the local branches.

Journals are sent to members on a quarterly basis and these provide information, education and help for family history researchers.

Leicestershire and Rutland Family History Society

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2019. (CON)

Public benefit

The Trustees have reviewed the outcomes achievements of the objectives and activities for the year to ensure they remain focused on the Society's aims and continue to deliver benefits to the public.

The Trustees are satisfied that the charity's activities provide a wide public benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Membership

Membership of the Society has suffered in the recent years and in common with other societies, has to face the continuing challenge of the popularity of research on the internet and the likelihood of a decline in membership. The Society continues its efforts to attract and retain members by offering services, open days and facilities best obtained through membership and by encouraging activities in the Society's affairs.

Research Centre

The Family History Research Centre is located at Pilot House (Unit 4B), Leicester which is rented out from Leicester City Council. The Society has to relocate the Research Centre in the next financial year.

The Research Centre continues to operate successfully, attracting a number of visitors from as far as Australia and the United State of America, comparable with recent years.

The Society has continued to benefit from the work of those dedicated members who have extracted and transcribed records which are made available through its publications and CDs.

The Trustees would like to express their thanks to those members volunteering to undertake numerous tasks to maintain the work of the Society, particularly those duty volunteers whose expertise greatly assists visitors.

Audits are carried out of stock each year in the Research Centre library. Appropriate members contributions to the library are accepted but many of the older publications are now being sold off through the Research Centre and by groups.

The Research Centre held three successful Open Days, A Military Research Day and hosted a course on House Histories which were well attended with a number of new members joining. The Society was also promoted by volunteers at three outside events. We have also started working with the Record Office to run a monthly help deak which has proved very popular. News, activities and events are publicised through our social media pages. A new website is ready to launch in 2020. Volunteers carry out a large amount of research for Society members, something particularly welcomed by overseas and out of county visitors.

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TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2019. (CON)

The Journal

The Society's quarterly journal remains a key benefit to members, providing interesting and instructive articles on family and local history. It also provides a forum for correspondence and interaction between members through its 'Mailbox' feature.

Genealogical projects

The Society's ongoing work to produce new genealogical sources saw the completion of a new CD covering Leicestershire and Rutland 'Apprentices Index 1647-1897'. Two further CD's will be available in early 2020 covering 'In Memoriam Notices 1915-1919' and Hearth Tax. These CD's are a valuable resource for members.

Branches

The Society has a network of branches whose members provide extensive programmes namely Hinckley, Leicester, Loughborough, Market Harborough and Rutland. Local meetings cover a wide range of subjects on many aspects of family and local history. Half yearly meetings are now arranged with members of the branches and the Trustees.

FINANCIAL REVIEW

Reserves policy

In 2019, the Trustees have made economies wherever possible without reducing the service to the Society members, and have sought to increase income by giving priority to recruiting new members and promoting sales of publications. At the 2019 Annual General Meeting the members agreed to an increase in subscriptions which takes effect for the 2020 renewal year.

In the coming year the relocation of the Research Centre presents an opportunity to reduce property costs as the Trustees are planning to have a smaller office facility. This will still enable members to do their own research.

During the year ended 31 December 2019 the membership numbers declined particularly for members renewing for 2019. (2019: 1407, 2018: 1581) However the number for 2020 renewals indicates that the current level may continue. The number of new members has increased over the last three years.

The Society's policy on reserves is to maintain these at a level equal to between 12 and 18 months of outgoings for the following potential purposes:

A) To cover obligations to pay future rent of the Research Centre in the event of a fall in normal revenue income or a possible increase in rent and service charges by Leicester City Council.

B) To buy research material which may become available from time to time
To renew and to buy further equipment for the Research Centre to assist research and education

Leicestershire and Rutland Family History Society

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2019. (CON)

The Society maintains two current bank accounts, a deposit account and a PayPal account. The main bulk of the cash reserves are in a Charity Community account to maximise any income potential not realised in other accounts. The committee will continue to keep income and expenditure under review during the coming year.

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Mr J Lovett



Chairman

Mrs S V Wyllie



Treasurer

Date: 17 March 2020

Leicestershire and Rutland Family History Society

Receipts and Payments Accounts

For the Period 1 January 2019 to 31 December 2019

	NOTE	TOTAL 2,019 Unrestricted Funds £	TOTAL 2018 £
Receipts			
Donations and legacies	2	24,805	24,314
Sales and other fundraising	3	2,228	2,112
Investment income		38	9
Total Receipts		27,071	26,435
Payments			
<i>Sales and other fundraising</i>			
Cost of goods purchased		7	23
Coffee machine costs		110	242
Commissions		0	46
<i>Direct charitable costs</i>			
Rent		6,900	6,900
Library utilities service charge and telephone		2,014	3,491
Journal		9,331	11,327
Library equipment maintenance and renewal		1,867	1,205
Branch costs	4	3,176	3,705
Subscriptions		1,810	1,960
Credit card and bank charges		264	317
<i>Support Costs</i>			
Insurance, postage and stationery		2,226	2,606
Committee expenses		0	80
Accountancy and Independent Examination	5	810	810
AGM		434	443
Total Payments		28,949	33,155
Net Payments		-1,878	-6,720
Bank and Cash Funds brought forward		58,714	65,434
Bank and Cash Funds carried forward		56,836	58,714

Leicestershire and Rutland Family History Society

Statement of Assets and Liabilities at 31 December 2019

NOTE	2019 £	2018 £
Tangible Assets		
Library fixtures and fittings incl computer equipment at historical cost	12,223	12,223
	<u>12,223</u>	<u>12,223</u>
Cash and Bank Deposits		
Bank Accounts	56,708	58,598
Petty Cash	128	116
	<u>56,836</u>	<u>58,714</u>
Other Current Assets		
Stock	998	4,721
Prepaid expenses	154	151
Gift Aid receivable	1,488	1,111
* Stock of books maps and fiches now written down to zero. CD/DVD valued at £998 (2018: £1045)	<u>2,640</u>	<u>5,983</u>
<u>TOTAL ASSETS</u>	<u><u>71,699</u></u>	<u><u>76,920</u></u>
Liabilities		
Accountancy Fee	180	150
Independent Examination	480	400
Rent and service charges	282	548
Committee Expenses	0	801
Computer Maintenance	0	96
Group Costs	400	270
	<u>1,342</u>	<u>2,265</u>
Members Subscriptions paid in advance	<u>8,126</u>	<u>6,902</u>
<u>TOTAL LIABILITIES</u>	<u><u>9,468</u></u>	<u><u>9,167</u></u>

Approved by the trustees:

Signature



Name
Date

Mr J Lovett
17 March 2020

Position

Chairman

Leicestershire and Rutland Family History Society

Notes to the Accounts for the Year Ended 31 December 2019

1 Accounting Policies

a These accounts have been prepared on a Receipts and Payments basis in accordance with the Charities Act 2011, and as adopted by trustees on 6 December 2016.

b Fund Accounting

Unrestricted Funds can be used in accordance with the charitable objects at the discretion of the trustees

Restricted Funds arise when the use of a donation or legacy is stipulated by the donor or funds are raised for a specific purpose. All Restricted Funds are used within the objects of the charity.

	£ 2019	£ 2018
2 <u>Donations and Legacies</u>		
Subscriptions	20,287	18,423
Gift Aid	2,530	4,545
Donations	1,219	1,067
Legacy	500	0
Miscellaneous Income	269	279
	<u>24,805</u>	<u>24,314</u>

	£ 2019	£ 2018
3 <u>Sales and other fundraising</u>		
Library sales (books, CD's, printing etc)	1,987	1,884
Coffee machine income	241	228
	<u>2,228</u>	<u>2,112</u>

4 Meetings and Branch Costs

A breakdown of the costs for the meetings and events at Leicester, Market Harborough, Loughborough, Hinckley and Oakham are as follows:

	£ 2019	£ 2018
Speaker expenses	1,647	1,697
Room hire	1,380	1,417
CD and Books	0	25
Regional fairs	0	400
Other fund raising	149	66
Miscellaneous	0	100
	<u>3,176</u>	<u>3,705</u>

Leicestershire and Rutland Family History Society

Notes to the Accounts for the Year Ended 31 December 2019

5 Accountancy and Independent Examination

	£ 2019	£ 2018
The liability stated on page 8 for 2019 is as follows:		
Accounts preparation, from completed records	180	150
Independent Examination	480	400
	660	550

6 Payments to trustees

Out of pocket expenses are refunded to trustees for postage, computer stationery and miscellaneous expenses for the Society which have been allocated to costs. No Trustee expenses were paid in the year.

In this year a total of £1,485 was refunded to 4 trustees, (£1438 2018)

There are no other related party transactions and no other remuneration was paid to the trustees.