

**The Leicestershire and Rutland
Family History Society**



**REPORT OF THE TRUSTEES AND
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 DECEMBER 2020**

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 chairman@lrfhs.org.uk
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	Barclays Bank
	7 Hinckley Road	1-3 Haymarket Towers
	Leicester	Humberstone Gate
	LE3 0TQ	Leicester
		LE1 1WA

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 2020, 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 Smith

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

7 April 2021

Leicestershire and Rutland Family History Society

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2020.

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020. 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.

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2020. (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 should have relocated the Research Centre this financial year. No move has yet been possible as a result of COVID-19 restrictions. At the moment the Society cannot predict when we will be in a position to move premises.

The Research Centre has been closed since early March 2020 as a result of COVID-19 so little activity has taken place this year. 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 although this was not possible this year because of lack of access to the property. 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 and by selling books where possible in anticipation of the move.

The Research Centre have also started working with the Record Office to run a monthly help desk although this was curtailed by Covid. News, activities and events are publicised through our social media pages. A new website was launched in 2020. Volunteers carry out a large amount of research for Society members, something particularly welcomed by overseas and out of county visitors. This has continued throughout the year,

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2020. (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 continues and these CD's are a valuable resource for our 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.

However these meetings have been curtailed because of COVID-19. From October 2020, talks on family history subjects via Zoom have replaced branch programmes.

FINANCIAL REVIEW

Reserves policy

In 2020, 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 took 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 2020 the membership numbers declined particularly for members renewing for 2020. (2020:1188, 2019: 1407) 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:

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.

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 2020. (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 NatWest Reserve 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: 7 April 2021

Leicestershire and Rutland Family History Society

Receipts and Payments Accounts

For the Period 1 January 2020 to 31 December 2020

	NOTE	TOTAL 2,020 Unrestricted Funds £	TOTAL 2019 £
Receipts			
Donations and legacies	2	22,209	24,805
Sales and other fundraising	3	2,996	2,228
Investment income		25	38
Total Receipts		25,230	27,071
Payments			
<i>Sales and other fundraising</i>			
Cost of goods purchased		275	7
Coffee machine costs		0	110
<i>Direct charitable costs</i>			
Rent		6,900	6,900
Library utilities service charge and telephone		1,347	2,014
Journal		9,419	9,331
Library equipment maintenance and renewal		470	1,867
Branch costs	4	1,035	3,176
Subscriptions		1,780	1,810
Credit card and bank charges		398	264
<i>Support Costs</i>			
Insurance, postage and stationery		2,061	2,226
Committee expenses		0	0
Accountancy and Independent Examination	5	660	810
Miscellaneous		266	0
AGM		0	434
Total Payments		24,611	28,949
Net Payments		619	-1,878
Bank and Cash Funds brought forward		56,836	58,714
Bank and Cash Funds carried forward		57,455	56,836

Leicestershire and Rutland Family History Society

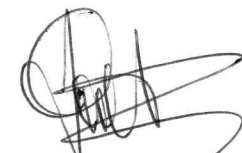
Statement of Assets and Liabilities at 31 December 2020

	NOTE	2020 £	2019 £
Tangible Assets			
Library fixtures and fittings incl computer equipment at historical cost Note 1		5,000	12,223
		5,000	12,223
Cash and Bank Deposits			
Bank Accounts		57,333	56,708
Petty Cash		122	128
		57,455	56,836
Other Current Assets			
Stock		998	998
Prepaid expenses		0	154
Gift Aid receivable		1,325	1,488
		2,323	2,640
TOTAL ASSETS		64,778	71,699
Note 1 Estimated historical cost of assets retained			
Liabilities			
Accountancy Fee		570	180
Independent Examination		480	480
Rent and service charges		134	282
Committee Expenses		102	0
Zoom Speakers		120	0
Subscriptions Duplicated		105	0
Group Costs		0	400
		1,511	1,342
Members Subscriptions paid in advance		7,591	8,126
TOTAL LIABILITIES		9,102	9,468

Approved by the trustees:

Signed

Name
Date



Mr J Lovett Chairman
07 April 2021

Leicestershire and Rutland Family History Society

Notes to the Accounts for the Year Ended 31 December 2020

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.

	£ 2020	£ 2019
2 <u>Donations and Legacies</u>		
Subscriptions	18,367	20,287
Gift Aid	2,987	2,530
Donations	342	1,219
Legacy	500	500
Miscellaneous Income	13	269
	<u>22,209</u>	<u>24,805</u>

	£ 2020	£ 2019
3 <u>Sales and other fundraising</u>		
Library sales (books, CD's, printing etc)	2,936	1,987
Coffee machine income	60	241
	<u>2,996</u>	<u>2,228</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:

	£ 2020	£ 2019
Speaker expenses	572	1,647
Room hire	463	1,380
Other fund raising	0	149
	<u>1,035</u>	<u>3,176</u>

Leicestershire and Rutland Family History Society

Notes to the Accounts for the Year Ended 31 December 2020

5 **Accountancy and Independent Examination**

	£ 2020	£ 2019
The liability stated on page 8 for 2020s as follows:		
Independent Examination		
Accounts preparation, from completed records	90	180
Independent Examination	480	480
	<u>570</u>	<u>660</u>

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.

In this year a total of £1,288 was refunded to 3 trustees, (£,1485 2019)

One Trustee was also paid expenses of £25 in the year.

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