

REGISTERED COMPANY NUMBER: 72647
REGISTERED CHARITY NUMBER: 253659

Report of the Council and
Unaudited Financial Statements for the year ended 31 December 2017
for
Harleian Society Incorporated 1902 (The)

CHARITY COMMISSION
FIRST CONTACT
02 JUL 2018
ACCOUNTS
RECEIVED

Fuller Spurling
Mill House
58 Guildford Street
Chertsey
Surrey
KT16 9BE

Harleian Society Incorporated 1902 (The)

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for the year ended 31 December 2017**

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Harleian Society Incorporated 1902 (The)

Report of the Council for the year ended 31 December 2017

The member of the Council, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2017. The Council Members have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal activity of the Society is the transcribing, printing and publishing of the heraldic visitations of counties, parish registers or any manuscripts relating to genealogy, family history and heraldry. It is the intention of the Council that there will be no change in this activity for the foreseeable future. The Council has complied with the duty to consider the objectives of the Charity in the light of the guidance issued by the Charity Commission in relation to public benefit.

ACHIEVEMENT AND PERFORMANCE

No volume was issued during the year. Three works are now being edited for future publication: *At the Roots of Heraldry: collected papers of John Archibald Goodall* (by Steven Ashley FSA), Robert Glover, *Somerset Herald – Letters and Papers of a Tudor Herald and Scholar* (by Dr Nigel Ramsay FSA) and *The Visitation of Hertfordshire 1669* (by Alan Dickins, Arundel Herald Extraordinary).

FINANCIAL REVIEW

Financial position

Subscription income fell by £112 to £4,691, and income from royalties and the sale of publications down by £436 to £720. The continuing prevailing low level of interest rates resulted in only a small amount of bank interest income. Cash at bank and in hand has increased during the year to £37,310 (2016: £34,416) as a result of the surplus of income over expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company is limited by guarantee and does not have a share capital. It is a registered charity and its governing document is its Memorandum and Articles of Association.

Recruitment and appointment of new members of the Council

Council Members are selected and invited to join the Council by existing Council Members and the appointment of Council Members is vested in the Council.

Organisational structure

The Council administers the charity and meets annually. Day to day running of the Society is conducted by the Honorary Secretary and an Assistant Secretary.

Induction and training of new members of the Council

Council Members are appointed as having particular expertise and experience of the Society's work.

Risk management

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

The Council has a risk management strategy which comprises:

- an annual review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan;
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Harleian Society Incorporated 1902 (The)

**Report of the Council
for the year ended 31 December 2017**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

72647

Registered Charity number

253659

Registered office

The College of Arms
130, Queen Victoria Street
London
EC4V 4BT

Council

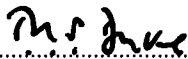
Dr A P Ailes
Dr N J Bell- appointed 21.06.17
Prof R P Cust
A R Dickins
T H S Duke (Hon. Secretary & Treasurer)
J A Edwards
Miss C P Hartley
G H Mandelbrote
Miss K Owen
Mrs A Payne
Prof N R N Tyacke
T Woodcock (Chairman)

Independent examiner

Fuller Spurling
Mill House
58 Guildford Street
Chertsey
Surrey
KT16 9BE

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Council on 20 June 2018 and signed on its behalf by:



.....
T H S Duke (Hon. Secretary & Treasurer)

Harleian Society Incorporated 1902 (The)

**Statement of Council members Responsibilities
for the year ended 31 December 2017**

The Council members (who are also the directors of Harleian Society Incorporated 1902 (The) for the purposes of company law) are responsible for preparing the Report of the Council members and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Council members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner's Report to the Council of
Harleian Society Incorporated 1902 (The)**

Independent examiner's report to the members of Council of Harleian Society Incorporated 1902 (The) ('the Company')

I report to the charity's Council members on my examination of the accounts of the Company for the year ended 31 December 2017.

Responsibilities and basis of report

As the charity's Council members (and also the directors of the Company 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



Susan Keane
FCA
Fuller Spurling
Mill House
58 Guildford Street
Chertsey
Surrey
KT16 9BE

Date: 26th June 2018

Harleian Society Incorporated 1902 (The)

**Statement of Financial Activities
for the year ended 31 December 2017**

| | | 31.12.17 Unrestricted fund £ | 31.12.16 Total funds £ |
|------------------------------------|-------|---------------------------------------|------------------------------|
| INCOME AND ENDOWMENTS FROM | Notes | | |
| Subscriptions and donations | | 4,691 | 4,803 |
| Charitable activities | | | |
| Charitable activities | | 720 | 1,156 |
| Investment income | 2 | <u>43</u> | <u>79</u> |
| Total | | 5,454 | 6,038 |
| | | | |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Charitable activities | | 1,508 | 1,728 |
| Other | | <u>681</u> | <u>722</u> |
| Total | | 2,189 | 2,450 |
| | | | |
| NET INCOME | | 3,265 | 3,588 |
| | | | |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 32,570 | 28,982 |
| | | | |
| TOTAL FUNDS CARRIED FORWARD | | <u>35,835</u> | <u>32,570</u> |

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Harleian Society Incorporated 1902 (The)

**Balance Sheet
at 31 December 2017**

| | Notes | 31.12.17 Unrestricted fund £ | 31.12.16 Total funds £ |
|--|-------|---------------------------------------|------------------------------|
| CURRENT ASSETS | | | |
| Debtors | 5 | 405 | 370 |
| Cash at bank | | <u>37,310</u> | <u>34,416</u> |
| | | 37,715 | 34,786 |
| CREDITORS | | | |
| Amounts falling due within one year | 6 | (1,880) | (2,216) |
| | | <u>35,835</u> | <u>32,570</u> |
| NET CURRENT ASSETS | | | |
| | | <u>35,835</u> | <u>32,570</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | |
| | | <u>35,835</u> | <u>32,570</u> |
| NET ASSETS | | | |
| | | <u>35,835</u> | <u>32,570</u> |
| FUNDS | | | |
| Unrestricted funds | 7 | <u>35,835</u> | <u>32,570</u> |
| TOTAL FUNDS | | | |
| | | <u>35,835</u> | <u>32,570</u> |

The notes form part of these financial statements

Harleian Society Incorporated 1902 (The)

**Balance Sheet - continued
at 31 December 2017**

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

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

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Council on 20 June 2018 and were signed on its behalf by:

Thomas Woodcock
T Woodcock (Chairman)

T H S Duke
T H S Duke (Hon. Secretary & Treasurer)

Harleian Society Incorporated 1902 (The)

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

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.

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. Under the terms of its Memorandum of Association, the Society is prohibited from distributing any of its income to its Council Members, except with the prior written approval of the Charity Commissioners.

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.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors, provisions and accrued costs are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial Instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value

Publications Expenditure

It is the policy of the Society to write off expenditure on the production of publications in the year in which it is incurred. Consequently, there is no figure for stock of unsold publications in the Balance Sheet. In the opinion of the directors, the value of unsold publications at £1 per volume is £745 (2016: £764).

Harleian Society Incorporated 1902 (The)

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

2. INVESTMENT INCOME

| | 31.12.17 | 31.12.16 |
|--------------------------|-----------|-----------|
| | £ | £ |
| Deposit account interest | <u>43</u> | <u>79</u> |

3. COUNCIL MEMBERS' REMUNERATION AND BENEFITS

No Council Members received remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

Council Member's expenses

| | 31.12.17 | 31.12.16 |
|---------------------------|------------|------------|
| | £ | £ |
| Council Member's expenses | <u>150</u> | <u>160</u> |

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ |
|------------------------------------|---------------------------|
| INCOME AND ENDOWMENTS FROM | |
| Subscriptions and donations | 4,803 |
| Charitable activities | |
| Charitable activities | 1,156 |
| Investment income | <u>79</u> |
| Total | 6,038 |
| EXPENDITURE ON | |
| Charitable activities | |
| Charitable activities | 1,728 |
| Other | <u>722</u> |
| Total | 2,450 |
| NET INCOME | 3,588 |
| RECONCILIATION OF FUNDS | |
| Total funds brought forward | 28,982 |
| TOTAL FUNDS CARRIED FORWARD | <u>32,570</u> |

Harleian Society Incorporated 1902 (The)

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

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | | |
|---------------|------------|------------|
| | 31.12.17 | 31.12.16 |
| | £ | £ |
| Trade debtors | <u>405</u> | <u>370</u> |

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | | |
|------------------|--------------|--------------|
| | 31.12.17 | 31.12.16 |
| | £ | £ |
| Accrued expenses | <u>1,880</u> | <u>2,216</u> |

7. MOVEMENT IN FUNDS

| | | | |
|---------------------------|---------------|--------------------------|---------------|
| | At 1.1.17 | Net movement in funds | At 31.12.17 |
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 32,570 | 3,265 | 35,835 |
| | <u>32,570</u> | <u>3,265</u> | <u>35,835</u> |
| TOTAL FUNDS | | | |

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

| | | | |
|---------------------------|-----------------------|-----------------------|----------------------|
| | Incoming resources | Resources expended | Movement in funds |
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 5,454 | (2,189) | 3,265 |
| | <u>5,454</u> | <u>(2,189)</u> | <u>3,265</u> |
| TOTAL FUNDS | | | |

Comparatives for movement in funds

| | | | |
|---------------------------|---------------|--------------------------|---------------|
| | At 1.1.16 | Net movement in funds | At 31.12.16 |
| | £ | £ | £ |
| Unrestricted Funds | | | |
| General fund | 28,982 | 3,588 | 32,570 |
| | <u>28,982</u> | <u>3,588</u> | <u>32,570</u> |
| TOTAL FUNDS | | | |

Harleian Society Incorporated 1902 (The)

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

7. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources ⁴ expended £ | Movement in funds £ |
|---------------------------|----------------------------|---|---------------------------|
| Unrestricted funds | | | |
| General fund | 6,038 | (2,450) | 3,588 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS | <u>6,038</u> | <u>(2,450)</u> | <u>3,588</u> |

8. RELATED PARTY DISCLOSURES

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

Harleian Society Incorporated 1902 (The)

**Detailed Statement of Financial Activities
for the year ended 31 December 2017**

| | 31.12.17 £ | 31.12.16 £ |
|------------------------------------|---------------------|---------------------|
| INCOME AND ENDOWMENTS | | |
| Subscriptions and donations | | |
| Donations | 35 | - |
| Subscriptions | <u>4,656</u> | <u>4,803</u> |
| | 4,691 | 4,803 |
| Investment income | | |
| Deposit account interest | 43 | 79 |
| Charitable activities | | |
| Sales of publications | 720 | 976 |
| Royalties | <u>-</u> | <u>180</u> |
| | <u>720</u> | <u>1,156</u> |
| Total incoming resources | 5,454 | 6,038 |
| EXPENDITURE | | |
| Charitable activities | | |
| Publication costs | 58 | 64 |
| Warehouse and despatch costs | <u>500</u> | <u>675</u> |
| | 558 | 739 |
| Other | | |
| Council Member's expenses | 150 | 160 |
| Insurance | 55 | 55 |
| Postage and stationery | 60 | 109 |
| Sundries | 38 | - |
| Assistant Secretary costs | <u>378</u> | <u>398</u> |
| | 681 | 722 |
| Support costs | | |
| Finance | | |
| Bank charges | 50 | 89 |
| Governance costs | | |
| Accountancy and legal fees | <u>900</u> | <u>900</u> |
| Total resources expended | 2,189 | 2,450 |
| | <u> </u> | <u> </u> |
| Net income | <u><u>3,265</u></u> | <u><u>3,588</u></u> |

This page does not form part of the statutory financial statements