

The Leicestershire and Rutland Family History Society



**REPORT OF THE TRUSTEES AND
RECEIPTS AND PAYMENTS ACCOUNTS**

YEAR ENDED 31 DECEMBER 2018

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:	J Lovett	Chairman	Appointed 18 March 2018
	S Wyllie	Treasurer	Appointed 18 March 2018
	R Meredith	Secretary	Resigned 18 March 2018
	S Barker	Secretary	Appointed 18 March 2018
	L Lockwood-Jones	Vice Chairman	Appointed 18 March 2018
	S Lester	Publicity Officer	Appointed 18 March 2018
	A Slater	Membership	Appointed 18 March 2018
		Secretary	Resigned 30 June 2018
	M Fretter	Editor	Resigned September 2018
	S Murphy	Volunteers	Appointed 15 May 2018
	M Finch		Appointed 15 May 2018
	N Vincent	Members	Appointed 2 October 2018

GOVERNING DOCUMENT: Constitution adopted on 13th March 2005

BANK:	Nat West Bank	Barclays Bank
	7 Hinckley Road	1-3 Haymarket Towers
	Leicester	Humberstone Gate
	LE3 0TQ	Leicester
		LE1 1WA

INDEPENDENT EXAMINERS: 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 to the trustees on my examination of the accounts of the Society for the year ended 31 December 2018.

Responsibilities and basis of report.

As the charity trustees of the Society you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011, ('the Act')

I report in respect of my examination of the Trust's accounts carried out under s145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

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

- 1 accounting records were not kept in respect of the Society as required by S130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no further matters in connection with the examination to which attention should be drawn in this report 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

24 March 2019

Leicestershire and Rutland Family History Society

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018.

The trustees present their report with the financial statements of the charity for the year ended 31 December 2018. 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 which was adopted at the AGM in 2005 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. After difficulties experienced in recruiting trustees in 2017 new trustees have been appointed in the current year to mitigate some of the problems arising. The trustees will keep this risk under review on a regular basis.

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.

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TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018. (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 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 resources available at the Research Centre grow steadily every year.

The Society has continued to benefit from the work of those dedicated members who extract and transcribe 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. There has been a significant number of new volunteers at the Research Centre to assist with members' and public research.

Audits are carried out of stock each year and the steady progress has been made in adding to and improving the resources available in the Research Centre which also houses the 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 had three successful Open Days which were well attended and a number of new members joined. The Society was promoted by volunteers at 11 outside events many of which were linked to the armistice centenary. Events and family history are now publicised through our social media pages and an updated Society website. 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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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 'Letters to the Editor' and 'Members Interests' features.

Genealogical projects

The Society's ongoing work to produce new genealogical sources saw the completion of a new CD covering Hinckley Baptisms. No other work is currently being carried out as so much of the data is now available on the internet.

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

In 2018, 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.

In the coming year, plans will be formulated to identify further savings that could be made to the expenditure. However this is becoming more difficult and looking to reduce our two major costs, the journal and rent of the Research Centre, will be our priority.

During the year ended 31 December 2018 the membership numbers declined particularly for members renewing for 2019. (2018: 1581, 2017: 1846.) The disappointing number of members not rejoining in December 2018 has been a major contributory factor. The number of new members has increased over the last three years.

Reserves Policy

The Society's policy is to maintain these at a minimum level of 12 months of normal monthly expenditure and up to around 18 months, 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

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Although a net deficit has been recorded in both 2018 (£6,720) and 2017 (£5,095), the reserves remain at around 20 months normal expenditure and as there are no known contingent liabilities the trustees are satisfied that the Society is in a stable financial position and can continue operating for at least 12 months from the signature date on the Statement of Assets and Liabilities.

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:

Date: 24 March 2019

Mr J Lovett

Chairman



JOHN LOVETT

Mrs S V Wyllie

Treasurer



SUSAN WYLLIE

Leicestershire and Rutland Family History Society

Receipts and Payments Accounts

For the Period 1 January 2018 to 31 December 2018

	NOTE	TOTAL 2018 Unrestricted Fund £	TOTAL 2017 £
Receipts			
Donations and legacies	2	24,314	27,870
Sales and other fundraising	3	2,112	3,350
Investment income		9	1
Total Receipts		26,435	31,221
Payments			
<i>Sales and other fundraising</i>			
Cost of goods purchased		23	201
Coffee machine costs		242	32
Commissions		46	253
<i>Direct charitable costs</i>			
Rent		6,900	6,900
Library utilities service charge and telephone		3,491	4,897
Journal		11,327	12,044
Library equipment maintenance and renewal		1,205	1,286
Branch costs	4	3,705	4,361
Subscriptions		1,960	1,628
Credit card and bank charges		317	549
<i>Support Costs</i>			
Insurance, postage and stationery		2,606	2,600
Committee expenses		80	112
Accountancy and Independent Examination	5	810	1,263
AGM		443	190
Total Payments		33,155	36,316
Net Payments		-6,720	-5,095
Bank and Cash Funds brought forward		65,434	70,529
Bank and Cash Funds carried forward		58,714	65,434

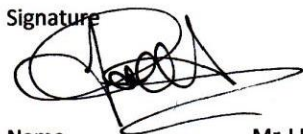
Leicestershire and Rutland Family History Society

Statement of Assets and Liabilities at 31 December 2018

NOTE	2018 £	2017 £
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	58,598	65,328
Petty Cash	116	106
	<u>58,714</u>	<u>65,434</u>
Other Current Assets		
Stock	4,721	6,010
Prepaid expenses	151	151
Gift Aid receivable	1,111	3,057
	<u>5,983</u>	<u>9,218</u>
<u>TOTAL ASSETS</u>	<u>76,920</u>	<u>86,875</u>
Liabilities		
Accountancy Fee	150	150
Independent Examination	400	400
Journal	0	2,578
Rent and service charges	548	846
Commissions	0	36
Miscellaneous	0	88
Committee Expenses	801	341
Computer Maintenance	96	0
Group Costs	270	0
	<u>2,265</u>	<u>4,439</u>
Members Subscriptions paid in advance	<u>6,902</u>	<u>9,977</u>
<u>TOTAL LIABILITIES</u>	<u>9,167</u>	<u>14,416</u>

Approved by the trustees:

Signature



Name
Date

Mr J Lovett
24 March 2019

Position

Chairman

Leicestershire and Rutland Family History Society

Notes to the Accounts for the Year Ended 31 December 2018

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.

	£ 2018	£ 2017
2 <u>Donations and Legacies</u>		
Subscriptions	18,423	24,955
Gift Aid	4,545	1,627
Donations	1,067	595
Miscellaneous Income	279	693
	<u>24,314</u>	<u>27,870</u>

	£ 2018	£ 2017
3 <u>Sales and other fundraising</u>		
Library sales (books fiche advertising etc)	1,884	3,141
Coffee machine income	228	209
	<u>2,112</u>	<u>3,350</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:

	£ 2018	£ 2017
Speaker expenses	1,697	2,128
Room hire	1,417	1,847
CD and Books	25	0
Regional fairs	400	175
Other fund raising	66	211
Miscellaneous	100	0
	<u>3,705</u>	<u>4,361</u>

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Notes to the Accounts for the Year Ended 31 December 2018

5 Accountancy and Independent Examination

	£ 2018	£ 2017
The liability stated on page 8 for 2018 is as follows:		
Accounts preparation, from completed records	150	150
Independent Examination	400	400
	<u>550</u>	<u>550</u>

6 Payments to trustees

Out of pocket expenses are refunded to trustees for postage, computer stationery and miscellaneous items for the Society which have been allocated to costs, travel and parking to committee expenses.

In this year a total of £1,438 was refunded to 5 trustees, (£1,151 2017)

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