

Huddersfield and District Family History Society

FINANCIAL STATEMENTS

for the year ended

31 JULY 2017



HUDDERSFIELD AND DISTRICT FAMILY HISTORY SOCIETY

Legal and Administrative Information

CHARITY NUMBER 702199

CORRESPONDENCE ADDRESS

The Root Cellar
33A Greens End Road
Meltham
HD9 5NW

COMMITTEE

I Stevenson	Chairman
M Wheeler	Vice-Chairman / Librarian
S Hutson	Secretary
K Lightfoot	Treasurer
A Starkey	Data Manager
J Le Billon	Journal Editor
R Gill	Webmaster
K Woodcock	Booksales
M Woodcock	Publicity Officer

R Brown resigned as Chairman at the 2016 AGM and I Stevenson was appointed as Chairman in his place

BANKERS

HSBC plc
2 Cloth Hall Street
Huddersfield
HD1 2ES

WEBSITE

www.hdfhs.org.uk

ACCOUNTANT

A Collins
Queensbury
BD13

HUDDERSFIELD AND DISTRICT FAMILY HISTORY SOCIETY

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 JULY 2017

The Trustees present their report and accounts for the year ended 31 July 2017

Structure, governance and management

The Society is governed by its constitution of which the latest version is that as agreed at the AGM held in March 2013. The committee members, with the assistance of the volunteers, manage the day-to-day running of the Society.

Objectives and activities

The objectives of the charity continue to be to advance public education in family history and genealogy, primarily within, but not exclusively, the area covered by the metropolitan district of Kirklees. Our Root Cellar premises are staffed by committee members and volunteers who provide help to members and non-members who wish to trace their family histories. Access to microfiched family history records, an extensive library of publications, internet access and other computer based records are provided to assist in their research. The Society continues to rely on the contribution made by its volunteers. A journal is sent to every member quarterly. Articles are written by members, volunteers and committee members to aid readers in their research by providing advice and by telling their own stories. The Society also arranges an annual Fair in November of each year. This is well supported by other neighbouring Family and Local History Societies as well as commercial organisations and groups. Volunteers and committee members also attend a number of similar fairs and events both locally and throughout the country. The Society provides beginners' family history courses at their headquarters, utilising recently upgraded computers, and these continue to be well-supported.

Public benefit statement

The Charity's Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. This guidance is contained in "Charities and Public Benefit" published by the Charity Commission.

Future developments

Following a successful 30th Anniversary year and our attendance at a number of events we will build on this success, proven by the number of new members joining the Society over the last twelve months. We will also be extending our range of published books and Memorial Transcription work by volunteers. We acknowledge the importance of the legacy we will leave behind for future family historians.

Financial review

The Society can report that through prudent management of funds and a recent increase in new members following various events once again this has resulted in incoming resources exceeding resources expended.

This Report was approved by the Trustees on 14 November 2017

.....
I Stevenson
Chairman

HUDDERSFIELD AND DISTRICT FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 JULY 2017

	Year ended 31 July 2017				31 July 2016
	Restricted funds	Designated funds	Unrestricted funds	Total	Total
	£	£	£	£	£
Incoming resources:					
Subscriptions	-	-	12,313	12,313	12,062
Donations	-	-	1,781	1,781	2,052
Fees received for research	-	-	227	227	359
Sales of publications	-	-	3,518	3,518	3,135
Federation Royalties	-	-	2,682	2,682	1,680
Parish Chest	-	-	135	135	39
Family History Fair	-	-	1,492	1,492	1,100
Grant income	-	-	-	-	1,156
Gift Aid receivable	-	-	1,607	1,607	1,359
Miscellaneous income	-	-	-	-	139
Course fees	-	-	505	505	515
Bank interest received	-	-	5	5	5
Total Incoming Resources	-	-	24,265	24,265	23,601
Resources expended:					
Goods for resale/Library	-	-	293	293	1,244
Journal printing costs	-	-	4,438	4,438	2,686
Family History Fair & speaker costs	-	-	1,171	1,171	923
Subscriptions paid	-	-	1,836	1,836	1,808
Advertising and marketing	-	-	363	363	1,032
Premises costs	-	-	6,959	6,959	6,528
Insurance	-	-	393	393	272
Sundry expenses	-	-	447	447	113
Printing, postage and stationery costs	-	-	3,020	3,020	3,841
Repairs, renewals and maintenance costs	-	-	510	510	803
Telephone and internet charges	-	-	1,040	1,040	621
IT support costs	-	-	590	590	916
Bank charges	-	-	116	116	71
Depreciation	-	166	963	1,129	1,573
Total resources expended	-	166	22,139	22,305	22,431
Surplus/(Deficit) for the year	-	(166)	2,126	1,960	1,170
Reconciliation of funds					
Fund balances brought forward	-	501	17,901	18,402	17,232
Fund balances carried forward	-	335	20,027	20,362	18,402

Huddersfield and District Family History Society

Balance Sheet as at 31 July 2017

	Note	2017		2016	
		£	£	£	£
Fixed assets					
Tangible fixed assets	3		5,228		6,357
Current assets					
Debtors		1,300		-	
Cash at bank		13,804		12,005	
Cash in hand		30		40	
		<u>15,134</u>		<u>12,045</u>	
Current liabilities					
Accruals and other creditors		-		-	
Net current assets			<u>15,134</u>		<u>12,045</u>
Net assets			<u><u>20,362</u></u>		<u><u>18,402</u></u>
Capital and Reserves					
Unrestricted funds	4	20,027		17,901	
Designated funds	4	335		501	
Restricted funds	4	-		-	
			<u><u>20,362</u></u>		<u><u>18,402</u></u>

The financial statements were approved and authorised for issue by the Board of Trustees on 14 November 2017 and signed on their behalf by:

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I Stevenson
Chairman

.....
M Wheeler
Vice-Chairman

I have verified the Balance Sheet and confirm the Fund Statement is a fair statement for the year ended 31 July 2017.

.....
A Collins
Queensbury

HUDDERSFIELD AND DISTRICT FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017

1 Accounting policies

(i) *Basis of accounting*

These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005.

(ii) *Incoming resources*

All incoming resources are included in the SOFA when the charity is legally entitled to the income.

(iii) *Resources expended*

Expenditure is recognised on a cash basis and is classified to the appropriate heading as determined by the Committee.

(iv) *Tangible fixed assets*

Tangible fixed assets are capitalised at cost and are depreciated on a straight line basis over their estimated useful lives as follows:

Fixtures and fittings	4 years straight line
Computer equipment	3 years straight line
Leasehold improvements	3 years straight line

(v) *Funds structure*

Unrestricted funds are available for use at the discretion of the Committee in furtherance of the general objectives of the charity and which have not been designated for other purpose.

Designated funds are unrestricted funds that have been set aside by the Committee for a particular purpose. The aim and use of the designated fund is set out in note 4 to these financial statements

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor. The aim and use of the restricted fund is set out in note 4 to these financial statements

2 Staff costs

No trustee received any remuneration from the charity. The Charity does reimburse trustees for expenditure incurred on behalf of the charity on production of valid invoices.

3 Fixed assets

	Leasehold improvements	Fixtures & fittings £	Computer equipment £	Total £
Cost				
At 1 August 2016	2,950	100	6,780	9,830
Additions in the year	-	-	-	-
At 31 July 2017	<u>2,950</u>	<u>100</u>	<u>6,780</u>	<u>9,830</u>
Depreciation				
At 1 August 2016	983	75	2,415	3,473
Charge for the year	983	25	121	1,129
At 31 July 2017	<u>1,966</u>	<u>100</u>	<u>2,536</u>	<u>4,602</u>
Net Book Value 31 July 2017	<u>984</u>	<u>-</u>	<u>4,244</u>	<u>5,228</u>
31 July 2016	<u>1,967</u>	<u>25</u>	<u>4,365</u>	<u>6,357</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017 (continued)

4 Funds of the charity

	Restricted	Designated £	Unrestricted £	Total £
Balance at 1 August 2016	-	501	17,901	18,402
Movement in funds for the year:				
Income	-	-	24,265	24,265
Expenditure	-	(166)	(22,139)	(22,305)
Balance at 31 July 2017	-	335	20,027	20,362

Notes:

- (i) In the year ended 31 July 2013, the Charity received a legacy of £1,000, which the Committee designated for use towards the upgrading of the existing computer equipment at the Root Cellar. In April 2014, new computer equipment was purchased with the assistance of a grant from Kirklees Council Community Partnerships. This fund is being released to the SOFA in line with the depreciation policy of the charity.
- (ii) The Charity received a grant totalling £2,485 in the year to 31 July 2014 from Kirklees Council Community Partnerships to aid in the purchase of new computer equipment. This grant was received for this specific purpose and was therefore restricted in its use.
- (iii) In the year ended 31 July 2016, the Society received a one-off donation of £500 in respect of some specific research undertaken by a committee member. The Committee designated the use of this donation towards the purchase of two new laptops to assist in the general running of the Root Cellar and with our presence at local fairs.

Control

- 5 The Charity is controlled by the Committee. No one committee member has ultimate control.