

Glamorgan Family History Society
Unaudited Financial Statements
31 August 2022

CHARITY REGISTRATION NUMBER: 1059537

Glamorgan Family History Society

Trustees' Annual Report

Year ended 31 August 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2022

Reference and administrative details

Registered charity name **Glamorgan Family History Society**

Charity registration number **1059537**

Principal office **United Kingdom**

The Trustees

Mrs Sue Hamer (Chairman)
Mrs Nancy Thomas (Vice Chairman)
Mrs Jane Jones (Secretary)
Mr Ian Black
Mr Michael Jones
Mr Stephen Reis
Mrs Jean Fowlds
Mrs Patricia Rees
Miss Susan Tiller
Mr Jeremy Konsbruck
Mrs Carolyn Jacob
Mr Creighton Sims
Mr J.S. Coleman

Independent Examiner Mr Guy Bevan
Due West
Leaze Road
Marlborough
Wiltshire
SN8 1JU

Structure, governance and management

The Society is administered by the Executive Committee which consists of four elected Officers (Chairman, Vice Chairman, Secretary and Treasurer); five Executive Committee Members and six Branch Trustees. Branch Trustees are elected at the Branch Annual General Meetings. The Society Officers and Committee Members are elected at the Annual General Meeting. All Trustees hold office for one year only but can be re-elected. The four Society Officers can hold office for a maximum of five consecutive years.

The Executive Committee meets a minimum of four times a year in January, April, July and October. Additional sub-committees meet as required and report to the quarterly Executive Committee meetings.

Society's Objectives

As a registered charity the main objective of the Glamorgan Family History Society is to encourage and stimulate research into genealogy and allied subjects with particular reference to the historic county of Glamorgan; to assist members in their private research; encourage the transcription and preservation of records of family history and the deposit of original documents of value in approved repositories; publish papers of genealogical value and interests; establish, to mutual advantage, relations with other organisations interested in genealogy and allied subjects; maintain a library and to publish a journal regularly.

Trustees' Annual Report (continued)

Year ended 31 August 2022

Achievements and performance

During the last financial year our Resource Centre at Aberkenfig gradually reopened, initially by appointment only. The majority of our branches also returned to monthly face to face meetings. Cardiff and Vale Branch continued to organise twice monthly meetings online via Zoom. These have proved very popular with our members world-wide. However numbers attending face to face at both the ARC and local branch meetings have not yet returned to pre-pandemic figures. Due to the continuing uncertainty about attendance and some ongoing Covid restrictions it was again decided not to hold our fair at Merthyr Tydfil Leisure Centre this year. Executive Committee and Sub-Committee Meetings continued online.

The total income from the Membership Subscriptions was £17,327 (last year £19,609) a reduction of £2,282. Total income is £19,921 (last year £23,049). Many of the subscriptions are gift aided, totalling £1,667 (last year £1,921). The adjusted income excluding gift aid of £18,254 is £2,860 lower than last year, mainly reflecting reduced branch income and membership fees.

The income generated from the sale of the Society's publications and the royalties derived from the use of our online indexes on Find My Past is £4,365 (last year £5,319). The costs of producing the 500+ publications was £1,337, a reduction of £631 from the previous year.

The main expenses this year were:

Production of the Quarterly Journal	£8,534
Rent and running cost of the Resource Centre	£9,004
Support and Administration Costs	£7,258
Total	£24,796

The annual accounts also include the summaries of the Society's Branch accounts and this year their combined net costs were £307. The speaker costs for the online events is refunded to the Cardiff & Vale branch in full since they were organised on behalf of the whole Society.

As previously notified, the rental of the Resource Centre £6,043 (last year £5,481) was increased this year by £562. The Total Resource Centre costs were £9,004 (last year £7,397). Although the closure of the ARC and non-attendance at fairs meant that mileage costs of £15 were considerably at reduced (last year £87), the overall Support Costs of £7,258 (last year £6,325) showed an increase of £933, mainly due to fixed assets written off pursuant to a policy change. The opportunity was also taken to upgrade some of the computer equipment while the Resource Centre was closed.

Our gross publication stocks stand at £15,205. This figure includes books for resale and our set of Master Copies. Further titles were made available for sale this year as downloads. The Society retains a provision of £2,000 against this Gross Stock Balance to allow for any future write-down of paper publications. The net stocks therefore stand at £13,205.

As in previous years we would encourage members to use the Society's online indexes on Find My Past, as that increases our income via royalties and helps us to reduce financial and administrative costs by using the Society website to renew membership and by participating in the various projects to increase our resources.

We would also ask those members who pay income tax to also consider gift aiding their membership subscription.

Development of the Society's website has currently stalled due to the lack of a Website Manager.

A deficit of £3,191 is shown in the Society's accounts. This is principally due to reduced membership income and changes to both depreciation and fixed asset policies in the current year.

Glamorgan Family History Society

Trustees' Annual Report (continued)

Year ended 31 August 2022

Financial review

Society publications:

Further titles have been offered for sale this year as downloads, starting with CDs and then progressing to the Memorial Inscription titles. These are available via the Genfair website www.genfair.co.uk. A review of the amount of stock held at the Resource Centre is underway including the provision of a library of publication titles.

Use of Reserves in the coming year:

In the short term – we will continue to

- a) look at ways in which we can reduce our costs;
- b) review and audit the assets held both at the ARC and in Branches and write off and dispose of obsolete equipment on a regular basis;
- c) convert a selection of our current publications into downloadable formats.

In the medium term:

Due to the need to renew the ARC lease in 2025 and anticipating a large increase in rent we will continue to review its purpose and use and identify and assess alternative premises.

In the longer term:

- a) We will continue to seek different ways to raise awareness of the Society and the need for the involvement of the private sector, especially in the light of the contribution by the public sector in the libraries and museums being reduced;
- b) We will also consider the possibility that some of the Society's activities may need to be outsourced, at additional costs.

Post Balance Sheet Event:

The Society has recently become aware of an Adobe Software subscription which was paid on the personal credit card of a past Trustee over a three-year period, totalling some £500. Appropriate treatment of this matter is currently being investigated by the Trustees. If it is determined that the Society should rightly reimburse this cost then the amount will be booked in financial year 2022- 2023. As that determination has not currently been made, the amount is not reflected in the accounts for 2021-2022.

The trustees' annual report was approved on 25th March 2023 and signed on behalf of the board of trustees by:

Sue Hamer, Chairman

Glamorgan Family History Society

Independent Examiner's Report to the Trustees of Glamorgan Family History Society

Year ended 31 August 2022

Report to the trustees of	Glamorgan Family History Society		
On accounts for the year ended	31 st August 2022	Charity no	1059537
Set out on pages	Six to Fifteen Inclusive		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and basis of report

As the charity's trustees, 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 section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

Name:

Professional qualification:

Glamorgan Family History Society

Statement of Financial Activities

Year ended 31 August 2022

		2022		2021
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	4	19,921	19,921	23,049
Other trading activities	5	4,365	4,365	5,319
Total income		<u>24,286</u>	<u>24,286</u>	<u>28,368</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	6	814	814	1,246
Costs of other trading activities	7	10,401	10,401	10,374
Expenditure on charitable activities, 8,9,10, 11		16,262	16,262	13,724
Total expenditure		<u>27,477</u>	<u>27,477</u>	<u>25,344</u>
Net expenditure and net movement in funds		<u>(3,191)</u>	<u>(3,191)</u>	<u>3,024</u>
Reconciliation of funds				
Total funds brought forward		<u>78,105</u>	<u>78,105</u>	<u>75,081</u>
Total funds carried forward		<u><u>74,915</u></u>	<u><u>74,915</u></u>	<u><u>78,105</u></u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

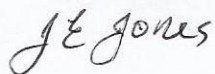
Glamorgan Family History Society

Statement of Financial Position

31 August 2022

	Note	2022 £	£	2021 £
Fixed assets				
Tangible fixed assets	13	140	140	2,882
Current assets				
Stocks	14	13,205	13,205	13,822
Debtors	15	4,544	4,544	4,965
Cash at bank and in hand		57,664	57,664	57,223
		<u>75,413</u>	<u>75,413</u>	<u>76,010</u>
Creditors: amounts falling due within one year	16	(638)	(638)	(787)
Net current assets		<u>74,775</u>	<u>74,775</u>	<u>75,223</u>
Total assets less current liabilities		<u>74,915</u>	<u>74,915</u>	<u>78,105</u>
Net assets		<u>74,915</u>	<u>74,915</u>	<u>78,105</u>
Funds of the charity				
Unrestricted funds		74,915	74,915	78,105
Total charity funds	17	<u>74,915</u>	<u>74,915</u>	<u>78,105</u>

These financial statements were approved by the board of trustees and authorised for issue and are signed on behalf of the board by:



Jane Jones, Hon Secretary

Date 18/1/2023

Glamorgan Family History Society

Statement of Cash Flows

Year ended 31 August 2022

	2022 £	2021 £
Cash flows from operating activities		
Net expenditure	(3,191)	3,024
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets (see Note 10)	741	(1,071)
<i>Changes in:</i>		
Stocks	617	(913)
Trade and other debtors	421	1,229
Trade and other creditors	<u>(148)</u>	<u>(708)</u>
Cash generated from operations	(1,560)	1,561
Net cash used in operating activities	<u>(1,560)</u>	<u>1,561</u>
Cash flows from investing activities		
(Purchase) / Disposal or Write-Off of tangible assets (see Note 10)	2,001	2,664
Net cash used in investing activities	<u>2,001</u>	<u>2,664</u>
Net decrease in cash and cash equivalents	<u>(441)</u>	<u>4,225</u>
Cash and cash equivalents at beginning of year	<u>57,223</u>	<u>52,998</u>
Cash and cash equivalents at end of year	<u>57,664</u>	<u>57,223</u>

Glamorgan Family History Society

Statement of Cash Flows

Year ended 31 August 2022

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is in the United Kingdom.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties regarding the charity's ability to continue its activities.

Judgements and key sources of estimation uncertainty

There were no judgements, estimates or assumptions involved in the preparation of the financial statements other than those disclosed under the fixed assets policy note.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future projects or commitment. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

The Society currently has no Designated or Restricted Funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

Glamorgan Family History Society

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

3. Accounting policies *(continued)*

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor, the estimated resale value, or if these cannot be easily assessed then income is recognised only on sale. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- Membership subscriptions are treated as a donation and accounted for when received.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost. In a change in policy from the previous years, only items costing £100 or more are capitalised, with any items below that limit written off to P&L.

Depreciation

Depreciation is calculated to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset at 20% per annum on a Straight-Line Basis. This is a change from the previous Reducing Balance Basis.

Impact of the above changes to Depreciation Policy and Capitalization Policy are shown in note 8b.

Glamorgan Family History Society

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

3. Accounting policies *(continued)*

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

4. Donations and legacies

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Donations				
Gift Aid donations (Incl Interest)	1,667	1,667	1,935	1,935
Non-Gift Aided donation	627	627	165	165
Donations via ARC	-	-	8	8
Sponsorship				
Advertising income	60	60	66	66
Subscriptions				
Membership Fees	17,327	17,327	19,609	19,609
Other donations and legacies				
Income from Branch Activities	240	240	1,266	1,266
Society support income	-	-	-	-
	<u>19,921</u>	<u>19,921</u>	<u>23,049</u>	<u>23,049</u>

A Gift Aid claim included above of £1,667 covers the year ended 31st August 2022 (last year £1,935).

Glamorgan Family History Society

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

5. Other trading activities

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Merchandise Sales	3,068	3,068	3,753	3,753
Fairs Income	-	-	-	-
Royalties from use of Historic Records	1,287	1,287	1,566	1,566
ARC - Printing and internet	10	10	-	-
Miscellaneous	-	-	-	-
	<u>4,365</u>	<u>4,365</u>	<u>5,319</u>	<u>5,319</u>

6. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Room hire	100	100	946	946
Other sundry costs	-	-	-	-
Grants to Branches	-	-	-	-
Speakers	710	710	300	300
Venue hire costs	-	-	-	-
Travel, accommodation and sundry	4	4	-	-
Sundry Fair costs	-	-	-	-
	<u>814</u>	<u>814</u>	<u>1,246</u>	<u>1,246</u>

7. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Merchandise Production costs	9,489	9,489	6,605	6,605
Shop costs - other office costs	716	716	1,573	1,573
Website costs	196	196	196	196
Creation of Stock Provision	-	-	2,000	2,000
	<u>10,401</u>	<u>10,401</u>	<u>10,374</u>	<u>10,374</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Resource Centre (see note 8a)	9,004	9,004	7,397	7,397
Support Costs (see note 8b)	7,258	7,258	6,326	6,326
	<u>16,262</u>	<u>16,262</u>	<u>13,723</u>	<u>13,723</u>

Glamorgan Family History Society

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

8a). Resource Centre Costs

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
ARC Rent	6,044	6,044	5,481	5,481
Computer Costs	1,750	1,750	975	975
Statutory Maintenance Checks	448	448	212	212
Telephone & Broadband	762	762	641	641
Other	-	-	88	88
	9,004	9,004	7,397	7,397
	9,004	9,004	7,397	7,397

Computer Costs of £1750 includes Zoom Licence £173 in the current year and upgrades to ARC computers.

8b). Support Costs

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Mileage and motor expenses	16	16	87	87
General Office Costs	1,921	1,921	2,108	2,108
Insurance	1,252	1,252	1,392	1,392
Officers Internet Costs & Honorarium	600	600	500	500
Fixed Asset Write-off	2,001	2,001	2,664	2,664
Write-back prior depreciation on above				
Write-off	-	-	(1,791)	(1,791)
Annual Depreciation	741	741	721	721
Others	127	127	45	45
Independent Examination Fee	600	600	600	600
	7,258	7,258	6,326	6,326
	7,258	7,258	6,326	6,326

Officers Internet Costs and Honorarium— See note 12. Fixed Asset Write-off and Depreciation – See notes 10 and 13.

9. Expenditure on charitable activities by activity type

	Resource Centre	Support costs	Total 2022	Total 2021
	£	£	£	£
Activities undertaken directly	9,004	7,258	16,262	13,723
	9,004	7,258	16,262	13,723

10. Net expenditure

Net expenditure is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation of tangible fixed assets included in Note 8) & 8b)	741	(1,071)
Provision for Reduction in Stocks (Note 7)	-	2,000
	741	(1,071)
	-	2,000

Glamorgan Family History Society

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

Note 10 (continued)

In the current year Fixed Assets of £2,001 were written off (see note 13) following the change to Capitalisation Policies. Depreciation for the current financial year includes an annual charge of £741.

A provision for £2,000 (charged to P&L in the previous year) is held for any future reduction in the realisable value of paper publications stocks.

11. Independent examination fees

	2022	2021
	£	£
Fees included in Note 8 for:		
Independent examination of the financial statements	600	600

12. Trustee Remuneration included in Note 8

- a) £ 58 was paid to reimburse a trustee for travel, stationery expenses, and personal computer use incurred in undertaking their duties as trustees.
- b) No remuneration or other benefits from employment with the charity or a related entity were paid to the trustees. No Honorariums were paid in the current year (Nil last year), but a total of £600 was paid to four Officers of the Society to cover their Broadband internet usage costs (£500 last year).

13. Tangible fixed assets

	Equipment	Total
	£	£
Cost		
At 1 September 2021	12,333	12,333
Additions / (Disposals and Write-Offs) See note 10	(2,001)	(2,001)
At 31 August 2022	10,332	10,332
Depreciation		
At 1 September 2021	9,451	9,451
Charge / (Write-Back) for the year See note 10	741	741
At 31 August 2022	10,192	10,192
Carrying amount		
At 31 August 2022	140	140
At 31 August 2021	2,882	2,882

14. Stocks

	2022	2021
	£	£
Gross finished goods and goods for resale	15,225	15,822
Provision for Reduction of Stocks	(2,000)	(2,000)
Net finished goods and goods for resale	13,225	13,822

Glamorgan Family History Society

Notes to the Financial Statements *(continued)*

Year ended 31 August 2022

15. Debtors

	2022	2021
	£	£
Trade debtors	447	2,497
Prepayments and accrued income - Gift Aid	1,668	-
- ARC Rent, L Evans Hall	1,294	1,262
- Merthyr Leisure Centre	697	697
- Other incl Insurance	438	509
	4,544	4,965
	4,544	4,965

Trade Debtors in the prior year included £1,958 for Gift Aid, which is shown under the heading of Accrued Income in the current year.

16. Creditors: amounts falling due within one year

	2022	2021
	£	£
Accrued Costs and deferred income	600	600
Other creditors	38	187
	638	787
	638	787

17. Analysis of charitable funds

	At 1 September 2021	Income	Expenditure	At 31 August 2022
	£	£	£	£
Unrestricted funds				
General funds	78,105	24,286	27,477	74,914
	78,105	24,286	27,477	74,914
	78,105	24,286	27,477	74,914

18. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£
Tangible fixed assets	140	140	2,882
Current assets	75,412	75,412	76,010
Creditors less than 1 year	(638)	(638)	(787)
	74,914	74,914	78,105
Net assets	74,914	74,914	78,105

