

REGISTERED CHARITY NUMBER: 275891

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 December 2020  
for  
Oxfordshire Family History Society**

Chapman Robinson and Moore Limited  
30 Bankside Court  
Stationfields  
Kidlington  
Oxford  
OX5 1JE

**Oxfordshire Family History Society**

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for the Year Ended 31 December 2020**

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## **Oxfordshire Family History Society**

### **Report of the Trustees for the Year Ended 31 December 2020**

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

The objects of the charity are to advance public education in family history and genealogy primarily

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity number 275891

#### **PRINCIPAL ADDRESS**

c/o Oxford History Centre  
St. Luke's Church  
Temple Rd  
Oxford  
Oxfordshire  
OX4 2HT

#### **TRUSTEES**

M Austen	Chair
J Beckerleg	Treasurer
S Honore	Editor
Miss G Sturt	Secretary (Resigned 6 December 2020)
T Emptage	Secretary
C Fance	
J Cramer	
D Broughton	
K Poile	
S Mattheus	
M Walker	Resigned 6 December 2020

Trustees are recruited from the Society's membership and formally appointed at the Society's Annual General meeting. There is no formal induction policy but new trustees are given support and training to enable them to undertake their work.

The Society's affairs are managed by the Board of Trustees which meets on a monthly basis to plan future activities and consider matters relating to membership and finance.

The charity is not formally part of a wider network and has no subsidiaries. It does co-operate with other organisations that have an interest in family and local history.

## **Oxfordshire Family History Society**

### **Report of the Trustees for the Year Ended 31 December 2020**

#### **ANNUAL REVIEW**

The Society had another successful year.

The Society has no employees in 2020 (2019:None) but relies on a number of volunteers to assist in its work including the provision of advice via local libraries.

At the end of 2020 there were 1552 members (2019:1533).

The Society only managed to attend one fair and one U3A meeting before lockdown in March 2020. After some internal testing and experimenting, online meetings began in earnest in June 2020 and have been well attended, and well received, by our members. Our Fair was unable to take place in October 2020. The Society attended one online Fair in November 2020. A notable feature of this trying year was the launch of the Society's new web site which has been well received and commented upon.

Membership is open to all and the services provided by the Society benefit the public and its understanding of genealogy, family history and local Oxfordshire history. The Trustees have considered this public benefit in accordance with the Charity Commission's published guidance under the Charities Act 2011.

Future plans include continuing online meetings for the benefit of our worldwide membership.

#### **FINANCIAL REVIEW**

There was a deficit of income over expenditure in 2020 of £3,393 (2019: surplus £4,591). Income from Membership and royalties continued in line with 2019; the deficit was the result of one-off items including donations to other organisations and the development of the website.

Income is derived from three principal sources: membership subscriptions, sales of books, CDs and other research information, and royalties from other organisations

The Society has reserves as at December 2020 of £299,639 (2019:£303,032). This funding is held to enable the Society to develop its activities and to undertake investment in research or improving support to the membership (e.g. Improving the society's website). The reserves are invested in a bank savings account and earned 0.18% interest.

Having considered its reserves and future income prospects the Trustees consider that the Society is a going concern.

**Oxfordshire Family History Society**

**Report of the Trustees  
for the Year Ended 31 December 2020**

**RISKS**

The Society reviews risks as part of its regular meetings and when considering new activities.

The Society is carrying adequate reserves to cope with most financial problems such as a short term reduction in membership numbers or less successful events.

The work of the Society could be disrupted by external events (such as a pandemic) and, over a longer timescale, a shortage of Trustees to continue to lead the Society.

**BANKERS**

Barclays Bank UK PLC  
Barclays  
Leicester  
LE87 2BB

**INDEPENDENT EXAMINER**

T.K. Hobbs, FCCA  
Chapman Robinson and Moore Limited  
30 Bankside Court  
Stationfields  
Kidlington  
Oxford  
OX5 1JE

Approved by order of the board of trustees on

and signed on its behalf by:

{name of trustee to be inserted}

## **Oxfordshire Family History Society**

Independent examiner's report to the trustees of Oxfordshire Family History Society

I report to the charity trustees on my examination of the accounts of the Oxfordshire Family History Society (the Trust) for the year ended 31 December 2020.

### Responsibilities and basis of report

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1, accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

T.K. Hobbs  
FCCA  
Chapman Robinson and Moore Limited  
30 Bankside Court  
Stationfields  
Kidlington  
Oxford  
OX5 1JE  
Date'

**Oxfordshire Family History Society**

**Statement of Financial Activities  
for the Year Ended 31 December 2020**

	Notes	2020 £	2019 £
<b>INCOME FROM</b>			
Charitable activities - Membership fees		11,421	12,590
Donations, legacies and royalties		25,489	25,347
Other trading activities	2	6,641	8,328
Investment income	3	530	1,127
<b>Total</b>		<b>44,081</b>	<b>47,392</b>
<b>EXPENDITURE ON</b>			
Raising funds		8,879	20,077
Charitable activities		38,595	22,725
<b>Total</b>		<b>47,474</b>	<b>42,802</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>-3,393</b>	<b>4,590</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		303,032	298,442
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>299,639</b>	<b>303,032</b>

The notes form part of these financial statements

## Oxfordshire Family History Society

### Balance Sheet

At 31 December 2020

	Notes	31/12/2020 £	31/12/2019 £
<b>CURRENT ASSETS</b>			
Cash at bank	5	299,773	289,076
Debtors	6	12,727	14,547
Stock	7	-	-
<b>CURRENT ASSETS</b>		<b><u>312,500</u></b>	<b><u>303,623</u></b>
<b>CURRENT Liabilities</b>			
Creditors falling due within one year	8	<u>12,862</u>	<u>591</u>
<b>CURRENT LIABILITIES</b>		<b><u>12,862</u></b>	<b><u>591</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>299,638</u></b>	<b><u>303,032</u></b>
<b>NET ASSETS</b>		<b><u>299,638</u></b>	<b><u>303,032</u></b>
<b>FUNDS</b>			
Unrestricted funds		<u>229,639</u>	<u>303,032</u>
<b>TOTAL FUNDS</b>		<b><u>229,639</u></b>	<b><u>303,032</u></b>

The financial statements were approved by the Board of Trustees on \_\_\_\_\_  
and were signed on its behalf by:

J Beckerleg -Trustee

M Austen -Trustee

The notes form part of these financial statements



## Oxfordshire Family History Society

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 1. ACCOUNTING POLICIES

##### Basis of preparing the financial statements

The financial statements of the charity, 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 Charities Act 2011. 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 tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. 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. The Society has no restricted funds.

##### Key Judgements and Assumptions

The Society has made judgements about the likelihood of members continuing to take out subscriptions, of continuing sale and ongoing income from royalties. It has estimated outstanding creditors and debtors based on the latest information available. It has formed a view about the adequacy of reserves in the context of planned committed expenditure.

#### 2. OTHER FUNDRAISING ACTIVITIES

	2020 £	2019 £
Fundraising events	26	1,801
Sundry receipts	0	74
Publications/bookstall	471	677
Searches	360	162
Sales of CD/fiche	5,784	5,614
	<u>6,641</u>	<u>8,328</u>

#### 3. INVESTMENT INCOME

	2020	2019 £
Deposit account interest	<u>530</u>	<u>1127</u>

## Oxfordshire Family History Society

### Notes to the Financial Statements - continued for the Year Ended 31 December 2020

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were trustees' expenses of £581 paid for the year ended 31 December 2020 (2019: £3,947). These relate to travel expenses and miscellaneous costs incurred on behalf of the Society. Five Trustees received payment.

#### 5. CASH AND CASH EQUIVALENTS

	2020	2019
	£	£
Cash in hand (Current and Deposit accounts)	<u>299,773</u>	<u>289,076</u>

#### 6. DEBTORS

The Society receives income from other organisations in the form of sponsorship. The debtors shown reflect the amount due to be paid in respect of 2020 royalties.

	2020	2019
	£	£
Trade Debtors	<u>12,727</u>	<u>14,547</u>

#### 7. STOCK

The Society holds a limited number of publications and CDs for resale. Book sales are declining with the introduction of digitised alternatives. CDs production costs, once the information has been prepared, are minimal and so the cost of CDs is minimal. For these reasons the Society has taken a prudent view to value its stock as nil (2019:Nil).

#### 8. CREDITORS

Creditors at the year end relate to trustee expenses and miscellaneous costs relating to 2020.

	2020	2019
	£	£
Trade Creditors	11,228	190
Other Creditors	<u>1,633</u>	<u>401</u>
	<u>12,861</u>	<u>591</u>

#### 9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2019. In 2020 A relative of one trustee was paid an honorarium of £1,250 for extensive work on the new website.

#### 10. PUBLIC BENEFIT ENTITY

The Society is a Public Benefit Entity.