

NORFOLK FAMILY HISTORY SOCIETY

England & Wales · Charity number 1055410

Details

Status Registered

Legal form Charitable company

Company number [03194731](#)

Registered 1996-05-15

Register [View on the Charity Commission register](#)

Contact

Address Kirby Hall
70 St Giles Street
Norwich
Norfolk
NR2 1LS

Phone 01603763718

Email secretary@nfhs.co.uk

Website www.norfolkfhs.org.uk

Activities

Objects: ADVANCING THE EDUCATION OF THE GENERAL PUBLIC BY: (A) COLLECTING PUBLISHING AND MAKING ACCESSIBLE IN THE INTERESTS OF GENEALOGY HERALDRY AND FAMILY HISTORY ANY DOCUMENT RECORD OR BOOK RELATING TO THE COUNTY OF NORFOLK; (B) PROMOTING THE PRESERVATION OF SUCH DOCUMENTS AND RECORDS ON THE ADVICE OF THE COUNTY ARCHIVIST FOR NORFOLK; (C) ENCOURAGING THE STUDY OF GENEALOGY HERALDRY AND FAMILY HISTORY; AND (D) GIVING EDUCATIONAL ASSISTANCE BY WAY OF LECTURES AND OTHERWISE WITH REFERENCE TO RECORD RESEARCH

Activities: Family History Society operating a library of Norfolk Genealogical Resources at Kirby Hall in Norwich, doing research, producing a quarterly magazine, The Norfolk Ancestor, and providing an online database for research purposes

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£68,797	£54,295	-	-
2024-03-31	£59,346	£54,135	-	-
2023-03-31	£51,978	£63,386	-	-
2022-03-31	£56,957	£50,563	-	-
2021-03-31	£53,879	£73,735	-	-

Trustees

Name	Role	Appointed
Alan Geoffrey Harper		2023-04-13
Belinda Broad		2021-04-08
CAROL GEORGINA REEVE		2012-11-19
CAROLE ANN TAYLOR		
CHARLES BUSH		2021-02-11
PHILIP JOHN WHISCOMBE		2014-03-26
RICHARD ASHBERRY		2017-11-19

Linked charities

- KIRBY ENDOWMENT FUND (1055410-1)

Accounts

NORFOLK FAMILY HISTORY SOCIETY

AGENDA, MINUTES, and TRUSTEES REPORT

for presentation at the

29th ANNUAL GENERAL MEETING

at

KIRBY HALL, NORWICH

on

SATURDAY 18th OCTOBER 2025



This meeting will be held at 12.00 Noon BST in person at Kirby Hall.

There will also be a Zoom link to the meeting details of which will be issued to members nearer the time.

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NOTICE OF MEETING

The 29th Annual General Meeting of the Norfolk Family History Society will be held at Kirby Hall, 70 St Giles Street, Norwich, Norfolk on Saturday 18th October 2025 at 12.00 Noon BST. A video link will also be available (details will appear later on the website).

AGENDA

No.	Item	Resolution
1	Apologies for absence	
2	To accept the Minutes of the 2023-24 AGM held on 19 th October 2024	1
3	Matters arising from the Minutes of the meeting of 19 th October 2024.	
4	To receive the Directors' / Trustees' Report for the year ended 31 st March 2025.	2
5	To consider and approve the Accounts for the year ended 31 st March 2025 (and the Auditor's report therein).	3
6	To re-appoint ARGENTS, 15 Palace St., Norwich as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration.	4
7	Re-appointment of Mr Richard Ashberry - note 1	5
8	Re-appointment of Mrs Belinda Broad - note 1	6
9	Reappointment of Mr Charles Bush- note 1	7
10	To transact any other business of the Company.	

Note 1

In accordance with Articles 34 and 35 of the Society's Articles of Association the Trustees recommend that the following members of the board retiring by rotation be reappointed:

Mr Richard Ashberry, currently the Company Secretary was appointed to the Board in 2017 and last reappointed in 2023.

Mrs Belinda Broad, currently the Membership Secretary was appointed to the Board in 2021 and last reappointed in 2023.

Mr Charles Bush, currently the Premises Manager was appointed to the Board in 2021 and last reappointed in 2023.

MINUTES OF THE AGM OF 19th October 2024

Minutes of the 28th Annual General Meeting of the Norfolk Family History Society held at Kirby Hall and via live Zoom link on Saturday 19th October 2024 at 12.00pm.

44 voting members attended: 23 via Zoom and 21 at Kirby Hall.

Chair's Introduction

Phil Whiscombe (PW) opened the meeting by welcoming everyone, thanking all volunteers and trustees and introducing the trustees.

PW presented the key points of the year from the trustees' report:

- Problems in the current economic climate have led to increased costs, particularly on energy (our supplier has been changed and work done on the heating system to reduce costs) and lower membership numbers. Work continues to try and improve retention rates but there is a clear trend for members to join for one year and extract all the information they want from the society databases.
- Our new website is taking longer than expected to develop. Good progress is being made, but it is too early to forecast an accurate go live date.
- We continue with visitor support at Kirby Hall and from this we receive positive feedback. Zoom talks (monthly) have proved popular with all members and enable non-local ones to benefit from them as part of the membership package.
- The Ancestor magazine in its new format generates many positive comments.
- Our Facebook site continues to thrive and now has over 6,600 members. Thanks to Peter Steward and

Belinda Broad for moderating and developing this and encouraging participants to join the society.

- Attempts have been made to work with the UEA on some development projects but unfortunately these have not materialised.
- Attendance at family history fairs has been considered but as most volunteers are working hard at Kirby Hall, finding people to attend fairs is problematical. This is a resource intensive operation but trustees would welcome any offers of help to enable our presence to be established.
- Publicity continues to be a major problem and trustees would welcome any potential volunteers to lead and work on this facet of the society.

1. Apologies for absence

53 proxy forms were received giving authority to the Chair to vote on their behalf for the indicated resolutions. Apologies were also received from four other members. The meeting was therefore declared quorate.

2. Minutes of the 27th AGM of 21st October 2023

- **Resolution 1:** acceptance of the minutes was proposed by Manda Cockburn, seconded by Caroline Wilkinson and approved unanimously.

3. Matters arising from the Minutes of the meeting of 21st October 2023

- Working with younger people - attempts have been made to work with the UEA on some development projects but unfortunately these have not materialised. We have had some positive work experience placements and resources for younger people are now

in place at Kirby Hall.

4. To receive the Directors' / Trustees' Report for the year ended 31st March 2024

- **Resolution 2:** acceptance of the report was proposed by Edmund Perry, seconded by Marion Attew and approved unanimously.

5. To consider and approve the Accounts for the year ended 31st March 2024

Carole Taylor (treasurer) introduced the accounts and made the following points:

- Membership numbers continue to fall with the trend being for new members to join for one year and not renew as they have used the resources of the society to cover their particular research. It is the longer standing members who tend to renew each year.
- Donations and legacies have made a good contribution this year and overall expenditure has reduced. Assets continue to depreciate but overall the society was in quite a healthy situation with fund balances showing a small increase. The Kirby Hall fund continues to increase in value.

Peter Parker – asked when the accounts would be placed on the website. Now that they have been approved, they will be placed within the next few days.

- **Resolution 3:** approval of the accounts was proposed by Belinda Broad, seconded by Judith Parks and carried

with three abstentions.

6. To reappoint Argents, 15 Palace Street, Norwich as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration.

- **Resolution 4:** reappointment of Argents proposed by Belinda Broad, seconded by Manda Cockburn and carried with one abstention.

7. Re-appointment of Mrs Carol Reeve as a trustee – Resolution 5.

- Resolution 5, 6 and 7 were proposed by Edmund Perry, seconded by Patrick Palgrave-Moore and approved unanimously.

8. Re-appointment of Mrs Carole Taylor as a trustee – Resolution 6.

9. Re-appointment of Mr Phil Whiscombe as a trustee – Resolution 7

10. To transact any other business of the company

Edmund Perry – asked for information about Beachshore and the new website. Phil Whiscombe reported that it provides more accessible information, is more integrated and provides a smoother user experience. Images are linked to the transcripts, easier uploading of data and the sending out of emails to members is more straightforward. It was noted that there will be glitches when it is first launched but these would be remedied as quickly as possible. Belinda Broad added that the membership database will be

embedded and not run as a separate file as now. This will make life much easier.

Marion Attew – asked where we got our work experience students from. Ellen Carr replied that one was an A level student, a relative of one of our volunteers and the other was a GCSE student introduced by a local school. Thanks were expressed to Val Parsons for the ongoing organisation of these experiences. Positive feedback has been received from members for our zoom meetings and efforts are being made to revive the London Group.

Patrick Palgrave-Moore – reported that a new publication was now available from the Norfolk and Norwich Archaeological Society and details could be obtained from the secretary.

Margaret Murgatroyd – expressed a vote of thanks to all the transcribers.

Edmund Perry – proposed a vote of thanks to all the trustees.

Members were thanked for their continuing support and attendance at this meeting which closed at 12.35.

Richard Ashberry – NFHS Company Secretary

REFERENCE DETAILS

Registered Company number: 03194731

Registered Charity number: 1055410

Registered office:

Kirby Hall

70 St. Giles Street

NORWICH

NR2 1LS

TRUSTEES

The directors of the charitable company ("the Charity") are the trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The table below shows the trustees holding office during the year.

Trustee	Appointed	Resigned	Office
Richard Ashberry	Dec 2017		Company Secretary
Belinda Broad	Feb 2021		Membership Secretary
Charles Bush	Feb 2021		Premises Maintenance
Ellen Carr	Sep 2017	Mar 2024	Librarian
Alan Harper	Mar 2023		Ancestor Editor
Carol Reeve	Nov 2012		Volunteer Co-ordinator
Carole Taylor	April 2007		Treasurer
Phil Whiscombe	April 2014		Chair/IT Maintenance

The Society has no salaried staff. All activities are undertaken by unpaid volunteers.

ADMINISTRATIVE DETAILS

Reporting Accountants	Solicitors	Bankers
ARGENTS 15 Palace Street Norwich NR3 1RT	LEATHES PRIOR 74 The Close Norwich NR1 4DR	HSBC 18 London Street Norwich NR2 1LG

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and Articles of Association, was incorporated as a Private Limited Company on 3rd May 1996, Company Number: 3194731 and registered as a Charity on 15th May 1996, Charity Number: 1055410 to take over the assets and liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the trustees' committee which meets ten times per year. The committee consists of the named trustees, appointed at the Annual General Meeting held in October each year.

Trustees' responsibilities

Charity law requires the trustees to keep proper books of accounts in respect of all monies received and expended by the society and prepare financial statements for each financial year which provide a true and fair view of the state of the Charitable Company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate that the charitable company will continue in business.

The trustees regularly meet most months to discuss the overall activities of the Society, to receive reports and take actions. They are responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities.

Recruitment and appointment of new trustees

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees and welcomes any interest from members. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the resource centre premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact on membership and volunteers as a consequence of changing expectations of the public and of various demographic issues.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Objects of the Norfolk Family History Society (NFHS) are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk.
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk.
- (c) Encouraging the study of genealogy, heraldry and family history.
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.

The Society is fortunate to have its own premises and a sizeable collection of documents, books, and records, known as the Kirby Hall Resource Centre. This is staffed by volunteers and normally opens to the public on Tuesdays, Wednesdays, Thursdays and Saturdays (morning only). Full details of opening hours are on the NFHS website.

The Society aims to be a centre of excellence in Norfolk family history research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about family history.

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in family history.
- Publishes a quarterly magazine, 'The Norfolk Ancestor' with lively and interesting articles and information. The magazine is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.

- Produces a publicity brochure from time to time to be placed in libraries, churches, museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the resource centre collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook account for members to use and communicate with one another with 7,000+ members on 31st March 2025.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members. This is used in accordance with the General Data Protection Regulation (2018).
- Allows the public and members free use of the internet at our resource centre for four family history subscription websites - Ancestry, findmypast, British Newspaper Archive and The Genealogist plus a number of NFHS electronic databases covering many topics including family trees and manors and property.
- Provides thousands of fiche and film items for reference purposes within the resource centre and for transcription activities.
- Has digitally copied the donated family tree collection and made this available on the NORS database.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also, marriage indexes, Bishops' Transcripts, Monumental Inscriptions, and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees, Wills and Manors' documentation in the resource centre.
- Collects many miscellaneous items about Norfolk villages and towns.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside the resource centre including upgrading the IT technology and developing a new website.
- Maintain the property, ensuring that the fabric and contents are appropriately stored and protected.
- Refurbish the office to provide an environment more conducive to modern working.
- Provide, where possible, a more welcoming and inclusive feel for all visitors and volunteers who staff the resource centre.
- Continue to computerise the resource centre records.
- Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
- Continue to develop the NORS online database and to incorporate it into our new website to improve functionality, presentation, and ease of use.
- Identify and implement actions to help to promote membership.

PERFORMANCE AND ACHIEVEMENTS

Membership

The membership of the NFHS on 31st March 2025 was:

Year	UK	USA	Australia	Canada	NZ	Other	Total
2023/24	2917	101	175	60	24	46	3323
2024/25	2656	81	169	59	26	38	3029

Again, overall membership numbers are down, although there have been 434 new members during the year which is broadly similar to 2023/24 which was 443. This indicates that we continue to attract members during the year, but more fail to renew, probably also due to an ageing membership as well as those just joining for one year to benefit from the facilities on offer. We have collected figures this year on where new members join from:

Internet	NRG	Rejoined	Kirby Hall	Family friend	Library search	Facebook	External event
162	66	80	33	15	4	58	16

Extensive efforts are made after every year end by the membership secretary to contact members who have failed to renew their membership to encourage them to re-join.

Resource Centre Achievements

We have received several donated archive document collections during the year that have and will continue to be sorted and where possible the data extracted for access by our members.

Documents for research challenges and investigation for work experience student placements have been developed and employed for this year's student. It is felt that both the student and the Society benefit from being able to provide some real-world experience for the students and the feedback from them has been positive.

A new pavement advertising sign with two A1 size posters purchased and placed outside the front door whenever we are open to help raise awareness of the centre.

We continue to review books that become available from the City Bookshop and other sources and purchase these when they are relevant to the Society's aims.

A new film and fiche scanner has been purchased, and a small group of volunteers have been instructed on how to use it to achieve the best results. It has provided a marked improvement in usability over the previous scanner and it is hoped that it will enable us to provide better images more speedily for our transcribers. Attempts continue to sell the old scanner.

Ongoing projects extracting data for eventual uploading to NORS such as wills, manors and property, poll books, strays, BMDs, family trees etc., have continued through the year with the tasks being carried out by our dedicated team of volunteers steadily working through the documents available to us.

Our look-up service continues to answer a steady stream of queries from our members throughout the year.

Stock checks were carried out during the year with no losses reported. Updated catalogues for library books and pedigrees have been uploaded to the website.

A decision was made to dispose of our limited stock of hard copy Ordnance Survey maps as they occupy a lot of valuable space and the National Library of Scotland provides a free source of a comprehensive array of all the OS mapping online which should satisfy all the map requirements in the resource centre.

We have continued to regularly change the wall displays both within and outside of the building to provide interesting family history and Norfolk related subjects for our visitors to study.

Our librarian, Ellen Carr, gave notice that she would be standing down from the role as of 31st March 2024. Our thanks go to Ellen for the incredible amount of hard work that she has undertaken to dramatically improve the presentation and cataloguing of documents within the resource centre. She will be sorely missed by the Society both for her input into the resource centre and as an active and constructive trustee. Happily, we will continue to see Ellen in Kirby Hall as she has said she will continue to volunteer.

Norfolk Ancestor Achievements

Four full colour 'Norfolk Ancestors' were produced and distributed to time both in hard copy and online formats.

Use of illustrations has been more creative (by, for example, putting shadows around photographs to make them look 'real' and pop out from the page).

The number of contributed articles from members remains healthy with enough supplied to keep pace with those published in each issue.

For the first time the Editor has had positive feedback on the quizzes suggesting that they have struck the right balance between being 'challenging' yet 'do-able.'

Flow of new books for review is slow (even online versions from Pen and Sword); however, the Editor remains on their distribution list and picks any up that sound relevant. If pushed for space, the single page 'Bookshelf' is the easiest page to drop in any given issue.

Other Achievements

The Society was, for the first time, represented at the Volunteers Extravaganza Day at The Forum in Norwich. The event was well supported and we were able to interact with many potential volunteers on the day but translating them into actual is more of a challenge.

The Editor is progressing with a churchyard survey at St Andrews church, Bacton.

Premises Achievements

Best Practice - We continue to apply best practice where possible. Project managing in-house continues to create huge cost savings and benefits. Trade buying of goods, negotiation of multiple contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, negotiating zero or low delivery costs and keeping finger on the pulse to help keep work in progress costs manageable.

Office refurbishment project – In this period the previous hold on modification of the office was lifted and a substantial refit was carried out. All new office furniture, desks, chairs, carpet, electrical upgrades, wall monitor and conference table summarise some of the activities that have brought the previous tired look and feel to a now more pleasant and vibrant work area for the whole of NFHS.

Energy Supplier - After much research and commercial costs sought within the energy market, our previous energy supplier 'Opus' was changed to Octopus Energy. Octopus have proven to be a breath of fresh air and our treasurer reported overhead costs had fallen and at one stage we were back in line with our fixed monthly direct debit payments – a remarkable change from previous years' onerous and unforeseen energy rises.

Heating – Further modifications have been made to the wall heaters situated at high level in the main hall. These have now had all their isolators changed to 'Electronic Step Timers'. This modification now inhibits users who in the past would have switched them on but not necessarily switched them off. Another energy and money saving initiative.

Car Park Access – The all new digital boron lock replaced in 2023/24 was again vandalised. However, this time a replacement was easily sourced and the code was changed as per NFHS policy and had minimal impact on staff unlike previous years when having to change locks and keys caused huge administration upheaval.

Exterior – We have continued to be impacted by rough sleepers at the front of Kirby Hall. A non-deleterious galvanised steel planter was refurbished and placed on concrete piers across the sleeping area. At time of writing, there have been no further reports of rough sleeping so the hope is this initiative has eradicated this activity. Edmund Perry continues to keep the

outside appearance looking fresh and welcoming and is also nurturing this latest planter.

Building Periodical Electrical Certification— During the Office Refurbishment Project closure of Kirby Hall, the building was fully tested and then issued with an EICR – Electrical Installation Condition Report. This certification covers us for the next 5 years and also encompasses all modifications carried out for Project ORP.

Emergency Lighting— All internal emergency lighting has been annually inspected and few failures were detected. Any failed emergency lights have now been upgraded to LED, thus further saving energy costs whilst producing higher light output.

Chubb Fire Alarm— The now defunct ‘Red Care’ analogue system controlling the fire alarm has now been removed and upgraded to an all new GSM system in readiness for the impending digital changeover.

Miscellaneous— General repairs and modifications continue to be applied including cloakroom water heater valve leaking, kitchen cabinet shelving repairs, door stops, office air heater curtain etc. solidifying. We continue to monitor and spend as required to keep Kirby Hall safe, comfortable and operational.

Volunteer Achievements

The total number of visitors to Kirby Hall over the year was 460, slightly up on the year before.

A Zoom meeting was held monthly, except for August and December. Figures show members participating in talks on the night are on average 80-100. The talks are recorded, where permitted by the speakers, and placed on the events page of our website and a lot of interest has been shown in this by 100+ viewing each recording. These figures include a significant number from members overseas.

Heritage Open Days were held in September. Last year’s dates were Friday September 6th – Saturday September 14th We opened Kirby Hall on our normal working days, Tues, Wed, and Thurs. 10.am-4.pm. Although Saturday is normally a half day, 10.am -1.pm we did get volunteers to work

on this occasion in the afternoon. Numbers were slightly down from the year before - 58 visitors.

A Volunteers Social was held last October which was attended by 23 helpers. It's a very positive way for volunteers to catch up with each other particularly if they don't work together.

IT Services Achievements

Optimism about the early completion of the new integrated NFHS Website and NORS database proved to be misplaced. We continue to work with Beachshore to overcome the issues that have arisen in converting our existing data and membership requirements to suit the new site and look forward to being able to launch it later this year.

We have continued our relationship with Anglian Internet providing our routine IT technical support.

We will continue to monitor any changes to the planned withdrawal of Windows 10 support by Microsoft due in October 2025 to ensure that the current computers we have in Kirby Hall that cannot be upgraded to Windows 11 will be replaced in time.

We have been unable to implement the planned change in our broadband provision from the analogue PSTN system to full fibre digital due to the lack of response from our security and fire alarm provider, Chubb, in upgrading the diallers to operate on the digital system. As soon as the upgrading takes place, we will implement the change to full fibre with a consequent improvement in the speed and stability of our broadband.

PUBLIC BENEFIT

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of family history. To this end the resource centre is open free to the public on four days a week and the Society website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk family history and contributes significantly to achieving the aims and objectives of the Society.

MEMBER BENEFIT

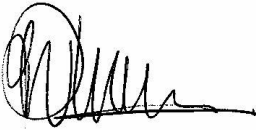
In return for their subscription to the Society members receive:

- 'The Norfolk Ancestor', the Society's quarterly magazine in either hard copy or electronic format depending on the class of membership selected.
- Online access to the Society's 5 million plus Norfolk birth, baptism, marriage and death records as well as monumental inscriptions, Family Trees, Manor and property records etc.
- Access in the Kirby Hall Resource Centre to the worldwide online genealogical records in the library editions of Ancestry, findmypast, The Genealogist and the British Newspaper Archive.
- Access to all the hard copy records, family trees, pedigrees, manors and property records and publications etc, lodged in Kirby Hall.
- Assistance in researching family history by our volunteers in Kirby Hall and online.
- Regular Zoom talks open to all our members wherever they reside. These cover very varied topics, not necessarily restricted to Norfolk, and with the consent of the speaker, are recorded and placed on our website.

FUTURE DEVELOPMENTS

- Trustees will require to have an increased focus on monitoring costs and revenue as with diminishing membership numbers we need to be fully aware of our reduction in income and its potential impact on how the Society continues to function. Attention to succession planning for trustees to ensure continuity of governance is essential.
- Continue to move with the times and adjust NFHS accordingly to keep pace.
- Continue to seek volunteers and/or trustees to lead on our publicity requirements and the development and supervision of our Resource Centre.
- Attend more family and local history events, as volunteer resources permit, so as to publicise the benefits of Society membership and the recruitment of volunteers within the wider public.
- The provision of Zoom talks, the use of social media and digital video presentation to better align the Society with the changes taking place within the family history fraternity.
- Promote the educational objectives of the Society through such things as student work placements and any other participative events.
- Establishing new ways to attract new members and retain members we have. Change premises name and fit all new signage externally so as to portray a more modern and attractive image to the public.
- The all new NFHS website to go live and thus significantly enhance the ease of use of our NORS database as well as providing considerable improvements to our financial and membership administration.
- Upgrade /replace PCs and IT systems over to Windows 11 following the cessation of support by Microsoft for Windows 10 in October 2025.
- Upgrade/change our analogue telecommunication system to a full digital operation and transfer from BT to Anglian Internet for better control of our systems.

- Look to introduce cyber protection insurance for NFHS.
- Change intruder system to a full digital operation.
- Carry out any improvements to the fabric of Kirby Hall so as to improve the environment and to keep running costs in control.

A handwritten signature in black ink, appearing to read 'Phil Whiscombe', with a stylized, flowing script.

.....
Phil Whiscombe – Chair Norfolk Family History Society

NORFOLK FAMILY HISTORY SOCIETY

(Formerly the Norfolk & Norwich Genealogical Society – Founded 1968)

A private company limited by guarantee

Registered in England, Company No. 3194731

Registered as a Charity – registration No. 1055410

HEADQUARTERS, RESOURCE CENTRE & REGISTERED OFFICE

Kirby Hall, 70 St Giles Street, Norwich NR2 1LS

Telephone (01603) 763718

Email: secretary@nfhs.co.uk

www.norfolkfhs.org.uk

Charity registration number 1055410 (England and Wales)

Company registration number 03194731

NORFOLK FAMILY HISTORY SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

NORFOLK FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

C Taylor
P Whiscombe
C Reeve
R Ashberry
B Broad
C Bush
A Harper

Charity number (England and Wales)

1055410

Company number

03194731

Registered office

Kirby Hall
70 St Giles Street
NORWICH
Norfolk
United Kingdom
NR2 1LS

Independent examiner

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
United Kingdom
NR3 1RT

NORFOLK FAMILY HISTORY SOCIETY

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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and Articles of Association, was incorporated as a Private Limited Company on 3rd May 1996, Company Number: 3194731 and registered as a Charity on 15th May 1996, Charity Number: 1055410 to take over the assets and liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the trustees' committee which meets every month. It consists of the named trustees, appointed at the Annual General Meeting held in October each year.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 2019).

Objectives and activities

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk
- (c) Encouraging the study of genealogy, heraldry and family history
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.

The Society is fortunate to have its own premises and a sizeable collection of documents, books, and records, known as the Kirby Hall Library. This is staffed by volunteers and normally opens to the public for 4 regular sessions each week, Saturday mornings having recently been added (for details see the NFHS website).

The Society aims to be a centre of excellence in Norfolk Family History research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside the resource centre including upgrading the IT technology and developing a new website.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Refurbish the office to provide an environment more conducive to modern working.
 - Provide, where possible, a more welcoming and inclusive feel for all visitors and volunteers who staff the resource centre.
 - Continue to computerise the resource centre records.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Continue to develop the NORS online database and to incorporate it into our new website to improve functionality, presentation, and ease of use.
 - Identify and implement actions to help to promote membership.
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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives: In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in family history.
- Publishes a quarterly magazine, 'The Norfolk Ancestor' with lively and interesting articles and information. The magazine is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure from time to time to be placed in libraries, churches, museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the resource centre collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook account for members to use and communicate with one another with 7,000+ members on 31st March 2025.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members. This is used in accordance with the General Data Protection Regulation (2018).
- Allows the public and members free use of the internet at our resource centre for four family history subscription websites - Ancestry.com, findmypast.co.uk, British Newspaper Archive and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors and property.
- Provides thousands of fiche and film items for reference purposes within the resource centre and for transcription activities.
- Has digitally copied the Family Tree collection and made this available on the NORS database.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also, marriage indexes, Bishops' Transcripts, Monumental Inscriptions, and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees, Wills and Manors' documentation in the resource centre.
- Collects many miscellaneous items about Norfolk villages and towns.

Public benefit

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of family history. To this end the resource centre is open free to the public on four days a week and the Society website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk family history and contributes significantly to achieving the aims and objectives of the Society.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Volunteers

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members.

The total number of visitors to Kirby Hall over the year was 460, slightly up on the year before.

A Zoom meeting was held monthly, except for August and December. Figures show members participating in talks on the night are on average 80-100. The talks are recorded, where permitted by the speakers, and placed on the events page of our website and a lot of interest has been shown in this by 100+ viewing each recording. These figures include a significant number from members overseas.

Heritage Open Days were held in September. Last year's dates were Friday September 6th – Saturday September 14th. We opened Kirby Hall on our normal working days, Tues, Wed, and Thurs. 10.am-4.pm. Although Saturday is normally a half day, 10.am -1.pm we did get volunteers to work on this occasion in the afternoon. Numbers were slightly down from the year before - 58 visitors.

A Volunteers Social was held last October which was attended by 23 helpers. It's a very positive way for volunteers to catch up with each other particularly if they don't work together.

Achievements and performance

Membership

The membership of the NFHS on 31st March was:

Year	UK	USA	Australia	Canada	NZ	Other	Total
2023/24	2,917	101	175	60	24	46	3,323
2024/25	2,656	81	169	59	26	38	3,029

Again, overall membership numbers are down, although there have been 434 new members during the year which is broadly similar to 2023/24 which was 443. This indicates that we continue to attract members during the year, but more fail to renew, probably also due to an ageing membership as well as those just joining for one year to benefit from the facilities on offer. We have collected figures this year on where new members join from:

Internet	NRG	Rejoined	Kirby Hall	Family Friend	Library search	Facebook	External event
162	66	80	33	15	4	58	16

Extensive efforts are made after every year end by the membership secretary to contact members who have failed to renew their membership to encourage them to re-join.

MEMBER BENEFIT

In return for their subscription to the Society members receive:

- 'The Norfolk Ancestor', the society's quarterly magazine in either hard copy or electronic format depending on the class of membership selected.
- Online access to the Society's nearly 5 million Norfolk birth, baptism, marriage and death records as well as monumental inscriptions, Family Trees, Manor and property records etc.
- Access in the Kirby Hall resource centre to the worldwide online genealogical records in the library editions of Ancestry.co.uk, Findmypast.co.uk and TheGenealogist.co.uk.
- Access to all the hard copy records, family trees, pedigrees, manors and property records and publications etc, lodged in Kirby Hall.
- Assistance in researching family history by our volunteers in Kirby Hall and online.
- Regular Zoom talks open to all our members wherever they reside. These cover very varied topics, not necessarily restricted to Norfolk, and can, with the consent of the Speaker, be recorded and placed on our website.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Resource Centre Achievements

We have received several donated archive document collections during the year that have and will continue to be sorted and where possible the data extracted for access by our members.

Documents for research challenges and investigation for work experience student placements have been developed and employed for this year's student. It is felt that both the student and the Society benefit from being able to provide some real-world experience for the students and the feedback from them has been positive.

A new pavement advertising sign with two A1 size posters purchased and placed outside the front door whenever we are open to help raise awareness of the centre.

We continue to review books that become available from the City Bookshop and other sources and purchase these when they are relevant to the Society's aims.

A new film and fiche scanner has been purchased, and a small group of volunteers have been instructed on how to use it to achieve the best results. It has provided a marked improvement in usability over the previous scanner and it is hoped that it will enable us to provide better images more speedily for our transcribers. Attempts continue to sell the old scanner.

Ongoing projects extracting data for eventual uploading to NORS such as wills, manors and property, poll books, strays, BMDs, family trees etc., have continued through the year with the tasks being carried out by our dedicated team of volunteers steadily working through the documents available to us.

Our look-up service continues to answer a steady stream of queries from our members throughout the year.

Stock checks were carried out during the year with no losses reported. Updated catalogues for library books and pedigrees have been uploaded to the website.

A decision was made to dispose of our limited stock of hard copy Ordnance Survey maps as they occupy a lot of valuable space and the National Library of Scotland provides a free source of a comprehensive array of all the OS mapping online which should satisfy all the map requirements in the resource centre.

We have continued to regularly change the wall displays both within and outside of the building to provide interesting family history and Norfolk related subjects for our visitors to study.

Our librarian, Ellen Carr, gave notice that she would be standing down from the role as of 31st March 2024. Our thanks go to Ellen for the incredible amount of hard work that she has undertaken to dramatically improve the presentation and cataloguing of documents within the resource centre. She will be sorely missed by the Society both for her input into the resource centre and as an active and constructive trustee. Happily, we will continue to see Ellen in Kirby Hall as she has said she will continue to volunteer.

Norfolk Ancestor Achievements

Four full colour 'Norfolk Ancestors' were produced and distributed to time both in hard copy and online formats.

Use of illustrations has been more creative (by, for example, putting shadows around photographs to make them look 'real' and pop out from the page).

The number of contributed articles from members remains healthy with enough supplied to keep pace with those published in each issue.

For the first time the Editor has had positive feedback on the quizzes suggesting that they have struck the right balance between being 'challenging' yet 'do-able.'

Flow of new books for review is slow (even online versions from Pen and Sword); however, the Editor remains on their distribution list and picks any up that sound relevant. If pushed for space, the single page 'Bookshelf' is the easiest page to drop in any given issue.

Other Achievements

The Society was, for the first time, represented at the Volunteers Extravaganza Day at The Forum in Norwich. The event was well supported and we were able to interact with many potential volunteers on the day but translating them into actual is more of a challenge.

The Editor is progressing with a churchyard survey at St Andrews church, Bacton.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Premises Achievements

Best Practice - We continue to apply best practice where possible. Project managing in-house continues to create huge cost savings and benefits. Trade buying of goods, negotiation of multiple contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, negotiating zero or low delivery costs and keeping finger on the pulse to help keep work in progress costs manageable.

Office refurbishment project – In this period the previous hold on modification of the office was lifted and a substantial refit was carried out. All new office furniture, desks, chairs, carpet, electrical upgrades, wall monitor and conference table summarise some of the activities that have brought the previous tired look and feel to a now more pleasant and vibrant work area for the whole of NFHS.

Energy Supplier - After much research and commercial costs sought within the energy market, our previous energy supplier 'Opus' was changed to Octopus Energy. Octopus have proven to be a breath of fresh air and our treasurer reported overhead costs had fallen and at one stage we were back in line with our fixed monthly direct debit payments – a remarkable change from previous years' onerous and unforeseen energy rises.

Heating – Further modifications have been made to the wall heaters situated at high level in the main hall. These have now had all their isolators changed to 'Electronic Step Timers'. This modification now inhibits users who in the past would have switched them on but not necessarily switched them off. Another energy and money saving initiative.

Car Park Access – The all new digital boron lock replaced in 2023/24 was again vandalised. However, this time a replacement was easily sourced and the code was changed as per NFHS policy and had minimal impact on staff unlike previous years when having to change locks and keys caused huge administration upheaval.

Exterior – We have continued to be impacted by rough sleepers at the front of Kirby Hall. A non-deteriorous galvanised steel planter was refurbished and placed on concrete piers across the sleeping area. At time of writing, there have been no further reports of rough sleeping so the hope is this initiative has eradicated this activity. Edmund Perry continues to keep the outside appearance looking fresh and welcoming and is also nurturing this latest planter.

Building Periodical Electrical Certification – During the Office Refurbishment Project closure of Kirby Hall, the building was fully tested and then issued with an EICR – Electrical Installation Condition Report. This certification covers us for the next 5 years and also encompasses all modifications carried out for Project ORP.

Emergency Lighting – All internal emergency lighting has been annually inspected and few failures were detected. Any failed emergency lights have now been upgraded to LED, thus further saving energy costs whilst producing higher light output.

Chubb Fire Alarm – The now defunct 'Red Care' analogue system controlling the fire alarm has now been removed and upgraded to an all new GSM system in readiness for the impending digital changeover.

Miscellaneous - General repairs and modifications continue to be applied including cloakroom water heater valve leaking, kitchen cabinet shelving repairs, door stops, office air heater curtain etc. solidifying. We continue to monitor and spend as required to keep Kirby Hall safe, comfortable and operational.

IT Services Achievements

Optimism about the early completion of the new integrated NFHS Website and NORS database proved to be misplaced. We continue to work with Beachshore to overcome the issues that have arisen in converting our existing data and membership requirements to suit the new site and look forward to being able to launch it later this year.

We have continued our relationship with Anglian Internet providing our routine IT technical support.

We will continue to monitor any changes to the planned withdrawal of Windows 10 support by Microsoft due in October 2025 to ensure that the current computers we have in Kirby Hall that cannot be upgraded to Windows 11 will be replaced in time.

We have been unable to implement the planned change in our broadband provision from the analogue PSTN system to full fibre digital due to the lack of response from our security and fire alarm provider, Chubb, in upgrading the diallers to operate on the digital system. As soon as the upgrading takes place, we will implement the change to full fibre with a consequent improvement in the speed and stability of our broadband.

Financial review

The results for the year are set out on 9 to 20.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Major risks

Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the resource centre premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact on membership and volunteers as a consequence of the coronavirus pandemic and other demographic issues.

Plans for future periods

FUTURE DEVELOPMENTS

- Trustees will require to have an increased focus on monitoring costs and revenue as with diminishing membership numbers we need to be fully aware of our reduction in income and its potential impact on how the Society continues to function. Attention to succession planning for trustees to ensure continuity of governance is essential.
- Continue to move with the times and adjust NFHS accordingly to keep pace.
- Continue to seek volunteers and/or trustees to lead on our publicity requirements and the development and supervision of our Resource Centre.
- Attend more family and local history events, as volunteer resources permit, so as to publicise the benefits of Society membership and the recruitment of volunteers within the wider public.
- The provision of Zoom talks, the use of social media and digital video presentation to better align the Society with the changes taking place within the family history fraternity.
- Promote the educational objectives of the Society through such things as student work placements and any other participative events.
- Establishing new ways to attract new members and retain members we have. Change premises name and fit all new signage externally so as to portray a more modern and attractive image to the public.
- The all new NFHS website to go live and thus significantly enhance the ease of use of our NORS database as well as providing considerable improvements to our financial and membership administration.
- Upgrade /replace PCs and IT systems over to Windows 11 following the cessation of support by Microsoft for Windows 10 in October 2025.
- Upgrade/change our analogue telecommunication system to a full digital operation and transfer from BT to Anglian Internet for better control of our systems.
- Look to introduce cyber protection insurance for NFHS.
- Change intruder system to a full digital operation.
- Carry out any improvements to the fabric of Kirby Hall so as to improve the environment and to keep running costs in control.

Structure, governance and management

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Taylor

P Whiscombe

C Reeve

E Carr

(Resigned 30 March 2025)

R Ashberry

B Broad

C Bush

A Harper

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Recruitment and appointment of trustees

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

The trustees' report was approved by the Board of Trustees.

P Whiscombe

Trustee

15 October 2025

NORFOLK FAMILY HISTORY SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report to the trustees on my examination of the financial statements of Norfolk Family History Society (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.

Mark Johnstone FCA

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 10 December 2025

NORFOLK FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
	Notes						
Income from:							
Donations and legacies	3	63,195	-	63,195	54,349	-	54,349
Charitable activities	4	113	-	113	93	-	93
Investments	5	5,489	-	5,489	4,904	-	4,904
Total income		<u>68,797</u>	<u>-</u>	<u>68,797</u>	<u>59,346</u>	<u>-</u>	<u>59,346</u>
Expenditure on:							
Raising funds	6	18,693	1,514	20,207	17,309	1,514	18,823
Charitable activities	7	35,602	-	35,602	36,826	-	36,826
Total expenditure		<u>54,295</u>	<u>1,514</u>	<u>55,809</u>	<u>54,135</u>	<u>1,514</u>	<u>55,649</u>
Net gains/(losses) on investments	12	<u>3,612</u>	<u>-</u>	<u>3,612</u>	<u>(474)</u>	<u>-</u>	<u>(474)</u>
Net income/(expenditure) and movement in funds		18,114	(1,514)	16,600	4,737	(1,514)	3,223
Reconciliation of funds:							
Fund balances at 1 April 2024		<u>181,555</u>	<u>115,065</u>	<u>296,620</u>	<u>176,818</u>	<u>116,579</u>	<u>293,397</u>
Fund balances at 31 March 2025		<u>199,669</u>	<u>113,551</u>	<u>313,220</u>	<u>181,555</u>	<u>115,065</u>	<u>296,620</u>

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

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2025

		2025	2024
	Notes	£	£
Fixed assets			
Tangible assets	14	170,026	160,114
Investments	15	97,297	93,684
		<u>267,323</u>	<u>253,798</u>
Current assets			
Debtors	16	6,768	7,322
Cash at bank and in hand		59,054	57,804
		<u>65,822</u>	<u>65,126</u>
Creditors: amounts falling due within one year	17	(13,208)	(13,400)
Net current assets		<u>52,614</u>	<u>51,726</u>
Total assets less current liabilities		<u>319,937</u>	<u>305,524</u>
Creditors: amounts falling due after more than one year	18	(6,717)	(8,904)
Net assets		<u><u>313,220</u></u>	<u><u>296,620</u></u>
The funds of the charity			
Endowment funds	19	113,551	115,065
Unrestricted funds	20	199,669	181,555
		<u>313,220</u>	<u>296,620</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 15 October 2025

P Whiscombe
Trustee

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Norfolk Family History Society is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. The registered office is Kirby Hall, 70 St Giles Street, NORWICH, Norfolk, NR2 1LS, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line
Property improvements	1% straight line
Plant and equipment	10% - 33% straight line
Website	33% straight line
Library stock	n/a

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	19,656	4,264
Membership fees	43,539	50,085
	<u>63,195</u>	<u>54,349</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sales of publications and souvenirs		
Sale of goods	-	36
Other income	113	57
	<u>113</u>	<u>93</u>

5 Investments

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £
Interest and dividends	5,489	4,904
	<u>5,489</u>	<u>4,904</u>

6 Expenditure on raising funds

	Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fundraising and publicity						
Support costs	18,693	1,514	20,207	17,309	1,514	18,823
	<u>18,693</u>	<u>1,514</u>	<u>20,207</u>	<u>17,309</u>	<u>1,514</u>	<u>18,823</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on charitable activities

	Core activity 2025 £	Core activity 2024 £
Direct costs		
Kirby Hall Expenditure	13,837	15,170
Postage and distribution cost of Norfolk Ancestor	6,953	7,146
Publications costs of Norfolk Ancestor	6,433	6,682
Projects and Library	4,246	3,506
Bookstalls	-	6
Stationery and consumables for members	513	247
Subscriptions paid	951	960
Group meeting expenses	1,088	1,512
Insurance	1,581	1,597
	<u>35,602</u>	<u>36,826</u>
Analysis by fund		
Unrestricted funds	<u>35,602</u>	<u>36,826</u>

8 Support costs

	Support costs £	Governance costs £	2025 £	Support costs £	Governance costs £	2024 £
Depreciation	6,112	-	6,112	4,172	-	4,172
Trustees' expenses	2,470	-	2,470	2,046	-	2,046
Telephone and broadband	1,980	-	1,980	1,812	-	1,812
Post and stationery	548	-	548	1,028	-	1,028
Computer costs	5,710	-	5,710	5,028	-	5,028
General administration	123	-	123	137	-	137
Volunteer expenses	683	-	683	961	-	961
Bank charges	1,257	-	1,257	2,336	-	2,336
Accountancy	-	1,324	1,324	-	1,303	1,303
	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>
Analysed between						
Fundraising	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>

Governance costs includes payments to the Accountants of £1,290 (2024- £1,290) for Independent Examination fees.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9	Net movement in funds	2025	2024
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the independent examination of the charity's financial statements	1,290	1,290
	Depreciation of owned tangible fixed assets	6,112	4,172
		<u> </u>	<u> </u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year 6 trustees were reimbursed for expenses totalling £2,470 (2024 : £2,046)

11 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

12 Gains and losses on investments

	Unrestricted funds	Unrestricted funds
	2025	2024
	£	£
Gains/(losses) arising on:		
Revaluation of investments	3,612	(474)
	<u> </u>	<u> </u>

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

14 Tangible fixed assets

	Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost						
At 1 April 2024	151,401	13,217	39,528	21,289	23,685	249,120
Additions	-	2,495	13,391	-	138	16,024
	<u>151,401</u>	<u>15,712</u>	<u>52,919</u>	<u>21,289</u>	<u>23,823</u>	<u>265,144</u>
At 31 March 2025	151,401	15,712	52,919	21,289	23,823	265,144
Depreciation and impairment						
At 1 April 2024	36,336	1,273	34,188	17,209	-	89,006
Depreciation charged in the year	1,514	142	4,456	-	-	6,112
	<u>37,850</u>	<u>1,415</u>	<u>38,644</u>	<u>17,209</u>	<u>-</u>	<u>95,118</u>
At 31 March 2025	37,850	1,415	38,644	17,209	-	95,118
Carrying amount						
At 31 March 2025	<u>113,551</u>	<u>14,297</u>	<u>14,275</u>	<u>4,080</u>	<u>23,823</u>	<u>170,026</u>
At 31 March 2024	<u>115,065</u>	<u>11,944</u>	<u>5,340</u>	<u>4,080</u>	<u>23,685</u>	<u>160,114</u>

15 Fixed asset investments

	Listed Investments £
Cost or valuation	
At 1 April 2024	93,684
Valuation changes	3,613
	<u>97,297</u>
At 31 March 2025	97,297
Carrying amount	
At 31 March 2025	<u>97,297</u>
At 31 March 2024	<u>93,684</u>

16 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	2,857	2,857
Prepayments and accrued income	3,911	4,465
	<u>6,768</u>	<u>7,322</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Other creditors	11,276	11,468
Accruals and deferred income	1,932	1,932
	<u>13,208</u>	<u>13,400</u>

18 Creditors: amounts falling due after more than one year

	2025 £	2024 £
Other creditors	6,717	8,904
	<u>6,717</u>	<u>8,904</u>

19 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 April 2024 £	Resources expended £	At 31 March 2025 £
Permanent endowments			
Kirby Hall	115,065	(1,514)	113,551
	<u>115,065</u>	<u>(1,514)</u>	<u>113,551</u>

Previous year:

	At 1 April 2023 £	Resources expended £	At 31 March 2024 £
Permanent endowments			
Kirby Hall	116,579	(1,514)	115,065
	<u>116,579</u>	<u>(1,514)</u>	<u>115,065</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Gains and losses	At 31 March 2025
	£	£	£	£	£
Kirby Hall designated fund	147,687	5,184	(132)	3,612	156,351
General funds	33,868	63,613	(54,163)	-	43,318
	<u>181,555</u>	<u>68,797</u>	<u>(54,295)</u>	<u>3,612</u>	<u>199,669</u>
	<u><u>181,555</u></u>	<u><u>68,797</u></u>	<u><u>(54,295)</u></u>	<u><u>3,612</u></u>	<u><u>199,669</u></u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Gains and losses	At 31 March 2024
	£	£	£	£	£
Kirby Hall designated fund	143,797	4,496	(132)	(474)	147,687
General funds	33,021	54,850	(54,003)	-	33,868
	<u>176,818</u>	<u>59,346</u>	<u>(54,135)</u>	<u>(474)</u>	<u>181,555</u>
	<u><u>176,818</u></u>	<u><u>59,346</u></u>	<u><u>(54,135)</u></u>	<u><u>(474)</u></u>	<u><u>181,555</u></u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds 2025	Designated funds 2025	Endowment funds 2025	Total 2025	Unrestricted funds 2024	Endowment funds 2024	Total 2024
	£	£	£	£	£	£	£
Fund balances at 31 March 2025 are represented by:							
Tangible assets	56,475	-	113,551	170,026	45,049	115,065	160,114
Investments	97,297	-	-	97,297	93,684	-	93,684
Current assets/(liabilities)	52,614	-	-	52,614	51,726	-	51,726
Long term liabilities	(6,717)	-	-	(6,717)	(8,904)	-	(8,904)
	199,669	-	113,551	313,220	181,555	115,065	296,620

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

Charity registration number 1055410 (England and Wales)

Company registration number 03194731

NORFOLK FAMILY HISTORY SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

NORFOLK FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

C Taylor
P Whiscombe
C Reeve
R Ashberry
B Broad
C Bush
A Harper

Charity number (England and Wales)

1055410

Company number

03194731

Registered office

Kirby Hall
70 St Giles Street
NORWICH
Norfolk
United Kingdom
NR2 1LS

Independent examiner

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
United Kingdom
NR3 1RT

NORFOLK FAMILY HISTORY SOCIETY

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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and Articles of Association, was incorporated as a Private Limited Company on 3rd May 1996, Company Number: 3194731 and registered as a Charity on 15th May 1996, Charity Number: 1055410 to take over the assets and liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the trustees' committee which meets every month. It consists of the named trustees, appointed at the Annual General Meeting held in October each year.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 2019).

Objectives and activities

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk
- (c) Encouraging the study of genealogy, heraldry and family history
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.

The Society is fortunate to have its own premises and a sizeable collection of documents, books, and records, known as the Kirby Hall Library. This is staffed by volunteers and normally opens to the public for 4 regular sessions each week, Saturday mornings having recently been added (for details see the NFHS website).

The Society aims to be a centre of excellence in Norfolk Family History research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside the resource centre including upgrading the IT technology and developing a new website.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Refurbish the office to provide an environment more conducive to modern working.
 - Provide, where possible, a more welcoming and inclusive feel for all visitors and volunteers who staff the resource centre.
 - Continue to computerise the resource centre records.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Continue to develop the NORS online database and to incorporate it into our new website to improve functionality, presentation, and ease of use.
 - Identify and implement actions to help to promote membership.
-

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives: In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in family history.
- Publishes a quarterly magazine, 'The Norfolk Ancestor' with lively and interesting articles and information. The magazine is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure from time to time to be placed in libraries, churches, museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the resource centre collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook account for members to use and communicate with one another with 7,000+ members on 31st March 2025.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members. This is used in accordance with the General Data Protection Regulation (2018).
- Allows the public and members free use of the internet at our resource centre for four family history subscription websites - Ancestry.com, findmypast.co.uk, British Newspaper Archive and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors and property.
- Provides thousands of fiche and film items for reference purposes within the resource centre and for transcription activities.
- Has digitally copied the Family Tree collection and made this available on the NORS database.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also, marriage indexes, Bishops' Transcripts, Monumental Inscriptions, and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees, Wills and Manors' documentation in the resource centre.
- Collects many miscellaneous items about Norfolk villages and towns.

Public benefit

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of family history. To this end the resource centre is open free to the public on four days a week and the Society website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk family history and contributes significantly to achieving the aims and objectives of the Society.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Volunteers

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members.

The total number of visitors to Kirby Hall over the year was 460, slightly up on the year before.

A Zoom meeting was held monthly, except for August and December. Figures show members participating in talks on the night are on average 80-100. The talks are recorded, where permitted by the speakers, and placed on the events page of our website and a lot of interest has been shown in this by 100+ viewing each recording. These figures include a significant number from members overseas.

Heritage Open Days were held in September. Last year's dates were Friday September 6th – Saturday September 14th. We opened Kirby Hall on our normal working days, Tues, Wed, and Thurs. 10.am-4.pm. Although Saturday is normally a half day, 10.am -1.pm we did get volunteers to work on this occasion in the afternoon. Numbers were slightly down from the year before - 58 visitors.

A Volunteers Social was held last October which was attended by 23 helpers. It's a very positive way for volunteers to catch up with each other particularly if they don't work together.

Achievements and performance

Membership

The membership of the NFHS on 31st March was:

Year	UK	USA	Australia	Canada	NZ	Other	Total
2023/24	2,917	101	175	60	24	46	3,323
2024/25	2,656	81	169	59	26	38	3,029

Again, overall membership numbers are down, although there have been 434 new members during the year which is broadly similar to 2023/24 which was 443. This indicates that we continue to attract members during the year, but more fail to renew, probably also due to an ageing membership as well as those just joining for one year to benefit from the facilities on offer. We have collected figures this year on where new members join from:

Internet	NRG	Rejoined	Kirby Hall	Family Friend	Library search	Facebook	External event
162	66	80	33	15	4	58	16

Extensive efforts are made after every year end by the membership secretary to contact members who have failed to renew their membership to encourage them to re-join.

MEMBER BENEFIT

In return for their subscription to the Society members receive:

- 'The Norfolk Ancestor', the society's quarterly magazine in either hard copy or electronic format depending on the class of membership selected.
- Online access to the Society's nearly 5 million Norfolk birth, baptism, marriage and death records as well as monumental inscriptions, Family Trees, Manor and property records etc.
- Access in the Kirby Hall resource centre to the worldwide online genealogical records in the library editions of Ancestry.co.uk, Findmypast.co.uk and TheGenealogist.co.uk.
- Access to all the hard copy records, family trees, pedigrees, manors and property records and publications etc, lodged in Kirby Hall.
- Assistance in researching family history by our volunteers in Kirby Hall and online.
- Regular Zoom talks open to all our members wherever they reside. These cover very varied topics, not necessarily restricted to Norfolk, and can, with the consent of the Speaker, be recorded and placed on our website.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Resource Centre Achievements

We have received several donated archive document collections during the year that have and will continue to be sorted and where possible the data extracted for access by our members.

Documents for research challenges and investigation for work experience student placements have been developed and employed for this year's student. It is felt that both the student and the Society benefit from being able to provide some real-world experience for the students and the feedback from them has been positive.

A new pavement advertising sign with two A1 size posters purchased and placed outside the front door whenever we are open to help raise awareness of the centre.

We continue to review books that become available from the City Bookshop and other sources and purchase these when they are relevant to the Society's aims.

A new film and fiche scanner has been purchased, and a small group of volunteers have been instructed on how to use it to achieve the best results. It has provided a marked improvement in usability over the previous scanner and it is hoped that it will enable us to provide better images more speedily for our transcribers. Attempts continue to sell the old scanner.

Ongoing projects extracting data for eventual uploading to NORS such as wills, manors and property, poll books, strays, BMDs, family trees etc., have continued through the year with the tasks being carried out by our dedicated team of volunteers steadily working through the documents available to us.

Our look-up service continues to answer a steady stream of queries from our members throughout the year.

Stock checks were carried out during the year with no losses reported. Updated catalogues for library books and pedigrees have been uploaded to the website.

A decision was made to dispose of our limited stock of hard copy Ordnance Survey maps as they occupy a lot of valuable space and the National Library of Scotland provides a free source of a comprehensive array of all the OS mapping online which should satisfy all the map requirements in the resource centre.

We have continued to regularly change the wall displays both within and outside of the building to provide interesting family history and Norfolk related subjects for our visitors to study.

Our librarian, Ellen Carr, gave notice that she would be standing down from the role as of 31st March 2024. Our thanks go to Ellen for the incredible amount of hard work that she has undertaken to dramatically improve the presentation and cataloguing of documents within the resource centre. She will be sorely missed by the Society both for her input into the resource centre and as an active and constructive trustee. Happily, we will continue to see Ellen in Kirby Hall as she has said she will continue to volunteer.

Norfolk Ancestor Achievements

Four full colour 'Norfolk Ancestors' were produced and distributed to time both in hard copy and online formats.

Use of illustrations has been more creative (by, for example, putting shadows around photographs to make them look 'real' and pop out from the page).

The number of contributed articles from members remains healthy with enough supplied to keep pace with those published in each issue.

For the first time the Editor has had positive feedback on the quizzes suggesting that they have struck the right balance between being 'challenging' yet 'do-able.'

Flow of new books for review is slow (even online versions from Pen and Sword); however, the Editor remains on their distribution list and picks any up that sound relevant. If pushed for space, the single page 'Bookshelf' is the easiest page to drop in any given issue.

Other Achievements

The Society was, for the first time, represented at the Volunteers Extravaganza Day at The Forum in Norwich. The event was well supported and we were able to interact with many potential volunteers on the day but translating them into actual is more of a challenge.

The Editor is progressing with a churchyard survey at St Andrews church, Bacton.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Premises Achievements

Best Practice - We continue to apply best practice where possible. Project managing in-house continues to create huge cost savings and benefits. Trade buying of goods, negotiation of multiple contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, negotiating zero or low delivery costs and keeping finger on the pulse to help keep work in progress costs manageable.

Office refurbishment project – In this period the previous hold on modification of the office was lifted and a substantial refit was carried out. All new office furniture, desks, chairs, carpet, electrical upgrades, wall monitor and conference table summarise some of the activities that have brought the previous tired look and feel to a now more pleasant and vibrant work area for the whole of NFHS.

Energy Supplier - After much research and commercial costs sought within the energy market, our previous energy supplier 'Opus' was changed to Octopus Energy. Octopus have proven to be a breath of fresh air and our treasurer reported overhead costs had fallen and at one stage we were back in line with our fixed monthly direct debit payments – a remarkable change from previous years' onerous and unforeseen energy rises.

Heating – Further modifications have been made to the wall heaters situated at high level in the main hall. These have now had all their isolators changed to 'Electronic Step Timers'. This modification now inhibits users who in the past would have switched them on but not necessarily switched them off. Another energy and money saving initiative.

Car Park Access – The all new digital boron lock replaced in 2023/24 was again vandalised. However, this time a replacement was easily sourced and the code was changed as per NFHS policy and had minimal impact on staff unlike previous years when having to change locks and keys caused huge administration upheaval.

Exterior – We have continued to be impacted by rough sleepers at the front of Kirby Hall. A non-deteriorous galvanised steel planter was refurbished and placed on concrete piers across the sleeping area. At time of writing, there have been no further reports of rough sleeping so the hope is this initiative has eradicated this activity. Edmund Perry continues to keep the outside appearance looking fresh and welcoming and is also nurturing this latest planter.

Building Periodical Electrical Certification – During the Office Refurbishment Project closure of Kirby Hall, the building was fully tested and then issued with an EICR – Electrical Installation Condition Report. This certification covers us for the next 5 years and also encompasses all modifications carried out for Project ORP.

Emergency Lighting – All internal emergency lighting has been annually inspected and few failures were detected. Any failed emergency lights have now been upgraded to LED, thus further saving energy costs whilst producing higher light output.

Chubb Fire Alarm – The now defunct 'Red Care' analogue system controlling the fire alarm has now been removed and upgraded to an all new GSM system in readiness for the impending digital changeover.

Miscellaneous - General repairs and modifications continue to be applied including cloakroom water heater valve leaking, kitchen cabinet shelving repairs, door stops, office air heater curtain etc. solidifying. We continue to monitor and spend as required to keep Kirby Hall safe, comfortable and operational.

IT Services Achievements

Optimism about the early completion of the new integrated NFHS Website and NORS database proved to be misplaced. We continue to work with Beachshore to overcome the issues that have arisen in converting our existing data and membership requirements to suit the new site and look forward to being able to launch it later this year.

We have continued our relationship with Anglian Internet providing our routine IT technical support.

We will continue to monitor any changes to the planned withdrawal of Windows 10 support by Microsoft due in October 2025 to ensure that the current computers we have in Kirby Hall that cannot be upgraded to Windows 11 will be replaced in time.

We have been unable to implement the planned change in our broadband provision from the analogue PSTN system to full fibre digital due to the lack of response from our security and fire alarm provider, Chubb, in upgrading the diallers to operate on the digital system. As soon as the upgrading takes place, we will implement the change to full fibre with a consequent improvement in the speed and stability of our broadband.

Financial review

The results for the year are set out on 9 to 20.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Major risks

Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the resource centre premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact on membership and volunteers as a consequence of the coronavirus pandemic and other demographic issues.

Plans for future periods

FUTURE DEVELOPMENTS

- Trustees will require to have an increased focus on monitoring costs and revenue as with diminishing membership numbers we need to be fully aware of our reduction in income and its potential impact on how the Society continues to function. Attention to succession planning for trustees to ensure continuity of governance is essential.
- Continue to move with the times and adjust NFHS accordingly to keep pace.
- Continue to seek volunteers and/or trustees to lead on our publicity requirements and the development and supervision of our Resource Centre.
- Attend more family and local history events, as volunteer resources permit, so as to publicise the benefits of Society membership and the recruitment of volunteers within the wider public.
- The provision of Zoom talks, the use of social media and digital video presentation to better align the Society with the changes taking place within the family history fraternity.
- Promote the educational objectives of the Society through such things as student work placements and any other participative events.
- Establishing new ways to attract new members and retain members we have. Change premises name and fit all new signage externally so as to portray a more modern and attractive image to the public.
- The all new NFHS website to go live and thus significantly enhance the ease of use of our NORS database as well as providing considerable improvements to our financial and membership administration.
- Upgrade /replace PCs and IT systems over to Windows 11 following the cessation of support by Microsoft for Windows 10 in October 2025.
- Upgrade/change our analogue telecommunication system to a full digital operation and transfer from BT to Anglian Internet for better control of our systems.
- Look to introduce cyber protection insurance for NFHS.
- Change intruder system to a full digital operation.
- Carry out any improvements to the fabric of Kirby Hall so as to improve the environment and to keep running costs in control.

Structure, governance and management

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Taylor

P Whiscombe

C Reeve

E Carr

(Resigned 30 March 2025)

R Ashberry

B Broad

C Bush

A Harper

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Recruitment and appointment of trustees

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

The trustees' report was approved by the Board of Trustees.

P Whiscombe

Trustee

15 October 2025

NORFOLK FAMILY HISTORY SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report to the trustees on my examination of the financial statements of Norfolk Family History Society (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.

Mark Johnstone FCA

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 10 December 2025

NORFOLK FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
	Notes						
Income from:							
Donations and legacies	3	63,195	-	63,195	54,349	-	54,349
Charitable activities	4	113	-	113	93	-	93
Investments	5	5,489	-	5,489	4,904	-	4,904
Total income		<u>68,797</u>	<u>-</u>	<u>68,797</u>	<u>59,346</u>	<u>-</u>	<u>59,346</u>
Expenditure on:							
Raising funds	6	18,693	1,514	20,207	17,309	1,514	18,823
Charitable activities	7	35,602	-	35,602	36,826	-	36,826
Total expenditure		<u>54,295</u>	<u>1,514</u>	<u>55,809</u>	<u>54,135</u>	<u>1,514</u>	<u>55,649</u>
Net gains/(losses) on investments	12	<u>3,612</u>	<u>-</u>	<u>3,612</u>	<u>(474)</u>	<u>-</u>	<u>(474)</u>
Net income/(expenditure) and movement in funds		18,114	(1,514)	16,600	4,737	(1,514)	3,223
Reconciliation of funds:							
Fund balances at 1 April 2024		<u>181,555</u>	<u>115,065</u>	<u>296,620</u>	<u>176,818</u>	<u>116,579</u>	<u>293,397</u>
Fund balances at 31 March 2025		<u>199,669</u>	<u>113,551</u>	<u>313,220</u>	<u>181,555</u>	<u>115,065</u>	<u>296,620</u>

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

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2025

		2025	2024
	Notes	£	£
Fixed assets			
Tangible assets	14	170,026	160,114
Investments	15	97,297	93,684
		<u>267,323</u>	<u>253,798</u>
Current assets			
Debtors	16	6,768	7,322
Cash at bank and in hand		59,054	57,804
		<u>65,822</u>	<u>65,126</u>
Creditors: amounts falling due within one year	17	(13,208)	(13,400)
Net current assets		<u>52,614</u>	<u>51,726</u>
Total assets less current liabilities		<u>319,937</u>	<u>305,524</u>
Creditors: amounts falling due after more than one year	18	(6,717)	(8,904)
Net assets		<u><u>313,220</u></u>	<u><u>296,620</u></u>
The funds of the charity			
Endowment funds	19	113,551	115,065
Unrestricted funds	20	199,669	181,555
		<u><u>313,220</u></u>	<u><u>296,620</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 15 October 2025

P Whiscombe
Trustee

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Norfolk Family History Society is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. The registered office is Kirby Hall, 70 St Giles Street, NORWICH, Norfolk, NR2 1LS, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line
Property improvements	1% straight line
Plant and equipment	10% - 33% straight line
Website	33% straight line
Library stock	n/a

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	19,656	4,264
Membership fees	43,539	50,085
	<u>63,195</u>	<u>54,349</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sales of publications and souvenirs		
Sale of goods	-	36
Other income	113	57
	<u>113</u>	<u>93</u>

5 Investments

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £
Interest and dividends	5,489	4,904
	<u>5,489</u>	<u>4,904</u>

6 Expenditure on raising funds

	Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fundraising and publicity						
Support costs	18,693	1,514	20,207	17,309	1,514	18,823
	<u>18,693</u>	<u>1,514</u>	<u>20,207</u>	<u>17,309</u>	<u>1,514</u>	<u>18,823</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on charitable activities

	Core activity 2025 £	Core activity 2024 £
Direct costs		
Kirby Hall Expenditure	13,837	15,170
Postage and distribution cost of Norfolk Ancestor	6,953	7,146
Publications costs of Norfolk Ancestor	6,433	6,682
Projects and Library	4,246	3,506
Bookstalls	-	6
Stationery and consumables for members	513	247
Subscriptions paid	951	960
Group meeting expenses	1,088	1,512
Insurance	1,581	1,597
	<u>35,602</u>	<u>36,826</u>
Analysis by fund		
Unrestricted funds	<u>35,602</u>	<u>36,826</u>

8 Support costs

	Support costs £	Governance costs £	2025 £	Support costs £	Governance costs £	2024 £
Depreciation	6,112	-	6,112	4,172	-	4,172
Trustees' expenses	2,470	-	2,470	2,046	-	2,046
Telephone and broadband	1,980	-	1,980	1,812	-	1,812
Post and stationery	548	-	548	1,028	-	1,028
Computer costs	5,710	-	5,710	5,028	-	5,028
General administration	123	-	123	137	-	137
Volunteer expenses	683	-	683	961	-	961
Bank charges	1,257	-	1,257	2,336	-	2,336
Accountancy	-	1,324	1,324	-	1,303	1,303
	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>
Analysed between						
Fundraising	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>

Governance costs includes payments to the Accountants of £1,290 (2024- £1,290) for Independent Examination fees.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9	Net movement in funds	2025	2024
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the independent examination of the charity's financial statements	1,290	1,290
	Depreciation of owned tangible fixed assets	6,112	4,172
		<u> </u>	<u> </u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year 6 trustees were reimbursed for expenses totalling £2,470 (2024 : £2,046)

11 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

12 Gains and losses on investments

	Unrestricted funds	Unrestricted funds
	2025	2024
	£	£
Gains/(losses) arising on:		
Revaluation of investments	3,612	(474)
	<u> </u>	<u> </u>

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

14 Tangible fixed assets

	Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost						
At 1 April 2024	151,401	13,217	39,528	21,289	23,685	249,120
Additions	-	2,495	13,391	-	138	16,024
	<u>151,401</u>	<u>15,712</u>	<u>52,919</u>	<u>21,289</u>	<u>23,823</u>	<u>265,144</u>
At 31 March 2025	151,401	15,712	52,919	21,289	23,823	265,144
Depreciation and impairment						
At 1 April 2024	36,336	1,273	34,188	17,209	-	89,006
Depreciation charged in the year	1,514	142	4,456	-	-	6,112
	<u>37,850</u>	<u>1,415</u>	<u>38,644</u>	<u>17,209</u>	<u>-</u>	<u>95,118</u>
At 31 March 2025	37,850	1,415	38,644	17,209	-	95,118
Carrying amount						
At 31 March 2025	<u>113,551</u>	<u>14,297</u>	<u>14,275</u>	<u>4,080</u>	<u>23,823</u>	<u>170,026</u>
At 31 March 2024	<u>115,065</u>	<u>11,944</u>	<u>5,340</u>	<u>4,080</u>	<u>23,685</u>	<u>160,114</u>

15 Fixed asset investments

	Listed Investments £
Cost or valuation	
At 1 April 2024	93,684
Valuation changes	3,613
	<u>97,297</u>
At 31 March 2025	97,297
Carrying amount	
At 31 March 2025	<u>97,297</u>
At 31 March 2024	<u>93,684</u>

16 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	2,857	2,857
Prepayments and accrued income	3,911	4,465
	<u>6,768</u>	<u>7,322</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Other creditors	11,276	11,468
Accruals and deferred income	1,932	1,932
	<u>13,208</u>	<u>13,400</u>

18 Creditors: amounts falling due after more than one year

	2025 £	2024 £
Other creditors	6,717	8,904
	<u>6,717</u>	<u>8,904</u>

19 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 April 2024 £	Resources expended £	At 31 March 2025 £
Permanent endowments			
Kirby Hall	115,065	(1,514)	113,551
	<u>115,065</u>	<u>(1,514)</u>	<u>113,551</u>

Previous year:

	At 1 April 2023 £	Resources expended £	At 31 March 2024 £
Permanent endowments			
Kirby Hall	116,579	(1,514)	115,065
	<u>116,579</u>	<u>(1,514)</u>	<u>115,065</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Gains and losses	At 31 March 2025
	£	£	£	£	£
Kirby Hall designated fund	147,687	5,184	(132)	3,612	156,351
General funds	33,868	63,613	(54,163)	-	43,318
	<u>181,555</u>	<u>68,797</u>	<u>(54,295)</u>	<u>3,612</u>	<u>199,669</u>
	<u><u>181,555</u></u>	<u><u>68,797</u></u>	<u><u>(54,295)</u></u>	<u><u>3,612</u></u>	<u><u>199,669</u></u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Gains and losses	At 31 March 2024
	£	£	£	£	£
Kirby Hall designated fund	143,797	4,496	(132)	(474)	147,687
General funds	33,021	54,850	(54,003)	-	33,868
	<u>176,818</u>	<u>59,346</u>	<u>(54,135)</u>	<u>(474)</u>	<u>181,555</u>
	<u><u>176,818</u></u>	<u><u>59,346</u></u>	<u><u>(54,135)</u></u>	<u><u>(474)</u></u>	<u><u>181,555</u></u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds 2025	Designated funds 2025	Endowment funds 2025	Total 2025	Unrestricted funds 2024	Endowment funds 2024	Total 2024
Fund balances at 31 March 2025 are represented by:	£	£	£	£	£	£	£
Tangible assets	56,475	-	113,551	170,026	45,049	115,065	160,114
Investments	97,297	-	-	97,297	93,684	-	93,684
Current assets/(liabilities)	52,614	-	-	52,614	51,726	-	51,726
Long term liabilities	(6,717)	-	-	(6,717)	(8,904)	-	(8,904)
	199,669	-	113,551	313,220	181,555	115,065	296,620

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

Accounts

Charity registration number 1055410

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

NORFOLK FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	C Taylor	
	P Whiscombe	
	C Reeve	
	E Carr	
	R Ashberry	
	B Broad	
	C Bush	
	A Harper	(Appointed 13 April 2023)
Charity number	1055410	
Company number	03194731	
Registered office	Kirby Hall	
	70 St Giles Street	
	NORWICH	
	Norfolk	
	United Kingdom	
	NR2 1LS	
Independent examiner	Argents Accountants Limited	
	15 Palace Street	
	NORWICH	
	Norfolk	
	United Kingdom	
	NR3 1RT	

NORFOLK FAMILY HISTORY SOCIETY

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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and Articles of Association, was incorporated as a Private Limited Company on 3rd May 1996, Company Number: 3194731 and registered as a Charity on 15th May 1996, Charity Number: 1055410 to take over the assets and liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the trustees' committee which meets every month. It consists of the named trustees, appointed at the Annual General Meeting held in October each year.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 2019).

Objectives and activities

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk
- (c) Encouraging the study of genealogy, heraldry and family history
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.

The Society is fortunate to have its own premises and a sizeable collection of documents, books, and records, known as the Kirby Hall Library. This is staffed by volunteers and normally opens to the public for 4 regular sessions each week, Saturday mornings having recently been added (for details see the NFHS website).

The Society aims to be a centre of excellence in Norfolk Family History research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside the resource centre including upgrading the IT technology.
- Maintain the property, ensuring that the fabric and contents are appropriately stored and protected.
- Provide, where possible, a more welcoming and inclusive feel for all visitors and volunteers who staff the resource centre.
- Continue to computerise the resource centre records.
- Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
- Continue to develop the NORS online database and to incorporate it into the development of a new website to improve functionality, presentation, and ease of use.
- Identify future actions to help to promote membership.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives: In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in family history.
- Publishes a quarterly magazine, 'The Norfolk Ancestor' with lively and interesting articles and information. The magazine is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure from time to time to be placed in libraries, churches, museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the resource centre collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook account for members to use and communicate with one another with 6,100 members on 31st March 2024.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members. This is used in accordance with the General Data Protection Regulation (2018).
- Allows the public and members free use of the internet at our resource centre for four family history subscription websites - Ancestry.com, findmypast.co.uk, British Newspaper Archive and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors and property.
- Provides thousands of fiche and film items for reference purposes within the resource centre and for transcription activities.
- Has digitally copied the Family Tree collection and made this available on the NORS database.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also, marriage indexes, Bishops' Transcripts, Monumental Inscriptions, and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees, Wills and Manors' documentation in the resource centre.
- Collects many miscellaneous items about Norfolk villages and towns.

Public benefit

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of family history. To this end the resource centre is open free to the public on four days a week and the Society website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk family history and contributes significantly to achieving the aims and objectives of the Society.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Volunteers

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members.

Our dedicated team of over 60 volunteers give their time freely to give everyone a positive experience both in the Resource Centre and on the website. They maintain the resources at Kirby Hall; identifying suitable resources for visitors; teaching research techniques; guidance in recording information; assistance with using a large number of online resources; transcribing old documents that can then be added to our website; running and maintaining our website and Facebook page; surveying churchyards for MIs and answering queries from members who need assistance to further their research. Some of these volunteers come into the Resource Centre to work but some work remotely from home in the UK or overseas. Without this significant input of time and expertise from our volunteers we would cease to operate.

During the annual 'Heritage Open Days' event managed by the National Trust and coordinated by the Forum, we open the resource centre during the week in September entirely staffed by our volunteers.

Achievements and performance

Significant activities and achievements against objectives

Membership

The membership of the NFHS on 31st March was:

Year	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
2022/23	878	2,271	118	193	73	29	44	3606
2023/24	846	2,071	101	175	60	24	46	3323

Again, overall membership numbers are down, although there have been 443 new members during the year which is broadly similar to 2022/23 which was 457. This indicates that we continue to attract members during the year, but more fail to renew, probably also due to an ageing membership as well as those just joining for one year to benefit from the facilities on offer.

Extensive efforts are made after every year end by the membership secretary to contact members who have failed to renew their membership to encourage them to re-join.

MEMBER BENEFIT

In return for their subscription to the Society members receive:

- 'The Norfolk Ancestor', the society's quarterly magazine in either hard copy or electronic format depending on the class of membership selected.
- Online access to the Society's nearly 5 million Norfolk birth, baptism, marriage and death records as well as monumental inscriptions, Family Trees, Manor and property records etc.
- Access in the Kirby Hall resource centre to the worldwide online genealogical records in the library editions of Ancestry.co.uk, Findmypast.co.uk and TheGenealogist.co.uk.
- Access to all the hard copy records, family trees, pedigrees, manors and property records and publications etc, lodged in Kirby Hall.
- Assistance in researching family history by our volunteers in Kirby Hall and online.
- Regular Zoom talks open to all our members wherever they reside. These cover very varied topics, not necessarily restricted to Norfolk, and can, with the consent of the Speaker, be recorded and placed on our website.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Resource Centre Achievements

Our lookups service continues to be busy with 167 queries answered during the year.

We continue to reorganise sections of the resource centre to make our collections more easily accessible and relevant to anyone undertaking family history research. The Wills boxes have been sorted and re-labelled and any out of county documents removed. The Norwich reference section has been re-ordered and re-labelled.

During the year, we have added 94 items to our shelves and 218 BMD certificates which have been generously donated to us.

We have also had several large archives of research donated including a WYER family archive.

Several original documents about South Lopham were loaned to the society so we could photograph and transcribe them for our manors and land collection

Work on MIs, strays, family trees and manors and land continue thanks to the hard work of our volunteers.

We continue to exhibit displays on various topics both inside and outside the building.

In May we were visited by 27 members of the Norwich Menscraft group. We gave a talk on family history and the resources available at our centre. Several of the visitors became members and have since returned to undertake their own family history research

We continue to transcribe various documents from the resource centre, including poll books for Great Yarmouth and Norwich and Quaker records so we can add them to the website.

Norfolk Ancestor Achievements

Four full colour 'Norfolk Ancestors' were produced and distributed to time both in hard copy and online formats.

New features have been tried including:

The National Archive Research Guides.

Family Album - collection of photos submitted by a member as an alternative to those who may find written work too challenging but has lacked response.

Articles from members, together with those of the editors means a nice mix of pieces in each issue. The quiz has been different in each issue and the Norfolk Nuggets have all been on a different theme.

'Bookshelf' (the book review) may become slightly more challenging in that Pen and Sword Books no longer send out hard copies for review, but only provide them online. However, one book per issue, is generally available for review.

IT Services Achievements

Development of a new integrated NFHS website and NORS database has continued with a new provider, Beachshore.

Progress has not been as rapid as we would have expected some of this being due to the particular requirements of our data presentation but also the provider having suffered from resource limitations. The majority of the functionality of the site has been built we still have some areas of the NORS element that have not yet been adequately addressed.

Routine technical IT support has continued to be provided by Anglian Internet.

We will continue to review the need to implement hardware updates particularly regarding the PCs in the resource centre as most run under Windows 10 operating system the security support for which Microsoft are due to be withdrawing in late 2025. With BT's intention to stop the public switched telephone network (copper wires) service by 2025 we have researched alternative suppliers of fibre to the property Broadband and digital phone systems at the end of our current contract with BT. One of the problems with BT's service has been their poor customer support when attempting to talk to anyone with the relevant expertise when something goes wrong. So, with that in mind and appropriate value for money considerations we do intend to transfer to Anglian Internet where we know from past experience that we do get proper support. This change will be implemented once our security and fire alarm provider has installed the relevant equipment to operate within a new digital environment.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Premises Achievements

An unprecedented rise in energy costs and unforeseen overheads followed the cost of energy crisis. The Society was not immune to these impacts, so the following summarises what we as an organisation did, in an effort to limit expenditure, whilst trying to keep a balance to the overall look and feel within Kirby Hall.

Budget - Toward the latter part of 2023 a spending freeze was put on the premises budget to help reduce the impact of escalating costs. This freeze on the budget has now been lifted (2024) and any project works that were not carried out last year can now be migrated to the 2024/25 budget.

Best Practice - We continued to apply best practice where possible; trade buying of goods, negotiation of contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, project managing, negotiating zero or low delivery costs and keeping finger on the pulse to help keep costs manageable.

Energy Supplier - Our previous supplier 'Opus' was extremely costly, slow to react and with poor customer communication. The board decided to change supplier and after rigorously checking the market with both commercial and domestic suppliers, we changed over to 'Octopus Energy'. A new SMART meter with both local and online readouts was repositioned and installed and costs reduced overall for energy. However, these are still heavily controlled by market forces with capped/variable rates changing regularly throughout the year.

Heating - All the storage heaters in the resource centre have been individually checked and programmed and closely monitored and tweaked to ensure maximum efficiency and closer matching of heating demand and supply. In addition, new portable ceramic heaters have been placed at ground level near workstations so occupants can now get almost instant heat or ventilation via a handheld remote control.

Car Park Access - After vandalised damage to the recently installed chain entrance mechanism, a bespoke stainless-steel hasp and replacement lock was manufactured and fitted. Good feedback has been received from users as this mechanism will not rust, is easier to read, more accessible to reach and simpler in operation.

Car Park Grit Bin - Unfortunately our original salt grit bin with all its contents was stolen. A new weather resistant bin has been installed and fixed permanently to the wall.

Exterior - All areas of the car park, walls, upper-level canopy and east side access have been treated with environmentally friendly Formil moss/lichen killer. This has resulted in less slippery walkways and a more aesthetically pleasing look. Thanks to Edmund Perry for his work in keeping the front garden area look pleasant and presentable.

External Key Safe - To aid volunteers opening up the resource centre, a key safe has been placed on the front of building. This reduces the need to walk down to the 'Pedal Revolution' shop to pick up access keys each time they may be needed to enter the building day or night.

Safety - All internal appliances are regularly PAT certified, safe in the knowledge that all appliances used by occupants comply and have been labelled and recorded accordingly.

Open Sign - An all-new weatherproof free standing, weighted 'Open' sign has been procured. A warp pull line has been attached to help volunteers pull the sign across the surface and help lift in and out of the building as required.

Financial review

The results for the year are set out on 9 to 19.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Major risks

Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the resource centre premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact on membership and volunteers as a consequence of the coronavirus pandemic and other demographic issues.

Plans for future periods

FUTURE DEVELOPMENTS

- Continue to seek a volunteer to lead on our Publicity requirements and develop professional publicity to promote the society.
- Consider attending more family and local history events as volunteer resources permit.
- Continuing use of Zoom talks to benefit members and promote the society.
- Continued use of social media.
- Promote the educational objectives of the society through such things as student work placements.
- Establishing new ways to attract new members/retain members we have.
- Look at ways of recruiting new volunteers and promote what they can get from us as well as what they can give us.
- Attention to succession planning for trustees.

Structure, governance and management

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Taylor

P Whiscombe

C Reeve

P Steward

(Resigned 19 September 2023)

E Carr

R Ashberry

B Broad

C Bush

A Harper

(Appointed 13 April 2023)

Recruitment and appointment of trustees

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees' report was approved by the Board of Trustees.

P Whiscombe

Trustee

12 October 2024

NORFOLK FAMILY HISTORY SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report to the trustees on my examination of the financial statements of Norfolk Family History Society (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Mark Johnstone FCA

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 7 November 2024

NORFOLK FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	54,349	-	54,349	47,631	-	47,631
Charitable activities	4	93	-	93	96	-	96
Investments	5	4,904	-	4,904	4,251	-	4,251
Total income		<u>59,346</u>	<u>-</u>	<u>59,346</u>	<u>51,978</u>	<u>-</u>	<u>51,978</u>
Expenditure on:							
Raising funds	6	17,309	1,514	18,823	17,051	1,514	18,565
Charitable activities	7	36,826	-	36,826	46,335	-	46,335
Total expenditure		<u>54,135</u>	<u>1,514</u>	<u>55,649</u>	<u>63,386</u>	<u>1,514</u>	<u>64,900</u>
Net gains/(losses) on investments	11	<u>(474)</u>	<u>-</u>	<u>(474)</u>	<u>(5,885)</u>	<u>-</u>	<u>(5,885)</u>
Net income/(expenditure) and movement in funds		4,737	(1,514)	3,223	(17,293)	(1,514)	(18,807)
Reconciliation of funds:							
Fund balances at 1 April 2023		<u>176,818</u>	<u>116,579</u>	<u>293,397</u>	<u>194,111</u>	<u>118,093</u>	<u>312,204</u>
Fund balances at 31 March 2024		<u>181,555</u>	<u>115,065</u>	<u>296,620</u>	<u>176,818</u>	<u>116,579</u>	<u>293,397</u>

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

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2024

		2024	2023
	Notes	£	£
Fixed assets			
Tangible assets	13	160,114	164,075
Investments	14	93,684	94,158
		<u>253,798</u>	<u>258,233</u>
Current assets			
Debtors	15	7,322	6,693
Cash at bank and in hand		57,804	54,728
		<u>65,126</u>	<u>61,421</u>
Creditors: amounts falling due within one year	16	(13,400)	(17,053)
Net current assets		<u>51,726</u>	<u>44,368</u>
Total assets less current liabilities		<u>305,524</u>	<u>302,601</u>
Creditors: amounts falling due after more than one year	17	(8,904)	(9,204)
Net assets		<u>296,620</u>	<u>293,397</u>
The funds of the charity			
Endowment funds	19	115,065	116,579
Unrestricted funds	20	181,555	176,818
		<u>296,620</u>	<u>293,397</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 12 October 2024

P Whiscombe
Trustee

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Norfolk Family History Society is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. The registered office is Kirby Hall, 70 St Giles Street, NORWICH, Norfolk, NR2 1LS, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line
Property improvements	1% straight line
Plant and equipment	10% - 33% straight line
Website	33% straight line
Library stock	n/a

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	4,264	6,571
Membership fees	50,085	41,060
	<u>54,349</u>	<u>47,631</u>

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Sales of publications and souvenirs		
Sale of goods	36	51
Other income	57	45
	<u>93</u>	<u>96</u>

5 Investments

	Unrestricted funds general 2024 £	Unrestricted funds general 2023 £
Interest and dividends	4,904	4,251
	<u>4,904</u>	<u>4,251</u>

6 Expenditure on raising funds

	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Fundraising and publicity						
Support costs	17,309	1,514	18,823	17,051	1,514	18,565
	<u>17,309</u>	<u>1,514</u>	<u>18,823</u>	<u>17,051</u>	<u>1,514</u>	<u>18,565</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities

	Core activity 2024 £	Core activity 2023 £
Direct costs		
Kirby Hall Expenditure	15,170	23,701
Postage and distribution cost of Norfolk Ancestor	7,146	7,702
Publications costs of Norfolk Ancestor	6,682	7,152
Projects and Library	3,506	3,404
Bookstalls	6	12
Stationary and consumables for members	247	204
Subscriptions paid	960	999
Group meeting expenses	1,512	1,563
Insurance	1,597	1,598
	<u>36,826</u>	<u>46,335</u>
Analysis by fund		
Unrestricted funds	<u>36,826</u>	<u>46,335</u>

8 Support costs

	Support costs £	Governance costs £	2024 £	Support costs £	Governance costs £	2023 £
Depreciation	4,172	-	4,172	4,665	-	4,665
Trustees' expenses	2,046	-	2,046	2,587	-	2,587
Telephone and broadband	1,812	-	1,812	2,033	-	2,033
Post and stationery	1,028	-	1,028	566	-	566
Computer costs	5,028	-	5,028	5,193	-	5,193
General administration	137	-	137	95	-	95
Volunteer expenses	961	-	961	968	-	968
Bank charges	2,336	-	2,336	1,168	-	1,168
Accountancy	-	1,303	1,303	-	1,290	1,290
	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>	<u>17,275</u>	<u>1,290</u>	<u>18,565</u>
Analysed between						
Fundraising	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>	<u>17,275</u>	<u>1,290</u>	<u>18,565</u>

Governance costs includes payments to the Accountants of £1,290 (2023- £1,290) for Independent Examination fees.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9	Net movement in funds	2024	2023
		£	£

The net movement in funds is stated after charging/(crediting):

Depreciation of owned tangible fixed assets	4,172	4,665
	<u></u>	<u></u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year 6 trustees were reimbursed for expenses totalling £2,046 (2023 : £2,287)

11 Gains and losses on investments

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Gains/(losses) arising on:		
Revaluation of investments	(474)	(5,885)
	<u></u>	<u></u>

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

13 Tangible fixed assets

	Freehold land and buildings	Property improvements	Plant and equipment	Website	Library stock	Total
	£	£	£	£	£	£
Cost						
At 1 April 2023	151,401	13,217	39,317	21,289	23,685	248,909
Additions	-	-	211	-	-	211
	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
At 31 March 2024	151,401	13,217	39,528	21,289	23,685	249,120
	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
Depreciation and impairment						
At 1 April 2023	34,822	1,141	31,662	17,209	-	84,834
Depreciation charged in the year	1,514	132	2,526	-	-	4,172
	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
At 31 March 2024	36,336	1,273	34,188	17,209	-	89,006
	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
Carrying amount						
At 31 March 2024	115,065	11,944	5,340	4,080	23,685	160,114
	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
At 31 March 2023	116,579	12,076	7,655	4,080	23,685	164,075
	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2023	94,158
Valuation changes	(474)
At 31 March 2024	93,684
Carrying amount	
At 31 March 2024	93,684
At 31 March 2023	94,158

15 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Other debtors	2,857	1,963
Prepayments and accrued income	4,465	4,730
	7,322	6,693

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors	11,468	15,525
Accruals and deferred income	1,932	1,528
	13,400	17,053

17 Creditors: amounts falling due after more than one year

	2024 £	2023 £
Other creditors	8,904	9,204

18 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 April 2023	Resources expended	At 31 March 2024
	£	£	£
Permanent endowments			
Kirby Hall	116,579	(1,514)	115,065
	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 April 2022	Resources expended	At 31 March 2023
	£	£	£
Permanent endowments			
Kirby Hall	118,093	(1,514)	116,579
	<u> </u>	<u> </u>	<u> </u>

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023	Incoming resources	Resources expended	Gains and losses	At 31 March 2024
	£	£	£	£	£
Kirby Hall designated fund	143,797	4,496	(132)	(474)	147,687
General funds	33,021	54,850	(54,003)	-	33,868
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	176,818	59,346	(54,135)	(474)	181,555
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 April 2022	Incoming resources	Resources expended	Gains and losses	At 31 March 2023
	£	£	£	£	£
Kirby Hall designated fund	146,438	4,231	(988)	(5,884)	143,797
General funds	47,673	47,747	(62,398)	(1)	33,021
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	194,111	51,978	63,386	(5,885)	176,818
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

21 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Endowment funds	Total	Unrestricted funds	Endowment funds	Total
	2024	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:							
Tangible assets	45,049	-	115,065	160,114	47,496	116,579	164,075
Investments	93,684	-	-	93,684	94,158	-	94,158
Current assets/(liabilities)	51,726	-	-	51,726	44,368	-	44,368
Long term liabilities	(8,904)	-	-	(8,904)	(9,204)	-	(9,204)
	<u>181,555</u>	<u>-</u>	<u>115,065</u>	<u>296,620</u>	<u>176,818</u>	<u>116,579</u>	<u>293,397</u>

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

Accounts

Charity registration number 1055410

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

NORFOLK FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	C Taylor	
	P Whiscombe	
	C Reeve	
	E Carr	
	R Ashberry	
	B Broad	
	C Bush	
	A Harper	(Appointed 13 April 2023)
Charity number	1055410	
Company number	03194731	
Registered office	Kirby Hall	
	70 St Giles Street	
	NORWICH	
	Norfolk	
	United Kingdom	
	NR2 1LS	
Independent examiner	Argents Accountants Limited	
	15 Palace Street	
	NORWICH	
	Norfolk	
	United Kingdom	
	NR3 1RT	

NORFOLK FAMILY HISTORY SOCIETY

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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and Articles of Association, was incorporated as a Private Limited Company on 3rd May 1996, Company Number: 3194731 and registered as a Charity on 15th May 1996, Charity Number: 1055410 to take over the assets and liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the trustees' committee which meets every month. It consists of the named trustees, appointed at the Annual General Meeting held in October each year.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 2019).

Objectives and activities

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk
- (c) Encouraging the study of genealogy, heraldry and family history
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.

The Society is fortunate to have its own premises and a sizeable collection of documents, books, and records, known as the Kirby Hall Library. This is staffed by volunteers and normally opens to the public for 4 regular sessions each week, Saturday mornings having recently been added (for details see the NFHS website).

The Society aims to be a centre of excellence in Norfolk Family History research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside Kirby Hall.
- Maintain the property; ensure that the fabric and the contents were protected during the pandemic lockdowns.
- Continue to computerise the library records.
- Maintain the range of services available to its members and the public at Kirby Hall and on the NORS online database.
- Continue to develop the NORS online database.
- Continue the development of a new website to improve functionality, presentation and ease of use.
- Identify future actions to help to maintain future membership levels.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in Family History.
- Publishes a quarterly journal 'The Norfolk Ancestor' with lively and interesting articles and information. The journal is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure from time to time to be placed in Libraries, Churches, Museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the library collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook Account for members to use and communicate with one another, with 4,282 members on 31 March 2023.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members. This is used in accordance with the General Data Protection Regulation (2018).
- Allows the public and members free use of the internet at Kirby Hall for three family history subscription websites - Ancestry.com, findmypast.co.uk, and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors.
- Provides thousands of fiche and film items for reference purposes within the library and for transcription activities.
- Runs a bookstall in the library to sell a range of literature about Family History and Norfolk although stocks continue to be run down as it is difficult for the Society to compete on price with the large internet-based booksellers. Stock includes books, monographs and CDs, some of which the Society has produced and published, relating to genealogical information.
- Has digitally photographed Parish Registers at churches and at the NRO to make these more readable/accessible to the public.
- Has digitally copied the Family Tree collection and stored the images on the Kirby Hall server and the NORS database
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also, marriage indexes, Bishops' Transcripts, Monumental Inscriptions and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees and Wills in the library.
- Collects many miscellaneous items about Norfolk villages and towns.
- Supports a local Group in London.

Public Benefit

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of family history. To this end the library is normally open free to the public on four days a week and the Society Website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk Family History and contributes significantly to achieving the aims and objectives of the Society.

Volunteers

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members.

Volunteers;

- Updated the Emergency Manual, copies being placed in strategic areas for ready access by volunteers.
- Organised a social/training meeting for all volunteers at Kirby Hall.
- Participated in the recruitment of volunteers and their ongoing training.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

Membership

The membership of the NFHS on 31st March 2022 was:

Year Norfolk UK USA Australia Canada NZ Other Total

2022/23	878	2,271	118	193	73	29	44	3,606
2021/22	932	2,428	126	221	83	31	45	3,866
2020/21	969	2,483	138	221	83	34	40	3,968
2019/20	989	2,524	133	217	67	40	38	4,009

- Again, overall membership numbers are down, although there have been 457 new members during the year – obviously offset by members not renewing for whatever reason.
- Recruiting new members every month some joining based on our talks.
- Converting Facebook users to members with a focussed approach where they express their interest.
- Increasing Facebook numbers by visiting other sites of a similar genre and raising awareness of the NFHS site. Joining other Facebook groups who are interested in family and/or Norwich and Norfolk research to increase our visibility. We currently (March 2023) have a Facebook membership of 4282.
- Posting interesting articles a few times a week on Facebook for the members.
- Undertake detailed analysis of the demography of members to assist in targeting for new members and relating our services to their specific needs.

Kirby Hall

During the year we delivered around £10k worth of savings against the submitted premises budget. Continuing with the ethos of a combination of applying best practice where possible, trade buying of goods, negotiation of contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, project managing, negotiating zero or low delivery costs and keeping finger on the pulse, demonstrates we are continuing our attempts to keep costs manageable.

Work at Kirby Hall completed during the year includes:

- Car park disclaimer notifications, provision of an enhanced security lock, high viz safety bollard and a lightweight car park chain replacing the heavier rusting chain.
- Salt/grit bin with accessories in car park to assist combating snow/ice/winter conditions.
- Clearer open/close times on main entrance door and enhanced door closers.
- All new lightweight weatherproof locks on access/egress points.
- External security grills enhanced and an external cold water tap with internal isolation installed.
- External weatherproof storage locker for COSHH chemicals.
- East side patio breakout area.
- Stairwell and handrails refresh.
- All new revamped EA/DDA compliant main cloakroom
- Complete upper level of the library redecorated.
- Brighter LED low energy, high output lighting to all interior and exterior areas.
- Upgraded waste bins to cloakrooms.
- Cordless phone batteries replaced with enhanced NiMH type.
- Map cabinet re-positioned to allow new break out area and furniture at foot of stairs.
- Revamped roller deck cabinet for cleaner to access equipment easier etc.
- Replacement light weight upright vacuum cleaner with longer cord to reduce use of extension leads.
- Larger face replacement clock in main library hall.

In addition to the tangible adornments above it cannot be underestimated that now we (Trustees) are on track to roll out the various compliance training workshops. L8 Water Management, COSHH having been completed with more to follow. This shows us as a management team enhancing the in-house skills to underpin the responsibilities we have to deliver, without paying out £1000's in training costs.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Library services

- During this year we have added 71 items to the library shelves as well as 173 Birth, Marriage and Death certificates
- Over the year, there have been over 500 Visitor sessions and over 1200 volunteer sessions in the library.
- During the five Heritage Open Days in September we had 83 members of the public visit the library, from as far afield as Surrey, Hertfordshire, London, Lincolnshire as well as Norfolk..
- In October, we hosted a buffet for volunteers in the library to thank them all for their hard work in helping to keep the Society running.
- The Towns and Villages collection of nearly 1600 items, has been completely resorted and a new catalogue produced and merged with the main book catalogue, so it is fully searchable on the website as well as in the library.
- The Manors collection is now renamed the Manors and Property collection to reflect the types of documents we hold. All documents are in the process of being photographed and all names extracted and added to our website. This is an ongoing project.
- The Wills collection continues to be revamped to make them more readily accessible.
- Lookups has continued to be a popular service for members and 179 queries have been answered over the year.
- Work on MIs, Wills, Strays, Family Trees, and Manors continues thanks to the hard work of our many volunteers.
- We continue to exhibit displays on such diverse topics as the 1953 Floods, Diverse Norfolk, Notable Norfolk Women and the Platinum Jubilee.

Ancestor, publicity and public relations

- Produced four quarterly editions of Norfolk Ancestor, continuing with full colour and focussing more on the society news as a whole.
- Completely redesigned The Norfolk Ancestor under the helm of a new Editor, with an enhanced layout, new regular features, and more uniformity of style and colour.
- Increased membership of our official Facebook page from 3,500 to 4,200. This continues to increase at about 10 new members a week.
- Launch of a pr/marketing/public relations strategy document for the society.
- Initiating a partnership with students and staff at the University of East Anglia. This is in its infancy.
- Discussed with the above the possibility of better use of social media with the possibility of podcasts.
- Intentions for coming 12 months.

Talk and events.

- The Zoom talks continue to generate interest and debate – for a minimal cost they are great recruiting tools as you need to be a member to attend, which also attracts members. The talks proved very successful with over 100 members signing in each month – the January one had 203 people watching. Online speakers were arranged monthly and are booked until September 2023.
- Attended our first history fair (Diss Family History Group) for a number of years. Assisting members of the public to start their family tree or helping visitors with current research difficulties. This also helped to increase our public presence in the community. Following the success of our table at Roydon (Diss) we will consider attending other fairs.

IT services

- Development of a new integrated NFHS website and NORS database was instigated with a new provider.
- The Kirby Hall UPS provision has been updated.
- Routine technical IT support has continued to be provided by Anglian Internet.
- As the PCs in Kirby Hall are all currently running under Windows 10 we will have to look at the suitability of the existing hardware to run Windows 11 or whether we may have to upgrade some of the hardware as Microsoft will be withdrawing the security support for Windows 10 in October 2025.
- The Kirby Hall phone system to be reviewed in the forthcoming months in view of BT's intention to stop the public switched telephone network (copper wires) service by 2025.

Financial review

The results for the year are set out on 8 to 22.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the library premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact of the coronavirus pandemic.

Plans for future periods

FUTURE DEVELOPMENTS

1. Revise the Articles of Association of the society to incorporate the use of electronic means for the conduct of meetings.
2. More professional leaflets to promote the society.
3. Attending more history fairs.
4. Continuing use of Zoom talks to promote the society
5. Improved use of social media
6. More general promotion of the society aimed at increasing society membership.
7. Establishing new ways to attract new members/retain members we have.

Structure, governance and management

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Taylor	
P Whiscombe	
C Reeve	
P Steward	(Resigned 19 September 2023)
S Tarttelin	(Resigned 30 June 2022)
E Carr	
R Ashberry	
B Broad	
C Bush	
A Harper	(Appointed 13 April 2023)

Recruitment and appointment of trustees.

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees' report was approved by the Board of Trustees.

P Whiscombe

Trustee

12 October 2023

NORFOLK FAMILY HISTORY SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report to the trustees on my examination of the financial statements of Norfolk Family History Society (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Mark Johnstone FCA

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 17 October 2023

NORFOLK FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	3	47,631	-	47,631	49,585	-	49,585
Charitable activities	4	96	-	96	4,182	-	4,182
Investments	5	4,251	-	4,251	3,190	-	3,190
Total income		51,978	-	51,978	56,957	-	56,957
Expenditure on:							
Raising funds	6	17,051	1,514	18,565	16,766	1,514	18,280
Charitable activities	7	46,335	-	46,335	33,797	-	33,797
Total expenditure		63,386	1,514	64,900	50,563	1,514	52,077
Net gains/(losses) on investments	10	(5,885)	-	(5,885)	5,507	-	5,507
Net movement in funds		(17,293)	(1,514)	(18,807)	11,901	(1,514)	10,387
Fund balances at 1 April 2022		194,111	118,093	312,204	182,210	119,607	301,817
Fund balances at 31 March 2023		176,818	116,579	293,397	194,111	118,093	312,204

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		164,075		162,344
Investments	13		94,158		100,042
			<u>258,233</u>		<u>262,386</u>
Current assets					
Debtors	14	6,693		6,393	
Cash at bank and in hand		54,728		66,385	
		<u>61,421</u>		<u>72,778</u>	
Creditors: amounts falling due within one year	15	(17,053)		(13,793)	
Net current assets			<u>44,368</u>		<u>58,985</u>
Total assets less current liabilities			<u>302,601</u>		<u>321,371</u>
Creditors: amounts falling due after more than one year	16		(9,204)		(9,167)
Net assets			<u>293,397</u>		<u>312,204</u>
Capital funds					
Endowment funds	17		116,579		118,093
Income funds					
<u>Unrestricted funds - general</u>					
Designated funds:					
Kirby Hall		143,797		146,438	
		<u>143,797</u>		<u>146,438</u>	
General unrestricted funds	18	33,021		47,673	
		<u>176,818</u>		<u>194,111</u>	
			<u>293,397</u>		<u>312,204</u>

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 12 October 2023

P Whiscombe

Trustee

Company registration number 03194731

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Norfolk Family History Society is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. The registered office is Kirby Hall, 70 St Giles Street, NORWICH, Norfolk, NR2 1LS, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line
Property improvements	1% straight line
Plant and equipment	10% - 33% straight line
Website	33% straight line
Library stock	n/a

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Donations and gifts	6,571	7,344
Membership fees	41,060	42,241
	<u> </u>	<u> </u>

4 Charitable activities

	Core activity 2023 £	Core activity 2022 £
Sales of publications and souvenirs	51	282
Advertising revenue	-	280
Other income	45	3,620
	<u> </u>	<u> </u>
	96	4,182
	<u> </u>	<u> </u>

5 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Interest and dividends	4,251	3,190
	<u> </u>	<u> </u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

6 Raising funds

	Unrestricted funds general 2023	Endowment funds 2023	Total 2023	Unrestricted funds general 2022	Endowment funds 2022	Total 2022
<u>Fundraising and publicity</u>	17,051	1,514	18,565	16,766	1,514	18,280
<u>Support costs</u>	17,051	1,514	18,565	16,766	1,514	18,280

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Charitable activities

	Core activity 2023 £	Core activity 2022 £
Kirby Hall expenditure	23,701	13,298
Postage and distribution costs of Norfolk Ancestor	7,702	7,173
Publications costs of Norfolk Ancestor	7,152	6,559
Projects and library	3,404	2,097
Movement in publications and souvenirs	-	374
Bookstalls	12	120
Stationery and consumables for members	204	283
Subscriptions paid	999	963
Group meeting expenses	1,563	1,183
Insurance	1,598	1,597
Donations	-	150
	<u>46,335</u>	<u>33,797</u>
	<u>46,335</u>	<u>33,797</u>

8 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Depreciation	4,665	-	4,665	5,404	-	5,404
Trustees' expenses	2,587	-	2,587	1,815	-	1,815
Telephone and broadband	2,033	-	2,033	1,568	-	1,568
Post and stationery	566	-	566	548	-	548
Computer costs	5,193	-	5,193	5,576	-	5,576
General administration	95	-	95	81	-	81
Volunteer expenses	968	-	968	330	-	330
AGM expenses	-	-	-	82	-	82
Bank charges	1,168	-	1,168	1,586	-	1,586
Accountancy	-	1,290	1,290	-	1,290	1,290
	<u>17,275</u>	<u>1,290</u>	<u>18,565</u>	<u>16,990</u>	<u>1,290</u>	<u>18,280</u>
Analysed between						
Fundraising	<u>17,275</u>	<u>1,290</u>	<u>18,565</u>	<u>16,990</u>	<u>1,290</u>	<u>18,280</u>

Governance costs includes payments to the Accountants of £1,290 (2022- £1,290) for Independent Examination fees.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year 6 trustees were reimbursed for expenses totalling £2,587 (2022 : £1,815)

10 Net gains/(losses) on investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Revaluation of investments	(5,885)	5,507
	<u> </u>	<u> </u>

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

12	Tangible fixed assets						
		Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost							
At 1 April 2022		151,401	13,217	37,001	17,209	23,685	242,513
Additions		-	-	2,316	4,080	-	6,396
At 31 March 2023		151,401	13,217	39,317	21,289	23,685	248,909
Depreciation and impairment							
At 1 April 2022		33,308	1,009	28,643	17,209	-	80,169
Depreciation charged in the year		1,514	132	3,019	-	-	4,665
At 31 March 2023		34,822	1,141	31,662	17,209	-	84,834
Carrying amount							
At 31 March 2023		116,579	12,076	7,655	4,080	23,685	164,075
At 31 March 2022		118,093	12,208	8,358	-	23,685	162,344

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Fixed asset investments

	Listed Investments £
Cost or valuation	
At 1 April 2022	100,042
Valuation changes	(5,884)
At 31 March 2023	94,158
Carrying amount	
At 31 March 2023	94,158
At 31 March 2022	100,042

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Other debtors	1,963	1,326
Prepayments and accrued income	4,730	5,067
	6,693	6,393

15 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors	15,525	12,165
Accruals and deferred income	1,528	1,628
	17,053	13,793

16 Creditors: amounts falling due after more than one year

	2023 £	2022 £
Other creditors	9,204	9,167

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 April 2021 £	Resources expended £	Balance at 1 April 2022 £	Resources expended £	Balance at 31 March 2023 £
Permanent endowments					
Kirby Hall	119,607	(1,514)	118,093	(1,514)	116,579
	<u>119,607</u>	<u>(1,514)</u>	<u>118,093</u>	<u>(1,514)</u>	<u>116,579</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended/gains and losses	Revaluations, 1 April 2022	Balance at 1 April 2022	Incoming resources	Resources expended/gains and losses	Revaluations, 31 March 2023
	£	£	£	£	£	£	£	£
Kirby Hall designated fund	141,864	3,164	(2,724)	4,134	146,438	4,231	(988)	(5,884)
	141,864	3,164	(2,724)	4,134	146,438	4,231	(988)	(5,884)
	=====	=====	=====	=====	=====	=====	=====	=====
	143,797				143,797			
	=====				=====			

19 Analysis of net assets between funds

	Unrestricted funds		Designated funds		Endowment funds		Total		Unrestricted funds		Endowment funds		Total	
	2023	£	2023	£	2023	£	2023	£	2022	£	2022	£	2022	£
Fund balances at 31 March 2023 are represented by:														
Tangible assets	47,496		-		116,579		164,075		44,251		118,093		162,344	
Investments	94,158		-		-		94,158		100,042		-		100,042	
Current assets/(liabilities)	44,368		-		-		44,368		58,985		-		58,985	
Long term liabilities	(9,204)		-		-		(9,204)		(9,167)		-		(9,167)	
	176,818		-		116,579		293,397		194,111		118,093		312,204	
	=====		=====		=====		=====		=====		=====		=====	

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

20 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

Accounts

Charity registration number 1055410

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

NORFOLK FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

C Taylor
R Kilbourn
P Whiscombe
C Reeve
Mr P Steward
S Tarttelin
E Carr
R Ashberry
B Broad
C Bush

(Appointed 8 April 2021)

Charity number

1055410

Company number

03194731

Registered office

Kirby Hall
70 St Giles Street
NORWICH
Norfolk
United Kingdom
NR2 1LS

Independent examiner

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
United Kingdom
NR3 1RT

NORFOLK FAMILY HISTORY SOCIETY

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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2022*

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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 2019).

Objectives and activities

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk
- (c) Encouraging the study of genealogy, heraldry and family history
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.

The Society is fortunate to have its own premises and a sizeable collection of documents, books, and records, known as the Kirby Hall Library. This is staffed by volunteers and normally opens to the public for 4 regular sessions each week, Saturday mornings having recently been added (for details see the NFHS website).

The Society aims to be a centre of excellence in Norfolk Family History research and to promote the interests of both individuals and groups engaged in this activity. It 11

seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in Family History.
- Publishes a quarterly journal 'The Norfolk Ancestor' with lively and interesting articles and information. The journal is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure from time to time to be placed in Libraries, Churches, Museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the library collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook Account for members to use and communicate with one another with 3,791 members on 31st March 2022.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members. This is used in accordance with the General Data Protection Regulation (2018).
- Allows the public and members free use of the internet at Kirby Hall for three family history subscription websites - Ancestry.com, findmypast.co.uk, and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors.
- Provides thousands of fiche and film items for reference purposes within the library and for transcription activities.
- Runs a bookstall in the library to sell a range of literature about Family History and Norfolk although stocks continue to be run down as it is difficult for the Society to compete on price with the large internet-based booksellers. Stock includes books, monographs and CDs, some of which the Society has produced and published, relating to genealogical information.
- Has digitally photographed Parish Registers at churches and at the NRO to make these more readable/accessible to the public.
- Has digitally copied the Family Tree collection and stored the images on the Kirby Hall server with the intention of uploading the images on its online database as resources allow.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also, marriage indexes, Bishops' Transcripts, Monumental Inscriptions and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees and Wills in the library.
- Collects many miscellaneous items about Norfolk villages and towns.
- Supports a local Group in London.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside Kirby Hall.
- Maintain the property; ensure that the fabric and the contents were protected during the pandemic lockdowns.
- Continue to computerise the library records.
- Maintain the range of services available to its members and the public at Kirby Hall and on the NORS online database.
- Continue to develop the NORS online database.
- Start the development of a new website to improve functionality, presentation and ease of use.
- Identify future actions to help to maintain future membership levels.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Public Benefit

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of family history. To this end the library is normally open free to the public on four days a week and the Society Website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk Family History and contributes significantly to achieving the aims and objectives of the Society.

Achievements and performance

Membership

The membership of the NFHS on 31st March 2022 was:

Year	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
2021/22	932	2,428	126	221	83	31	45	3,866
2020/21	969	2,483	138	221	83	34	40	3,968
2019/20	989	2,524	133	217	67	40	38	4,009

- Overall membership numbers are down, although there have been 563 new members during the year – obviously offset by members not renewing for whatever reason.
- There are 1,167 members who have been with us for 16 years or more.
- We, currently, have 75 Life Members and 182 10 Year Members – 36 of these 257 members elect to receive their copy of Ancestor online.
- Most new members continue to elect to receive an E-Ancestor.

Kirby Hall

- Around £5k worth of savings against budget have been achieved through a combination of applying best practice where possible, trade buying of goods, negotiation of contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, project managing, negotiating zero or low delivery costs and keeping finger on the pulse has helped keep costs manageable. Thanks to our maintenance manager, Charles Bush for his contribution.
- Kirby Hall now has a better kitchen layout and modern adaptive tables and seating, new fridge, raised microwave to free up worktop space and cabinet doors that close. The front of the building has had clear sealed glazed units fitted and painted in a contemporary grey colour to give a fresh look. This theme has been carried over to the tired gents' cubicles that have also been refreshed with a contemporary theme and converted to unisex use. New carpet adorns the main walkway into the building and carries through to the kitchen.
- The dated heavy velvet drapes have been removed and all new vertical blinds fitted to the main library hall. A safety rail has been fitted to the stairway to heaven IT area at South end of the hall. New mains operated bell negating the need to replace batteries every five minutes has been introduced. Signage and various little tweaks continue to be applied to help make the space in Kirby Hall a more inviting and welcome place to visit.

Member communication

- We have continued to produce four editions of Norfolk Ancestor, the quarterly journal of the Society, during the year and thanks to Roger Morgan for his support and articles as co-editor and Rob Reeve for his excellent proof reading.
- We have also continued to develop the society's Facebook presence which continues to expand, and which currently has over 3,800 members.
- During the year we experienced repeated problems with mass emails to our members when those with BT email addresses were failing to receive them. Unfortunately, this took a little time to resolve satisfactorily with the third party email forwarding service.
- With the Covid pandemic requiring us to alternatives to talks being held in Kirby Hall we embarked on a programme of monthly events being offered using the Zoom platform. This has proved very popular and it enables us to offer an additional service to those members who are not able to visit Kirby Hall. We will continue to offer talks by Zoom in the future and will investigate offering hybrid meetings should we find there is a demand from members.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Library services

- The nearly 2,000 hard copy family trees that had been donated to the Society by members and scanned and placed on the Kirby Hall server have now been uploaded to NORS and provide another useful resource for our membership. Our thanks go to Paul White for his hard work in carrying out this work.
- During the year we were approached by the Cambridgeshire and Huntingdonshire Family History Society to see if we were interested in obtaining Parish Records for a number of West Norfolk parishes. The records had been digitally scanned by the Wisbech Museum in conjunction with the CHFHS as part of larger project involving the parish records across the wider fenland areas with CHFHS volunteers embarking on the transcribing exercise. This was a very generous offer and we have been very fortunate in obtaining this scanned data together with partial transcriptions on parishes where previously we had very little data. We will be starting to upload data to NORS later in 2022 when the data formatting has been adjusted to suit the formats within NORS.

IT services

- Work towards replacing our website had been delayed by the Covid pandemic restrictions but we have now been able to make progress during the year. Quotations were sought from our existing provider and new providers and the outcome has been that we decided to proceed with a new provider, Beachshore Ltd. This company provided a very competitive quote compared with the existing provider; it provided good, confirmed references and has wide experience with providing websites for other family history societies, the Family History Federation, and other genealogical organisations. The intention is to replace the existing dual website for the Society and NORS with a single site and we continue to work with Beachshore to develop our ideas and requirements. It is hoped that we will be able to launch our new website later in 2022.
- We started to experience a few minor glitches with the existing server in Kirby Hall during the year and as the installation was approximately 8 years old the decision was made to replace it. We installed a new server with solid state drives for storing our data. The data is now also backed up on portable hard drives and in the cloud thus providing us with a high degree of protection. There were some teething problems experienced with the new server after installation, but these have been gradually resolved.

Financial review

Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the library premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact of the coronavirus pandemic.

Plans for future periods

FUTURE DEVELOPMENTS

1. To re-establish links with the Norfolk Record Office and initiate links with other heritage groups to help transcribe parish registers and undertake Monumental Inscription surveys.
2. To replace the current NFHS website and NORS online database website with an integrated single website with an updated interface and functionality.
3. To review membership prices with a view to continue to offer value for money in an environment where costs are continually increasing.
4. To investigate developing further our social media presence to extend the appeal to a wider demographic.
5. To continue to review and improve the safety, including the physical environment and attractiveness of the premises, by updating the facilities at Kirby Hall.
6. To develop the business plan for the Society and implement any necessary findings particularly in consideration of the impact of the Covid pandemic.
7. To develop a strategy to improve public awareness of the Society through an integrated publicity and communication policy with particular regard to attracting younger members.
8. To maintain and update a risk management strategy.
9. Wherever possible to apply professional continuous development and succession policies for all relevant areas of responsibility to ensure the future prosperity and legacy of the Society.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2022*

Structure, governance and management

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Taylor

R Kilbourn

P Whiscombe

C Reeve

Mr P Steward

S Tarttelin

E Carr

R Ashberry

B Broad

C Bush

(Appointed 8 April 2021)

Recruitment and appointment of trustees.

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

The trustees' report was approved by the Board of Trustees.

P Whiscombe

Trustee

22 October 2022

NORFOLK FAMILY HISTORY SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report to the trustees on my examination of the financial statements of Norfolk Family History Society (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Mark Johnstone FCA

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 9 November 2022

NORFOLK FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds	Endowment funds	Total	Unrestricted funds	Endowment funds	Total
	Notes	2022	2022	2022	2021	2021	2021
		£	£	£	£	£	£
Income from:							
Donations and legacies	3	49,585	-	49,585	53,459	-	53,459
Charitable activities	4	4,182	-	4,182	286	-	286
Investments	5	3,190	-	3,190	3,402	-	3,402
Total income		56,957	-	56,957	57,147	-	57,147
Expenditure on:							
Raising funds	6	16,766	1,514	18,280	13,814	1,514	15,328
Charitable activities	7	33,797	-	33,797	26,525	-	26,525
Total expenditure		50,563	1,514	52,077	40,339	1,514	41,853
Net gains/(losses) on investments	11	5,507	-	5,507	14,524	-	14,524
Net movement in funds		11,901	(1,514)	10,387	31,332	(1,514)	29,818
Fund balances at 1 April 2021		182,210	119,607	301,817	150,878	121,121	271,999
Fund balances at 31 March 2022		194,111	118,093	312,204	182,210	119,607	301,817

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		162,344		161,682
Investments	13		100,042		95,165
			<u>262,386</u>		<u>256,847</u>
Current assets					
Stocks	15	-		374	
Debtors	16	6,393		5,279	
Cash at bank and in hand		66,385		63,086	
		<u>72,778</u>		<u>68,739</u>	
Creditors: amounts falling due within one year	17	(13,793)		(16,247)	
Net current assets			<u>58,985</u>		<u>52,492</u>
Total assets less current liabilities			321,371		309,339
Creditors: amounts falling due after more than one year	18		(9,167)		(7,522)
Net assets			<u>312,204</u>		<u>301,817</u>
Capital funds					
Endowment funds	19		118,093		119,607
Income funds					
<u>Unrestricted funds - general</u>					
Designated funds:					
Kirby Hall		146,438		141,864	
	20	<u>146,438</u>		<u>141,864</u>	
General unrestricted funds		47,673		40,346	
		<u>194,111</u>		<u>182,210</u>	
			<u>312,204</u>		<u>301,817</u>

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 22 October 2022

P Whiscombe
Trustee

Company registration number 03194731

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Norfolk Family History Society is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. The registered office is Kirby Hall, 70 St Giles Street, NORWICH, Norfolk, NR2 1LS, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line
Property improvements	1% straight line
Plant and equipment	10% - 33% straight line
Website	33% straight line
Library stock	n/a

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Donations and gifts	7,344	6,482
Membership fees	42,241	46,977
	<u> </u>	<u> </u>

4 Charitable activities

	Core activity 2022 £	Total 2022 £	Core activity 2021 £	Total 2021 £
Sales of publications and souvenirs	282	282	206	206
Advertising revenue	280	280	80	80
Other income	3,620	3,620	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	4,182	4,182	286	286
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

5 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest and dividends	3,190	3,402
	<u> </u>	<u> </u>

6 Raising funds

	Unrestricted funds general 2022 £	Endowment funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Endowment funds 2021 £	Total 2021 £
<u>Fundraising and publicity</u>						
Support costs	16,766	1,514	18,280	13,814	1,514	15,328
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	16,766	1,514	18,280	13,814	1,514	15,328
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7 Charitable activities

	Core activity	Core activity
	2022	2021
	£	£
Kirby Hall expenditure	13,298	9,932
Postage and distribution costs of Norfolk Ancestor	7,173	5,166
Publications costs of Norfolk Ancestor	6,559	4,820
Projects and library	2,097	2,668
Movement in publications and souvenirs	374	117
Bookstalls	120	87
Stationery and consumables for members	283	128
Subscriptions paid	963	969
Group meeting expenses	1,183	98
Insurance	1,597	1,740
Donations	150	-
	<u>33,797</u>	<u>25,725</u>
Grant funding of activities (see note 8)	-	800
	<u>33,797</u>	<u>26,525</u>

8 Grants payable

	Core activity	Core activity
	2022	2021
	£	£
Diss Family History group - genealogical activities	-	800
	<u>-</u>	<u>800</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

9 Support costs

	Support costs £	Governance costs £	2022 Support costs £	Governance costs £	2021 £
Depreciation	5,404	-	5,404	4,287	4,287
Trustees' expenses	1,815	-	1,815	544	544
Telephone and broadband	1,568	-	1,568	1,568	1,568
Post and stationery	548	-	548	667	667
Computer costs	5,576	-	5,576	5,205	5,205
General administration	81	-	81	161	161
Volunteer expenses	330	-	330	24	24
AGM expenses	82	-	82	144	144
Bank charges	1,586	-	1,586	1,438	1,438
Accountancy	-	1,290	1,290	-	1,290
	<u>16,990</u>	<u>1,290</u>	<u>18,280</u>	<u>14,038</u>	<u>15,328</u>
Analysed between Fundraising	<u>16,990</u>	<u>1,290</u>	<u>18,280</u>	<u>14,038</u>	<u>15,328</u>

Governance costs includes payments to the Accountants of £1,290 (2021- £1,290) for Independent Examination fees.

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year 6 trustees were paid expenses totalling £1,815 (2021 : £544)

11 Net gains/(losses) on investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Revaluation of investments	<u>5,507</u>	<u>14,524</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

12 Tangible fixed assets

	Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost						
At 1 April 2021	151,401	13,217	30,935	17,209	23,685	236,447
Additions	-	-	6,066	-	-	6,066
At 31 March 2022	151,401	13,217	37,001	17,209	23,685	242,513
Depreciation and impairment						
At 1 April 2021	31,794	877	24,885	17,209	-	74,765
Depreciation charged in the year	1,514	132	3,758	-	-	5,404
At 31 March 2022	33,308	1,009	28,643	17,209	-	80,169
Carrying amount						
At 31 March 2022	118,093	12,208	8,358	-	23,685	162,344
At 31 March 2021	119,607	12,340	6,050	-	23,685	161,682

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2021	95,165
Valuation changes	4,877
	<u>100,042</u>
At 31 March 2022	100,042
Carrying amount	
At 31 March 2022	<u>100,042</u>
At 31 March 2021	<u>95,165</u>

14 Financial instruments	2022 £	2021 £
Carrying amount of financial assets		
Instruments measured at fair value through profit or loss	100,042	95,165
	<u>100,042</u>	<u>95,165</u>

15 Stocks	2022 £	2021 £
Finished goods and goods for resale	-	374
	<u>-</u>	<u>374</u>

16 Debtors	2022 £	2021 £
Amounts falling due within one year:		
Other debtors	1,326	1,423
Prepayments and accrued income	5,067	3,856
	<u>6,393</u>	<u>5,279</u>

17 Creditors: amounts falling due within one year	2022 £	2021 £
Other creditors	12,165	14,467
Accruals and deferred income	1,628	1,780
	<u>13,793</u>	<u>16,247</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

18 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Other creditors	9,167	7,522

19 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 April 2020 £	Resources expended £	Balance at 1 April 2021 £	Resources expended 31 March 2022 £	Balance at 31 March 2022 £
Permanent endowments					
Kirby Hall	121,121	(1,514)	119,607	(1,514)	118,093
	<u>121,121</u>	<u>(1,514)</u>	<u>119,607</u>	<u>(1,514)</u>	<u>118,093</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Movement in funds				Balance at 31 March 2022
	Balance at 1 April 2020	Incoming resources	Resources expended	Revaluations, gains and losses	Balance at 1 April 2021	Incoming resources	Resources expended	Revaluations, gains and losses	
	£	£	£	£	£	£	£	£	£
Kirby Hall designated fund	124,624	3,315	(599)	14,524	141,864	3,164	(2,724)	4,134	146,438
	<u>124,624</u>	<u>3,315</u>	<u>(599)</u>	<u>14,524</u>	<u>141,864</u>	<u>3,164</u>	<u>(2,724)</u>	<u>4,134</u>	<u>146,438</u>

21 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Endowment funds	Total	Unrestricted funds	Endowment funds	Total
	2022	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£	£
Fund balances at 31 March 2022 are represented by:							
Tangible assets	44,251	-	118,093	162,344	42,075	119,607	161,682
Investments	100,042	-	-	100,042	95,165	-	95,165
Current assets/(liabilities)	58,985	-	-	58,985	52,492	-	52,492
Long term liabilities	(9,167)	-	-	(9,167)	(7,522)	-	(7,522)
	<u>194,111</u>	<u>-</u>	<u>118,093</u>	<u>312,204</u>	<u>182,210</u>	<u>119,607</u>	<u>301,817</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2022***

22 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

Accounts

NORFOLK FAMILY HISTORY SOCIETY

AGENDA, MINUTES, REPORTS and ACCOUNTS

for presentation at the
25th ANNUAL GENERAL MEETING
at
KIRBY HALL, NORWICH
on
SATURDAY 29th JANUARY 2022



Although COVID-19 infection rates continue to fall across the UK in light of the increased transmissibility of the Omicron variant now prevailing the Trustees have decided reluctantly that it would be prudent not to have a large group of people attending a meeting in the restricted spaces of Kirby Hall at the moment and hence have decided that the AGM will be held solely on Zoom again – date and times remain unchanged.

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NOTICE OF MEETING

The 25th Annual General meeting of the Norfolk Family History Society will be held at Kirby Hall, 70 St Giles Street, Norwich, Norfolk on Saturday 29TH January 2022 at 12.00 Noon GMT.

AGENDA

No.	Item	Resolution
1	Apologies for absence	
2	Minutes of the AGM of 27 th March 2021	1
3	Matters arising from the Minutes of the meeting of 27 th March 2021.	
4	To receive the Directors' / Trustees' Report for the year ended 31 st March 2021	2
5	To consider and approve the Accounts for the year ended 31 st March 2021 (and the Auditor's report therein)	3
6	To re-appoint ARGENTS, 15 Palace St., Norwich as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration	4
7	Re-appointment of Mrs Belinda Broad – see note 2	5
8	Re-appointment of Mr Charles Bush – see note 2	6
9	Re-appointment of Mr Peter Steward – see note 1	7
10	Re-appointment of Mr Steve Tartellin – see note 1	8
11	Re-appointment of Mr Phil Whiscombe – see note 1	9
12	To transact any other business of the Company	

Note 1

In accordance with Articles 34 and 35 of the Society's Articles of Association the Trustees recommend that the following members of the board retiring by rotation be reappointed.



Mr Peter Steward, currently the Editor of the Norfolk Ancestor was appointed to the Board in 2014 and re-appointed 2018.

Mr Steve Tarttelin, currently the Transcripts' Coordinator was appointed to the Board in 2016 and re-appointed 2019.

Mr Phil Whiscombe, currently the Chair was appointed to the Board in 2014 and re-appointed 2018.

Note 2

In accordance with Article 39 of the Society's Articles of Association the Trustees recommend that the following members of the board who were appointed by resolution during the year, and hence are required to retire by the Articles, be reappointed.

Mrs Belinda Broad, currently the Membership Secretary.

Mr Charles Bush, currently the Premises and Maintenance Manager.

MINUTES OF THE AGM OF 27TH March 2021

Minutes of the 24th Annual General Meeting of the Norfolk Family History Society held via Zoom link on Saturday 29th March 2021 at 12.00pm

18 voting members attended.

• Chairs Introduction

- Phil Whiscombe (Chair) welcomed members to the meeting and explained the reasons for the online meeting. He also paid tribute to Jean Stangroom and her long service to the Society.
- Trustees introduced themselves and outlined their current roles.
- The Chair presented his overview of the year ending 31st March 2020 and made the following points:
 - It was emphasised that this meeting covered the society year ending on 31st March 2020 and had been delayed to the latest possible date legally permitted in view of the pandemic.
 - The new option for members to subscribe to receiving an electronic version of the Ancestor had had a positive response and it was estimated that about 50% had opted for this. There had been a very positive response to the journal and changes were currently being introduced with more colour and a new layout.
 - The library was being reorganised with new information and display boards and other improvement works which will be undertaken when circumstances permit.
 - Speakers at Kirby Hall have been restarted.



- During the current year, Robert Kilbourn had stepped down as Treasurer and Carole Taylor has returned to that role in the interim.
- It is still not known when the library can reopen to the public but trustees were optimistic that volunteers may be able to return shortly.
- The website is in need of a facelift both visually and technically and various options are now being pursued. If any members have website skills, Phil Whiscombe would be very happy to hear from them.

1. Apologies for absence

- 73 proxy forms were received giving authority to the Chair to vote on their behalf for the indicated resolutions. Apologies were also received from 11 other members.

2. Minutes of the 23rd AGM of 12th October 2019 (copies available on the NFHS website)

- **Resolution 1:** acceptance of the minutes proposed by Steve Tarttelin; seconded by Ellen Carr. Carried unanimously. (73 proxy votes cast in favour).

3. Matters arising from the Minutes of the meeting of 12th October 2019

There were no matters arising.

4. To receive the Directors' / Trustees' Report for the year ended 31st March 2020

- **Resolution 2:** acceptance of the report was proposed Carole Taylor, seconded by Carol Reeve. Carried unanimously (73 proxy votes were

cast in favour).

5. To consider and approve the Accounts for the year ended 31st March 2020 (and the Auditor's report therein).

Issues raised in connection with the accounts were:

- These accounts were very similar to the previous years and membership numbers remained fairly constant.
- Noted quite a turnover of members with a relatively high level of members joining for one year only but this was balanced by an equivalent number of new members.
- **Resolution 3:** approval of the accounts was proposed by Peter Steward, seconded by Brian Ellis and carried unanimously (72 proxy votes were cast in favour with one abstention).

6. To reappoint Argents, 15 Palace Street, Norwich as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration.

- **Resolution 4:** reappointment of Argents proposed by Ellen Carr seconded by Judith Parks. Carried unanimously (73 proxy votes cast in favour).

7. Re-appointment of Mr Richard Ashberry as a trustee – Resolution 5.

- Proposed by Peter Steward, seconded by Phil Whiscombe. Carried unanimously (73 proxy votes cast in favour).
- **Re-appointment of Mrs Ellen Carr as a trustee – Resolution 6.**

Proposed by Paul White, seconded by Carol Reeve. Carried

unanimously (73 proxy votes cast in favour).

8. Re-appointment of Mrs Carol Reeve as a trustee – Resolution 7

- Proposed by Richard Ashberry, seconded by Judith Parks. Carried unanimously (73 proxy votes cast in favour).

9. To transact any other business of the company

- Brian Ellis asked if the recent Zoom talk would be available to members on the society website. Peter Steward confirmed that they would be subject to the speaker's agreement. Peter would notify members by email and/or Facebook when they can be viewed.
- Shirley Beaumont thanked the trustees for holding this meeting on Zoom and thus increasing the societies accessibility to more members, particularly our overseas membership. Peter Steward said that this was a positive move and the society would be concentrating more on online offerings.
- Phil Whiscombe closed the meeting with thanks to the trustees for their efforts in keeping the society going and thanks to those members who attended.

Meeting closed at 12.30.

Richard Ashberry – NFHS Minutes Secretary

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

REPORT OF THE TRUSTEES

The Trustees, 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 31st March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 and 2014 and the supplementary procedures.

Reference Details

Registered Company number: 03194731

Registered Charity number: 1055410

Registered office:

Kirby Hall

70 St. Giles Street

NORWICH

Norfolk

NR2 1LS

Trustees

The directors of the charitable company ("the Charity") are the trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The table below shows the trustees holding office during the year.

Trustee	Appointed	Resigned	Office
Carole Taylor	April 2007		Treasurer (part year) & Membership Secretary

Robert Kilbourn	July 2019	July 2020	Treasurer (part year)
Phil Whiscombe	April 2014		Company Secretary /Premises & IT Maintenance/Chair (part year)
Carol Reeve	Nov 2012		Volunteer Co-ordinator
Peter Steward	Dec 2014		Ancestor Editor
Steven Tarttelin	May 2016		Transcripts Organiser
Ellen Carr	Sep 2017		Librarian
Richard Ashberry	Dec 2017		Minutes Secretary
Charles Bush	Feb 2021		Premises Maintenance (part year)

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members

Company Secretary

Phil Whiscombe

Reporting Accountants ARGENTS 15 Palace Street Norwich NR3 1RT	Solicitors LEATHES PRIOR 74 The Close Norwich NR1 4DR	Bankers HSBC 18 London Street Norwich NR2 1LG
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ADMINISTRATIVE DETAILS

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum & Articles of Association, was incorporated as a private limited Company on 3rd May 1996 Company Number: 3194731 and registered as a Charity on 15th May 1996 Charity Number: 1055410 to take over the assets and

liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the trustees' committee which meets every month. It consists of the named trustees, appointed at the Annual General Meeting held in October each year.

Trustees' responsibilities

Charity law requires the trustees to keep proper books of accounts in respect of all monies received and expended by the society and prepare financial statements for each financial year which provide a true and fair view of the state of the Charitable Company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate that the charitable company will continue in business.

The trustees meet regularly every month to discuss the overall activities of the Society, to receive reports and take actions. They are responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities.

Recruitment and appointment of new Trustees

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the library premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact of the coronavirus pandemic.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk
- (c) Encouraging the study of genealogy, heraldry and family history
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.



The Society is fortunate to have its own premises and a sizeable collection of documents, books and records, known as the Kirby Hall Library. This is staffed by volunteers and normally opens to the public for 3 regular sessions each week. (For details see the NFHS website).

The Society aims to be a centre of excellence in Norfolk Family History Research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in Family History.
- Publishes a quarterly journal 'The Norfolk Ancestor' with lively and interesting articles and information. The journal is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure from time to time to be placed in Libraries, Churches, Museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the library collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook Account for members to use and communicate with one another with 3,040 members at 31st March 2021.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members.

This is used in accordance with the General Data Protection Regulation (2018).

- Allows the public and members free use of internet at Kirby Hall for three family history subscription websites - Ancestry.com, Findmypast.co.uk, and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors.
- Provides thousands of fiche and film items for reference purposes within the library and for transcription activities.
- Runs a Bookstall in the library to sell a range of literature about Family History and Norfolk although stocks continue to be run down as it is difficult for the Society to compete on price with the large internet-based booksellers. Stock includes books, monographs and CDs, some of which the Society has produced and published, relating to genealogical information.
- Has digitally photographed Parish Registers at churches and at the NRO to make these more readable/accessible to the public.
- Has digitally copied the Family Tree collection and stored the images on the Kirby Hall server with the intention of uploading the images on its online database as resources allow.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also marriage indexes, Bishops' Transcripts, Monumental Inscriptions and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees and Wills in the library.
- Collects many miscellaneous items about Norfolk villages and towns.
- Supports a local Group in London and provides a grant to the Diss Family History Society to support its activities.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside Kirby Hall.
- Maintain the property; ensure that the fabric and the contents were protected during the pandemic lockdowns.
- Continue to computerise the library records.

- Maintain the range of services available to its members and the public at Kirby Hall and on the NORS online database.
- Continue to develop the NORS online database.
- Identify future actions to help to maintain future membership levels.

ACHIEVEMENT AND PERFORMANCE

Membership

The Membership of the NFHS at 31st March 2021 was:

Year	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
2020/21	969	2,483	138	221	83	34	40	3,968
2019/20	989	2,524	133	217	67	40	38	4,009

- Overall membership numbers are down slightly on the previous year with almost 600 new members joining during the year but this was offset by those who chose not to renew.
- We have 1,079 members who have remained with us for at least sixteen years.
- We have 72 Life Members and 196 10-Year Memberships with several of these members opting to receive their Ancestor online.
- The majority of new members are opting to receive an E-Ancestor.

Coronavirus

The pandemic has had a significant impact on the Society with Kirby Hall remaining closed to all except those Trustees who were visiting to pick up post, check the building and carrying out any essential tasks. Many Trustees and Volunteers continued to work from home as best they could during this period and we are grateful to all those who continued to actively support the Society. The Society continued to provide its online services and the trustees carried out their duties remotely with trustees' Meetings being held by means of video-conferencing. As the financial year ended the 'stay at home' rule was lifted and we look forward to fully re-opening Kirby Hall later in 2021.

Achievements

Website and online Database

- NORS (Norfolk Online Records Search) online database currently has approximately 4.4 million individual records included in datasets of Banns, Baptisms, Births, Burials, Marriages, Poll Books; Monumental Inscriptions from over 800 Parishes and Churches; Norwich Death and Birth Returns; Norfolk Strays and full transcriptions of those Birth, Marriage and Death Certificates donated to the Society, plus a Miscellaneous Archive collection. These are all available to Society members for online surname search, the results of which may reveal family information not found elsewhere. The database is regularly accessed by our members both in the UK and many overseas locations.
- The website remains very popular averaging around 3,000 visits per month. Members continue to update their own members' interests, personal details and renew their membership online, greatly reducing the manual effort and time of volunteers.
- Trustees plans to update the website stalled due to the pandemic but have two options to pursue once circumstances allow.
- Uploading the scans of donated family trees as an addition to the NORS online database also stalled during the pandemic but it is hoped this will be completed mid-2021.

Member Communication

- The Norfolk Ancestor journal continues to be well received by our membership according to the feedback we receive and Peter Steward, the editor, has been working on improving the balance of content and the appearance of the journal. It is distributed to all members four times a year (June, September, December, March), including several corporate members, record offices and libraries and is available on-line to all members. For the first time in our history, we were unable to print and post an issue of the Ancestor due to the impact of the pandemic but we were still able to produce an electronic version of the June 2020 issue and make it available to all members online.
- Social Media - The Society has a Facebook account which has an ever-growing membership with now over 3,000 users. Members

and non-members are finding it a useful discussion and research tool. We have had much less success with our Twitter account which has become largely dormant and we have struggled to find a volunteer prepared to administrate it.

Transcribing and Data collection

- Currently we have about 20 transcribers working on Parish Registers and 4 people checking completed transcripts. 135 new transcripts were received, 235 were checked and 224 transcripts were sent to NORS for uploading.
- 74 Monumental Inscription surveys have been uploaded to NORS.

Library

Due to the Covid Lockdown restrictions, we have not achieved as much as we would have liked over this year. For the whole year we have not been allowed members of the public in the library building and input from our volunteers has been extremely limited. However, as well as changing protocols in the building to conform with changing Covid regulations, we have still managed to achieve the following:

- 89 lookups have been made for members.
- Records and documents added:
 - MI Surveys 33 added to NORS
 - Pedigrees 5
- 43 Wills index have been added and work continues on indexing of legatees in the large books.
- Work continues on Settlement Examinations, Certificates and Removal Orders.
- Printed Parish Registers have been checked and a new catalogue printed
- Fiche have been sorted into alpha order and new catalogue printed
- Fiche and film drawers relabelled
- Spreadsheet of items previously sent to the NRO has been completed
- CDs have been catalogued and are now stored in the film cabinet
- All Section catalogues updated and re-printed
- Stock check completed

- Transcribing of King's Lynn Voters Register 1918 underway
- Scanning Parish Registers to send out to transcribers has continued
- Map chest has been moved into the main library
- All contents of map chest have been catalogued and placed in large transparent protective sleeves and replaced in chest which has new labels
- Collection of small shields and crests has been framed and mounted

Events

- The programme of speaker events in Kirby Hall for 2020/21 unfortunately had to be postponed in March 2020 due to the pandemic restrictions.
- A programme of events to be held by Zoom was developed for introduction during 2021.

Publicity

- Despite the problems created by the pandemic further options to publicise the Society both locally and nationally are being explored by the trustees but there is a need for a dedicated individual to take on the role of leading on publicity and the trustees are actively seeking a volunteer accordingly.

IT

- Innershed, our website provider, implemented a Family Tree search facility using the scans of donated trees previously actioned as an addition to NORS. The Society will upload these to NORS as and when resources are available.
- Anglian Internet continue to provide our technical support for our IT server and systems in Kirby Hall. Remote back-up of our data held on the Kirby Hall server was implemented after the start of the pandemic lockdown as access to change portable hard drives was no longer possible.

Premises

- We continued with fire alarm tests with statutory inspections of fire-fighting equipment, storage heaters, fire alarm system and small electrical appliances being carried out.
- The programme of improvements to Kirby Hall, which was put on hold due to covid, progresses, as and when practicable.
- Risk management - The Society Health and Safety Manual, the Volunteers Handbook and the Emergency Manual are continually reviewed as necessary to reflect changing circumstances.

Data Protection

- The trustees reviewed the provisions of the General Data Protection Regulations 2018 and amended procedures where necessary to ensure compliance.

Miscellaneous

- Although we are not actively promoting the Bookstall it continues to make a small contribution to our surplus.

Governance

The trustees continue to update and advance the governance of the Society by adopting Charity Commission best practice and procedures. We still require more Volunteers, to help with Parish Register and Monumental Inscription transcription work and in the general management of the Society, its buildings and systems. Progress continues to be made and we are indebted to all volunteers who provide a professional service either working with the public or helping to create databases to improve the facilities in the library and the data on our website and NORS. With the retirement of a number of long-serving trustees over the last few years the Society is looking to recruit new trustees to strengthen the board, bring in new ideas and provide succession planning.

PUBLIC BENEFIT

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an



audience as possible, to encourage the study of family history. To this end the library is normally open free to the public on three days a week and the Society Website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk Family History and contributes significantly to achieving the aims and objectives of the Society.

FINANCIAL REVIEW

Reserves policy

At 31st March 2021 total unrestricted reserves amounted to £182,210 of which £141,864 are free reserves to be used to fulfil the Charity's objectives in the future including the upkeep of the Society's premises. Investments held in the Kirby Hall Fund are M&G Charibonds.

The restricted reserve of £119,607 at 31st March 2021 is held in a permanent endowment fund and represents the net book value of the Kirby Hall premises. The fund value is reduced by the depreciation charge on the property.

The Trustees are reviewing the Society's needs for reserves in line with the guidance offered by the Charity Commission.

However, we believe that unrestricted reserves are needed:

- (a) to provide funds to safeguard our service commitment in the event of delays in receipt, or loss of, membership subscriptions.
- (b) to cover Fundraising Trading and Governance Costs, without which the Society could not function, for a period of 12 months running costs. The Trustees believe that reserves should be at least this level to ensure the Society runs efficiently and meets the needs of its members and the public.
- (c) to provide extra funds that can be designated to specific projects and / or deal with unforeseen emergencies. The Trustees monitor this situation carefully every six months.

Principal funding sources

In the year to 2021, incoming resources totalled £57,147 an increase of £4,268 over the previous year. Investment income was down about 25% due to low interest rates but Donations and Legacies increased due to more members joining than in previous year, which was probably due to people having more time to research their ancestors due to the pandemic.

Expenditure on support costs reduced by £7,964 mainly due to the pandemic. Kirby Hall was closed for most of the year, with only a few trustees visiting to collect post and ensure the building was in good



working order, so electricity, telephone, stationery, volunteers and trustees' expenses were all significantly reduced. Computer costs have increased as the Society made the decision to adopt Azure cloud back-up to augment our backups on portable hard drives. Depreciation charges have reduced as the website was fully depreciated by the end of 2020.

Charitable activities expenditure reduced by £24,188. For the first time in our history, we were forced to cancel the printed edition of the June 2020 Ancestor due to the printers closing down at the start of the pandemic. We have also changed printers which has resulted in some savings. The pandemic also forced us to stop planned Kirby Hall maintenance plans. Projects and library costs have reduced by £4,722 mainly as last year the Society spent £4,000 on fiche. We also negotiated extensions to some of our library subscriptions as we were unable to utilise these during the pandemic.

FUTURE DEVELOPMENTS

- To encourage members to use information provided by the Society through visits to Kirby Hall and use of the NFHS website, NORS online database and social media.
- To continue to develop links with the Norfolk Record Office and initiate links with Heritage Groups to help transcribe parish registers and undertake Monumental Inscription surveys.
- To continue to enhance the content of the NFHS website and NORS online database.
- To review membership prices with a view to continue to offer value for money in an environment where costs are continually increasing.
- To continue to develop Society Facebook account, as an important promotional tool for the Society.
- To continue to improve the content, appearance and layout of the Ancestor Journal.
- To continue to improve and update the facilities at Kirby Hall.
- To develop the business plan for the Society and implement any necessary findings.



- To recruit a volunteer(s) with the role of improving awareness of the Society through an integrated publicity and communication policy.
- To continue induction procedures for volunteers and trustees.
- To continue to document trustee role descriptions and procedures.
- To maintain and update a risk management strategy.

The Society intends to continue its activities and services as listed previously.

Approved by order of the board of trustees on 13th January 2022 and signed on its behalf by:

.....
Phil Whiscombe – Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report to the trustees on my examination of the financial statements of Norfolk Family History Society (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charity 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 **the charity's financial statements as carried out under section 145 of the Charities Act 2011 (the 2011 Act)**. In carrying out my examination I have followed all the applicable 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 in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached

Mark Johnstone FCA
Argents Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT
Date: [13th January 2022]

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Endowment funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Endowment funds 2020 £	Total 2020 £
	Notes						
<u>Income from:</u>							
Donations and	3	53,459	-	53,459	48,815	-	48,815
Charitable activities	4	286	-	286	523	-	523
Investments	5	3,402	-	3,402	4,541	-	4,541
Total income		57,147	-	57,147	53,879	-	53,879
<u>Expenditure on:</u>							
Raising funds	6	13,814	1,514	15,328	21,508	1,514	23,022
Charitable activities	7	26,525	-	26,525	50,713	-	50,713
Total resources expended		40,339	1,514	41,853	72,221	1,514	73,735
Net gains/(losses) on investments	11	14,524	-	14,524	(16,909)	-	(16,909)
Net movement in funds		31,332	(1,514)	29,818	(35,251)	(1,514)	(36,765)
Fund balances at 1 April		150,878	121,121	271,999	186,128	122,635	308,763
Fund balances at 31 March 2021		182,210	119,607	301,817	150,877	121,121	271,998

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	12		161,682		162,945
Investments	13		95,165		80,642
			<u>256,847</u>		<u>243,587</u>
Current assets					
Stocks	15	374		491	
Debtors	16	5,279		7,990	
Cash at bank and in hand		63,086		48,215	
		<u>68,739</u>		<u>56,696</u>	
Creditors: amounts falling due within one year	17	(16,247)		(21,073)	
Net current assets			<u>52,492</u>		<u>35,623</u>
Total assets less current liabilities			309,339		279,210
Creditors: amounts falling due after more than one year	18		(7,522)		(7,212)
Net assets			<u>301,817</u>		<u>271,998</u>
Capital funds					
Endowment funds	19		119,607		121,121
Income funds					
<u>Unrestricted funds - general</u>					
Designated funds:					
Kirby Hall		141,864		124,624	
		<u>141,864</u>		<u>124,624</u>	
General unrestricted funds	20	40,346		26,253	
		<u>182,210</u>		<u>150,877</u>	
		<u>301,817</u>		<u>271,998</u>	



BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2021

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 13th January 2021

A handwritten signature in blue ink, consisting of a large 'C' followed by several loops and a trailing line.

Chair

Company Registration No. 03194731



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Norfolk Family History Society is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. The registered office is Kirby Hall, 70 St Giles Street, NORWICH, Norfolk, NR2 1LS, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.5 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line
Property improvements	1% straight line
Plant and equipment	10% - 33% straight line
Website	33% straight line
Library stock	n/a

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Donations and gifts	6,482	6,873
Membership fees	46,977	41,942

4 Charitable activities

	Core activity 2021 £	Core activity 2020 £
Sales of publications and souvenirs	206	523
Advertising revenue	80	-
	286	523

5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest and dividends	3,402	4,541

6 Raising funds

	Unrestricted funds general 2021 £	Endowment funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Endowment funds 2020 £	Total 2020 £
<u>Fundraising and</u>						
Seeking donations, grants and legacies	-	-	1,290	-	-	1,290
Support costs	13,814	1,514	15,328	21,508	1,514	23,022
Fundraising and	12,524	1,514	15,328	20,218	1,514	23,022



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Raising funds

	<u>13,814</u>	<u>1,514</u>	<u>15,328</u>	<u>21,508</u>	<u>1,514</u>	<u>23,022</u>
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7 Charitable activities

Core activity

	2021 £	2020 £
Kirby Hall expenditure	9,932	14,843
Postage and distribution costs of Norfolk Ancestor	5,166	12,397
Publications costs of Norfolk Ancestor	4,820	9,950
Projects and library	2,668	7,390
Movement in publications and souvenirs	117	246
Bookstalls	87	153
Stationery and consumables for members	128	837
Subscriptions paid	969	982
Group meeting expenses	98	552
Insurance	<u>1,740</u>	<u>1,963</u>
	25,725	49,313
Grant funding of activities (see note 8)	<u>800</u>	<u>1,400</u>
	<u>26,525</u>	<u>50,713</u>

8 Grants payable

Core activity

	2021 £	2020 £
Grants to institutions (1 grants):		
Diss Family History group - genealogical activities	<u>800</u>	<u>1,400</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Depreciation	4,287	-	4,287	9,885	-	9,885
Trustees' expenses	544	-	544	2,367	-	2,367
Telephone and broadband	1,568	-	1,568	1,831	-	1,831
Post and stationery	667	-	667	460	-	460
Computer costs	5,205	-	5,205	3,663	-	3,663
General administration	161	-	161	1,096	-	1,096
Volunteer expenses	24	-	24	1,011	-	1,011
AGM expenses	144	-	144	3	-	3
Bank charges	1,438	-	1,438	1,416	-	1,416
Accountancy	-	1,290	1,290	-	1,290	1,290
	<u>14,038</u>	<u>1,290</u>	<u>15,328</u>	<u>21,732</u>	<u>1,290</u>	<u>23,022</u>
Analysed between						
Fundraising	<u>14,038</u>	<u>1,290</u>	<u>15,328</u>	<u>21,732</u>	<u>1,290</u>	<u>23,022</u>

Governance costs includes payments to the Accountants of £1,290 (2020- £1,290) for Independent Examination fees.

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year 6 trustees were paid expenses totalling £544 (2020 : £2,367)

11 Net gains/(losses) on investments

	Unrestricted funds general 2021	Unrestricted funds general 2020
	£	£
Revaluation of investments	<u>14,524</u>	<u>(16,909)</u>



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Tangible fixed assets	Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost	151,401	13,217	27,911	17,209	23,685	233,423
At 1 April 2020	-	-	3,024	-	-	3,024
Additions						
At 31 March 2021	151,401	13,217	30,935	17,209	23,685	236,447
Depreciation and impairment						
At 1 April 2020	30,280	745	22,244	17,209	-	70,478
Depreciation charged in the year	1,514	132	2,641	-	-	4,287
At 31 March 2021	31,794	877	24,885	17,209	-	74,765
Carrying amount						
At 31 March 2021	119,607	12,340	6,050	-	23,685	161,682
At 31 March 2020	121,121	12,473	5,667	-	23,684	162,945

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2020	80,642
Valuation changes	14,523
At 31 March 2021	95,165
Carrying amount	
At 31 March 2021	95,165
At 31 March 2020	80,642

14	Financial instruments	2021 £	2020 £
	Carrying amount of financial assets		
	Instruments measured at fair value through profit or loss	95,165	80,642
15	Stocks	2021 £	2020 £
	Finished goods and goods for resale	374	491
16	Debtors	2021 £	2020 £
	Amounts falling due within one year:		
	Other debtors	1,423	2,334
	Prepayments and accrued income	3,856	5,656
		5,279	7,990
17	Creditors: amounts falling due within one year	2021 £	2020 £
	Other creditors	14,467	19,068
	Accruals and deferred income	1,780	2,005
		16,247	21,073



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

18 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Other creditors	<u>7,522</u>	<u>7,212</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

19 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 April 2019	Incoming resources	Movement in funds			Balance at 1 April 2020	Incoming resources	Movement in funds			Balance at 31 March 2021
	£	£	Resources expended	Transfers	Revaluations gains and losses	£	£	Resources expended	Transfers	Revaluations gains and losses	£
Permanent endowments											
Kirby Hall	122,635	-	(1,514)	-	-	121,121	-	(1,514)	-	-	119,607
	<u>122,635</u>	<u>-</u>	<u>(1,514)</u>	<u>-</u>	<u>-</u>	<u>121,121</u>	<u>-</u>	<u>(1,514)</u>	<u>-</u>	<u>-</u>	<u>119,607</u>

20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific

	Balance at 1 April 2019	Incoming resources	Movement in funds		Balance at 1 April 2020	Incoming resources	Movement in funds		Balance at 31 March 2021
	£	£	Resources expended	Revaluations, gains and losses	£	£	Resources expended	Revaluations, gains and losses	£
Kirby Hall designated fund	142,180	4,365	(5,012)	(16,909)	124,624	3,315	(599)	14,524	141,864
	<u>142,180</u>	<u>4,365</u>	<u>(5,012)</u>	<u>(16,909)</u>	<u>124,624</u>	<u>3,315</u>	<u>(599)</u>	<u>14,524</u>	<u>141,864</u>



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

21 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Endowment funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Endowment funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:							
Tangible assets	42,075	-	119,607	161,682	28,886	121,121	162,945
Investments	95,165	-	-	95,165	-	-	80,642
Current assets/(liabilities)	52,492	-	-	52,492	4,579	-	35,623
Long term liabilities	(7,522)	-	-	(7,522)	(7,212)	-	(7,212)
	<u>182,210</u>	<u>-</u>	<u>119,607</u>	<u>301,817</u>	<u>26,253</u>	<u>121,121</u>	<u>271,998</u>



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

22 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).



NORFOLK FAMILY HISTORY SOCIETY

(Formerly the Norfolk & Norwich Genealogical Society – Founded 1968)

A private company limited by guarantee

Registered in England, Company No. 3194731

Registered as a Charity – registration No. 1055410

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