

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

(Appointed 8 April 2021)

C Bush

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
	<hr/>
At 31 March 2022	100,042
	<hr/>
Carrying amount	
At 31 March 2022	100,042
	<hr/>
At 31 March 2021	95,165
	<hr/>

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

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

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

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

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).