

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 Tartelin	(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)
	<hr/>
At 31 March 2023	94,158
	<hr/>
Carrying amount	
At 31 March 2023	94,158
	<hr/>
At 31 March 2022	100,042
	<hr/>

14 Debtors

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

15 Creditors: amounts falling due within one year

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

16 Creditors: amounts falling due after more than one year

	2023 £	2022 £
Other creditors	9,204	9,167
	<hr/>	<hr/>

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>

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

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:

19 Analysis of net assets between funds

Fund balances at 31 March 2023 are represented by:

- Tangible assets
- Investments
- Current assets/(liabilities)
- Long term liabilities

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.