

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

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)
	<hr/>
At 31 March 2024	93,684
	<hr/>
Carrying amount	
At 31 March 2024	93,684
	<hr/>
At 31 March 2023	94,158
	<hr/>

15 Debtors

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

16 Creditors: amounts falling due within one year

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

17 Creditors: amounts falling due after more than one year

	2024 £	2023 £
Other creditors	8,904	9,204
	<hr/>	<hr/>

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>

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