

SUSSEX FAMILY HISTORY GROUP

England & Wales · Charity number 273726

Details

Status Registered

Legal form Other

Registered 1977-06-29

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

Contact

Address The Keep
Woollards Way
Brighton
BN1 9BP

Phone 07920199111

Email secretary@sfhg.uk

Website www.sfhg.uk

Activities

Objects: (1) TO ENCOURAGE THE STUDY OF GENEALOGY, HERALDRY AND FAMILY HISTORY;(2) TO COLLECT, INDEX, PRESERVE, PUBLISH AND MAKE ACCESSIBLE ANY DOCUMENTS OR RECORDS RELEVANT TO OBJECTIVE (1); (3) TO PROMOTE THE PRESERVATION OF SUCH RECORDS;(4) TO ASSIST THOSE ENGAGED IN GENEALOGICAL RESEARCH BY MEANS OF LECTURES, PRESENTATIONS, PUBLICATIONS AND ANY OTHER APPROPRIATE MEANS. (4) COLLECT, PUBLISH, CO-ORDINATE AND MAKE ACCESSIBLE IN THE INTERESTS OF GENEALOGY ANY DOCUMENTS OR RECORDS PARTICULARLY RELATING TO THE COUNTY OF SUSSEX. (B) TO PROMOTE THE PRESERVATION OF SUCH DOCUMENTS AND RECORDS. (C) TO ENCOURAGE THE STUDY OF GENEALOGY. (D) TO ASSIST EDUCATIONALLY BY LECTURES OR OTHERWISE IN RECORD RESEARCH.

Activities: SFHG offers encouragement, help and advice to all. 4 meeting centres with monthly meetings at Brighton & Hove, Horsham, Uckfield, Worthing. SFHG library at Falmer nr Lewes. Website and magazine. E-newsletter "Surelye", e-mailing list. Annual conference. Transcriptions, indexes, databases, CDs etc. from publications@sfhg.uk. Bookstall at events.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** COUNTY OF SUSSEX
- Brighton And Hove
- East Sussex
- West Sussex

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £48,508 | £49,776 | - | - |
| 2023-12-31 | £57,355 | £65,576 | - | - |
| 2022-12-31 | £59,928 | £54,791 | - | - |
| 2021-12-31 | £65,794 | £45,226 | - | - |
| 2020-12-31 | £57,636 | £46,217 | - | - |

Trustees

| Name | Role | Appointed |
|-----------------------------------|-------|------------|
| Michael John Victor Izzard | Chair | 2022-05-07 |
| Guy Paul Richard Bethell | | 2025-05-17 |
| Jean Kathleen Donaldson | | 2024-05-11 |
| Kathleen Edith Allen | | 2020-01-20 |
| MR DAVE WICKS | | |
| Stanley Alan Bernard | | 2025-05-17 |
| Steven Charles Traviss | | 2025-06-20 |
| Susan Ann Burgess | | 2025-05-17 |
| Vee Willis | | 2015-12-04 |

SUSSEX FAMILY HISTORY GROUP

England & Wales - Charity number 273726

Accounts

Sussex Family History Group

Charity Registration No 273726



Annual Report and Financial Statement

for Year Ended 31st December 2024

Sussex Family History Group

Registered Charity 273726

The 51st Annual General Meeting of the Sussex Family History Group

To be held on Saturday 17th May 2025 at 2.15pm

At

Adastra Hall Hassocks

AGENDA

- 1. Apologises for Absence**
- 2. Acknowledgement of representatives of subscribing societies**
- 3. Accept the minutes of the 50th AGM**
- 4. Matters arising from the minutes**
- 5. Chairman's report on the activities of the past year**
- 6. Treasurer's report and to approve the accounts**
- 7. Election of the Officers and members of the Executive Committee**
- 8. Nomination and confirmation of the appointment of the Independent
Examiners of the accounts**
- 9. To discuss and take decisions on any submitted motions**
- 10. To approve the annual subscription for the following year – 2026**
- 11. Any other business**
- 12. Date and Venue of the next meeting**

Sussex Family History Group

Registered Charity 273726

Minutes of the 50th Annual General Meeting held at Bramber House Sussex

University, on Saturday 11 May 2024

Present – Judy Excell (President); Mick Henry (Chairman) and 69 members.

Judy Excell welcomed everybody to the meeting and gave a brief history of the AGMs.

1. Apologies for Absence

Terry Mitchell. Dave Wicks, Alan Beattie and John Chalcraft.

2. Acknowledgement of Representatives of Subscribing Societies

There were no Subscribing Societies present.

3. Minutes of the 49th Annual General Meeting

It was proposed (Jan Baker) seconded (Sue Burgess) and agreed that the Minutes were a true record of the 49th Annual General Meeting.

4. Matters arising from the Minutes

There were no matters arising from the Minutes.

5. Chairman's Report on the activities of the past Year

We have had Zoom Talks which had gone down well, and this was going to be tried out in Brighton and Hove Meeting Centre as a “hybrid” meeting. This would also give an opportunity for housebound or overseas members to join in the meetings.

We had visited the Grand Hotel for an afternoon tea to celebrate our 50th gathering.

All attenders received a celebration paper weight commemorating the occasion.

We have made huge progress with the data going on the new website. There was an appeal for more members to help with getting the data ready for going on the website.

The Oxley Diaries will be published this year. The Sussex Record Society will be printing and publishing the book, and we will be ordering extra copies.

The Keep is still struggling with footfall, as is the West Sussex Record Office.

We gave a generous donation to West Sussex Record Office last year, and again this year.

If anyone has any articles for the magazine, or ideas, they should contact the editor.

During the past year, Mick had helped trace the birth father of Carl Benson using a DNA test. This appeared in the Sunday Times magazine and as a podcast on BBC Wales.

The Chairman's report was proposed by Zena Gibbs, seconded by Brian Eaton and unanimously approved.

6. Treasurer Report

There was a deficit for the year of £8221; in 2022 the surplus was £5137. Total funds carried forward at 31st December 2023 were £244,280, slightly down on the previous year which was £252,501. No part of this represents designated or restricted funds. The Trustees' policy is to retain cash reserves equal to approximately one year's expenditure. On 31st December 2023 we had £258,874 in the bank and building society, which is about £1,000 down on the previous year. Of this £2798 was in a deposit account and £80,000 was in a building society. This is the same as last year, but the deposit account has gone down.

We currently hold funds in excess of one year's expenditure and this has been as a result of the uncertainty over the costs relating to The Keep. Our current lease ended at the end of September 2023 and discussions are taking place to renew. We have now got a new lease, but it is only a five-year lease.

We have got a new Independent Examiner, and Terry would like to thank her for the professional way she has dealt with our accounts.

Proposed by Malcolm Willis; seconded by Roy Winchester and approved unanimously.

7. Election of Officers and Members of the Executive Committee

| | |
|-------------------|---|
| Chairman | Michael J Henry |
| Vice Chairman | Michael Izzard |
| Treasurer | Terry Mitchell |
| Secretary | Jean Spilsted |
| Committee Members | Dave Wicks, Vee Willis, Brian Eaton, Kathleen Allen, Jean Donaldson |

The Officers and Committee Members were elected unanimously.

8. Nomination and confirmation of the appointment of the Independent Examiners of the Accounts

Mrs Chaweevan Williams was proposed by Terry Mitchell and seconded by Mike Izzard

9. To approve the annual subscription for the following year.

It was proposed by (Terry Mitchell) and seconded (Sue Wright) not to increase the subscription; this was agreed unanimously.

10. Any other Business

A member asked about renewal of the Lease – the costs have gone up in line with inflation. Mick explained that we were not paying for the hire of the Phil Lucas room but the upkeep of the building we were in.

11. Saturday 10th May 2025. (Altered to 17th May 2025, at the Adastral Hall, Hassocks).

The meeting closed at 2.48 p.m.

Sussex Family History Group

Registered Charity 273726

Agenda item 9 - Changes to the Constitution proposed by the Executive Committee

The Executive Committee proposes that Section F Membership is updated to read as follows:

A MEMBERSHIP

- 1 Membership of the Charity shall be open to:
 - (i) individuals who are interested in furthering the work of the Charity and who have paid the annual subscription approved at the Annual General Meeting.
 - (ii) any corporate or unincorporated association which is interested in furthering the Charity's objectives (any such body being called in this constitution an "honorary member organisation").
- 2 The Executive Committee may unanimously and for good reason terminate the membership of any individual or honorary member organisation provided that the individual, or representative of the honorary member organisation, concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.
- 3 There shall be three classes of membership:
 - (i) full membership of one or two persons registered at the same address, with the entitlement of one vote each at General & Special General Meetings.
 - (ii) any corporate or unincorporated association which is interested in furthering the Charity's objectives may become an honorary member organisation entitling them to a free printed copy of the Sussex Family Historian and no other rights and privileges.
 - (iii) Honorary Life membership, where a member, who having acted in a manner deemed to be outstanding in the view of not less than five other members, including one officer, and confirmed by a majority of Executive Committee members, may be elected by the members at an Annual General meeting. Such Honorary Life members shall have the same rights and privileges as full members.

Rational for change

The change is designed to simplify the systems that we use to control our membership details and hence make the work of our volunteers less time consuming.

In the changing world of our wonderful hobby, the Executive Committee needs to continue to ensure that the charity evolves in the current climate and works together with similar organisations. Hence the change to status of these organisations.

The Executive Committee proposes that Section L Receipts and Expenditure section 3 be amended as follows:

Removal of last sentence "The Executive Committee shall have discretion to remit part of the annual subscription for membership commencing in the last quarter of the year."

The Executive Committee proposes that Section R General Meetings – Annual & Special section 5 be amended as follows:

Item (ii) to be removed from the business of the meeting

Agenda item 10 - To approve the annual subscription for the following year – 2026

The proposal for the change to the membership fee is in line with the proposal to change the membership structure, as outlined in Agenda item 9.

The proposed fees from January 2026, the first change for 10 years and will simplify the processes that the charity must undertake to maintain our records.

It is proposed to remove the differential rates across the membership of the charity.

The annual subscription for full membership, irrespective of members location, based on one or two persons at the same address will, if accepted be £17 per annum.

Honorary Member organisations will no longer pay a subscription but may wish to donate.

Consideration was given to the added costs for such as sending the magazine abroad, but this was seen to be offset by the costs incurred by providing other benefits such as meeting centres.

Sussex Family History Group

Registered Charity 273726

Nominations for Officers and Members of the Executive Committee

| POSITION | NAME | Proposed by | Seconded by |
|---------------|------------------|-----------------|-----------------|
| | | | |
| Chairman | Michael Izzard | Mike Morley | Peter Holt |
| | | | |
| Vice Chairman | Vacant | | |
| | | | |
| Treasurer | Michael J Izzard | Mike Morley | Peter Holt |
| | | | |
| Secretary | Jean Spilsted | Mick Izzard | Sue Burgess |
| | | | |
| Committee | David J Wicks | Judy Excell | Christine Payne |
| | | | |
| | Vee Willis | Christine Payne | Ann Ashwell |
| | | | |
| | Kathleen Allen | Malcolm Willis | Ann Ashwell |
| | | | |
| | | | |
| | Jean Donaldson | | |
| | | | |
| | Sue Burgess | John Saunders | Penny Golding |
| | | | |
| | Guy Rogers | Sue Burgess | Michael Izzard |
| | | | |
| | Stanley Bernard | Michael Izzard | David Green |
| | | | |
| | | | |



Sussex Family History Group

Registered Charity No. 273726

Trustees' Report and Financial Statements

For the Year ended 31st December 2024

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2023

Charity Registration number 273726

TRUSTEES

| | |
|------------------|---------------|
| Michael Henry | Chairman |
| Michael Izzard | Vice Chairman |
| Terence Mitchell | Treasurer |
| Jean Spilsted | Secretary |

Correspondence Address

10 Fairford Close, Haywards Heath
West Sussex RH16 3EF

Independent Examiner

Chaweevan Williams FCCA
Verdant Accounts Ltd
20 – 22 Wenlock Road
London N1 7GU

Bankers

| | | |
|----------------|----------------------|--------------------------|
| HSBC plc | CAF Bank Ltd | Skipton Building Society |
| 21 High Street | 25 Kings Hill Avenue | The Bailey |
| Storrington | Kings Hill | Skipton |
| West Sussex | West Malling | North Yorkshire |
| RH20 4DR | Kent ME19 4JG | BD23 1AP |

TRUSTEES' Report

The Trustees present their Report and Accounts for the year ended 31st December 2024.

These have been prepared in accordance with the Statutory requirements and Statement of Recommended Practice "Accounting and Reporting by Charities with the Financial Reporting Standard applicable in the UK and the Charities Act 2011.

The Charity was established on 12th March 1972 and registered with the Charity Commission on 29th June 1977. The governing constitution and rules were last amended in April 2021 after agreement of the AGM. The objects of the Charity are:

- To collect, publish, co-ordinate and make accessible in the interests of genealogy any documents or records particularly relating to the County of Sussex.
- To promote the preservation of such documents and records.
- To encourage the study of genealogy.
- To assist, educationally by lectures and otherwise, in record research.

To help achieve the objectives of the Charity we have four meeting centres across both counties that hold regular monthly meetings with speakers who give talks on many aspects of genealogy. We publish a quarterly magazine that is either sent to members or is available via our website. Our research room at The Keep is open to members & the public on Tuesday – Friday. We have established a monthly programme of Web Talks via Zoom that is available to all our members worldwide.

Trustees

The Trustees of the Charity are set out below. All Trustees are appointed at the AGM. The Trustees have met on five occasions during the year (all via Zoom) with a high attendance.

| | | |
|------------------|--------------------|--------------------|
| Michael J Henry | Terence F Mitchell | Mrs Jean Spilsted |
| David J Wicks | Mrs V Willis | Brian Eaton |
| Michael J Izzard | Mrs Kathleen Allen | Mrs Jean Donaldson |

Where there is a requirement for new Trustees, they are identified and appointed by the existing Trustees. This was not necessary in this year.

The Trustees will undertake to give new Trustees an adequate induction to the responsibilities of Trustees, and the work, governing documents and procedures of the Sussex Family History Group.

The Trustees are responsible for the preparation of the Annual report and financial statements in accordance with the United Kingdom Accounting Rules.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity. Finance is a standing agenda item on the quarterly meeting of the Trustees. The Trustees ensure that we provide the Independent Examiner with all the necessary information regarding the Charity and its assets.

Public benefit statement

The Trustees have had due regard to the Charity Commission guidance on Public benefit when setting the objects of the Charity. See above for details on how the Charity's activities provide public benefit.

Sub-committees

Much of the co-ordination of the activities of the Charity is undertaken through the following sub-committees, the minutes and reports of which are considered regularly by the Trustees.

Membership
Projects

Library
Publication and Sales

Meetings and Conferences

The sub-committees generally meet via Zoom.

General data protection regulation (GDPR)

The Charity has a Trustee who has experience in this area and provides a report at each of the quarterly meetings. The report covers possible changes to the law and provides advice on ensuring that the Charity meets its obligations.

Risk Management

The two principal risks faced by the Charity relate to the control of our finances and to the Health and Safety and Safeguarding of all our volunteers who give their time to the Charity. These risks are reviewed at the quarterly meetings of the Trustees.

Review of the Year 2024

The year has seen major progress with our data archive and now it has over 3.6 million records. This enables members to research their families records online with most of the data being transcribed by members with local knowledge. We have called it **Sussex Discovery** and we are hoping it will attract more members to join and more importantly, to continue their membership with us as we add new material to the pages.

Members have provided feedback on the system during the year that has resulted in changes being made to improve the experience of the users. Having listened to the comments, further development will be undertaken in 2025 to further enhance the system.

The 200-year-old farming diary that we transcribed was published by the Sussex Record Society (SRS) in November. "The Oxley Farm Diaries" were volume 104 in the regular SRS series of publications.

It has a wealth of local information, and we managed to arrange a discount price for members to purchase the book. After the printed copies are all sold the work will become available electronically and we plan to publish an additional title "The Oxley Extra" electronically with more family information within.

We have now negotiated a new 5-year lease for our room at The Keep.

We had a very successful "Symposium" this year at The Keep. The event is free and is offered to all our volunteers as a thank you, with a superb lunch, all rounded off with a talk.

The annual conference was held at Sussex University due to the refurbishment of the Adastral Hall in Hassocks which we will return to next year at a much lower cost.

The Newsletter (Surely) is coming out in between the quarterly journal to catch up and for urgent notices.

We are still thinking about the future and ways to incorporate the roller coaster speed of change that is happening to our wonderful hobby.

Reserves

The year has seen a deficit of £1,268 compared to a deficit of £8,221 in 2023. The total funds held by the Charity at year end was £243,012 with the majority being held in banks.

The funds are held in the following banks.

| | | | |
|----------------------|----------|--------------------------|----------|
| HSBC Current Account | £157,334 | CAF Current Account | £ 574 |
| CAF Gold Account | £ 3,535 | Skipton Building Society | £ 80,000 |

No part of these funds are currently designated or restricted. The policy of the Trustees is to hold funds more than one year's expenditure.

The current climate for Charities such as ours is difficult with the impacts of large companies such as Ancestry, Find My Past etc. These companies are changing the way people undertake their research into their family's history.

We need to find a way of providing a service that will attract new members and keep the existing ones. The Trustees may need to invest money to achieve the ambition of building a Group that will still be around to celebrate its 75th anniversary.

We are all aware that the County Archives continue to struggle with the financial pressures of the Councils. Our lease for The Keep is only five years and the Trustees will need to prepare a contingency plan should the lease not be renewed and designate the funds as necessary.

2025

With membership continuing to fall we will look at ways to raise the profile of the SFHG with a review of advertising the benefits of becoming a member.

Part of this will be to add records to our data archive that are not generally available online.

In addition, it may be necessary to work together with other Family History Groups or Societies?

Approval

This report was approved by the Trustees at a meeting held on 4th April 2025 and signed on their behalf.

M J Henry Hon. Chairman and Trustees



INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the trustees of Sussex Family History Group

I report on the financial statements of the charity for the year ended 31 December 2024, which comprise the statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ('the Act'). The Charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the Charities Act, follow the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act, and state whether particular matters have come to my attention.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

(1) In connection with my examination, no material matters have come to my attention which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Report) Regulation 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of independent examination.

(2) 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 accounts to be reached.



Chaweevan Williams FCCA
Verdant Accountants Limited
Chartered Certified Accountants
20-22 Wenlock Road,
London N1 7GU

Date: 01 May 2025



Statement of Financial Activities

For the year ended 31st December 2024

| | Notes | 2024 Unrestricted Funds £ | 2023 Unrestricted Funds £ |
|--|-------|------------------------------------|------------------------------------|
| Income | | | |
| Donations & Legacies | 2 | 38,971 | 46,046 |
| Charitable activities | 3 | 7,102 | 7,867 |
| Investments | 4 | 2,248 | 3,149 |
| Other Income | | 187 | 293 |
| Total Income | | 48,508 | 57,355 |
| Expenditure | | | |
| Charitable activities | 5 | 49,776 | 65,576 |
| Total Expenditure | | 49,776 | 65,576 |
| Net Income / (Expenditure) | | (1,268) | (8,221) |
| Gain / (Loss) on Investment assets | | | 0 |
| Gross Transfers between funds | | | 0 |
| Total funds brought forward at 1 st January 2024 | | 244,280 | 252,501 |
| Total funds carried forward at 31 st December 2024 | | 243,012 | 244,280 |

All income and expenditure derived from continuing activities.

The Charity has no recognised gains or losses for the year other than the results above.

Sussex Family History Group



Balance Sheet

For the year ended 31st December 2024

| | Notes | 2024 £ | £ | 2023 £ | £ |
|---|-------|----------------|---|-----------------|---|
| Fixed Assets | 9 | | | | |
| Tangible Assets | | | 0 | | 0 |
| Current Assets | | | | | |
| Stocks | | 1,485 | | 1,485 | |
| Debtors | 10 | 6,244 | | 13,542 | |
| Cash at Bank and in hand | | 241,554 | | 258,874 | |
| | | 249,283 | | 273,901 | |
| Creditors; amounts falling due within one year | 11 | (6,272) | | (29,621) | |
| Net current assets | | 243,012 | | 244,280 | |
| Net assets | | 243,012 | | 244,280 | |
| Funds | | | | | |
| Unrestricted fund | | 243,012 | | 244,280 | |
| Total Charity funds | | 243,012 | | 244,280 | |

These accounts were approved by the Board and authorised for issue on 4th April 2025 and signed on its behalf by:

Michael J Henry (Hon. Chairman)

Michael J Izzard (Treasurer)



Notes to the Financial Statements

For the year ended 31st December 2024

1. Accounting policies

A. Accounting convention

Sussex Family History Group is a registered charity in England. The address of the charity is given in the charity information on Page 1 of these statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK (FRS 102) issued in October 2019, the Charities Act 2011 and UK Generally Accepted Accounting Standards.

The financial statements are prepared on a going concern basis under historical cost convention. The financial statements are presented in sterling which is the functional currency of the Charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

B Going concern

The Trustees consider that the Charity will be able to settle outstanding invoices, bills and commitments as they fall due.

C Fund accounting policy

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity.

D Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator / executor for the estate has communicated in writing both the amount and settlement date.

Income from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Notes to the Financial Statements (continued)



For the year ended 31st December 2024

D Income (continued)

Membership subscriptions have been traditionally recognised over the period to which they relate. Subscriptions are nonrefundable and therefore for 2024 the income from subscriptions has been recognised in the period in which the payment is received.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Income from investments is recognised when receivable and the amount can be measured reliably by the charity.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

E Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on an accrual's basis and has been classified under headings that aggregate all costs related to the category.

Grants payable are payments made to third parties in the furtherance of the charities objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output. Grants payable without performance conditions are only recognised in the Statement of Financial Activities when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

F Support and governance costs

Support costs are governance costs. Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustees' meetings and any legal advice to trustees on governance or constitutional matters. All support costs are allocated to charitable activities.

G Donated services

In accordance with the Charities SORP (FRS102), general volunteer time is not recognised. The Charity relies on voluntary help and has no paid staff. Volunteers open the library and assist members with their research and handle other enquiries as well as organising and running other events.

H Taxation

The charity is eligible for exemption from taxation in respect of its income and gains.



Notes to the Financial Statements (continued)

For the year ended 31st December 2024

I Library and The Keep

Expenditure is charged as an expense in the Statement of Financial Activity in the year of purchase.

J Tangible fixed assets and depreciation

Depreciation is provided on tangible fixed assets to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| | |
|--------------------|----------------------------|
| Leasehold property | Over the life of the lease |
| Equipment | 3 to 5 years straight line |

Assets costing less than £250 are not capitalised but instead are charged as an expense on the Statement of Financial Activities.

K Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow-moving stocks

The Trustees have decided that with effect from 1st January 2025 the charity will move from Accrual Accounts to Receipts and Payments Accounts.

This is possible as the charity is within the rules set out by the Charity Commission and it meets the conditions that permit the change.

The charity no longer has assets.

- The main asset in the past was the lease for the room at The Keep. The lease for 10 years was paid up front. The new five years lease is paid quarterly.
- The computing assets have been fully written off and the Trustees will only agree to future expenditure if the charity can afford the expenditure.
- The stock of CD etc for sales will need to be written off. The current sales levels have decreased and those that now being brought are generally provided by download.

The charity has not and cannot foresee non-cash donations and our investments are in bank accounts.

The main source of income has been and will remain the income from subscriptions, donations from members plus a small amount from the sales & downloads of records. Therefore, our income is well below the £250,000 limit for Receipts and Payment Accounting and is not trading as a company.

Notes to the Financial Statements (continued)



For the year ended 31st December 2024

| Note no. | | 2024 Unrestricted Funds £ | 2023 Unrestricted Funds £ |
|----------|---|---------------------------------|---------------------------------|
| 2 | Donations and legacies | | |
| | Donations and legacies | 40 | 35 |
| | Gift Aid reclaimed tax | 1,446 | 2,079 |
| | Assets donated to SFHG from HRFHS | 470 | |
| | Subscriptions | 37,015 | 43,932 |
| 3 | Charitable Activities | | |
| | Publication sales | 3,667 | 3,771 |
| | Conference, trips & FMP Royalties | 4,435 | 4,096 |
| 4 | Investments | 2,248 | 3,149 |
| 5 | Analysis of expenditure on charitable activities | | |
| | Grants payable | 2,200 | 1,621 |
| | Donations to societies | 4,644 | 0 |
| | Meeting Centres | 4,955 | 4,467 |
| | Insurance | 716 | 710 |
| | The Keep | 4,000 | 8,222 |
| | The Keep contribution of 0.84% of running cost | 8 | 2,091 |
| | Group computers and Internet | 4,904 | 4,859 |
| | Magazine – Sussex Family Historian | 14,150 | 14,413 |
| | Publication costs | 459 | 507 |
| | FHF Costs & Society Subscriptions | 1,067 | 2,042 |
| | Publicity | 329 | 132 |
| | Conference and trips | 6,745 | 8,574 |
| | Merchandise | 457 | 0 |
| | Bank Charges | 3,637 | 1,253 |
| | Depreciation of leasehold property | | 2,348 |
| | Depreciation of equipment | | 554 |
| | Printing, stationery, postage and mileage | 2,161 | 1,270 |
| | Support costs | 3,945 | 4,720 |
| | Innershed – Sussex Discovery | 4,800 | 7,793 |
| | Release of Accruals from previous years | (9,402) | |
| | TOTAL | 49,776 | 65,576 |

Notes to the Financial Statements (continued)



For the year ended 31st December 2024

| Note No. | | 2024 Unrestricted Funds £ | 2023 Unrestricted Funds £ |
|----------|---|---------------------------------|---------------------------------|
| 6 | <i>Not required</i> | | |
| 7 | Support Costs | | |
| | Governance | 3,945 | 4,720 |
| 8 | Employees, trustees' remuneration & expenses The charity had no employees during the year. No remuneration was paid to trustees during the last two years. | | |
| 9 | Tangible fixed assets had all been fully depreciated in in 2023 | | |
| 10 | Debtors | | |
| | Other debtors | 5,000 | 11,529 |
| | Prepayments | 1,244 | 2,013 |
| | | 6,244 | 13,542 |
| 11 | Creditors: amounts falling due within one year | | |
| | Accruals and deferred income | | |
| | Balance held 1 st January 2024 | 29,621 | 29,621 |
| | Released in 2024 | 29,621 | |
| | Value held 31 st December 2024 | 6,272 | |
| | TOTAL | 6,272 | 29,621 |
| 12 | Related parties | | |
| | - Controlling entity - The charity is controlled by the Trustees | | |
| | - Related party transactions – There were none during the year | | |

SUSSEX FAMILY HISTORY GROUP

England & Wales - Charity number 273726

Accounts



Sussex Family History Group

Registered Charity No. 273726

Trustees' Report and Financial Statements

For the year ended 31st December 2023

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2023

Charity Registration number 273726

TRUSTEES

| | |
|-------------------|--------------------|
| Michael Henry, | Hon. Chairman |
| Michael Izzard, | Hon. Vice Chairman |
| Terence Mitchell, | Hon. Treasurer |
| Jean Spilsted | Hon. Secretary |
| Dave Wicks | |
| Kathleen Allen | |
| Vee Willis | |
| Brian Eaton | |

CORRESPONDENCE ADDRESS

10 Fairford Close
Haywards Heath
West Sussex
RH16 3EF

INDEPENDENT EXAMINER

Chaweevan Williams FCCA
Verdant Accountants Ltd
20 – 22 Wenlock Road
London
NI 7GU

BANKERS

HSBC plc
21 High Street
Storrington
West Sussex
RH20 4DR

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling,
Kent ME19 4JG

Skipton Building Society
The Bailey
Skipton
North Yorkshire
BD23 1AP

TRUSTEES' REPORT

The Trustees present their Report and Accounts for the year ended 31 December 2023.

These have been prepared in accordance with the Statutory requirements and Statement of Recommended Practice "Accounting and Reporting by Charities with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" and the Charities Act 2011.

The Charity was established on the 12 March 1972 and registered with the Charity Commission on the 29 June 1977. The governing constitution and rules were last amended in April 2021 after the agreement of the AGM. The objects of the Charity are:

- to collect, publish, co-ordinate and make accessible in the interests of genealogy any documents or records particularly relating to the County of Sussex;
- to promote the preservation of such documents and records;
- to encourage the study of genealogy; and
- to assist, educationally by lectures and otherwise, in record research.

To help achieve the objects of the Charity we have four meeting centres across both counties that hold regular monthly meetings with speakers who give talks on many aspects of genealogy. We publish a quarterly magazine that is sent to all members. Our room at The Keep is open to members on Tuesday to Friday but depends on volunteer availability. We are currently looking at ways that we can provide more for our overseas members.

Trustees

The Trustees of the Charity are set out below. All Trustees are appointed for periods of one year at the Annual General Meeting, except where indicated. The Trustees have met on four occasions during the year (all via Zoom) and the attendance of Trustees was 88%

| | | |
|------------------|--------------------|-------------------|
| Michael J Henry | Terence F Mitchell | Mrs Jean Spilsted |
| David J Wicks | Mrs V Willis | Brian Eaton |
| Michael J Izzard | Mrs Kathleen Allen | |

Where there is a requirement for new Trustees, they are identified and appointed by the existing Trustees.

The Trustees will undertake to give new Trustees an adequate induction to the responsibilities of Trustees, and the work, governing documents and procedures of the Sussex Family History Group.

The Trustees are responsible for the preparation of the annual report and financial statements in accordance with the United Kingdom Accounting Rules.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity. We have established a quarterly Management Accounts Report that continues to be presented to the members of the executive committee at their meetings.

The Trustees ensure that we provide the Independent Examiner with all the necessary information regarding the Charity and its assets.

Public benefit statement

The trustees have had due regard to the Charity Commission guidance on public benefit when setting the objects of the Charity. See above for details on how the Charity's activities provide public benefit.

Sub-committees

Much of the co-ordination of the activities of the Charity is undertaken through the following sub-committees, the minutes and reports of which are considered regularly by the Trustees:

Library, Meetings and Conferences, Membership, Projects, Publications and Sales, and Events.

The Sub-Committees continued to meet via Zoom.

General data protection regulation (GDPR)

During the previous year a member volunteered to oversee GDPR for the Charity and during the year was Co-Opted to the Executive Committee.

Risk management

The principal risks faced by the Charity are concerned with the Health and Safety, and Safeguarding of all the Volunteers who give their time to the Charity. We also through regular reports to the Executive Committee ensure the finances are dealt with in compliance with the Charities Act, SORP and Charity Commissioners.

Review of the Year 2023

The year was special for the Group, as it was formed 21st March 1973, fifty years ago, so we decided to celebrate where our very first gathering was held, at The Grand Hotel, Brighton.

With the organisational skills of our Newsletter editor, we also arranged for a special memento, a glass paperweight suitably engraved, be given out at our celebratory tea at The Grand.

The day was made extra special as the event was moved to The Grand's best room on the day, as they had had a cancellation.

We have made good progress with our data and we now hope to make real progress in 2024 and have all our data available on line and searchable for members.

We had an appeal to help a local Family History Society, Hastings & Rother, who were really struggling finding volunteers. We finally managed to transfer their members over and we offered all their existing members a year's free membership, as a good will gesture. We are gradually incorporating their data into our system.

Our 200-year old farming diary has found an enthusiastic publisher, the Sussex Record Society and it will most likely be seen in print in 2024. Prof Brian Short will write the 10,000 word introduction.

The Keep is still struggling a little with foot fall, and our current 10 year lease has now run its course and we have appointed a solicitor to negotiate a new one, but only for 5 years.

We supported WSRO with our usual donation in 2023 which is always appreciated.

We had a very successful "Symposium" which was organised and run by our Uckfield Meeting Centre. This is a free event we offer to all our helpers as a thank you with a superb lunch all rounded off with a wonderful speaker.

Our magazine is benefitting from its new enthusiastic editor and we have a regular electronic Newsletter coming out in between the quarterly journal to catch up and for urgent notices. It has a very good style and is so well put together.

I managed to get us a mention in the Sunday Times Magazine after I helped someone trace their birth father using DNA. We also appeared in a podcast

recorded by BBC Wales which is still online, about Carl Benson finding his birth father.

We are still thinking about the future and ways to incorporate the roller coaster speed of change that is happening to our wonderful hobby.

Reserves

The (deficit) / surplus for the year was (£8,221) (2022: surplus £5,137) and total funds carried forward at 31 December 2023 were £244,280 (2022: £252,501). No part of this represents a designated or restricted. The trustees' policy is to retain cash reserves equal approximately one year's expenditure.

On 31 December 2023 we had £258,874 in the bank and building society (2022: £259,512) of which £2,798 was in a deposit account and £80,000 was in Skipton Building Society (2022: £16,115 in a Deposit Account and £80,000 in Skipton Building Society).

The charity currently holds funds in excess of one year's expenditure and this has been the result of the uncertainty over the costs relating to The Keep. The current Lease ends at the end of September 2023 and discussions are taking place to renew.

2024

During 2023 we saw a decrease in membership. We have been encouraged by the numbers of Members who have joined the Zoom Talks that have been arranged especially welcoming Members from overseas.

Approval

This report was approved by the Trustees at a meeting held on 12th April 2024 and signed on their behalf.

M J Henry
Hon. Chairman and Trustees

INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the trustees of Sussex Family History Group

I report on the financial statements of the charity for the year ended 31 December 2023, which comprise the statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ('the Act'). The Charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the Charities Act, follow the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act, and state whether particular matters have come to my attention.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

(1) In connection with my examination, no material matters have come to my attention which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Report) Regulation 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of independent examination.

(2) 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 accounts to be reached.



Chaweevan Williams FCCA
Verdant Accountants Limited
Chartered Certified Accountants
20-22 Wenlock Road,
London N1 7GU

Date: 19 April 2024



Statement of Financial Activities

For the year ended 31 December 2023

| | | 2023 | 2022 |
|--|--------------|---------------------|--------------|
| | | Unrestricted | Unrestricted |
| | | Funds | Funds |
| | | £ | £ |
| Income | Notes | | |
| Donations and legacies | 2 | 46,046 | 50,081 |
| Charitable activities | 3 | 7,867 | 8,649 |
| Investments | 4 | 3,149 | 1,124 |
| Other income | | 293 | 74 |
| Total income | | 57,355 | 59,928 |
| Expenditure | | | |
| Charitable activities | 5 | 65,576 | 54,791 |
| Total expenditure | | 65,576 | 54,791 |
| Net income/(expenditure) | | (8,221) | 5,137 |
| Gain /(loss) on Investment assets | | 0 | 0 |
| Gross Transfers between funds | | 0 | 0 |
| Net movements in funds | | (8,221) | 5,137 |
| Total funds brought forward at 1 January 2023 | | 252,501 | 247,364 |
| Total funds carried forward at 31 December 2023 | | 244,280 | 252,501 |

All income and expenditure derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.



Balance Sheet

As at 31 March 2023

| | Notes | 2023 | | 2022 | |
|---|-------|-----------------|-----------------------|-----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 9 | | 0 | | 2,902 |
| | | | <u>0</u> | | <u>2,902</u> |
| Current assets | | | | | |
| Stocks | | 1,485 | | 1,485 | |
| Debtors | 10 | 13,542 | | 8,366 | |
| Cash at bank and in hand | | 258,874 | | 259,512 | |
| | | <u>273,901</u> | | <u>269,363</u> | |
| Creditors: amounts falling due within one year | 11 | <u>(29,621)</u> | | <u>(19,764)</u> | |
| Net current assets | | | 244,280 | | 249,599 |
| Net assets | | | <u>244,280</u> | | <u>252,501</u> |
| Funds | | | | | |
| Unrestricted income funds | | | 244,280 | | 252,501 |
| Total charity funds | | | <u>244,280</u> | | <u>252,501</u> |

These accounts were approved by the Board and authorised for issue on 12th April 2024 and signed on its behalf by:

Michael Henry (Hon. Chairman)

Terence Mitchell (Treasurer)



Notes to the Financial Statements

For the year ended 31 December 2023

1 Accounting policies

a Accounting convention

Sussex Family History Group is a registered charity in England. The address of the charity is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b Going concern

The Trustees consider that the charity will be able to settle outstanding invoices, bills and commitments as they fall due.

c Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

d Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Income from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Membership subscriptions are recognised over the period to which they relate.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Income from investments is recognised when receivable and the amount can be measured reliably by the charity.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.



Notes to the Financial Statements (continued)

For the year ended 31 December 2023

1 Accounting policies (continued)

e Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output. Grants payable without performance conditions are only recognised in the Statement of Financial Activities when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

f Support and governance costs

Support costs are governance costs. Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustees' meetings and the cost of any legal advice to trustees on governance or constitutional matters. All support costs are allocated to charitable activities.

g Donated services

In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. The charity relies on voluntary help and has no paid *staff*. Volunteers *staff* the Library and assist the members with their research and other enquiries as well as organising and running other trips and events held.

h Taxation

The charity is eligible for exemption from taxation in respect of its income and gains.

i Library and The Keep

Expenditure is charged as an expense in the Statement of Financial Activities in the year of purchase.

j Tangible fixed assets and depreciation

Depreciation is provided on tangible fixed assets so as to write *off* the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| | |
|--------------------|----------------------------|
| Leasehold property | Over the life of the lease |
| Equipment | 3 or 5 years straight line |

Assets costing less than £250 are not capitalised but instead are charged as an expense in the Statement of Financial Activities.

k Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks.



Notes to the Financial Statements (continued)

For the year ended 31 December 2023

| 2 Donations and legacies | 2023 | 2022 |
|---------------------------------|---------------------|--------------|
| | Unrestricted | Unrestricted |
| | Funds £ | Funds £ |
| Donations and legacies | 35 | 148 |
| Gift Aid reclaimed tax | 2,079 | 1,549 |
| Subscriptions | 43,932 | 48,384 |
| | 46,046 | 50,081 |

| 3 Charitable activities | 2023 | 2022 |
|--------------------------------|---------------------|--------------|
| | Unrestricted | Unrestricted |
| | Funds £ | Funds £ |
| Publication sales | 3,771 | 5,234 |
| Conferences and trips | 4,096 | 3,415 |
| | 7,867 | 8,649 |

| 4 Investments | 2023 | 2022 |
|---------------------------|---------------------|--------------|
| | Unrestricted | Unrestricted |
| | Funds £ | Funds £ |
| Interest on cash deposits | 3,149 | 1,124 |
| | 3,149 | 1,124 |



Notes to the Financial Statements (continued)

For the year ended 31 December 2023

5 Analysis of expenditure on charitable activities

| | 2023 | 2022 |
|---|---------------------|---------------|
| | Unrestricted | Unrestricted |
| | Funds £ | Funds £ |
| Grants payable | 1,621 | 4,500 |
| Donations to societies | 0 | 64 |
| Meeting Centres | 4,467 | 3,766 |
| Insurance | 710 | 647 |
| The Keep | 8,222 | 4,699 |
| The Keep broadband and internet services | 2,091 | 2,224 |
| Group Computers/Internet | 4,859 | 3,254 |
| Magazine | 14,413 | 13,414 |
| Publication Costs | 507 | 829 |
| FHF Costs and Society Subs | 2,042 | 980 |
| Publicity | 132 | 276 |
| Conferences and Trips | 8,574 | 7,674 |
| Merchandise | 0 | 0 |
| Bank Charges | 1,253 | 1,051 |
| Depreciation of leasehold property | 2,348 | 3,130 |
| Depreciation of equipment | 554 | 1,449 |
| Printing, stationery, postage and mileage | 1,270 | 1,294 |
| Support costs | 4,720 | 5,540 |
| Innershed | 7,793 | 0 |
| | 65,576 | 54,791 |

6 Grants to institutions

| Name of Institution | £ |
|---|--------------|
| Royal mail (Historian) | 1,406 |
| Small grants to various individuals value less than £100 each | 215 |
| | 1,621 |



Notes to the Financial Statements (continued)

For the year ended 31 December 2023

7 Support costs

| | 2023 | 2022 |
|------------------------------|---------------------|--------------|
| Governance | Unrestricted | Unrestricted |
| | Funds £ | Funds £ |
| Legal and professional costs | 4,720 | 5,540 |
| | 4,720 | 5,540 |

Yr 2023 £4,600 consists of £1,000 an accrual for 2023 independent examiner and £2400 were paid relating to interim & £1200 final for 2022 independent examination and £120 for report print/post. These have been included as part of the governance costs.

Yr 2022 Amounts payable to the independent examiner during the year were £5,540 for independent examination fees of which £1,540 was under-accrued in the previous year (2021 - £3,200 for independent examination fees of which £1,200 was under accrued in the previous year) and £Nil (2021 - £300) for other accountancy services. These have been included as part of the governance costs.

8 Employees, trustees' remuneration and expenses

The Charity had no employees during the year.

No remuneration was paid to the trustees during the year ended 31 December 2023. (2022 - £nil)

No trustees received reimbursed expenses during the year ended 31 December 2023. (2022 - £nil)

9 Tangible fixed assets

| Cost | Leasehold | Equipment | Total |
|-----------------------|------------------|------------------|---------------|
| | property | | |
| | £ | £ | £ |
| At beginning of year | 31,300 | 25,695 | 56,995 |
| Additions | 0 | 0 | 0 |
| At end of year | 31,300 | 25,695 | 56,995 |
| Depreciation | | | |
| At beginning of year | 28,952 | 25,141 | 54,093 |
| Charge for the year | 2,348 | 554 | 2,902 |
| At end of year | 31,300 | 25,695 | 56,995 |
| Net book value | | | |
| At end of year | 0 | 0 | 0 |
| At beginning of year | 2,348 | 554 | 2,902 |



Notes to the Financial Statements (continued)

For the year ended 31 December 2023

| 10 Debtors | 2023 | 2022 |
|-------------------|---------------|-------------|
| | £ | £ |
| Other debtors | 11,529 | 7,678 |
| Prepayments | 2,013 | 688 |
| | 13,542 | 8,366 |

| 11 Creditors: amounts falling due within one year | 2023 | 2022 |
|--|---------------|-------------|
| | £ | £ |
| Accruals and deferred income | 29,621 | 19,764 |
| | 29,621 | 19,764 |

Creditors amounts falling due within one year includes deferred income.

| | 2023 | 2022 |
|-----------------------------|----------------|-------------|
| | £ | £ |
| As at 1 January | 6598 | 10,572 |
| Amount released to income | (6,598) | (10,572) |
| Amount deferred in the year | 10,375 | 6598 |
| As at 31 December | 10,375 | 6,598 |

Deferred income is in relation to members' subscriptions received in advance and conference income in advance.

12 Related parties

Controlling entity

The charity is controlled by the trustees.

Related party transactions

There were no related party transactions during the year (2022 - £nil).

SUSSEX FAMILY HISTORY GROUP

England & Wales - Charity number 273726

Accounts

Sussex Family History Group

Charity Registration No: 273726



Annual Report and Financial Statement

for the year ended 31st December 2022

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2022

Charity Registration number 273726

TRUSTEES

| | |
|-----------------|--------------------|
| Mick Henry, | Hon. Chairman |
| Mike Izzard, | Hon. Vice Chairman |
| Terry Mitchell, | Hon. Treasurer |
| Jean Spilsted | Hon. Secretary |
| Dave Wicks | |
| Kathleen Allen | |
| Vee Willis | |
| Brian Eaton | |

CORRESPONDENCE ADDRESS

10 Fairford Close
Haywards Heath
West Sussex
RH16 3EF

INDEPENDENT EXAMINER

G Hunt FCA
Kreston Reeves LLP
Springfield House
Springfield Road
Horsham
West Sussex
RH12 2RG

BANKERS

HSBC plc
21 High Street
Storrington
West Sussex
RH20 4DR

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling,
Kent ME19 4JG

Skipton Building Society
The Bailey
Skipton
North Yorkshire
BD23 1AP

SUSSEX FAMILY HISTORY GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

Introduction

The Trustees present their Report and Accounts for the year ended 31 December 2022.

These have been prepared in accordance with the Statutory requirements and 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) and the Charities Act 2011.

The Charity was established on the 12 March 1972 and registered with the Charity Commission on the 29 June 1977. The governing constitution and rules were last amended in April 2021 after the agreement of the AGM. The objects of the Charity are:

- to collect, publish, co-ordinate and make accessible in the interests of genealogy any documents or records particularly relating to the County of Sussex;
- to promote the preservation of such documents and records;
- to encourage the study of genealogy; and
- to assist, educationally by lectures and otherwise, in record research.

To help achieve the objects of the Charity we have five meeting centres across both counties that hold regular monthly meetings with speakers who give talks on many aspects of genealogy. We publish a quarterly magazine that is sent to all members. Our room at The Keep is open to members on Tuesday to Friday but depends on volunteer availability. We are currently looking at ways that we can provide more for our overseas members.

Trustees

The Trustees of the Charity are set out below. All Trustees are appointed for periods of one year at the Annual General Meeting, except where indicated. The Trustees have met on four occasions during the year (all via Zoom) and the attendance of Trustees was 100%.

Michael J Henry
David J Wicks
Brian Eaton

Terence F Mitchell
Mrs Kathleen Allen
Michael Izzard (appointed 7th May 2022)

Mrs Jean Spilsted
Mrs Vee Willis

Where there is a requirement for new Trustees, they are identified and appointed by the existing Trustees. The Trustees will undertake to give new Trustees an adequate induction to the responsibilities of Trustees, and the work, governing documents and procedures of the Sussex Family History Group (SFHG).

The Trustees are responsible for the preparation of the annual report and financial statements in accordance with the United Kingdom Accounting Rules.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity. We have established a quarterly Management Accounts Report that continues to be presented to the members of the executive committee at their meetings.

The Trustees ensure that we provide the Independent Examiner with all the necessary information regarding the Charity and its assets.

Public benefit statement

The trustees have had due regard to the Charity Commission guidance on public benefit when setting the objects of the Charity. See above for details on how the Charity's activities provide public benefit.

SUSSEX FAMILY HISTORY GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

Sub-committees

Much of the co-ordination of the activities of the Charity is undertaken through the following sub-committees, the minutes and reports of which are considered regularly by the Trustees:

Finance and General Purposes, Library, Meetings and Conferences, Membership, Projects, Publications and Sales, and Events. The Sub-Committees continued to meet via Zoom.

General data protection regulation (GDPR)

During the previous year a member volunteered to oversee GDPR for the Charity and during the year was Co-Opted to the Executive Committee.

Risk management

The principal risks faced by the Charity are concerned with the Health and Safety, and Safeguarding of all the Volunteers who give their time to the Charity. We also, through regular reports to the Executive Committee, ensure the finances are dealt with in compliance with the Charities Act, SORP and Charity Commissioners.

Review of the year

The year has been mixed for the SFHG, with support for one of our Meeting Centres at Chichester becoming so low we had to shut it down, but support for my own local Meeting Centre at Brighton blossomed and with two new volunteers and a big recruiting drive a turnout of 15 has now risen to 40! The Meeting Centres at Worthing Horsham and Uckfield continue to meet.

Webtalks (Zoom Meetings) are now a permanent fixture in our diary and we continue to attract well over 70 members to each talk from across the world.

We now have our new website up and running and it has been widely embraced by our membership and ensures that we have a modern visible presence on the World Wide Web. The next stage is to place all our data up on our site and this is now in progress.

We are also supporting another Website that has valuable data from The Weald and hope to move it across to a modern platform in 2023.

Our Facebook membership continues to grow and now has over 3,000 members. We have now finished transcribing our 200 year old farming diary and are looking at electronically publishing it soon.

We continue to support The Keep and donated £2,500 towards a new scanner.

The Keep has struggled to retain its footfall after the pandemic and staff have been cut and we have also found it hard to attract members back into our own Library Room that we lease from them. The Keep's current Team Manager who is not an Archivist has handed in her resignation and we are hoping a new face at the top will improve its outlook.

We supported WSRO with our usual donation in 2022 which is always appreciated.

Ancestry has now made available on their website most of the BMD data for both East and West Sussex but they have not done a good job with the transcription accuracy. We have already noticed a falloff in the number of enquiries we have for data but we feel that the level of support and the unique records we hold will still make an attractive proposition to all those who are researching their family history in Sussex and we are certainly MUCH cheaper too!

SUSSEX FAMILY HISTORY GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

Reserves

The surplus for the year was £5,137 (2021: £20,568) and total funds carried forward at 31 December 2022 were £252,501 (2021: £247,364). No part of this represents a designated or restricted fund.

The trustees' policy is to retain cash reserves equal approximately to one year's expenditure.

On 31 December 2022 we had £259,512 in the bank and building society (2021: £254,878) of which £16,115 was in a deposit account and £80,000 was in Skipton Building Society (2021: £35,756 in a deposit account and £80,000 in Skipton Building Society).

The charity currently holds funds in excess of one year's expenditure and this has been the result of the uncertainty over the costs relating to The Keep. The current Lease ends at the end of September 2023 and discussions have started to renew.

2023

During 2022 we saw a small decrease in membership. We have been encouraged by the numbers of Members who have joined the Zoom Talks that have been arranged especially welcoming Members from overseas.

Approval

This report was approved by the Trustees at a meeting held on 14 April 2023 and signed on their behalf.

M J Henry
Hon. Chairman and Trustee

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SUSSEX FAMILY HISTORY GROUP
FOR THE YEAR ENDED 31 DECEMBER 2022

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2022 which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

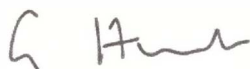
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I 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 accounts to be reached.



.....
G Hunt FCA
Kreston Reeves LLP
Springfield House
Springfield Road
Horsham
RH12 2RG

Date: 20 April 2023

SUSSEX FAMILY HISTORY GROUP

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

| | Note | 2022 Unrestricted Funds | 2021 Unrestricted Funds |
|------------------------------------|-------------|--|--|
| | | £ | £ |
| INCOME FROM: | | | |
| Donations and legacies | 2 | 50,081 | 55,214 |
| Charitable activities | 3 | 8,649 | 10,085 |
| Investments | 4 | 1,124 | 291 |
| Other | | 74 | 204 |
| Total income | | 59,928 | 65,794 |
| | | | |
| EXPENDITURE ON: | | | |
| Charitable activities | 5 | 54,791 | 45,226 |
| | | | |
| Total expenditure | | <u>54,791</u> | 45,226 |
| | | | |
| Net income | | 5,137 | 20,568 |
| | | | |
| Net movement in funds | | <u>5,137</u> | <u>20,568</u> |
| | | | |
| Reconciliation of funds: | | | |
| Total funds brought forward | | 247,364 | 226,796 |
| | | | |
| Total funds carried forward | | 252,501 | 247,364 |

All income and expenditure derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

SUSSEX FAMILY HISTORY GROUP

BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2022

| | Note | 2022 | | 2021 | |
|---|------|-----------------|----------------|-----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 9 | | 2,902 | | 7,481 |
| | | | <u>2,902</u> | | <u>7,481</u> |
| Current assets | | | | | |
| Stocks | | 1,485 | | 952 | |
| Debtors | 10 | 8,366 | | 8,075 | |
| Cash at bank and in hand | | 259,512 | | 254,878 | |
| | | <u>269,363</u> | | <u>263,905</u> | |
| Creditors: Amounts falling due within one year | 11 | <u>(19,764)</u> | | <u>(24,022)</u> | |
| Net current assets | | | 249,599 | | 239,883 |
| Net assets | | | <u>252,501</u> | | <u>247,364</u> |
| Funds | | | | | |
| Unrestricted income funds | | | <u>252,501</u> | | <u>247,364</u> |
| Total charity funds | | | <u>252,501</u> | | <u>247,364</u> |

These accounts were approved by the Board and authorised for issue on 14 April 2023 and signed on its behalf by:

M Henry

Hon. Chairman

T Mitchell

Treasurer

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

General information and basis of preparation

Sussex Family History Group is a registered charity in England. The address of the charity is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going concern

The Trustees consider that the charity will be able to settle outstanding invoices, bills and commitments as they fall due.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Income from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Membership subscriptions are recognised over the period to which they relate.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Income from investments is recognised when receivable and the amount can be measured reliably by the charity.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output. Grants payable without performance conditions are only recognised in the Statement of Financial Activities when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support and governance costs

Support costs are governance costs. Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustees' meetings and the cost of any legal advice to trustees on governance or constitutional matters. All support costs are allocated to charitable activities.

Donated services

In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. The charity relies on voluntary help and has no paid staff. Volunteers staff the Library and assist the members with their research and other enquiries as well as organising and running other trips and events held.

Taxation

The charity is eligible for exemption from taxation in respect of its income and gains.

Library and The Keep

Expenditure is charged as an expense in the Statement of Financial Activities in the year of purchase.

Tangible fixed assets and depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| | |
|--------------------|----------------------------|
| Leasehold property | Over the life of the lease |
| Equipment | 3 or 5 years straight line |

Assets costing less than £250 are not capitalised but instead are charged as an expense in the Statement of Financial Activities.

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks.

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

2 Donations and legacies

| | 2022 | 2021 |
|------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Legacies and donations | 148 | 5,010 |
| Gift Aid tax reclaimed | 1,549 | 1,400 |
| Subscriptions | 48,384 | 48,804 |
| | <u>50,081</u> | <u>55,214</u> |

3 Charitable activities

| | 2022 | 2021 |
|-----------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Publication sales | 5,234 | 8,050 |
| Conferences and trips | 3,415 | 2,035 |
| | <u>8,649</u> | <u>10,085</u> |

4 Investments

| | 2022 | 2021 |
|---------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Interest on cash deposits | <u>1,124</u> | <u>291</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

5 Analysis of expenditure on charitable activities

| | 2022 Unrestricted Funds £ | 2021 Unrestricted Funds £ |
|---|--|--|
| Grants payable (note 6) | 4,500 | 2,500 |
| Donations to societies | 64 | 105 |
| Meeting Centres | 3,766 | 1,471 |
| Insurance | 647 | 643 |
| The Keep | 4,699 | 5,151 |
| The Keep broadband and internet services | 2,224 | 1,748 |
| Group Computers/Internet | 3,254 | 2,292 |
| Magazine | 13,414 | 14,571 |
| Publication Costs | 829 | 1,704 |
| FHF Costs and Society Subs | 980 | 1,035 |
| Publicity | 276 | 191 |
| Conferences and Trips | 7,674 | 1,503 |
| Merchandise | - | 293 |
| Bank Charges | 1,051 | 1,145 |
| Depreciation of leasehold property | 3,130 | 3,130 |
| Depreciation of equipment | 1,449 | 2,367 |
| Printing, stationery, postage and mileage | 1,294 | 1,877 |
| Support costs (note 7) | 5,540 | 3,500 |
| | <u>54,791</u> | <u>45,226</u> |

6 Grants to institutions

| Name of Institution | Activity | £ |
|---------------------------------------|-------------------------------------|--------------|
| The Keep (East Sussex County Council) | New scanner | 2,500 |
| WSRO | Contribution to purchase of records | <u>2,000</u> |

7 Support costs

| | 2022 Unrestricted Funds £ | 2021 Unrestricted Funds £ |
|------------------------------|--|--|
| Governance | | |
| Legal and professional costs | <u>5,540</u> | <u>3,500</u> |

Amounts payable to the independent examiner during the year were £5,540 for independent examination fees of which £1,540 was under-accrued in the previous year (2021 - £3,200 for independent examination fees of which £1,200 was under-accrued in the previous year) and £Nil (2021 - £300) for other accountancy services. These have been included as part of the governance costs.

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

8 Employees, trustees' remuneration and expenses

The Charity had no employees during the year.

No remuneration was paid to the trustees during the year (2021 - £nil). No (2021 - No) trustees received reimbursed expenses amounting to £nil (2021 - £nil).

9 Tangible fixed assets

| | Leasehold property £ | Equipment £ | Total £ |
|------------------------|-------------------------------------|------------------------|--------------------|
| Cost: | | | |
| At beginning of year | 31,300 | 25,695 | 56,995 |
| Additions | - | - | - |
| At end of year | <u>31,300</u> | <u>25,695</u> | <u>56,995</u> |
| Depreciation: | | | |
| At beginning of year | 25,822 | 23,692 | 49,514 |
| Charge for the year | 3,130 | 1,449 | 4,579 |
| At end of year | <u>28,952</u> | <u>25,141</u> | <u>54,093</u> |
| Net book value: | | | |
| At end of year | <u>2,348</u> | <u>554</u> | <u>2,902</u> |
| At beginning of year | <u>5,478</u> | <u>2,003</u> | <u>7,481</u> |

10 Debtors

| | 2022 £ | 2021 £ |
|---------------|-------------------|-------------------|
| Other debtors | 7,678 | 6,828 |
| Prepayments | <u>688</u> | <u>1,247</u> |
| | <u>8,366</u> | <u>8,075</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

11 Creditors: amounts falling due within one year

| | 2022 | 2021 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Accruals and deferred income | <u>19,764</u> | <u>24,022</u> |

Creditors amounts falling due within one year includes deferred income:

| | 2022 | 2021 |
|-----------------------------|--------------|---------------|
| | £ | £ |
| As at 1 January | 10,572 | 10,597 |
| Amount released to income | (10,572) | (10,597) |
| Amount deferred in the year | <u>6,598</u> | <u>10,572</u> |
| As at 31 December | <u>6,598</u> | <u>10,572</u> |

Deferred income is in relation to members' subscriptions received in advance and conference income in advance.

12 Related parties

Controlling entity

The charity is controlled by the trustees.

Related party transactions

There were no related party transactions during the year (2021 - £nil).

SUSSEX FAMILY HISTORY GROUP

England & Wales - Charity number 273726

Accounts

Charity registration number: 273726

SUSSEX FAMILY HISTORY GROUP
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

SUSSEX FAMILY HISTORY GROUP

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| Statement of financial activities | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 12 |

SUSSEX FAMILY HISTORY GROUP

REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|------------------------------------|--|
| Charity registration number | 273726 |
| Principal office | 10 Fairford Close Haywards Heath West Sussex RH16 3EF |
| Trustees | Mick Henry Terry Mitchell Dave Wicks Vee Willis Judy Excell (resigned 10 April 2021) Jean Spilsted Brian Eaton Kath Allen David Green (resigned 1 February 2021) |
| Bankers | HSBC plc 21 High Street Storrington West Sussex RH20 4DR CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Skipton Building Society The Bailey Skipton North Yorkshire BD23 1AP |
| Independent Examiner | G Hunt FCA Kreston Reeves LLP Springfield House Springfield Road Horsham RH12 2RG |

SUSSEX FAMILY HISTORY GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

Introduction

The Trustees present their Report and Accounts for the year ended 31 December 2021.

These have been prepared in accordance with the Statutory requirements and Statement of Recommended Practice "Accounting and Reporting by Charities with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" and the Charities Act 2011.

The Charity was established on the 12 March 1972 and registered with the Charity Commission on the 29 June 1977. The governing constitution and rules were last amended in April 2021 after the agreement of the AGM. The objects of the Charity are:

- to collect, publish, co-ordinate and make accessible in the interests of genealogy any documents or records particularly relating to the County of Sussex;
- to promote the preservation of such documents and records;
- to encourage the study of genealogy; and
- to assist, educationally by lectures and otherwise, in record research.

To help achieve the objects of the Charity we have five meeting centres across both counties that hold regular monthly meetings with speakers who give talks on many aspects of genealogy. We publish a quarterly magazine that is sent to all members. Our room at The Keep is open to members on Tuesday to Friday but depends on volunteer availability. We are currently looking at ways that we can provide more for our overseas members. Due to the Covid Pandemic the Meeting Centres have not been able to hold their regular meetings and our Room at The Keep has been closed.

Trustees

The Trustees of the Charity are set out below. All Trustees are appointed for periods of one year at the Annual General Meeting, except where indicated. The Trustees have met on four occasions during the year (all via Zoom) and the attendance of Trustees was 100%.

Michael J Henry
David J Wicks
Brian Eaton
Mrs Kathleen Allen

Terence F Mitchell
Mrs Judy Excell (resigned 10/04/2021)
Mr David Green (resigned 01/02/2021)

Mrs Jean Spilsted
Mrs Vee Willis

Where there is a requirement for new Trustees, they are identified and appointed by the existing Trustees. The Trustees will undertake to give new Trustees an adequate induction to the responsibilities of Trustees, and the work, governing documents and procedures of the Sussex Family History Group (SFHG).

The Trustees are responsible for the preparation of the annual report and financial statements in accordance with the United Kingdom Accounting Rules.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity. We have established a quarterly Management Accounts Report that continues to be presented to the members of the executive committee at their meetings.

The Trustees ensure that we provide the Independent Examiner with all the necessary information regarding the Charity and its assets.

Public benefit statement

The trustees have had due regard to the Charity Commission guidance on public benefit when setting the objects of the Charity. See above for details on how the Charity's activities provide public benefit.

Sub-committees

Much of the co-ordination of the activities of the Charity is undertaken through the following sub-committees, the minutes and reports of which are considered regularly by the Trustees:

Finance and General Purposes, Library, Meetings and Conferences, Membership, Projects, Publications and Sales, and Events. Because of the pandemic the Sub-Committees continued to meet via Zoom.

SUSSEX FAMILY HISTORY GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

General data protection regulation (GDPR)

GDPR is overseen by a Trustee and reports to the Executive Committee.

Risk management

The principal risks faced by the Charity are concerned with the Health and Safety, and Safeguarding of all the Volunteers who give their time to the Charity. We also, through regular reports to the Executive Committee, ensure the finances are dealt with in compliance with the Charities Act, SORP and Charity Commissioners.

Review of the year

Like 2020, the year began with all our Meeting Centres closed due to COVID restrictions.

Zoom talks, which we now call Webtalks, have become very popular and Jan Baker took over the running of these from Vee

Our 2021 Conference and AGM was achieved via Zoom this year, a considerable challenge, but it did mean I could call on helpers world-wide to assist and that many more of our members could attend using the internet.

We now have a free Newsletter called Shurlye which is sent out via the internet so members can keep abreast of the news in between Magazines. Over 1000 of our members have subscribed to it already.

Our Facebook membership continues to grow and now has over 3,000 members.

The 200 year old farming diary (written by Nicholas Oxley) has now been transcribed and is being checked prior to publication by the SFHG.

We have collaborated with The Keep with the scanning and transcription of the Hellingly hospital records.

The SFHG now have a new and much simpler logo.

In March this year, our new website went live. It has had much praise even though some of our members do not always appreciate change.

We also intend to make all of our current records available through the new website for members, a huge undertaking.

We are all looking forward to our 50th Anniversary Conference at Sussex University in May 2022.

Reserves

The surplus for the year was £20,568 (2020: £11,419) and total funds carried forward at 31 December 2021 were £247,364 (2020: £226,796). No part of this represents a designated or restricted fund.

The trustees' policy is to retain cash reserves equal approximately to one year's expenditure.

On 31 December 2021 we had £254,878 in the bank and building society (2020: £235,123) of which £35,756 was in a deposit account and £80,000 was in Skipton Building Society (2020: £35,394 in a deposit account and £80,000 in Skipton Building Society).

The charity currently holds funds in excess of one year's expenditure and this has been the result of the uncertainty over the costs relating to The Keep.

2022

As mentioned by the Chairman in the review of 2021 we saw an increase in membership. This has continued into 2022 and we hope this will continue. We have been encouraged by the numbers of Members who have joined the Zoom Talks that have been arranged. We plan to continue with Zoom Talks.

Approval

This report was approved by the Trustees at a meeting held on 20 April 2022 and signed on their behalf.

M J Henry
Hon. Chairman and Trustee

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SUSSEX FAMILY HISTORY GROUP
FOR THE YEAR ENDED 31 DECEMBER 2021

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 5 to 12.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I 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 accounts to be reached.

.....
G Hunt FCA
Kreston Reeves LLP
Springfield House
Springfield Road
Horsham
RH12 2RG

Date: 28 April 2022

SUSSEX FAMILY HISTORY GROUP

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

| | Note | 2021 Unrestricted Funds | 2020 Unrestricted Funds |
|------------------------------------|-------------|--|--|
| | | £ | £ |
| INCOME FROM: | | | |
| Donations and legacies | 2 | 55,214 | 47,290 |
| Charitable activities | 3 | 10,085 | 9,779 |
| Investments | 4 | 291 | 394 |
| Other | | 204 | 173 |
| Total income | | <u>65,794</u> | <u>57,636</u> |
| | | | |
| EXPENDITURE ON: | | | |
| Charitable activities | 5 | 45,226 | 46,217 |
| | | | |
| Total expenditure | | <u>45,226</u> | <u>46,217</u> |
| | | | |
| Net income | | 20,568 | 11,419 |
| | | | |
| Net movement in funds | | <u>20,568</u> | <u>11,419</u> |
| | | | |
| Reconciliation of funds: | | | |
| Total funds brought forward | | 226,796 | 215,377 |
| | | | |
| Total funds carried forward | | <u><u>247,364</u></u> | <u><u>226,796</u></u> |

All income and expenditure derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

SUSSEX FAMILY HISTORY GROUP

BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2021

| | Note | 2021 | | 2020 | |
|---|-------------|-----------------|----------------|-----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 9 | | <u>7,481</u> | | <u>12,098</u> |
| | | | 7,481 | | 12,098 |
| Current assets | | | | | |
| Stocks | | 952 | | 853 | |
| Debtors | 10 | 8,075 | | 793 | |
| Cash at bank and in hand | | <u>254,878</u> | | <u>235,123</u> | |
| | | 263,905 | | 236,769 | |
| Creditors: Amounts falling due within one year | 11 | <u>(24,022)</u> | | <u>(22,071)</u> | |
| Net current assets | | | 239,883 | | 214,698 |
| Net assets | | | <u>247,364</u> | | <u>226,796</u> |
| Funds | | | | | |
| Unrestricted income funds | | | <u>247,364</u> | | <u>226,796</u> |
| Total charity funds | | | <u>247,364</u> | | <u>226,796</u> |

These accounts were approved by the Board and authorised for issue on 20 April 2022 and signed on its behalf by:

M Henry

Hon. Chairman

T Mitchell

Treasurer

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

General information and basis of preparation

Sussex Family History Group is a registered charity in England. The address of the charity is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going concern

The Trustees consider that the charity will be able to settle outstanding invoices, bills and commitments as they fall due.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Income from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Membership subscriptions are recognised over the period to which they relate.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Income from investments is recognised when receivable and the amount can be measured reliably by the charity.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output. Grants payable without performance conditions are only recognised in the Statement of Financial Activities when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support and governance costs

Support costs are governance costs. Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustees' meetings and the cost of any legal advice to trustees on governance or constitutional matters. All support costs are allocated to charitable activities.

Donated services

In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. The charity relies on voluntary help and has no paid staff. Volunteers staff the Library and assist the members with their research and other enquiries as well as organising and running other trips and events held.

Taxation

The charity is eligible for exemption from taxation in respect of its income and gains.

Library and The Keep

Expenditure is charged as an expense in the Statement of Financial Activities in the year of purchase.

Tangible fixed assets and depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| | |
|--------------------|----------------------------|
| Leasehold property | Over the life of the lease |
| Equipment | 3 or 5 years straight line |

Assets costing less than £250 are not capitalised but instead are charged as an expense in the Statement of Financial Activities.

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks.

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

2 Donations and legacies

| | 2021 | 2020 |
|------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Legacies and donations | 5,010 | 230 |
| Gift Aid tax reclaimed | 1,400 | 1,323 |
| Subscriptions | 48,804 | 45,737 |
| | <u>55,214</u> | <u>47,290</u> |

3 Charitable activities

| | 2021 | 2020 |
|-----------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Publication sales | 8,050 | 7,368 |
| Conferences and trips | 2,035 | 2,411 |
| | <u>10,085</u> | <u>9,779</u> |

4 Investments

| | 2021 | 2020 |
|---------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Interest on cash deposits | <u>291</u> | <u>394</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

5 Analysis of expenditure on charitable activities

| | 2021 | 2020 |
|---|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Grants payable (note 6) | 2,500 | 1,200 |
| Donations to societies | 105 | 8 |
| Meeting Centres | 1,471 | 890 |
| Insurance | 643 | 643 |
| The Keep | 5,151 | 6,009 |
| The Keep broadband and internet services | 1,748 | 2,311 |
| Group Computers/Internet | 2,292 | 2,262 |
| Magazine | 14,571 | 14,856 |
| Publication Costs | 1,704 | 3,387 |
| FHF Costs and Society Subs | 1,035 | 1,050 |
| Publicity | 191 | 416 |
| Conferences and Trips | 1,503 | 1,811 |
| Travel and subsistence | - | 27 |
| Merchandise | 293 | - |
| Bank Charges | 1,145 | 923 |
| Depreciation of leasehold property | 3,130 | 3,130 |
| Depreciation of equipment | 2,367 | 1,818 |
| Printing, stationery, postage and mileage | 1,877 | 2,183 |
| Support costs (note 7) | 3,500 | 3,293 |
| | <u>45,226</u> | <u>46,217</u> |

6 Grants to institutions

| Name of Institution | Activity | £ |
|---------------------------------------|---------------------------------------|--------------|
| The Keep (East Sussex County Council) | Hellingly Hospital registers indexing | <u>2,500</u> |

7 Support costs

| | 2021 | 2020 |
|------------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Governance | | |
| Legal and professional costs | <u>3,500</u> | <u>3,293</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

8 Employees, trustees' remuneration and expenses

The Charity had no employees during the year.

No remuneration was paid to the trustees during the year (2020 - £nil). No (2020 - One) trustees received reimbursed expenses amounting to £nil (2020 - £53 for mileage expenses).

Amounts payable to the independent examiner during the year were £3,200 for independent examination fees of which £1,200 was under-accrued in the previous year (2020 - £3,240 of which £1,740 was under-accrued in the previous year) and £300 (2020 - £nil) for other accountancy services. These have been included as part of the governance costs.

9 Tangible fixed assets

| | Leasehold property £ | Equipment £ | Total £ |
|------------------------|-------------------------------------|------------------------|--------------------|
| Cost: | | | |
| At beginning of year | 31,300 | 24,815 | 56,115 |
| Additions | - | 880 | 880 |
| At end of year | <u>31,300</u> | <u>25,695</u> | <u>56,995</u> |
| Depreciation: | | | |
| At beginning of year | 22,692 | 21,325 | 44,017 |
| Charge for the year | 3,130 | 2,367 | 5,497 |
| At end of year | <u>25,822</u> | <u>23,692</u> | <u>49,514</u> |
| Net book value: | | | |
| At end of year | <u>5,478</u> | <u>2,003</u> | <u>7,481</u> |
| At beginning of year | <u>8,608</u> | <u>3,490</u> | <u>12,098</u> |

10 Debtors

| | 2021 £ | 2020 £ |
|---------------|-------------------|-------------------|
| Other debtors | 6,828 | 492 |
| Prepayments | <u>1,247</u> | <u>301</u> |
| | <u>8,075</u> | <u>793</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

11 Creditors: amounts falling due within one year

| | 2021 | 2020 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Accruals and deferred income | <u>24,022</u> | <u>22,071</u> |

Creditors amounts falling due within one year includes deferred income:

| | 2021 | 2020 |
|-----------------------------|---------------|---------------|
| | £ | £ |
| As at 1 January | 10,597 | 9,063 |
| Amount released to income | (10,597) | (9,063) |
| Amount deferred in the year | <u>10,572</u> | <u>10,597</u> |
| As at 31 December | <u>10,572</u> | <u>10,597</u> |

12 Related parties

Controlling entity

The charity is controlled by the trustees.

Related party transactions

There were no related party transactions during the year (2020 - £nil).

SUSSEX FAMILY HISTORY GROUP

England & Wales - Charity number 273726

Accounts

Charity registration number: 273726

**SUSSEX FAMILY HISTORY GROUP
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

SUSSEX FAMILY HISTORY GROUP

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| Statement of financial activities | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 12 |

SUSSEX FAMILY HISTORY GROUP

REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|------------------------------------|--|
| Charity registration number | 273726 |
| Principal office | 10 Fairford Close Haywards Heath West Sussex RH16 3EF |
| Trustees | Mick Henry Terry Mitchell Dave Wicks Vee Willis Judy Excell Jean Spilsted Brian Eaton Kath Allen (appointed 11 September 2020) David Green (appointed 10 January 2020) |
| Bankers | HSBC plc 21 High Street Storrington West Sussex RH20 4DR CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ |
| Independent Examiner | G Hunt FCA Kreston Reeves LLP Springfield House Springfield Road Horsham RH12 2RG |

SUSSEX FAMILY HISTORY GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Introduction

The Trustees present their Report and Accounts for the year ended 31 December 2020.

These have been prepared in accordance with the Statutory requirements and Statement of Recommended Practice "Accounting and Reporting by Charities with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" and the Charities Act 2011.

The Charity was established on the 12 March 1972 and registered with the Charity Commission on the 29 June 1977. The governing constitution and rules were last amended in May 2014 after the agreement of the AGM. The objects of the Charity are:

- to collect, publish, co-ordinate and make accessible in the interests of genealogy any documents or records particularly relating to the County of Sussex;
- to promote the preservation of such documents and records;
- to encourage the study of genealogy; and
- to assist, educationally by lectures and otherwise, in record research.

To help achieve the objects of the Charity we have five meeting centres across both counties that hold regular monthly meetings with speakers who give talks on many aspects of genealogy. We publish a quarterly magazine that is sent to all members. Our room at The Keep is open to members on Tuesday to Friday but depends on volunteer availability. We are currently looking at ways that we can provide more for our overseas members. Due to the Covid Pandemic the Meeting Centres have not been able to hold their regular meetings and our Room at The Keep has been closed.

Trustees

The Trustees of the Charity are set out below. All Trustees are appointed for periods of one year at the Annual General Meeting, except where indicated. The Trustees have met on four occasions during the year (two via Zoom) and the attendance of Trustees was 100%.

| | | |
|---|---|-------------------|
| Michael J Henry | Terence F Mitchell | Mrs Jean Spilsted |
| David J Wicks | Mrs Judy Excell | Mrs Vee Willis |
| Brian Eaton | Mr David Green (Co-Opted 10th January 2020) | |
| Mrs Kathleen Allen (Co-Opted 11th September 2020) | | |

Where there is a requirement for new Trustees, they are identified and appointed by the existing Trustees. The Trustees will undertake to give new Trustees an adequate induction to the responsibilities of Trustees, and the work, governing documents and procedures of the Sussex Family History Group (SFHG).

The Trustees are responsible for the preparation of the annual report and financial statements in accordance with the United Kingdom Accounting Rules.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity. We have established a quarterly Management Accounts Report that continues to be presented to the members of the executive committee at their meetings.

The Trustees ensure that we provide the Independent Examiner with all the necessary information regarding the Charity and its assets.

Public benefit statement

The trustees have had due regard to the Charity Commission guidance on public benefit when setting the objects of the Charity. See above for details on how the Charity's activities provide public benefit.

Sub-committees

Much of the co-ordination of the activities of the Charity is undertaken through the following sub-committees, the minutes and reports of which are considered regularly by the Trustees:

Finance and General Purposes, Library, Meetings and Conferences, Membership, Projects, Publications and Sales, and Events. Because of the pandemic the Sub-Committees continued to meet via Zoom.

SUSSEX FAMILY HISTORY GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

General data protection regulation (GDPR)

During the previous year a member volunteered to oversee GDPR for the Charity and during the year was Co-Opted to the Executive Committee.

Risk management

The principal risks faced by the Charity are concerned with the Health and Safety, and Safeguarding of all the Volunteers who give their time to the Charity. We also through regular reports to the Executive Committee ensure the finances are dealt with in compliance with the Charities Act, SORP and Charity Commissioners.

Review of the year

The year has in some ways been difficult for the SFHG as from the middle of March all our Meeting Centres closed due to Covid restriction.

But there were some rewards to be had from this in that we began to organise Zoom talks that members could attend worldwide using the internet and we often had 150 to 200 attendees at these meetings, many more than we would have had at a local meeting. These will now be a permanent fixture in our calendar of events.

The lockdown has also resulted in an increase of around 500 members worldwide as people take to the internet.

Our Facebook membership continues to grow and now has over 2,500 members. Over the last year we have been transcribing a 200 year old diary and posting extracts for members to comment on and this has produced much interest. The diary needed rebinding, so we contributed towards the cost of this procedure.

We continue to support The Keep and there is collaboration in the pipeline for the SFHG to assist financially with the scanning and transcription of the Hellingly hospital records. This is ongoing.

We supported WSRO with our usual donation in 2020 which is always appreciated.

It was disappointing that we did not have our new website prior to the end of 2020 but there is much hope that it will appear in early 2021 and result in another increase in membership.

We also intend to make all of our current records available through the new website for members to search, a huge undertaking.

There is much to look forward to as we embrace the electronic age with one foot firmly in the past.

Reserves

The surplus for the year was £11,419 (2019: £3,699) and total funds carried forward at 31 December 2020 were £226,796 (2019: £215,377). No part of this represents a designated or restricted fund.

The trustees' policy is to retain cash reserves equal approximately one year's expenditure.

On 31 December 2020 we had £235,123 in the bank and building society (2019: £216,006) of which £35,394 was in a deposit account and £80,000 was in Skipton Building Society (2019: £45,358 in a Deposit Account).

The charity currently holds funds in excess of one year's expenditure and this has been the result of the uncertainty over the costs relating to The Keep.

2021

As mentioned by the Chairman in the review of 2020 we saw an increase in membership. This has continued into 2021 and we hope this will continue. We have been encouraged by the numbers of Members who have joined the Zoom Talks that have been arranged especially welcoming Members from overseas.

Approval

This report was approved by the Trustees at a meeting held on 10 April 2021 and signed on their behalf.

M J Henry
Hon. Chairman and Trustee

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SUSSEX FAMILY HISTORY GROUP

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 5 to 12.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

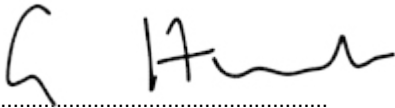
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I 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 accounts to be reached.



.....
G Hunt FCA
Kreston Reeves LLP
Springfield House
Springfield Road
Horsham
RH12 2RG

Date 4 May 2021

SUSSEX FAMILY HISTORY GROUP

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

| | Note | 2020 Unrestricted Funds | 2019 Unrestricted Funds |
|------------------------------------|-------------|--|--|
| | | £ | £ |
| INCOME FROM: | | | |
| Donations and legacies | 2 | 47,290 | 46,704 |
| Charitable activities | 3 | 9,779 | 9,474 |
| Investments | 4 | 394 | 94 |
| Other | | 173 | 282 |
| Total income | | <u>57,636</u> | <u>56,554</u> |
| EXPENDITURE ON: | | | |
| Charitable activities | 5 | 46,217 | 52,885 |
| Total expenditure | | <u>46,217</u> | <u>52,885</u> |
| Net income | | 11,419 | 3,669 |
| Net movement in funds | | <u>11,419</u> | <u>3,669</u> |
| Reconciliation of funds: | | | |
| Total funds brought forward | | 215,377 | 211,708 |
| Total funds carried forward | | <u><u>226,796</u></u> | <u><u>215,377</u></u> |

All income and expenditure derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

SUSSEX FAMILY HISTORY GROUP

BALANCE SHEET

AT 31 DECEMBER 2020

| | Note | 2020 | | 2019 | |
|---|-------------|-----------------|----------------|-----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 9 | | 12,098 | | 14,859 |
| | | | <u>12,098</u> | | <u>14,859</u> |
| Current assets | | | | | |
| Stocks | | 853 | | 941 | |
| Debtors | 10 | 793 | | 4,057 | |
| Cash at bank and in hand | | 235,123 | | 216,006 | |
| | | <u>236,769</u> | | <u>221,004</u> | |
| Creditors: Amounts falling due within one year | 11 | <u>(22,071)</u> | | <u>(20,486)</u> | |
| Net current assets | | | 214,698 | | 200,518 |
| Net assets | | | <u>226,796</u> | | <u>215,377</u> |
| Funds | | | | | |
| Unrestricted income funds | | | <u>226,796</u> | | <u>215,377</u> |
| Total charity funds | | | <u>226,796</u> | | <u>215,377</u> |

These accounts were approved by the Board and authorised for issue on 10 April 2021 and signed on its behalf by:

M Henry

Hon. Chairman

T Mitchell

Treasurer

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

General information and basis of preparation

Sussex Family History Group is a registered charity in England. The address of the charity is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going concern

The Trustees consider that the charity will be able to settle outstanding invoices, bills and commitments as they fall due.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Income from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Membership subscriptions are recognised over the period to which they relate.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Income from investments is recognised when receivable and the amount can be measured reliably by the charity.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output. Grants payable without performance conditions are only recognised in the Statement of Financial Activities when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support and governance costs

Support costs are governance costs. Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustees' meetings and the cost of any legal advice to trustees on governance or constitutional matters. All support costs are allocated to charitable activities.

Donated services

In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. The charity relies on voluntary help and has no paid staff. Volunteers staff the Library and assist the members with their research and other enquiries as well as organising and running other trips and events held.

Taxation

The charity is eligible for exemption from taxation in respect of its income and gains.

Library and The Keep

Expenditure is charged as an expense in the Statement of Financial Activities in the year of purchase.

Tangible fixed assets and depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| | |
|--------------------|----------------------------|
| Leasehold property | Over the life of the lease |
| Equipment | 3 or 5 years straight line |

Assets costing less than £250 are not capitalised but instead are charged as an expense in the Statement of Financial Activities.

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks.

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

2 Donations and legacies

| | 2020 | 2019 |
|------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Legacies and donations | 230 | 37 |
| Gift Aid tax reclaimed | 1,323 | 1,801 |
| Subscriptions | 45,737 | 44,866 |
| | <u>47,290</u> | <u>46,704</u> |

3 Charitable activities

| | 2020 | 2019 |
|-----------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Publication sales | 7,368 | 5,696 |
| Conferences and trips | 2,411 | 3,778 |
| | <u>9,779</u> | <u>9,474</u> |

4 Investments

| | 2020 | 2019 |
|---------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Interest on cash deposits | <u>394</u> | <u>94</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

5 Analysis of charitable activities

| | 2020 | 2019 |
|---|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Grants payable (note 6) | 1,200 | 1,000 |
| Donations to societies | 8 | 17 |
| Meeting Centres | 890 | 5,115 |
| Insurance | 643 | 639 |
| The Keep | 6,009 | 5,585 |
| The Keep broadband and internet services | 2,311 | 1,577 |
| Group Computers/Internet | 2,262 | 2,902 |
| Magazine | 14,856 | 16,649 |
| Publication Costs | 3,387 | 2,514 |
| FHF Costs and Society Subs | 1,050 | 966 |
| Publicity | 416 | 353 |
| Conferences and Trips | 1,811 | 5,793 |
| Travel and subsistence | 27 | 594 |
| Projects | - | 35 |
| Bank Charges | 923 | 969 |
| Depreciation of leasehold property | 3,130 | 3,130 |
| Depreciation of equipment | 1,818 | 1,496 |
| Printing, stationery, postage and mileage | 2,183 | 1,150 |
| Support costs (note 7) | 3,293 | 2,401 |
| | <u>46,217</u> | <u>52,885</u> |

6 Grants to institutions

| Name of Institution | Activity | £ |
|----------------------------|-----------------------|--------------|
| West Sussex Record Office | Document preservation | <u>1,200</u> |

7 Support costs

| | 2020 | 2019 |
|------------------------------|---------------------|---------------------|
| | Unrestricted | Unrestricted |
| | Funds | Funds |
| | £ | £ |
| Governance | | |
| Legal and professional costs | <u>3,293</u> | <u>2,401</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

8 Employees, trustees' remuneration and expenses

The Charity had no employees during the year.

No remuneration was paid to the trustees during the year (2019 - £nil). One (2018 - Eight) trustees received mileage expenses amounting to £53 (2019 - £601).

The independent examiner's fee for the year was £3,240 of which £1,740 was under-accrued in the previous year (2019 - £1,200). This has been included as part of the governance costs.

9 Tangible fixed assets

| | Leasehold property £ | Equipment £ | Total £ |
|------------------------|-------------------------------------|------------------------|--------------------|
| Cost: | | | |
| At beginning of year | 31,300 | 22,628 | 53,928 |
| Additions | - | 2,187 | 2,187 |
| At end of year | <u>31,300</u> | <u>24,815</u> | <u>56,115</u> |
| Depreciation: | | | |
| At beginning of year | 19,562 | 19,507 | 39,069 |
| Charge for the year | 3,130 | 1,818 | 4,948 |
| At end of year | <u>22,692</u> | <u>21,325</u> | <u>44,017</u> |
| Net book value: | | | |
| At end of year | <u>8,608</u> | <u>3,490</u> | <u>12,098</u> |
| At beginning of year | <u>11,738</u> | <u>3,121</u> | <u>14,859</u> |

10 Debtors

| | 2020 £ | 2019 £ |
|---------------|-------------------|-------------------|
| Other debtors | 492 | 2,519 |
| Prepayments | <u>301</u> | <u>1,538</u> |
| | <u>793</u> | <u>4,057</u> |

SUSSEX FAMILY HISTORY GROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

11 Creditors: amounts falling due within one year

| | 2020 | 2019 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Accruals and deferred income | <u>22,071</u> | <u>20,486</u> |

Creditors amounts falling due within one year includes deferred income:

| | 2020 | 2019 |
|-----------------------------|---------------|--------------|
| | £ | £ |
| As at 1 January | 9,063 | 8,694 |
| Amount released to income | (9,063) | (8,694) |
| Amount deferred in the year | <u>10,597</u> | <u>9,063</u> |
| As at 31 December | <u>10,597</u> | <u>9,063</u> |

12 Related parties

Controlling entity

The charity is controlled by the trustees.

Related party transactions

There were no related party transactions during the year (2019 - £nil).