

**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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## SUSSEX FAMILY HISTORY GROUP

### REFERENCE AND ADMINISTRATIVE DETAILS

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<b>Charity registration number</b>	273726
<b>Principal office</b>	10 Fairford Close Haywards Heath West Sussex RH16 3EF
<b>Trustees</b>	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)
<b>Bankers</b>	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
<b>Independent Examiner</b>	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

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##### 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**

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##### **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**

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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**

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

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

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#### **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**

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##### **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**

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**2 Donations and legacies**

	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
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**

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

**4 Investments**

	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
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**

	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
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**

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

**7 Support costs**

	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
<b>Governance</b>		
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**

	<b>Leasehold property £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost:</b>			
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>
<b>Depreciation:</b>			
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>
<b>Net book value:</b>			
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**

	<b>2021 £</b>	<b>2020 £</b>
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**

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**11 Creditors: amounts falling due within one year**

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

Creditors amounts falling due within one year includes deferred income:

	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
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><u>10,572</u></u>	<u><u>10,597</u></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).