
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>	<u>45,226</u>
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	(19,764)	(24,022)
Net current assets		249,599	239,883
Net assets		<u>252,501</u>	<u>247,364</u>
Funds			
Unrestricted income funds		252,501	247,364
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).