

**GLOUCESTERSHIRE FAMILY HISTORY SOCIETY
CHARITY NUMBER 296959**

REPORT AND ACCOUNTS

YEAR ENDED 31 MARCH 2023



GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 296959 CHARITIES ACT 2011

TRUSTEES

Amelia Bennett (from September 2022)
David Howells
Vicky Thorpe
Elaine Schollar
David Poole
John Loosley
Elizabeth Jack

EXECUTIVE COMMITTEE

John Loosley:	Interim Chair (to September 2022)
Amelia Bennett:	Chair (Co-opted onto Committee May 2022, elected Chair September 2022)
Elaine Schollar:	Treasurer & Acting secretary
David Howells:	Committee Member
Vicky Thorpe	Committee Member
David Poole:	Committee Member
Colin Maher:	Committee Member
Tracy Barnett:	Committee Member
Sue Woodward:	Committee Member
Andy Woodward:	Committee Member
Paul Evans:	Committee Member
Sue Ross:	Committee Member (Co-opted July 2022, elected September 2022)

BANKERS

National Westminster Bank PLC
21 Eastgate Street
Gloucester
GL1 1NH

PayPal (Europe) S.à r.l. et Cie, S.C.A.
22-24 Boulevard Royal
L-2449 Luxembourg

INVESTMENT MANAGERS

COIF Charity Funds
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Hampshire Trust Bank
55 Bishopsgate
London
EC2N 3AS

CORRESPONDENCE ADDRESS

Ms E P Schollar
Family History Centre, Heritage Hub
Clarence Row, Alvin Street
Gloucester
GL1 3AH

WEBSITE

www.gfhs.org.uk

INDEPENDENT EXAMINER

Miss S.E. Brown FCA, CTA
2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their report and accounts for the year ended 31 March 2023.

Structure, governance and management

The Gloucestershire Family History Society (GFHS) is currently governed by a constitution drawn up in 1990 as amended in the years 1992, 2000, 2001, 2013, 2019 and 2021. It is a Charity registered as charity number 296959. GFHS is administered by an Executive Committee which comprises the Honorary Officers (Chair, Secretary and Treasurer) and up to nine other Executive Committee members, all of whom are elected annually. Other than in March 2023, the Committee met monthly during the year, with meetings also attended by a representative of Gloucestershire Archives. The Trustee Board, which comprises the Honorary Officers of the Executive Committee (Chair, Treasurer and Secretary) plus three to six additional Trustees, meets quarterly, and, working closely with the Executive Committee, provides the overall strategic direction for the Society.

Objectives and activities

The objects of the charity are to promote and encourage the public study of British Family History, genealogy, heraldry and local history with particular reference to Gloucestershire, and the preservation, security and accessibility of archival material.

The GFHS's Family History Centre, which is based at the Heritage Hub in Gloucester, is staffed by volunteers who provide help and advice to members and non-members who wish to trace their family histories, free of charge. The GFHS relies heavily on the contribution of its volunteers, who run the Family History Centre, as well as carrying out many behind-the-scenes administrative functions.

The Centre provides access to the internet with a suite of computers available for public use, with access to all of the main genealogy sites provided. The Centre also houses a well-stocked library and a shop, which sells books of local and genealogical interest, as well as CDs and maps. Similar services, but on a smaller scale, are provided by the Forest of Dean branch. An objective of the GFHS is to make more family history data freely available on its website to members.

The GFHS journal is available to members on a quarterly basis, either by post or via digital download from the website. The journals include articles and contributions from the members, and provide education, information and help for family history researchers. 'News from the Committee', an e-newsletter which is specifically for the GFHS's volunteers, keeps them informed of events and important information, and is also a means of consulting the volunteers on important decisions affecting the Centre. In December, a monthly e-newsletter was launched, which is available to both members and non-members. This provides updates on the activities of the Society.

The GFHS also maintains a social media presence, both on Facebook and Twitter, and has its own website, which is regularly updated. Talks and events are arranged by both the Gloucester and Forest of Dean branches and when possible, volunteers from the GFHS attend fairs and events arranged by other Family History Societies and the Family History Federation (FHF).

The GFHS supports the local Archives Office in preserving and archiving historical local records, and is one of the partners of the Gloucestershire Heritage Hub, where the Family History Centre is based. The GFHS has continued to build on the good relations with partners and colleagues in the Hub, as well as with other local organisations with similar interests.

Registered charities are required to comply with statutory and Charity Commission Public Benefit requirements.

GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

TRUSTEES' ANNUAL REPORT (cont.)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

The GFHS occupies a unit on the Heritage Hub/Gloucestershire Archives site. This is leased and licenced from Gloucestershire County Council and comprises a ground floor unit with access and facilities for people with disabilities. It is a modern and bright Family History Centre, attractive to members, volunteers and visitors alike.

Throughout 2022-2023, Covid restrictions were further lifted, and although a pre-booking system remained in place, 'walk-ins' were accommodated when space allowed. The kitchen area came fully back into use, and in December 2022, the Family History Centre's till was replaced with a more modern system of taking payment, Square Point of Sale (PoS). Visitor numbers to the Centre, whilst not reaching pre-Covid levels, did however increase over the year. Approximately 1,800 visitors and volunteers attended the Centre during the year, a monthly average of 150. Sales in the Centre's shop also increased, and the ongoing promotion of books and other items on the Society's website boosted online sales. A number of new publications were added to the shop, including books donated to the Society.

The GFHS has taken an active role in the monthly Saturday openings to the general public of the Heritage Hub, which started in May 2022. These themed events have proven popular and have helped increased awareness of, and footfall to, the Family History Centre. As well as contributing to the planning and publicity, volunteers have taken part in Q&A sessions; delivered a talk on DNA; and the event on transport included a presentation by a GFHS volunteer on the topic of the Titanic. The GFHS continues to contribute articles to the Hub's newsletter, a helpful resource which keeps the partners, as well as the general public and users of the Hub, informed of what each organization is doing, and what events are taking place. Since January, the GFHS has also been contributing an article themed around a 'Cotswold Character' to the Heritage Hub's history/heritage page of the monthly 'Cotswold Life' magazine. This not only raises GFHS's profile to a different and new audience, but also demonstrates one of the many positive ways in which the GFHS is collaborating with Gloucestershire Archives.

Volunteers have also hosted group visits to the Centre, to show the facilities and resources GFHS has to offer, and use was made of the display boards at the Hub to showcase the work of the Society. At the end of March, the weather finally allowed for GFHS's planting of a tree, along with a plaque, in the Heritage Hub's garden, to commemorate the Queen's platinum jubilee.

Other improvements at the Centre included a revamp of the library and access to a range of additional resources. Updates were made to the index of marriage registers; access to the 1921 census was provided; and a key achievement for GFHS was securing Family Search affiliate library status for the Family History Centre (which allows access to digitized records across the world).

The project to index Gloucester Borough lease books progressed throughout the year, with volumes 9 to 15 now available on the website. Much work also went into continuing to improve the layout and look of the website, and to keep it updated, and during the year, GFHS assumed responsibility for the Forest of Dean Family History Trust site, to ensure these records could continue to be freely available to researchers. The balance of the FoDFHT's funds (£3,332.08) was donated to GFHS towards this.

In addition to the projects mentioned above, volunteers also helped numerous people with their family history research with the GFHS Helpdesk continuing to be busy. Volunteers also attended external events and fairs whenever possible, including the GLHA's 'History of Education' event in June at the University of Gloucestershire Oxstalls campus; East Surrey's (virtual) family history fair; and Oxfordshire Family History society's event. Volunteers also contributed information to the Cathedral Quarter's Westgate Street talk at the Gloucester History Festival in September. A number of opportunities to attend discussions, via Zoom, about specific posts and roles within family history societies, and which were hosted by the FHF, were taken up by GFHS officials. These opportunities to network with and find out what other family history societies did, and what challenges they faced, proved both useful and informative. Meetings with representatives of Devon and the Isle of Wight family history societies also took place.

GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

TRUSTEES' ANNUAL REPORT (cont.)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (cont)

Zoom has continued to be used extensively by the Society, both for its monthly Committee meetings, as well as being a means to offer online talks to the membership. These talks have continued to prove very popular, and have enabled GFHS to engage with a larger audience and connect with members not local to Gloucester, who would otherwise be unable to 'attend' such gatherings. In person events also resumed, albeit on a lesser scale, but offered the opportunity for those who prefer or also enjoy physical social gatherings, to meet in person.

Journal – The Society's journal continues to be issued to all members each quarter, in printed and on-line formats. The membership as of 31 March 2023 stood at 1,250.

The Trustees comply with the Charity Commission's guidance on public benefit and believe that every activity undertaken meets this guidance.

Financial review

Policy on reserves:

The Trustees believe it necessary to maintain unrestricted funds for the following purposes:

- (a) To cover obligations to pay future rent and licence fee of the Family History Centre in the event of a fall in revenue income, or increase in rent and utility costs;
- (b) to buy research material which may become available from time to time;
- (c) to support preservation of and access to records including transcription projects and preservation materials;
- (d) to renew and to buy further equipment to assist research and education;
- (e) to invest in improvements to the website and other technology to enable greater engagement with more members.

The Trustees believe that the current level of funds is adequate for these purposes.

The Society will need to maintain the reserves at the current level to fulfil its future obligations. Although the Society's funds are healthy, membership of family history societies are declining long term. Interest rates started to improve during 2022-2023, and the Trustees made the decision to re-invest £50,000, plus an additional £5,000 from the current bank account, into another Hampshire Trust one-year bond which was offering a favourable return. The Committee and Trustees will continue to keep income and expenditure under review during the coming year, and intend to undertake a financial review to sit alongside the review of the strategic direction of the Society, which was started in 2022-2023.

The Society's General Fund shows a surplus for the year of £4,163.42 which, when carried to reserves leaves a balance to carry forward of £85,363.32.

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's trustees

Amelia Bennett
Chair

Elaine Schollar
Treasurer

27 July 2023

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S.E. Brown FCA, CTA

27 July 2023

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2023

GENERAL UNRESTRICTED FUND

RESOURCES EXPENDED			INCOMING RESOURCES		
	2023	2022		2023	2022
Charitable activities:			Incoming resources from generating funds:		
Family History Centre:			Voluntary income		
Rent	6,000.00	6,000.00	Subscriptions: Ordinary Membership	12,210.96	12,867.03
Telephone and Internet	1,725.19	1,461.65	Overseas Membership	1,386.42	1,454.30
Repairs and maintenance	-	-			
Printing, postage and stationery	857.61	866.50		13,597.38	14,321.33
IT consumables and software	323.00	348.99	Gift Aid	1,948.88	990.98
Miscellaneous	84.74	16.24	Donations	4,769.63	498.65
			Legacy	-	1,051.98
	8,990.54	8,693.38			
				20,315.89	16,862.94
Projects	-	1,313.76			
Cost of sales: publications	727.68	640.10	Activities for generating funds		
Journal printing	3,207.75	3,041.00	Advertising	90.00	101.25
Journal postage	2,262.38	2,213.36	Heritage Hub refreshments	508.05	271.48
Society publications and services	32.03	286.18	Sale of sweatshirts and polo shirts	41.94	13.98
Events and trips	-	-			
Conferences and travel	289.50	-		639.99	386.71
Meetings	1,232.55	557.96			
Donations	60.00	30.00	Investment income		
			Interest	986.61	13.77
	16,802.43	16,775.74			
				986.61	13.77
Activities for generating funds:			Incoming resources from charitable activities:		
Heritage Hub refreshments	117.64	102.72	Sale of publications	1,210.02	1,032.13
	117.64	102.72	Society services and publications	1,305.46	1,753.30
			Events and trips receipts	161.03	-
Governance Costs:				2,676.51	2,785.43
Printing, postage and stationery	383.01	378.42	Other incoming resources		
Membership expenses	452.33	528.31	Internet royalties	512.64	488.69
Federation Fees, Insurance and Subscriptions	858.88	873.76			
Independent Examiner’s Fees	400.00	400.00		512.64	488.69
Miscellaneous	208.99	194.73			
Bank and credit card charges	288.95	312.17			
Sweatshirts and polo shirts	184.68	-			
Promotion	667.20	-			
Depreciation of fixed assets	604.11	1,015.37			
	4,048.15	3,702.76			
TOTAL RESOURCES EXPENDED	20,968.22	20,581.22	TOTAL INCOMING RESOURCES	25,131.64	20,537.54
NET MOVEMENT OF FUNDS	4,163.42	-	NET MOVEMENT OF FUNDS	-	43.68
	£ 25,131.64	£ 20,581.22		£ 25,131.64	£ 20,581.22

RECONCILIATION OF FUNDS:

	2023	2022
Total funds brought forward at 1 April 2022	81,199.90	81,243.58
Net Movement of Funds	4,163.42	(43.68)
Total funds carried forward at 31 March 2023	<u>£ 85,363.32</u>	<u>£ 81,199.90</u>

GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2023

	NOTE	2023	2022
FIXED ASSETS	3	1,175.39	902.70
CURRENT ASSETS			
Stock of books, CDs and maps		2,005.21	2,108.88
Debtors and Prepayments	4	3,585.97	2,021.21
Current Bank Accounts		22,465.58	25,493.40
COIF Charities Deposit Fund		8,068.94	7,928.36
Hampshire Trust Bank Bond		55,000.00	50,000.00
Cash in hand		104.20	168.86
TOTAL CURRENT ASSETS		<u>91,229.90</u>	<u>87,720.71</u>
CREDITORS: Amounts falling due within one year			
Creditors and accruals	5	1,250.32	1,345.48
Subscriptions received in advance		5,791.65	6,078.03
		<u>7,041.97</u>	<u>7,423.51</u>
NET CURRENT ASSETS		84,187.93	80,297.20
NET ASSETS		<u>£ 85,363.32</u>	<u>£ 81,199.90</u>
FUNDS OF THE CHARITY:			
GENERAL UNRESTRICTED FUND			
Balance 31 March 2023		<u>£ 85,363.32</u>	<u>£ 81,199.90</u>

Elaine Schollar
Treasurer
On behalf of the Trustees
27 July 2023

GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Stock

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the Society to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Depreciation policy

Provision for depreciation of fixed assets held by the Society is made at rates calculated to spread the cost less residual value of each asset evenly over its expected useful life. The rates applied are as follows:

Computer Equipment	25%	Straight-line basis
Display Equipment	15%	Straight-line basis
Office Equipment	15%	Straight-line basis

2. TRUSTEE EXPENSES

During the year expenses totalling £866.21 (2022 £772.66) were paid to Trustees to reimburse them for administration, travel expenses and capital expenditure incurred on behalf of the Charity.

GLOUCESTERSHIRE FAMILY HISTORY SOCIETY

NOTES TO THE ACCOUNTS cont.

YEAR ENDED 31 MARCH 2023

3. TANGIBLE FIXED ASSETS

	Computer Equipment	Display Equipment	Office Equipment	Total
COST				
At 1 April 2022	7,678.94	3,569.58	2,213.42	13,461.94
Additions	876.80	-	-	876.80
Disposals	-	-	(610.95)	(610.95)
	<u>8,555.74</u>	<u>3,569.58</u>	<u>1,602.47</u>	<u>13,727.79</u>
At 31 March 2023				
DEPRECIATION				
At 1 April 2022	6,907.25	3,504.78	2,147.21	12,559.24
Charge for the year	557.76	24.30	22.05	604.11
Provided on disposals	-	-	(610.95)	(610.95)
	<u>7,465.01</u>	<u>3,529.08</u>	<u>1,558.31</u>	<u>12,552.40</u>
At 31 March 2023				
NET BOOK VALUE				
31 March 2023	£ 1,090.73	£ 40.50	£ 44.16	£ 1,175.39
31 March 2022	£ 771.69	£ 64.80	£ 66.21	£ 902.70

4. DEBTORS AND PREPAYMENTS

	2023	2022
Gift Aid	1,241.94	84.41
Royalties	83.33	44.42
Interest	255.60	2.80
Prepayments	1,960.10	1,889.58
Other Debtors	45.00	0.00
	<u>£ 3,585.97</u>	<u>£ 2,021.21</u>

5. CREDITORS AND ACCRUALS

	2023	2022
Creditors	841.68	930.00
Accruals	408.64	415.48
	<u>£ 1,250.32</u>	<u>£ 1,345.48</u>