

# THE LANCASHIRE FAMILY HISTORY AND HERALDRY SOCIETY

England & Wales · Charity number 513437

## Details

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Other names	THE ROSSENDALE SOCIETY FOR GENEALOGY AND HERALDRY LANCASHIRE
Status	Registered
Legal form	Other
Registered	1983-03-25
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	2 Straits Oswaldtwistle Accrington Lancashire BB5 3LU
Phone	01254239919
Email	<a href="mailto:secretary@lfhhs.org.uk">secretary@lfhhs.org.uk</a>
Website	<a href="http://www.lfhhs.org.uk">www.lfhhs.org.uk</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE STUDY OF GENEALOGY, HERALDRY AND FAMILY HISTORY. TO LOCATE, PUBLISH AND MAKE ACCESSIBLE RELEVANT DOCUMENTS AND RESEARCH. TO PROMOTE THE PRESERVATION OF SUCH DOCUMENTS AND RECORDS, PARTICULARLY BY TRANSCRIPTION OF ORIGINAL SOURCES. TO COLLABORATE WITH SIMILAR ORGANISATIONS AND BODIES HAVING THE CUSTODY OF RECORDS. TO OPERATE ITS OWN INFORMATION SERVICE AND BUILD UP A LIBRARY.

**Activities:** (a) to advance the education of the public in the study of genealogy, heraldry and family history. (b) to locate, publish and make accessible relevant documents and records. (c) to promote the preservation of such documents and records, particularly by transcription of original sources (d) to operate its own information service and build up a library

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Recreation
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

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- Blackburn With Darwen
- Blackpool
- Bury
- Lancashire
- Rochdale
- Throughout London

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£18,180	£18,040	-	-
2023-12-31	£22,286	£24,821	-	-
2022-12-31	£19,844	£23,746	-	-
2021-12-31	£41,866	£16,742	-	-
2020-12-31	£29,480	£24,776	-	-

## Trustees

Name	Role	Appointed
<b>Sheila Jeanette Court</b>	Chair	2018-10-08
EILEEN JOYCE BULLOCK		
G ANTHONY FOSTER BA MA		
HAZEL JOHNSON		
JOHN DALTON BSC LRIC		
MARIAN CROSSLEY		2012-06-21
MICHAEL PATRICK COYLE		2011-10-22
OLIVE THEXTON		2019-03-13
STEPHEN THOMAS BENSON MBA		
SUSAN ELIZABETH FOSTER		2014-05-17

**THE LANCASHIRE FAMILY HISTORY AND HERALDRY SOCIETY**

England & Wales - Charity number 513437

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# Accounts

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**Treasurer's Report to the Trustees 31<sup>st</sup> December 2021**

- 1) Attached is a summary of income and expenditure of the society accounts for the year ended 31 December 2021 reflecting a surplus on operations of £6,053.89 which is encouraging in view of the difficulties experienced. The accounts will now be passed to our Independent Examiner prior to submission of the statutory reports.
- 2) The surplus, it must be remembered, is regarded as for society operations only and is before taking the Chorley BC Grants of £19,070.21 into consideration.
- 3) Covid-19 and the national lockdown of activities has seriously affected our overall operations this year, reluctance to socialise with face-to-face meetings and the introduction of Zoom inspired events, though welcome, have in no way provided the level of normal social societal events.
- 4) Generally, the society urgently needs some motivation and innovations to advertise and improve its potential, membership is at a standstill, we are in need of some ideas to restore membership numbers, improve communications via the Journal, the website and/or by a social media initiative.
- 5) The total membership for 2021 was 1128 compared with 1124 in 2020,
- 6) Publication sales have been extremely disappointing at only £905.62 compared similarly with 2020. However, research projects carried out for members produced additional commission of £172.00 which has helped the level of income. This sum has been donated to the society which will be enhanced by 25% on the 2021 Gift Aid claim.
- 7) Economies introduced during the year including renegotiated rates for printing of the Journal and its distribution, insurances, Zoom talks and the website have helped in this period of lockdown.
- 8) Members, especially overseas members, have the option to make subscription payments in advance, and as at this date the sum of £5,220.50 for years 2022 to 2024 is held in suspense in the accounts for that purpose.
- 9) Worldpay online payments system continues to cause a reduction of benefit because of changes in their credit charging system introduced in January of this year (2021) in which transaction, subscription fees and VAT were introduced to their standard commission charges resulting in an extra £543.65 having been taken. Measures to rectify this problem are in hand.
- 10) You may feel that the Society with over eleven hundred members and a bank balance of £67,176.40 is functioning nicely, but a few words of concern here to understand. Unearned income, i.e., grants from Chorley BC of £27,211.21 over the past two years together with the sum of £5,220.50 that we are holding in suspense in relation to advance subscription payment for years 2022 to 2024, and a sum of £1,300.00 held on behalf of the Heraldry branch clearly indicates that our reserves would have been precarious otherwise.
- 11) During the year we were advised that the Britannia Building Society were to close the Heraldry branch bank account. The Heraldry branch has been dormant for some time and the balance of funds have now been absorbed into the main Business account.
- 12) Various banks have introduced extra charges and the Fylde branch decided to close their account with HSBC, and are now in the process of opening an account with the Co-operative bank, which, to date, have not opted to change their terms.
- 13) I acknowledge that 2021 has been a very difficult year for societies who specialise in meeting with their members and members of the general public. It is important that every effort is made to resume normal branch meeting arrangements and regular attendance at inter-branch meetings of management and executive trustees where much of the measures required are discussed and advanced.

Ian White  
Treasurer LFHHS  
3<sup>rd</sup> February 2022

Addendum

Whilst it is important to recognise that the benefits to the Society accrued from the grants by Chorley Borough Council in 2020 and 2021, have in an enormous way altered the face value of the financial situation of the society, it should not alter the true picture that is underlying of a deep depression in our current fortunes. Proof is the low number of members we have registered this year, 977 as at 16/04/22 in comparison with 1060 at this time last year. Additionally, our publication sales continue to flounder with less than a £1000 turnover.

I'm afraid the facts speak for themselves.

## **Lancashire Family History & Heraldry Society**

### **Summary of the Operations for the year to 31 December 2021**

<b><u>Income</u></b>	<b><u>Note</u></b> <b><u>s</u></b>	<b><u>2021</u></b>	<b><u>Branche</u></b> <b><u>s</u></b>	<b><u>Totals</u></b>	<b><u>2020</u></b>	<b><u>Branche</u></b> <b><u>s</u></b>	<b><u>Totals</u></b>
Subscriptions Received 2021		14,926.50		14,926.50	11,226.30		11,226.30
Advance Payments	1				0		0
		<u>14,926.50</u>		<u>14,926.50</u>	<u>4,324.50</u>		<u>4,324.50</u>
		0		0	0		0
Gift Aid - (2018 and 2019)		1,886.22		1,886.22	1,989.85		1,989.85
Publication Sales	905.62		20.00	20.00	905.95	194.00	1,099.95
Research Commission Donated	<u>172.00</u>	1,077.62		1,077.62			
Postages Recovered on Sales		399.73		399.73			
Donations Received		1,747.00	2,223.78	3,970.78	485.75	492.03	977.78
Branch Meetings Income							
Heraldry Branch Income					485.90	320.00	805.90
Income from Branch Activities			471.00	471.00		288.05	288.05
Income from Society Activities							
Resource Centre Income - Oswaldtwistle					278.70		278.70
Resource Centre Income - Chorley					0.00	139.90	139.90
Room Hire Funded by Society						75.00	75.00
Cumbria London Branch Contribution					50.00		50.00
Sundry Income						50.00	50.00
Interest and Commission Received		31.68	12.34	44.02	30.87	2.19	33.06
		<u>20,068.75</u>	<u>2,727.12</u>	<u>22,795.87</u>	<u>19,777.82</u>	<u>1,561.17</u>	<u>21,338.99</u>
<b><u>Expenditure</u></b>							
		-					
Journal Printing	3,068.00				4,796.00		4,796.00
		0					
		-					
Distribution Costs	<u>2,655.68</u>	-5,723.68		-5,723.68	3,181.90		3,181.90
Insurances		-597.31		-597.31	805.97		805.97
Subscriptions to Affiliated Groups		-495.88		-495.88	872.06		872.06
Administration & Officers Costs		-1,267.69	-539.66	-1,807.35	1,543.47	244.58	1,788.05
Stationery & Printing Equipment					140.22		140.22
Publication Purchases					10.09		10.09
Resource Centre Oswaldtwistle		-3,602.14		-3,602.14	4,336.00		4,336.00
Resource Centre - Chorley		-1,070.01		-1,070.01	2,685.04	108.41	2,793.45
Venues and Meeting Room Hire		-395.99		-395.99	1,629.00		1,629.00
Projects						77.99	77.99
Branch Activities						1,038.52	1,038.52
Society Activities							
Speakers and Zoom Meetings		-637.38	-35.00	-672.38		550.00	550.00
Postages		-436.34		-436.34	271.39		271.39
Worldpay Credit Charges		-430.62			371.68		371.68
Worldpay Transaction & Subscription Fees	3	<u>-543.65</u>		-974.27			
Publicity		-50.00		-50.00	50.00		50.00
Website		-480.00	-78.00	-558.00	1,248.74	30.00	1,278.74
Assets - Computer Equipment etc.		-358.63		-358.63	786.49		786.49

			-	-				
			16,089.3	16,741.9		22,728.0	24,777.5	
			2	8		5	5	
			-652.66			2,049.50		
Total Subscribed Members			1128			1124		
Surplus on Operations			20,068.7	6,053.89		19,777.8	-	
			5			2		
			2,727.12			1,561.17	3,438.56	
Add Chorley Discretionary Business Grant			16,089.3	19,070.2		-		
			2	1		5		
			-652.66			2,049.50	8,141.00	
Surplus for the year				£25,124.			£4,702.4	
			3,979.43	10		-2,950.23	4	
			2,074.46			-488.33		
<b>Reconciliation of the Funds</b>								
Balances B/Fwd Business Account 12578757			15,398.6			10,067.7		
60 Day Account			7			3		
10136818			29,020.8			28,990.7		
			9			1		
Total Funds at 01 January 2021			44,419.5	56,566.8		39,058.4	51,694.0	
			6	2		4	3	
			12,147.2			12,635.5		
Add back uncleared payments			769.82	769.82				
Deduct prior year adjustments			-1,062.35	-1,062.35				
Deduct Heraldry Account in Suspense	2			-1,301.60		-972.00	-972.00	
			20,068.7	22,795.8		19,777.8	21,338.9	
Add Income			5	7		2	9	
			2,727.12			1,561.17		
Add Chorley Grant			19,070.2	19,070.2				
			1	1				
			-					
Deduct Expenditure			16,089.3	16,741.9		22,728.0	24,777.5	
			2	8		5	5	
			-652.66			2,049.50		
Balances at 31 December 2019			£67,176.	80,096.7		£44,419.	56,566.8	
			67	9		56	2	
			12,920.1			12,147.2		
<b>Bank Reconciliation Statement</b>								
Closing Balances at 31 December 2020								
Business Account 12578737			32,932.3	32,932.3		15,398.6	15,398.6	
			8	8		7	7	
Subscriptions Paid in Advance 2022-2024	1		5,220.50	5,220.50				
Closing Balance			38,152.8	38,152.8				
			8	8				
Primary Savings Account 10136818			29,023.5	29,023.5		29,020.8	29,020.8	
			2	5		9	9	
Branch Accounts				12,920.1			12,147.2	
				2			6	
			£67,176.	80,096.5		£44,419.	56,566.8	
			40	2		56	2	

Notes

1. Value of Advance Subscription payments held for 2022 to 2024 is £5,220.50 and is shown for the first time as a liability
2. The Heraldry branch account was closed in December, the balance of £1,301.60 to be banked in 2022.
3. Transaction and Subscription charges of £543.65 are in dispute with Worldpay

Ian White MCMR Ltd.

Treasurer

31 January 2022



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: LANCAHIRE FAMILY HISTORY & HERALDRY SOCIETY

On accounts for the year ended

31<sup>st</sup> DECEMBER 2021 Charity no (if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed: G. Armstrong

Date: 07-03-2022

Name: GLADYS ARMSTRONG

Relevant professional qualification(s) or body

BIA (Hons), LANCASTER; RSA BOOK-KEEPING

**THE LANCASHIRE FAMILY HISTORY AND HERALDRY SOCIETY**

England & Wales - Charity number 513437

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# Accounts

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## **Lancashire Family History & Heraldry Society**

### **Treasurer's Report to the Trustees**

- 1) I can confirm that I have received the Charity Commission Independent Examiner's Report IER, on the 2020 Accounts of the Society. The accounts were accepted without qualification. I am attaching copies of the IER report together with an abridged copy of the accounts.
- 2) An operational deficit of £3,438.56 was reported, but converted to a surplus after receiving a non-contributory once only Business Discretionary Grant from Chorley Council, the landlord of the Society leased Chorley Resource Centre. With the special grant of £8,141.00 from Chorley Council an operational deficit of £3,438.56 was converted to a surplus of £4,702.44.
- 3) In the course of clarifying a number of matters raised in the examination of the accounts during my discussion with Mrs Armstrong it was necessary to reveal that certain supporting documents had been mislaid by the retiring Treasurer who was unable to locate the missing support documents. A substantiating statement of the mislaid documents was provided and accepted on my personal assurances.
- 4) As at 31 December the Society reserves totalled £44,419.56, £15,398.67 in the Business Main Account, £29,020.89 invested in a Primary Saving Account at minimal interest rate of 0.01%, and with the Branches balances standing at £12,147.26. In a normal year of operations, the deficit would have exceeded £10,000.00 and put the Business Account balance, our reserves, in jeopardy. This deficit is projected again as soon as the society can resume normal working arrangements.
- 5) It is incumbent on me in my capacity as the newly appointed Treasurer and retired Member of the Chartered Institute of Management, to bring to the attention of the Trustees the overall position of the society finances, as reported regularly to Management and Executive meetings in 2020 and 2021 to date. In four of the last six financial years (including 2020) a deficit has been reported on normal operations as well as the accounts having been qualified by the IE on three occasions. In 2020 where a once only Business Discretionary Grant by Chorley Council, as indicated above in 2) offset another projected deficit. The total deficit between 2015 and 2020 amounted to £19,150.00. This is not a satisfactory outcome for a Registered Charity indicating management frailty. In assuming the appointment of Treasurer following my role as Independent Examiner in 2018 and 2019, I feel I am able to identify a number of areas where financial controls are now required to be implemented. With falling membership, (a national industry trend), and lack of other income sources, failure to examine current expenditure and ongoing liabilities will continue this deficit making procedure in 2021. This has to be addressed urgently, but is not helped by the current period and uncertainty of Government Pandemic lockdown restrictions I concede.
- 6) The Resource Centres and Branches requiring support from the society will continue to have a draining effect on society funds and the extent of general overheads needs urgent examination and risk management, hard and difficult decisions have to be made in a difficult industry situation.
- 7) This report in conjunction with an abridged accounting summary (attached) and IER report will be submitted to the Charity Commission in view of the accounts having also been agreed by all Trustees at an Executive Meeting on Tuesday, 15<sup>th</sup> February 2021.

Ian White MCIM Rtd  
Treasurer  
Lancashire Family History & Heraldry Society  
23 School Fold  
Hesketh Bank  
West Lancashire  
PR4 6RE

Lancashire Family History Heraldry Society  
 Summary of the 2020 Main Accounts

<b>Lancashire Family History &amp; Heraldry Society</b>							
<b>Summary of the Operations for the year to 31 December 2020</b>							
				2020	Branches	Totals	2019
<b>Income</b>							
Subscriptions Received 2020				11,226.30		11,226.30	
Advance Payments for 2021				4,324.50		4,324.50	
				15,550.80		15,550.80	15,629.09
Gift Aid - (2018 and 2019)				1,989.85		1,989.85	4,563.72
Publication Sales				905.95	194.00	1,099.95	1,806.29
Donations Received				485.75	492.03	977.78	2,234.85
Branch Meetings Income							2,455.11
Heraldry Branch Income				485.90	320.00	805.90	479.41
Income from Branch Activities					288.05	288.05	2,162.00
Income from Society Activities							1,041.70
Resource Centre Income - Oswaldtwistle				278.70		278.70	32.12
Resource Centre Income - Chorley				0.00	139.90	139.90	
Room Hire Funded by Society					75.00	75.00	802.50
Cumbria London Branch Contribution				50.00		50.00	187.50
Sundry Income					50.00	50.00	200.00
Interest and Commission Received				30.87	2.19	33.06	220.69
				19,777.82	1,561.17	21,338.99	31,814.98
<b>Expenditure</b>							
Magazine Production				4,796.00		4,796.00	7,298.97
Magazine Distribution Costs				3,181.90		3,181.90	4,293.42
Insurances				805.97		805.97	948.89
Subscriptions to Affiliated Groups				872.06		872.06	673.40
Administration & Officers Costs				1,543.47	244.58	1,788.05	1,843.35
Stationery & Printing Equipment				140.22		140.22	
Publication Purchases				10.09		10.09	209.27
Resource Centre Oswaldtwistle				4,336.00		4,336.00	5,616.73
Resource Centre - Chorley				2,685.04	108.41	2,793.45	4,124.11
Venues and Meeting Room Hire				1,629.00		1,629.00	4,632.80
Projects					77.99	77.99	767.65
Branch Activities					1,038.52	1,038.52	1,297.25
Society Activities							2,622.85
Speakers					550.00	550.00	2,149.00
Postages				271.39		271.39	269.34
Bank & Credit Card Charges				371.68		371.68	467.10
Publicity				50.00		50.00	90.00
Website Development				1,248.74	30.00	1,278.74	1,308.00
Assets - Computer Equipment				786.49		786.49	3,449.00
Commission Paid							
				22,728.05	2,049.50	24,777.55	42,061.13
Deficit on Operations						-3,438.56	-£10,246.05
Add Chorley Discretionary Business Grant						8,141.00	
Surplus for the year						£4,702.44	
<b>Reconciliation of the Funds</b>							
Balances B/Fwd Society Account 12578757				10,067.73			
60 Day Account 10136818				28,990.71			
Total Funds at 01 January 2019				39,058.44	12,635.59	51,694.03	
Add back payments made but not yet cleared			*	1,264.13		1,264.13	
Deduct receipts not yet cleared			**	-121.78		-121.78	
Deduct 2019 items				-972.00		-972.00	
Add Income				19,777.82	1,561.17	21,338.99	
Add Chorley Grant				8,141.00		8,141.00	
Deduct Expenditure				-22,728.05	-2,049.50	-24,777.55	
Balances at 31 December 2019				£44,419.56	12,147.26	56,566.82	
<b>Bank Reconciliation Statement</b>							
Closing Balances at 31 December 2019							
Business Account 12578737				15,398.67		15,398.67	
Primary Savings Account 10136818				29,020.89		29,020.89	
Branch Accounts					12,147.26	12,147.26	
				£44,419.56	12,147.26	56,566.82	
<b>Notes</b>							
1) Included in the income total is £485.90 relative to items frp 2017-2019 late reported.							
2) Included in the expenditure total is £2121.72 relative to 2019 late reported							
Ilan White							
Treasuer							
18 January 2021							



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

LANCASHIRE FAMILY HISTORY & HERALDRY SOCIETY

On accounts for the year  
ended

31st December 2020

Charity no  
(if any)

513437

Set out on pages

remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

G. Armstrong

Date:

02-03-2021

Name:

GLADYS ARMSTRONG

Relevant professional  
qualification(s) or body

BA (Hons) LEICESTER UNIVERSITY

RSA BOOK-KEEPING