

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, 15th 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

Lancashire Family History & Heraldry Society								
Summary of the Operations for the year to 31 December 2020								
Income				2020	Branches	Totals	2019	
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	
Expenditure								
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		
Reconciliation of the Funds								
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		
Bank Reconciliation Statement								
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		
Notes								
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								
Ian White								
Treasuer								
18 January 2021								
					</			



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

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) LANCASTER UNIVERSITY

RSA BOOK-KEEPING