
Annual Report and Financial Statement

for the year ended 31st December 2017



Sussex Family History Group

Charity Registration No: 273726

SUSSEX FAMILY HISTORY GROUP

Registered Charity 273726

The 45th Annual General Meeting of the Sussex Family History Group

to be held on

Saturday 14th April 2018 at 4.00 pm

at

Clair Hall, Perrymount Road, Haywards Heath, West Sussex RH16 3DN

AGENDA

1. Apologies for Absence
2. Acknowledgement of representatives of Subscribing Societies
3. Minutes of the 44th AGM
4. Matters Arising from the Minutes
5. Chairman's report on the activities of the past year
6. Treasurer's report and to approve the Accounts
7. Election of the Officers and Members of the Executive Committee
8. Nomination and confirmation of the appointment of the Independent Examiners of the Accounts
9. To approve the annual subscription for the following year
10. To discuss and take decisions on any submitted motions
11. Any Other Business
12. Date and Venue of the next meeting

SUSSEX FAMILY HISTORY GROUP

Registered Charity No. 273726

Nominations for Officers and Members of the Executive Committee

POSITION		NAME	PROPOSED	SECONDED
Chairman		Michael J Henry	John Chapman	Colin Cummins
Vice Chair		Vacant		
Treasurer		Terence Mitchell	Roy Winchester	Joseph Bysh
Secretary		Jean Spilsted	Judy Excell	Brian Eaton

Committee Members



David J Wicks Terence Mitchell Penelope Goulding



Vee Willis Joseph Bysh Roy Winchester



Judy LW Excell Christine Payne J Jackson



Brian Eaton Jean Spilsted Judy Excell

Allison Caffyn Mike Morley Steve Selby

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2017

Charity Registration number 273726

TRUSTEES

Mick Henry,	Hon. Chairman
Vacant	Hon. Vice Chairman
Terry Mitchell,	Hon. Treasurer
Angela Horton,	Hon. Secretary
Jean Spilsted	Hon. Secretary
Dave Wicks	
Allison Caffyn	
Judy Excell	
Vee Willis	
Brian Eaton (appointed 9 th June 2017)	

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

MINUTES OF THE 44TH ANNUAL GENERAL MEETING OF THE SUSSEX FAMILY HISTORY GROUP

held on Saturday 8 April 2017 at Clair Hall, Perrymount Road, Haywards Heath, West Sussex RH16 3DN commencing at 4.00 pm

Present at the AGM were Lord Teviot (President), Mr Mick Henry (Chairman, Mr Terry Mitchell (Treasurer) and 47 members.

Lord Teviott welcomed everybody to the meeting.

1. Apologies for absence :

Margot Hollingdale, Colin Cummins, Ann Cummins, Terry Lawson, Angela Merritt, Sue Knight-Harnett, Chris Harnett, Terry Kettell, Wendy Hobden, Shirley Bond, John Bond.

2. Acknowledgement of Representatives of Subscribing Societies.

There were no Subscribing Societies present.

3. Minutes of the 43rd Annual General Meeting

It was proposed, seconded and agreed that the Minutes were a true record of the 43rd Annual General Meeting

4. Matters arising from the Minutes

There were no matters arising from the Minutes.

5. Chairman's Report on the activities of the past year

We had had fairly good and "interesting" year.

A couple of meeting centres have unfortunately closed.

Facebook pages – going well, no major problems yet, it is being monitored and well-managed

"My Tree" is up and running, and people are being encouraged to hand over their family trees so that the material is not lost.

The History Day went very well and a good time was had by all.

Wants to finish baptisms and burials as these are both close to being finished.

The magazine continues to be successful but always needs more contributions from members.

Our room at the Keep had now been renamed the Philip Lucas Room.

The magazine distribution has improved and the yellow pages have been very good.

Thanks to Mary Lawrence who has taken over "Passwords"

Thanks to Roy Winchester for the magazines covers and other duties he has taken on, and to Terry Mitchell as Treasurer.

The new members' booklets have been printed.

Mick still hopes to visit every meeting Centre (after his retirement).

6. Treasurer's Report

We had a surplus this year of £4645, against a deficit the previous two years. The increase in the subscription rate helped to produce this, although membership numbers are down.

Publication sales were lower for the second year running. Sales in 2016 were £10.5K compared to £15.5k in 2014. The cause of this decline is in the main due to the volume of data available on line.

Direct debits have been steadily growing. We now have over 550 members who now pay via direct debit. We would like more take up.

The volume of cheques we pay in cost 40p per cheque when we pay in over 50 cheques, i.e if we pay in 55 cheques we pay for all 55 cheques. This applies to three or four months only.

He would like to thank all those members with whom he had dealings during the year for their help and friendship. He would also like to thank our Independent Examiners for their work with our accounts.

The accounts were approved unanimously.

The subscriptions to remain the same for the next year.

7. Election of Officers

The following members had been nominated :-

Position	Name	Proposed	Seconded
Chairman	Michael Henry	Judy Excell	Jean Spilsted
Treasurer	Terence Mitchell	Vee Willis	Judy Excell
Secretary	Jean Spilsted	Terence Mitchell	Vee Willis
Committee Members	David Wicks	Judy Excell	Jean Spilsted
	Judy Excell	Vee Willis	Mick Henry
	Allison Caffyn	Mick Henry	Judy Excell
	Vee Willis	Terence Lawson	Penny Goulding

All Officers and Committee members were re-elected.

8. Independent examiners

Last year we appointed Spofforths LLP; in June they merged with Kreston Reeves who became senior partners. The Treasurer therefore proposed and it was agreed that Kreston Reeves be appointed as our Independent Examiners for this year.

9. To discuss the following motions :

Motion 1

The number of executives in the constitution was currently 3 and not less than 9 committee members. The proposal was that due to the difficulty in getting anyone to take on these roles, this should be amended to not less than 6. This was duly agreed..

Motion 2

It had been suggested by a member that life membership could be given on payment of a large donation. A discussion followed on whether life membership should be given on payment of a sum 20x the membership, or the equivalent to 35 years' subscriptions (currently £525). The question was raised about whether it would be a donation or life time subscription; however it was felt that in view of the average age of members, it would not be worthwhile for most.

Motion 3

Many Family History Societies were now going more digitalised, especially for their overseas members. It was felt that there should be the option of a digital magazine or a paper magazine, as quite a number of members did not have computers.

The general feeling was that this should be discussed more by the Executive Committee, and discussed again at next year's AGM.

10. Any other business

None.

Date and place of next Annual General Meeting

Saturday 14 April 2018 at Claire Hall, Haywards Heath.

The meeting closed at 4.45 p.m

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

Introduction

The Trustees present their Report and Accounts for the year ended 31 December 2017

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)".

The Charity was established on the 12 March 1977 and registered with the Charity Commission on the 29 June 1977. The governing constitution and rules were last amended in May 2014 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 seven 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 depend 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 on page 1. 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, and the attendance of trustees was 79%.

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 during the current reporting year a quarterly Management Accounts Report that is presented to the members of the executive committee.

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.

Review of the year

Well, we have had an interesting year, my first on my own as Chairman for the SFHG and can I firstly thank my Executive Committee for being so helpful and supportive in what was personally for me a difficult year.

Not only did I lose my mother-in-law last Easter, but my own mother passed away too later in the year and I have had some health issues.

We have also lost some valued members of the SFHG, principally Joan Goddard, who for many years was our hardworking Secretary & Don Burgess who so ably assisted Frank Leeson in digitizing the Sussex Marriage Index.

Jean Hare, who took on the role of Secretary for a short time after Joan, has also passed away. I also sadly hear that Terry Kettell has died too.

We also had a wonderful conference this year at the Clair Hall, Haywards Heath. Speakers were Andrew Tatham: A Group Photograph – Before, Now and In-Between a wonderful two part talk, then all the way from Australia the lovely Sue Reid: The British Newspaper Archive: an invaluable resource and finally from the National Archives Chris Heather: Tracing your railway ancestors.

We have taken on one large project, that of trying to bring together all the monumental inscriptions for Chichester Cathedral. Sadly many of the grave stones have been removed, but one of our Victorian Antiquaries, Edwin Hadlow Wise Dunkin recorded them and his notes still survive in the Sussex Archaeological Society's records. I would like to thank both Marion Woolgar and Christine Payne for their input and enthusiasm for this project.

This year we also went back to having an Open Day at our Library. This was a joint venture with The Keep on Saturday 9th October. The Keep offered behind the scenes tours, displays of original archives and some wonderful refreshments and many of our members attended and were offered help with their own family history research in the Philip Lucas Room... our Library room at The Keep. Thank you for all those who helped on the day.

I am aware too of the many events that our own Events Team attend all over the country and how important their role is in these times to fly the flag for the Sussex Family History Group. I'd like to thank Roy Winchester too for all he does on the publicity front for the Group.

Our Facebook page continues to grow and we will have most likely made our 1000th member by the time you read this report. A big thank you to our Admin team who oversee the site.

We also had new people becoming involved with the Group, so I would like to take this opportunity of warmly welcoming Paula Quelch who has kindly volunteered to help and coordinate the Birth, Marriage and Death Certificates that have come to the Group in many ways over the years and more recently through our collecting the many family histories from our own members. This year we had one new member co-opted onto the Executive Committee, Brian Eaton. Can I thank both members for offering to take on these responsibilities.

Risk Assessment

Our risk management strategy comprises of regular reviews of our main risks and uncertainties that we may face. We have established policies and systems to reduce risks.

We have established that financial sustainability is our major financial risk. We have policies in place to ensure that all matters concerning finance are reviewed on a regular basis.

We also review fire, health and safety of all our volunteers and members at our meeting centres and our room at The Keep (East Sussex Record Office).

Reserves

The surplus for the year was £37,657 (2016: £4,645) and total funds carried forward at 31 December 2017 were £207,683 (2016: £170,026). No part of this represents a designated or restricted fund.

The trustees' policy is to retain cash reserves equal to approximately one year's expenditure. On 31 December 2017 we had £205,665 in the Bank and Building Society (2016: £158,655) of which £42,257 was in a Deposit Account (2016: £17,333). 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. Once these costs have been finalised the trustees will realign the funds in accordance with their stated policy.

Approval

This report was approved by the Trustees at a meeting held on 9th March 2018 and signed on their behalf.

M J Henry
Hon. Chairman and Trustee

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SUSSEX FAMILY HISTORY GROUP

I report on the accounts of the trust for the year ended 31 December 2017 which are set out on pages 14 – 22.

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 14th March 2018

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Note	2017	2016
		Unrestricted Funds	Unrestricted Funds
INCOME FROM:		£	£
Donations and legacies	2	78,008	57,081
Charitable activities	3	12,476	14,786
Investments	4	20	65
Other		486	337
Total income		<u>90,990</u>	<u>72,269</u>
EXPENDITURE ON:			
Charitable activities	5	53,333	67,624
Total expenditure		<u>53,333</u>	<u>67,624</u>
Net Income		<u>37,657</u>	<u>4,645</u>
Net movement in funds		<u>37,657</u>	<u>4,645</u>
Reconciliation of funds:			
Total funds brought forward		<u>170,026</u>	<u>165,381</u>
Total funds carried forward		<u>207,683</u>	<u>170,026</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

BALANCE SHEET

AT 31 DECEMBER 2017

	Note	2017		2016	
		£	£	£	£
Fixed Assets					
Tangible Assets	9		<u>18,945</u>		<u>22,565</u>
			18,945		22,565
Current Assets					
Stocks		1,524		2,013	
Debtors	10	1,680		2,735	
Cash at bank and in hand		<u>205,665</u>		<u>158,655</u>	
		208,869		163,403	
Creditors: Amounts falling due within one year	11	<u>(20,131)</u>		<u>(15,942)</u>	
Net Current assets			188,738		147,461
Net Assets			<u>207,683</u>		<u>170,026</u>
Funds					
Unrestricted income funds			207,683		170,026
Total charity funds			<u>207,683</u>		<u>170,026</u>

These accounts were approved by the board and authorized for issue on 9th March 2018 and signed on its behalf by:

M. Henry Hon Chairman

T. Mitchell Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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 5 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS102.

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 on 16 July 2014, (as updated through update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that is applying FRS102 Section 1A.

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 financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

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.

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. 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

Acquisitions are written off 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 – general	5 years straight line
Equipment – computer	3 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.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

2 Donations and Legacies

	2017	2016
	Unrestricted Funds	Unrestricted Funds
	£	£
Legacies and Donations	28,205	176
Gift Aid tax reclaimed	3,065	1,100
Subscriptions	46,738	55,805
	<u>78,008</u>	<u>57,801</u>

3 Charitable Activities

	2017	2016
	Unrestricted Funds	Unrestricted Funds
	£	£
Publication Sales	7,831	10,482
Conferences and Trips	4,645	4,304
	<u>12,476</u>	<u>14,786</u>

4 Investments

	2017	2016
	Unrestricted Funds	Unrestricted Funds
	£	£
Interest on cash deposits	<u>20</u>	<u>65</u>

5 Analysis of charitable activities

	2017	2016
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Grants Payable (note 6)	1,000	1,350
Donations to Societies	24	0
Meeting Centres	5,596	6,455
Insurance	567	805
The Keep	5,830	10,179
The Keep General Expenses	1,104	1,148
Group Computers/Internet	805	595
Magazine (The Historian)	16,952	19,233
Publication Costs	2,521	3,815
FFHS Costs & Society Subs	1,013	966
VAT(Fixed Rate)	2,669	5,330
Publicity	586	387
Conferences and Trips	5,372	7,052
Travel and subsistence	718	689
Projects	25	0
Merchandise	123	92
Bank Charges	1,173	1,208
Depreciation of leasehold property	3,130	3,130
Depreciation of Office Equipment	490	745
Gifts	0	894
Printing, stationery, postage and mileage	1,915	2,379
Governance Costs (note 7)	1,720	1,172
	<u>53,333</u>	<u>67,624</u>

6. Grants to Institutions

Name of Institution	Activity	£
West Sussex Record Office	Document Preservation	<u>1,000</u>

7. Support Costs

	2017	2016
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Governance		
Legal & professional Costs	1,720	1,172

8. Trustees' remuneration and expenses

No remuneration was paid to the trustees during the year (2016 - nil).

Three (2016 – Five) trustees received mileage expenses amounting to £778 (2016- £364).

The Independent Examiner's fee for the year was £800 (2016 - £800).

This has been included as part of the governance costs.

9. Tangible fixed assets

	Leasehold Property	Equipment	Total
	£	£	£
Cost:			
At beginning of year	31,300	50,025	81,325
Additions	-	-	-
At end of year	<u>31,300</u>	<u>50,025</u>	<u>81,325</u>
Depreciation:			
At beginning of year	10,172	48,588	58,760
Charge for the year	3,130	490	3,620
At end of year	<u>13,302</u>	<u>49,078</u>	<u>62,380</u>
Net book value:			
At end of year	<u>17,998</u>	<u>947</u>	<u>18,945</u>
At beginning of year	<u>21,128</u>	<u>1,437</u>	<u>22,565</u>

10. Debtors

	2017	2016
	£	£
Other Debtors	195	1,449
Prepayments	1,485	1,287
	<u>1,680</u>	<u>2,735</u>

11. Creditors: amounts falling due within one year

	2017	2016
	£	£
Accruals and deferred income	<u>20,131</u>	<u>15,942</u>

Creditors amounts falling due within one year includes deferred income.

	2017	2016
	£	£
As at 1 January	7,041	9,910
Amount released to income	(7,041)	(9,910)
Amount deferred in the year	7,053	7,041
As at 31 December	<u>7,053</u>	<u>7,041</u>

12. Related parties;

Controlling entity

The charity is controlled by the trustees

Related party transactions

There are no related party transactions during the period (2016 - £nil)