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# Annual Report and Financial Statement

for the year ended 31st December 2018

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## Sussex Family History Group

Charity Registration No: 273726

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# **SUSSEX FAMILY HISTORY GROUP**

Registered Charity 273726

The 46<sup>th</sup> Annual General Meeting of the Sussex Family History Group

To be held on

Saturday 13<sup>th</sup> April 2019 at 4.00 pm

at

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








## **AGENDA**

1. Apologies for Absence
2. Acknowledgment of representatives of Subscribing Societies
3. Minutes of the 45<sup>th</sup> 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	Terry Lawson	Stephen Selby
Vice Chair		Vacant		
Treasurer		Terence Mitchell	Mick Henry	Stephen Selby
Secretary		Jean Spilsted	Mick Henry	Judy Excell
Committee Members				
Webmaster		David J Wicks	Brian Eaton	Mick Henry
		Vee Willis	Wendy Hobden	Penelope Goulding
		Judy LW Excell	John Wickens	Valerie Boddy
		Brian Eaton	Terry Lawson	Mick Henry
		Allison Caffyn	Mick Henry	Stephen Selby

## **LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31 DECEMBER 2018**

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

### **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 45TH ANNUAL GENERAL MEETING OF THE SUSSEX FAMILY HISTORY GROUP**

Held on Saturday 14 April 2018 at Clair Hall, Perrymount Road, Haywards Heath, West Sussex, RH16 3DN, commencing at 4.00 p.m.

Present : Lord Teviot (President, Mr Mick Henry (Chairman), Mr Terry Mitchell (Treasurer) and 45 members.

Lord Teviot welcomed everybody to the meeting.

### **1. Apologies for absence :-**

Terry Lawson, Janet Pennington, Judith Kinnison-Bourke and Brenda Judd.

### **2. Acknowledgement of Representatives of Subscribing Societies**

There were no subscribing societies present

### **3. Minutes of the 44<sup>th</sup> Annual General Meeting**

It was proposed, seconded and agreed that the Minutes were a true record of the 44<sup>th</sup> Annual General Meeting.

### **4. Matters arising from the Minutes**

There were no matters arising from the Minutes

### **5. Chairman's Report on the past year**

It had been a very interesting year, and he thanked people for their help over the year. We had lost a few members - Joan Goddard, Don Burgess, Jean Hare and Terry Kettell.

We had a good conference last year and had one new large project – the monumental inscriptions for Chichester Cathedral.

We had had an “Open Day” at the Keep which had been very successful, and we hoped to have another one. We are holding a Beginners Course in conjunction with the Keep.

The Events Team had been busy and our Facebook page continues to grow.

New people had come forward to help – Paula Quelch and Brian Eaton.

The new website is still “in progress” but hopefully it will be ready this year.

## **6. Treasurer's Report**

We had a surplus of income over expenditure of £37,657. This was brought about by a legacy received from the estate of the late Joyce Matthews.

We have also deregistered for VAT. Taking these items out, we had a surplus of about £6000.

Many members were now gift aiding their subscriptions, and more were also paying by direct debit.

A member queried what our tangible assets were – the equipment at the Keep, computers etc.

The accounts were approved unanimously.

## **7. Election of Officers**

<b>Position</b>	<b>Name</b>	<b>Proposed</b>	<b>Seconded</b>
Chairman	Michael J Henry	John Chapman	Colin Cummins
Treasurer	Terence Mitchell	Roy Winchester	Joseph Bysh
Secretary	Jean Spilsted	Judy Excell	Brian Eaton
Committee	Allison Caffyn	Mike Morley	Steve Selby
	Brian Eaton	Jean Spilsted	Judy Excell
	Judy L W Excell	Christine Payne	J Jackson
	David J Wicks	Terence Mitchell	Penelope Goulding
	Vee Willis	Joseph Bysh	Roy Winchester

All Officers and Committee members were re-elected.

## **8. Nomination and confirmation of Independent Examiners of the accounts.**

It was agreed that Kreston Reeves be appointed as Independent Examiners for this year.

## **9. To approve the annual subscription for the following year.**

Subscriptions would remain the same for next year.

## **10. To discuss and take decisions on any submitted motions**

None.

## **11. Any other business**

A member asked about using the surplus income to pay for the new website – this had already been agreed.

## **12. Date and venue of next meeting**

Saturday 13 April 2019 at Clair Hall, Haywards Heath.

The meeting closed at 4.20 p.m.

# **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018**

## **Introduction**

The Trustees present their Report and Accounts for the year ended 31 December 2018.

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 (FRS102)" and the Charities Act 2011.

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 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 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 4. 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 91%.

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 charities 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**

We have now completed a major project that the Sussex Family History Group undertook in 2017 under the very capable guidance of Marion Woolgar and Christine Payne who saw an opportunity for us to not only assist Family Historians with a Chichester connection but also to close a gap by bringing together all the memorial records associated with Chichester Cathedral, an awesome undertaking indeed.

We also had a wonderful conference this year at the Clair Hall, Haywards Heath. Speakers were, Dr Geoffrey Mead: *"A man may have constant employ"*, Sharon Hintze: *Family Search – Building & Preserving Family History* and lastly after lunch Chris Horlock: *Brighton from old photographs*.

Many of you kindly remarked what an excellent conference it was, so I am hoping to maintain the standard for 2019!

We managed to track down a piece of work three of our members completed back in June 2013. The Evening Argus Index of Family Notices 1900-1950, compiled by Marion Devoy, Maxine Miller & Jeanne Potter. This resource is now available at The Keep and it is hoped that it will also be available for members on line soon. This was one hundred years after the Armistice too.

We had our second Open Day at our Library last year on Saturday 15th September at The Keep. They commemorated the centenary of the Armistice in 1918 and celebrated extraordinary women represented in the archives, some of whom won the right to vote for the first time in the same year.

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 and production front for the Group.

Our Facebook page continues to grow and we now have well over 1300 members. A big thank you to our Admin team who oversee the site.



I have finally got around to visiting all of Meeting Centres, the task was completed by a visit to Chichester last November where we had a wonderful talk about “*Bognor Regis ALG Advanced Landing Ground – in the 1940*” by Sylvia Endacott with mince pies and other Christmassy snacks!

### **Reserves**

The surplus for the year was £4,025 (2017: £37,657) and total funds carried forward at 31 December 2018 were £211,708 (2017: £207,683). No part of this represents a designated or restricted fund.

The trustees’ policy is to retain cash reserves equal approximately one year’s expenditure.

On 31 December 2018 we had £204,662 in the bank and building society (2017: £205,665) of which £42,290 in a deposit account (2017: £42,257). 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.

### **Approval**

This report was approved by the Trustees at a meeting held on 29<sup>th</sup> March 2019 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 11-19.

### **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: 3<sup>rd</sup> April 2019

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	2018	2017
		Unrestricted Funds	Unrestricted Funds
<b>INCOME FROM:</b>		£	£
Donations and legacies	2	47,361	78,008
Charitable activities	3	10,643	12,476
Investments	4	33	20
Other		159	486
<b>Total income</b>		<u>58,196</u>	<u>90,990</u>
<b>EXPENDITURE ON:</b>			
Charitable activities	5	54,171	53,333
<b>Total expenditure</b>		<u>54,171</u>	<u>53,333</u>
<b>Net Income</b>		<u>4,025</u>	<u>37,657</u>
<b>Net movement in funds</b>		<u>4,025</u>	<u>37,657</u>
<b>Reconciliation of funds:</b>			
<b>Total funds brought forward</b>		<u>207,683</u>	<u>170,026</u>
<b>Total funds carried forward</b>		<u>211,708</u>	<u>207,683</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 2018**

	Note	2017		2016	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	9		15,744		18,945
			<u>15,744</u>		<u>18,945</u>
<b>Current Assets</b>					
Stocks		1,434		1,524	
Debtors	10	3,797		1,680	
Cash at bank and in hand		204,662		205,665	
		<u>209,893</u>		<u>208,869</u>	
<b>Creditors: Amounts falling due within one year</b>	11	(13,929)		(20,131)	
<b>Net Current assets</b>			<b>195,964</b>		<b>188,738</b>
<b>Net Assets</b>			<u><b>211,708</b></u>		<u><b>207,683</b></u>
<b>Funds</b>					
Unrestricted income funds			211,708		207,683
<b>Total charity funds</b>			<u><b>211,708</b></u>		<u><b>207,683</b></u>

These accounts were approved by the board and authorized for issue on 29<sup>th</sup> March 2019 and signed on its behalf by:

M. Henry      Hon Chairman

T. Mitchell    Treasurer

# NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31 DECEMBER 2018

### 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 2018**

**2 Donations and Legacies**

	<b>2018</b>	<b>2017</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
<b>Legacies and Donations</b>	185	28,205
<b>Gift Aid tax reclaimed</b>	1,420	3,065
<b>Subscriptions</b>	45,756	46,738
	<u>47,361</u>	<u>78,008</u>

**3 Charitable Activities**

	<b>2018</b>	<b>2017</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
<b>Publication Sales</b>	7,009	7,831
<b>Conferences and Trips</b>	3,634	4,645
	<u>10,643</u>	<u>12,476</u>

**4 Investments**

	<b>2018</b>	<b>2017</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
<b>Interest on cash deposits</b>	<u>33</u>	<u>20</u>



## 5 Analysis of charitable activities

	<b>2018</b>	<b>2017</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	£	£
Grants Payable (note 6)	1,000	1,000
Donations to Societies	-	24
Meeting Centres	5,535	5,596
Insurance	544	567
The Keep	7,177	5,830
The Keep General Expenses	1,456	1,104
Group Computers/Internet	4,888	805
Magazine (The Historian)	17,263	16,952
Publication Costs	2,402	2,521
FFHS Costs & Society Subs	989	1,013
VAT(Fixed Rate)	-	2,669
Publicity	341	586
Conferences and Trips	4,939	5,372
Travel and subsistence	34	718
Projects	-	25
Merchandise	150	123
Bank Charges	1,056	1,173
Depreciation of leasehold property	3,130	3,130
Depreciation of Office Equipment	512	490
Printing, stationery, postage and mileage	1,110	1,915
Support Costs (note 7)	1,645	1,720
	<u>54,171</u>	<u>53,333</u>

## 6. Grants to Institutions

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

## 7. Support Costs

	<b>2017</b>	<b>2016</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	£	£
<b>Governance</b>		
Legal & professional Costs	<u>1,645</u>	<u>1,720</u>

## 8. Trustees' remuneration and expenses

No remuneration was paid to the trustees during the year (2017 - nil).

Three (2016 – Five) trustees received mileage expenses amounting to £525 (2017- £778).

The Independent Examiner's fee for the year was £960 (2017 - £960).

This has been included as part of the governance costs.

## 9. Tangible fixed assets

	<b>Leasehold Property</b>	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost:</b>			
At beginning of year	31,300	50,025	81,325
Additions	-	441	441
At end of year	<u>31,300</u>	<u>50,466</u>	<u>81,766</u>
<b>Depreciation:</b>			
At beginning of year	13,302	49,078	62,380
Charge for the year	3,130	512	3,642
At end of year	<u>16,432</u>	<u>49,590</u>	<u>66,022</u>
<b>Net book value:</b>			
At end of year	<u>14,868</u>	<u>876</u>	<u>15,744</u>
At beginning of year	<u>17,998</u>	<u>947</u>	<u>18,945</u>

## 10. Debtors

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Other Debtors	1,837	195
Prepayments	1,960	1,485
	<u>3,797</u>	<u>1,680</u>

## 11. Creditors: amounts falling due within one year

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	<u>13,929</u>	<u>20,131</u>

Creditors amounts falling due within one year includes deferred income.

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
As at 1 January	7,053	7,041
Amount released to income	(7,053)	(7,041)
Amount deferred in the year	8,694	7,053
As at 31 December	<u>8,694</u>	<u>7,053</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 (2017 - £nil)