

# NORFOLK FAMILY HISTORY SOCIETY

**AGENDA, MINUTES, REPORTS and ACCOUNTS**

for presentation at the

15<sup>th</sup> ANNUAL GENERAL MEETING

at

KIRBY HALL, NORWICH

on

15th OCTOBER 2011





**The 15<sup>th</sup> Annual General Meeting  
of the  
Norfolk Family History Society**

will be held at :-

Kirby Hall, 70 St. Giles Street, Norwich, Norfolk, on  
Saturday 15th October 2011 at 12.30 p.m.

**AGENDA**

- |    |  |            |              |
|----|--|------------|--------------|
| 1  | Apologies for absence  |            | Resolution 1 |
| 2  | Minutes of the A.G.M. of 16 <sup>th</sup> October 2010   |            |              |
| 3  | Matters arising from the Minutes   |            |              |
| 4  | Trustees' Report for year ended 31 March 2011  |            |              |
| 5  | Accounts and Trustees Report for the year ended 31 March 2011  |            | Resolution 2 |
| 6  | To re-appoint ARGENTS, 15 Palace St., Norwich, as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration |            | Resolution 3 |
| 7  | Re-appointment of Mrs Margaret Murgatroyd  | see note 1 | Resolution 4 |
| 8  | Re-appointment of Mr Michael Dack  | see note 1 | Resolution 5 |
| 9  | Re-appointment of Mr Paul Harman   | see note 1 | Resolution 6 |
| 10 | Re-appointment of Mr Edmund Perry  | see note 2 | Resolution 7 |
| 11 | Re-appointment of Mrs Carole Taylor  | see note 2 | Resolution 8 |
| 12 | Any other business   |            |              |

**Note 1.**

The election of new trustees is covered by Articles 34 to 42 of the Company's Articles of Association:

Mrs. Margaret Murgatroyd is in charge of Transcript printing and was appointed to the board 6<sup>th</sup> November 2010.

Mr. Michael Dack, is the NORS Administrator and was appointed to the board 6<sup>th</sup> November 2010.

Mr. Paul Harman, is the Transcripts Organiser and was appointed to the board 6<sup>th</sup> November 2010.

**Note 2.**

In accordance with Articles 37 & 41, the trustees recommend that the following members of the board be re-appointed:-

Mr. Edmund Perry, currently the Company Secretary, was appointed to the board 1<sup>st</sup> September 2005

Mrs. Carole Taylor, currently the Treasurer, was appointed to the board 10<sup>th</sup> April 2007



**Minutes of the 14th Annual General Meeting**  
of the  
**Norfolk Family History Society**  
Held at  
Kirby Hall, 70 St. Giles Street, Norwich  
On Saturday 16th October 2010 at 12.00pm.

36 members attended

The Meeting opened with a welcome by the Chairman, Colin Skipper, who introduced the Trustees and their roles. He highlighted the achievements and progress made during the past year.

**Trustees:**

Jean Stangroom (JKS) – Membership Secretary. Jean records new members and when they join, keeps an up-to-date list, sends out reminders and removes those who do not renew. Membership for 2009-2010 was 4075, an increase of 24 on the previous year. The 660 who failed to renew by the end of May were written to, by post or email, resulting in about 400 late renewals. Membership at beginning of this month stands at 4005 compared with 3829 at the same time last year. These changes generate a lot of work for Jean assisted by the Treasurer. Jean also attends Fairs and takes part in help sessions at local libraries.

Carole Taylor (CT) – Treasurer. Keeps the books and looks for the best return on our Funds. Interest rates remain low and this has affected income. Some Bonds offered by Banks are short-term so quick and regular action is required with investments. With the roll-out of NORS Carole took the opportunity to include a Gift Aid form and/or Bankers Order form to those members who had not previously signed one. As a result, during the year the Society received an additional 308 Bankers Orders, 82 of which were from new members. In some cases we were able to claim Gift Aid going back several years so that now we receive almost £6000 annually. Carole has started to scan our G.A. records so that a copy is held electronically (in case anything happens to our paper records). She would appreciate help in scanning; anyone with a few hours to spare, please contact her.

Denagh Hacon (DH) is Editor of the Ancestor which has provided a good selection of articles on Family History as well as keeping members informed about what is going on in the Society.

Brenda Leedell (BL) runs the West Norfolk Group at Kings Lynn and continues to provide interesting speakers at Meetings and advice/help for members in that area.

Mary Mitchell (MM) is in charge of our Monumental Inscriptions collection. 16 additional surveys have been added this year making a total of 738. She has answered approx 80 queries from members as well as participating in churchyard surveys, and helping at Fairs.

Patricia Wills-Jones (PW-J) runs the East Norfolk Group at Yarmouth. There has been a certain apathy there recently so it has decided to reduce the number of meetings to two per year. This will be reviewed and increased if possible and more interest is shown by members.



Edmund Perry (EP) has been the Projects Co-ordinator overseeing the printing of 52 new parish registers (by Margaret Murgatroyd). He keeps a register of transcribers, supplying and receiving work – over 100 transcripts received this year. He has played a very large part in setting up NORS (of which more later) and since the resignation of the Company Secretary last April he has assumed this role again.

We have lost two Trustees during the year:

Malcolm Cole-Wilkins retired due to ill health. He arranged the electronic versions of Parish Registers on the computers and was instrumental in getting the server/network working inside Kirby Hall.

Pat Mason, who many of you will know, worked for the Society for many years transcribing and doing research/look-ups. She resigned from the post of Company Secretary due to family and other work commitments. We hope she will be able to return to a more active role in the future as she knows a great deal about family history and the Library. All members thank her for what she has done for the Society.

**Others:**

There are many Volunteers who do a great deal of useful work for the Society.

Christine Aberly runs the Bookstall and arranges attendance at Fairs and libraries where people can learn about the services we provide and how to use the records now available on the internet. She also helps with M.I. surveys. We thank her for her hard work.

Pam Bridge looks after Family Trees to which 53 were added between June 2009 and March 2010.

Alan Bullard for running the 'look-up' service answering members' queries.

**Library Volunteers** who man the reception desk and keep the building open four days a week, plus many others who carry out various, useful tasks on behalf of the membership. Without their help the Society could not function and we are often under pressure to maintain our services, so if anyone could assist us by becoming a Volunteer, your help would be greatly appreciated.

During the year we changed our Webmaster. Terry Gray, who ran and greatly improved the site for several years and initiated the NORS site. He had to resign due to work commitments and moving away from Norfolk. Carol Dew has taken over, even though she lives in Ayrshire, and plans several changes in layout and extra material in 2011.

Last year I reported that we had spent a long time considering our online record site NORS, and that we hoped to make Parish Register Transcripts accessible to members. Edmund spent a considerable amount of time 'cleaning,' and Carole Taylor uploaded transcripts so that it was possible to test the site before we went live. Since then Edmund has formed a Projects Team which carries out cleaning and loading transcripts; issuing ID/passwords and correcting transcript errors. The 'cleaning job' has been speeded up by Paul Harman, a member, supplying a computer programme to do this, although transcripts still need to be visually checked before uploading. When we started we were uncertain about how many we had and which churches were covered. Some churches had more than one transcript for the same type of event, some of these had overlapping dates. To date 552 churches have been covered in part including 5 in Suffolk and 79 Non-Conformist, making 1476 register transcripts of which Banns 232; Baptisms 526; Burials 365; Marriages 353. This has involved cleaning/tidying 1726 separate transcripts - about 1666 of these are now on NORS. However, Holt and Yarmouth are still being worked on. Members can now



search nearly 2 million names. Last year I said we hoped to have 400 registers available but to have nearly 1700 uploaded is an immense achievement in a short time, and from the feedback received from members, greatly appreciated. For all those involved we offer our thanks and appreciation for changing and improving membership accessibility to our records immeasurably.

What is next for NORS? We have a large number of M.I.s collected over many years. Many of these went into what was known as the Bedford Memorial Index which was licensed for five years to the NAOMI, for a substantial payment. NAOMI was a pay-per-view site where the public could look-up a gravestone with inscription for a fee – provided the gravestone was listed. In April the licence agreement with NFHS ceased and as other Societies did not supply their records, NAOMI is closing down due to lack of revenue. Our records are being returned and converted to a template for NORS. We hope to make these surveys available next year for members to search. After this we will consider other records such as Will transcripts, FTs, Census Records, which might be suitable for uploading to and access on NORS.

- 1) **Apologies for absence.** 193 Proxy forms received mostly “For” all the Resolutions with a handful of abstentions; a dozen written apologies and several letters of thanks.
- 2) **Minutes of the 13<sup>th</sup> A.G.M.** of the 10<sup>th</sup> October 2009 (copies distributed with the September issue of the Norfolk Ancestor).

**Resolution 1.**

Proposed by Bernard Hale and seconded by Jim Barwick that they be accepted as a true and accurate record. Carried with no abstentions.

- 3) **Matters Arising:** Roy Scott questioned the transfer of £50,000 out of the Accounts – from Current Assets (page 8).  
CT explained that this was due to the relationship between Bank Accounts and High Interest Bonds; the guarantee of up to £50,000 required movement from HSBC account to new accounts to gain higher interest rates.  
CS added that the difficulties in gaining reasonable interest meant that money had been invested in Bonds which mature regularly and then is re-invested to gain a better return than all in one Bank Account.

\* Note Factual errors – Minutes say “13<sup>th</sup> AGM” when it should be Minutes of “12<sup>th</sup> AGM”; and Accounts and Trustees Report ended “31 March 2000” when it should say “31 March 2009”.

- 4) **Trustees’ Report for the year ended 31<sup>st</sup> March 2010** - accepted
- 5) **Accounts and Trustees Report for the year ended 31<sup>st</sup> March 2010**

**Resolution 2.**

Proposed by Roy Scott and Seconded by Patrick Palgrave-Moore. Carried with no abstentions.

- 6) **To re-appoint ARGENTS**, 15 Palace St. Norwich, as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration.

**Resolution 3.**

Proposed by Derek Palgrave and Seconded by Peter Spurgeon. Carried with no abstentions.

- 7) **Re-appointment of Mr. Colin Skipper** (In accordance with Article 37 of the Articles of Association)

**Resolution 4**

Proposed by Bernard Hale and Seconded by Peter Spurgeon. Carried with no abstentions

- 8) **Re-appointment of Mrs Brenda Leedell** (In accordance with Article 37 of the Articles of Association)



**Resolution 5**

Proposed by Patrick Palgrave-Moore and Seconded by Roy Scott. Carried with no abstentions

**9) Re-appointment of Mrs Patricia Wills-Jones** (In accordance with Article 37 of the Articles of Association)

**Resolution 6**

Proposed by Jean Palmer and Seconded by Roy Scott. Carried with no abstentions

**10) Any other Business.**

CS reported that a Member had written in to raise the matter of the printing costs and postage of the AGM Booklet – cost £1472 = 36p per member. He asked for a show of hands (a) receiving it on line (via the Website) with booklets only going to those who request (b) continuing to send out the Booklet. The latter received a slight majority. (Those in attendance wanted a hard copy of the Norfolk Ancestor Magazine).

Derek Palgrave said it should be sent out and go on the website.

EP Explained costs and if half the membership wanted hard copies of AGM Booklet then printing 2000 we might as well print 4000 but the postage was an issue.

PW-J suggested putting it online and let members request a hard copy.

BL wondered about restricted access to members only on the website.

CT said Report and Accounts were meant to be publicly available.

Derek Palgrave asked about putting back copies of the Ancestor onto the Website.

EP explained that some were but it was tedious to remove the Members' address in the middle section from the pdf versions.

DH said we will try to do this in the future. EP said the pdf format had the advantage that many photos and headings were in colour whereas in the Magazine they were printed in black & white.

Jean Palmer thanked Jim Barwick and his wife, Maureen, for taking on and running the Norwich Group. However, now he was retiring, what was happening to the Group's Organisation?

CS said Roger Peck would continue to do the introductions and publicity but so far no one had come forward to replace Jim.

Jim Barwick said Barbara Walker (former Group Organiser) had taken on everything whilst he had tried to break the workload down into sections for different people to do. He had found speakers/topics and confirmed their attendance – Meetings arranged until next June but he was retiring next 24<sup>th</sup> March 2011 so would need replacing.

Chris Brooks asked if there was a Life Membership Fee for joining the Society?

CT and JKS said there was - £165 for UK; £200 for Overseas Members.

Peter Spurgeon asked if new Membership Lists in the Ancestor could include email addresses – for dealing with Members Interests' requests and also inter-member contact.

DH said it was an issue of whether Members wanted this – they should be able to opt in or opt out.

Roy Scott said the difficulty was with reading their written email address. This could be solved if new members emailed the Society.

JKS said Judith Parks was dealing with NORS contacts which required emails and then these were sent to her to list.

CT raised the problem of correct emails and people changing them plus the use of these by others such as organisations sending spam



Patrick Palgrave-Moore raised the Society's Membership of the Federation. Why had we discontinued having our meetings listed in the Diary published by Poppyland?

CS Explained they had decided to charge for each separate Group activities entry.

CT said extra costs involved were excessive.

Patrick P-M said we should be a Member and just register the Society's name as an address.

Derek Palgrave felt we should join and have contact addresses published = a Liaison function.

EP fetched a copy of the last Diary in which we advertised and said we could have the Society's address printed in the Members' List at the back.

CT mentioned that Group Meeting details are on the website.

EP Identified Mike Dack and Paul Harman in the audience and thanked them for their roles in making NORS operative. He said he was giving up the role of Projects Co-ordinator and Paul Harman would become Transcripts Organiser whilst he would revert back to being the Company Secretary. Further information about NORS, present and future was given – EP felt this was a major achievement of which the Society should be proud.

DH referred to the Advert in the September issue of the Ancestor for a Publicity Officer. So far no response but it was a useful and necessary role. If anyone was interested or knew of anyone please contact the Editor.

Meeting closed 1.15 pm



# Norfolk Family History Society

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## Report of the Trustees and Unaudited Financial Statements for the year ended 31 March 2011

REGISTERED COMPANY NUMBER: 03194731  
REGISTERED CHARITY NUMBER: 1055410

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Argents  
Chartered Accountants  
15 Palace St  
NORWICH  
Norfolk  
NR3 1RT

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### Contents

<b>REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011 .....</b>	<b>8</b>
<b>FINANCIAL REVIEW .....</b>	<b>12</b>
<b>INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY .....</b>	<b>14</b>
<b>STATEMENT OF FINANCIAL ACTIVITIES.....</b>	<b>15</b>
<b>NOTES TO THE FINANCIAL STATEMENTS.....</b>	<b>18</b>



**Report of the Trustees for the year ended 31 March 2011**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**Reference and Administrative Details**

Registered Company number  
03194731

Registered Charity number  
1055410

Registered office

Kirby Hall  
70 St. Giles Street  
NORWICH  
Norfolk  
NR2 1LS

**Trustees**

The directors of the charitable company ("the charity") are the trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Membership of the Committee during the year, showing those members who were elected part way through the year

**Committee Members**

Trustee		Role
Jean Stangroom	Appointed June 1998	Membership Secretary
Edmund Perry	Appointed Sept 2005	Company Secretary
Colin Skipper	Appointed Aug 2006	Chairman
Brenda Leedell	Appointed Jan 2007	King's Lynn Group Organiser
Patricia Wills-Jones	Appointed Jan 2007	Yarmouth Group Organiser
Carole Taylor	Appointed April 2007	Treasurer
Denagh Hacon	Appointed May 2008	Ancestor Editor
Mary Mitchell	Appointed June 2008	Memorial Inscriptions
Mike Dack	Appointed Nov 2010	NORS Administrator
Paul Harman	Appointed Nov 2010	Transcripts Organiser
Margaret Murgatroyd	Appointed Nov 2010	Transcripts Printing

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members

**Company Secretary**

E Perry

**Solicitors**

LEATHES PRIOR  
74 The Close  
Norwich  
NR1 4DR

**Bankers**

HSBC  
18 London Street  
Norwich  
NR2 1LG



### **Incorporation**

The Norfolk Family History Society, which is governed by its Memorandum & Articles of Association, was incorporated as a private limited Company on May 3rd 1996 Company Number: 3194731 and registered as a Charity on 15th May 1996 Charity Number: 1055410 to take over the assets and liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the Trustees Committee which meets every month. It consists of the named Trustees, appointed at the Annual General Meeting held in October each year.

### **Trustees responsibilities**

Charity law requires the trustees to keep proper books of accounts in respect of all monies received and expended by the society, and prepare financial statements for each financial year which provide a true and fair view of the state of the charitable company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate that the charitable company will continue in business.

The Trustees are also responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities.

### **Recruitment and appointment of new trustees**

The trustees intend to put in place recruitment, selection and induction procedures as recommended by the Charity Commission in its recent publications. Copies of these documents have been put on computer and printed but so far the trustees have not produced a document listing our own procedures.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### **Risk assessment**

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the Trustees' Committee Minutes. All risks are identified and considered with recommendations made and actions taken.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk.
- b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk.
- c) Encouraging the study of genealogy, heraldry and family history.
- d) Giving educational assistance by way of lectures and otherwise with reference to record research.



The Society is fortunate to have its own premises and a sizeable collection of documents, books and records, known as the Kirby Hall Library. This is staffed by volunteers and opens to the public for 5 regular sessions each week.

The Society aims to be a centre of excellence in Norfolk Family History Research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in Family History
- Publishes a quarterly Journal 'The Ancestor' with lively and interesting articles and information, sent free to all members.
- Produces a publicity brochure to be placed in Libraries, Churches, Museums and other establishments, and given to the public at Fairs, etc.
- Has arranged visits and workshops at local Libraries to inform the public about Family History.
- Maintains a Society website - <http://www.norfolkfhs.org.uk> - to provide information to members and the general public, about the Society, its events and activities and Lists of items held in the Library Collection.
- Has developed an online searchable database called NORS for members only using a surname search of transcripts and Monumental Inscriptions.
- Operates an E-mail and surface mail look-up service to members searching for individual and family names.
- keeps an up-to-date list of members' names and addresses and their interests to be shared with other members.
- Allows the public and members free use of internet subscriptions to Ancestry.com & Findmypast, and an electronic database of Parish Register Transcripts including a surname index.
- Provides thousands of fiche and film items for visitors to view in the Library on the film/fiche readers /printers provided.
- Runs a Bookstall at the Library and attends a large number of Fairs to sell a wide range of literature about Family History and Norfolk; including books, monographs and CDs, some of which the Society has produced and published, relating to genealogical information.
- Has digitally photographed Parish Registers at Churches and at the NRO to make these more readable/accessible to the public
- Prints and displays Norfolk and Norwich Parish Registers and Census records which members have transcribed; also Marriage Indexes, Bishops' Transcripts, etc.
- Enables access to a unique collection of over 4000 Family Trees in the Library, Pedigrees and Wills.
- Keeps Memorial Inscriptions and photographs from over 400 churches within Norfolk.
- Collects hundreds of miscellaneous items about Norfolk villages and towns.
- Has four Groups which hold regular Meetings at Norwich, Diss, Kings Lynn, and London, plus Yarmouth which meets on an ad-hoc basis as well as organising trips.



The Society's main aims during the year have been to:

- Improve the facilities inside Kirby Hall,
- To maintain the building.
- To computerise its Library records; to print and bind the backlog of Parish Register transcriptions; to increase the range of services available to its members and the public, especially the NORS website information on transcripts and MIs.
- To identify future projects which would make effective use of the Society's increasing resources.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

- The Membership of the NFHS at 31st March 2011 was 4204
- We are trying to maintain and increase the numbers. Membership details are as follows:

Membership	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
<b>2009/10</b>	<b>980</b>	<b>2837</b>	<b>48</b>	<b>95</b>	<b>56</b>	<b>23</b>	<b>36</b>	<b>4075</b>
2010/11	976	2926	49	119	60	27	47	4204

- 'The Norfolk Ancestor' Journal continues to improve in content and presentation. It is distributed to all members four times a year (December, March, June, September), to numerous exchange FHS, to Record Offices and Libraries.
- The publicity Brochure has been placed in Libraries, Churches, Museums and other establishments, and given to the public at Fairs, etc.
- The Society's website - <http://www.norfolkfhs.org.uk> - needs a complete revamp (which the Trustees are pursuing) but continues to publicise the latest Events and contains lists of Library contents such as the Census Records, Wills, Family Trees, Pedigrees, Memorial Inscriptions and Parish Records, as well as Member' Interests.
- A link exists to the NORS (Norfolk Online Records Service) where 2,113,130 individual names 1,837 files of Banns, Baptisms, Births, Burials & Marriages, from 741 Parishes and Churches are available for Surname searches. Recently a number of Monumental Inscriptions have been added to NORS and are now available to members. Transcripts are still being printed and added to the Library shelves.
- The Society has attended several public Fairs during the year - West Acre, Wisbech, Bury St Edmund, Suffolk Fair, The Forum Norwich, London WDYTYA, East Anglian Norwich & Gressenhall.
- Its bookstall sales are declining but continue to make a positive contribution to the Society's income.
- Kirby Hall Library facilities have been overhauled with new computers installed which continue to have access to "Ancestry" and "findmypast" (including the 1911 Census), as well as a surname search facility on electronic versions of parish transcripts .
- The kitchen and toilet facilities have been improved and the outside garden made more attractive.
- The Fire alarm and the Intruder Alarm systems have been upgraded.
- Books, magazines, articles, photos, family trees, and Parish Register transcriptions, continue to be added to the Library collection.



- Some fragile and unique original documents have been deposited at the Norfolk Record Office and other Archives.
- In 2010 we commenced the scanning of our Gift Aid records as a backup if the paper copies were destroyed.
- Up to 31st March 2011 1355 individual documents have been scanned.

The Committee continues to update and advance the governance of the Society by adopting Charity Commission best practice and procedures.

We still require more Volunteers during opening hours, and to help with parish register transcription and MI work. Although Sunday openings have had to be reduced to the first and last Sunday in the month, the trustees have experimented with opening on a Wednesday evening.

Progress continues to be made and we are indebted to all who have made this possible.

## Financial Review

### Reserves policy

At 31 March 2011 total unrestricted reserves amounted to £225,182 of which £100,070 are free reserves to be used to fulfil the charity's objectives in the future including the upkeep of the Society's premises; investments held in the Kirby Hall Fund as M&N Charibonds. The restricted reserve of £134,747 at 31 March 2011 is held in a permanent endowment fund and represents the net book value of the Kirby Hall premises. The fund value is reduced by the depreciation charge on the property.

The trustees continue to review the Society's needs for reserves in line with the guidance offered by the Charity Commission, and regularly consider plans to invest some of the amount in Charibonds.

However, we believe that unrestricted reserves are needed:

- a) to provide funds to safeguard our service commitment in the event of delays in receipt, or losses of, membership subscriptions.
- b) to cover Fundraising Trading and Governance Costs, without which the Society could not function, for a period of 12 months running costs. The trustees believe that reserves should be at least this level to ensure the Society runs efficiently and meets the need of its members and the public.
- c) to provide extra funds which can be designated to specific projects and / or deal with unforeseen emergencies. The trustees intend to monitor this situation carefully every six months.

### Principal funding sources

In the year to 31 March 2011, incoming resources totalled £58,655 a decrease of £3,537 from the previous year. This decrease mainly arose due to a reduction in sales of publications and last year's Members subscriptions were overstated by £1,951 in error. Gift Aid continues to add a valuable contribution to our income.

Fundraising Trading costs amounted to £43,202, a decrease of £2,988 over the previous year, mainly due to a reduction in books purchased for resale due to falling sales; a reduction in electricity costs as in the previous year there was a re-calculation of our meter readings; and less money was spent on maintaining Kirby Hall. Increased postage costs continue to impact the distribution costs of the Norfolk Ancestor magazine.

Governance costs increased £2,210 mainly due to increased depreciation as a result of purchasing additional computer equipment, increased Accountancy Fees and advertising costs.



## FUTURE DEVELOPMENTS

- To continue to develop NORS with the addition of more parish transcripts and the collection of Monumental Inscriptions.
- Initiating links with Norfolk Archive and Heritage Groups to help transcribe parish registers and undertake Monumental Inscription surveys.
- To re-vamp the NFHS Website.
- To scan all Gift Aid Declaration Forms by 31 December 2013.

The maintenance program for Kirby Hall is now complete. Whilst we envisage costs continuing to increase as a result of inflation, no large expenditures are planned on the building. However, the trustees have agreed to fund a major overhaul of its Website to make it more user friendly and accessible to members and the public. The Society wishes to maintain its membership and intends to continue its activities and services as listed previously.

**ON BEHALF OF THE BOARD:**

.....  
E Perry – Secretary

8 September 2011



## Independent Examiners' Report to the Trustees of Norfolk Family History Society

I report on the accounts for the year ended 31 March 2011 set out on pages seven to thirteen.

### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of the 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 you as 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 statements 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 requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Argents  
Chartered Accountants  
15 Palace St  
NORWICH  
Norfolk  
NR3 1RT

8 September 2011



## Statement of Financial Activities

### Balance Sheet

for the year ended 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	2011 Total funds £	2010 Total Funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	48,896	-	48,896	50,087
Investment income	3	5,276	-	5,276	5,518
<b>Incoming resources from charitable activities</b>					
Sale of publications and souvenirs		3,420	-	3,420	6,024
Advertising revenue		503	-	503	563
Income from training courses		560	-	560	-
<b>Total incoming resources</b>		<b>58,655</b>	<b>-</b>	<b>58,655</b>	<b>62,192</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs	4	43,202	-	43,202	46,190
Governance costs	5	12,458	1,514	13,972	11,762
<b>Total resources expended</b>		<b>55,660</b>	<b>1,514</b>	<b>57,174</b>	<b>57,952</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		<b>2,995</b>	<b>(1,514)</b>	<b>1,481</b>	<b>4,240</b>
<b>Other recognised gains/losses</b>					
Gains/losses on investment assets		2,727	-	2,727	14,610
<b>Net movement in funds</b>		<b>5,722</b>	<b>(1,514)</b>	<b>4,208</b>	<b>18,850</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>219,460</b>	<b>136,261</b>	<b>355,721</b>	<b>336,871</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>225,182</b>	<b>134,747</b>	<b>359,929</b>	<b>355,721</b>

The notes form part of these financial statements



Balance Sheet for the year ended 31 March 2011

Continued

	Notes	Unrestricted funds £	Restricted funds £	2011 Total funds £	2010 Total Funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	32,761	134,747	167,508	167,440
Investments	9	62,287	-	62,287	57,611
		<u>95,048</u>	<u>134,747</u>	<u>229,795</u>	<u>225,051</u>
<b>CURRENT ASSETS</b>					
Stocks		7,653	-	7,653	7,621
Debtors: amounts falling due within one year	10	5,112	-	5,112	5,582
Investments	11	35,943	-	35,943	50,000
Cash at bank and in hand		103,176	-	103,176	86,257
		<u>151,884</u>	<u>-</u>	<u>151,884</u>	<u>149,460</u>
<b>CREDITORS</b>					
Amounts falling due within one year	12	(15,957)	-	(15,957)	(15,564)
<b>NET CURRENT ASSETS</b>					
		<u>135,927</u>	<u>-</u>	<u>135,927</u>	<u>133,896</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>230,975</u>	<u>134,747</u>	<u>365,722</u>	<u>358,947</u>
<b>CREDITORS</b>					
Amounts falling due after more than one year	13	(5,793)	-	(5,793)	(3,226)
<b>NET ASSETS</b>					
		<u>225,182</u>	<u>134,747</u>	<u>359,929</u>	<u>355,721</u>
<b>FUNDS</b>					
Unrestricted funds	14			225,182	219,460
Restricted funds				134,747	136,261
<b>TOTAL FUNDS</b>					
				<u>359,929</u>	<u>355,721</u>

The notes form part of these financial statements



Balance Sheet for the year ended 31 March 2011

*Continued*

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- a) Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- b) Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees

and were signed on its behalf by:

E. Perry – Company Secretary

8 September 2011

Colin Skipper – Chairman

8 September 2011



## Notes to the Financial Statements

for the year ended 31 March 2011

### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. In particular, donations are recognised on receipt, members subscriptions are accounted for on an accruals basis and life subscriptions are included in the Statement of Financial Activities at £10 per member per year. At the end of each financial year the balance carried forward to future years is included within deferred income.

#### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Tangible fixed assets costing more than £100 are capitalised.

Depreciation is provided to write off the cost, less estimated residual value, of all fixed assets, other than freehold land and library stock, evenly over their expected useful lives. It is calculated at the following rates:

<b>Freehold building</b>	- 1%
<b>Equipment</b>	- 10% to 50% per annum

The library collection contains a large number of publications that have been donated. It is considered by the Trustees that the market value of the collection substantially exceeds the cost given; that most of the collection is of an antiquarian nature and consequently any depreciation would not be material. Provision will be made should any permanent diminution in value of the collection occur.

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.



Notes to the Financial Statements for the year ended 31 March 2011

Continued

<b>2 VOLUNTARY INCOME</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Donations	<b>290</b>	396
Gift aid	<b>6,784</b>	5,882
Members' subscriptions	<b>41,822</b>	43,809
	<b>48,896</b>	<b>50,087</b>
<b>3 INVESTMENT INCOME</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Interest and dividends	<b>5,276</b>	5,518
<b>4 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Kirby Hall Expenditure	<b>8,527</b>	10,011
Postage and distribution costs of Norfolk Ancestor	<b>10,558</b>	10,717
Publication costs of Norfolk Ancestor	<b>11,758</b>	11,365
Purchase of publications & souvenirs	<b>(32)</b>	(68)
Stationery and consumables for members	<b>974</b>	1,148
Subscriptions paid	<b>997</b>	1,004
Cost of Fairs attended	<b>944</b>	1,008
Group Meeting expenses	<b>2,360</b>	3,101
Course costs	<b>580</b>	-
Projects and library	<b>2,397</b>	2,266
Bookstall	<b>2,131</b>	3,695
Insurance	<b>2,008</b>	1,943
	<b>43,202</b>	<b>46,190</b>
<b>5 GOVERNANCE COSTS</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trustees' expenses	<b>1,033</b>	1,220
Postage, printing and stationery	<b>89</b>	70
General administration costs	<b>3,289</b>	1,829
Legal and professional fees	<b>1,201</b>	891
AGM expenses	<b>1,454</b>	1,422
Computer costs	<b>1,340</b>	1,333
Volunteers expenses	<b>374</b>	330
Telephone	<b>197</b>	217
Depreciation	<b>4,734</b>	4,205
Interest payable and similar charges	<b>261</b>	245
	<b>13,972</b>	<b>11,762</b>

Trustees expenses and volunteers expenses are mainly mileage costs which the charity pays at the rate of 25p per mile.

AGM expenses represents the costs of printing the AGM booklet and posting it to members.



Notes to the Financial Statements for the year ended 31 March 2011

Continued

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	<b>2011</b>	2010
	<b>£</b>	£
Depreciation - owned assets	<b>4,734</b>	4,205

7 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010 .

Trustees' Expenses

	<b>2011</b>	2010
	<b>£</b>	£
Trustees' expenses	<b>1,033</b>	1,220

8 TANGIBLE FIXED ASSETS

	Freehold property £	Library stock £	Equipment £	Totals £
<b>COST</b>				
At 1 April 2010	151,401	23,458	52,167	227,026
Additions	-	-	4,802	4,802
At 31 March 2011	<u>151,401</u>	<u>23,458</u>	<u>56,969</u>	<u>232,828</u>
<b>DEPRECIATION</b>				
At 1 April 2010	15,140	-	44,446	59,586
Charge for year	1,514	-	3,220	4,734
At 31 March 2011	<u>16,654</u>	<u>-</u>	<u>47,666</u>	<u>64,320</u>
<b>NET BOOK VALUE</b>				
At 31 March 2011	<u>134,747</u>	<u>23,458</u>	<u>9,303</u>	<u>167,508</u>
At 31 March 2010	<u>136,261</u>	<u>23,458</u>	<u>7,721</u>	<u>167,440</u>

9 FIXED ASSET INVESTMENTS

	Listed Investments £
<b>MARKET VALUE</b>	
At 1 April 2010	57,611
Additions	1,950
Revaluations	2,726
At 31 March 2011	<u>62,287</u>
<b>NET BOOK VALUE</b>	
At 31 March 2011	<u>62,287</u>
At 31 March 2010	<u>57,611</u>

There were no investment assets outside the UK.



Notes to the Financial Statements for the year ended 31 March 2011

Continued

<b>10 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>							
		<b>2011</b>		2010			
		£		£			
	Other debtors	<b>5,112</b>		5,582			
<hr/>							
<b>11 CURRENT ASSET INVESTMENTS</b>							
		<b>2011</b>		2010			
		£		£			
	High interest bonds	<b>35,943</b>		50,000			
<hr/>							
<b>12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>							
		<b>2011</b>		2010			
		£		£			
	Trade creditors	-		-			
	Life subscriptions in advance	<b>596</b>		509			
	Creditors and accruals	<b>1,446</b>		1,300			
	Subscriptions in advance	<b>13,915</b>		13,755			
		<hr/> <b>15,957</b> <hr/>		<hr/> 15,564 <hr/>			
<hr/>							
<b>13 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>							
		<b>2011</b>		2010			
		£		£			
	Life subscriptions in advance	<b>5,793</b>		3,226			
<hr/>							
<b>14 MOVEMENT IN FUNDS</b>							
	<b>At</b>		<b>Net</b>		<b>Transfer</b>		<b>At</b>
	<b>1.4.2010</b>		<b>movement</b>		<b>between</b>		<b>31.3.2011</b>
	£		<b>in funds</b>		<b>funds</b>		£
			£		£		
<b>Unrestricted funds</b>							
	<b>91,854</b>		<b>4,616</b>		<b>3,600</b>		<b>100,070</b>
	<b>127,606</b>		<b>1,106</b>		<b>(3,600)</b>		<b>125,112</b>
	<hr/> <b>219,460</b> <hr/>		<hr/> <b>5,722</b> <hr/>		<hr/> <b>-</b> <hr/>		<hr/> <b>225,182</b> <hr/>
<b>Restricted funds</b>							
	<b>136,261</b>		<b>(1,514)</b>		<b>-</b>		<b>134,747</b>
<b>TOTAL FUNDS</b>							
	<hr/> <b>355,721</b> <hr/>		<hr/> <b>4,208</b> <hr/>		<hr/> <b>-</b> <hr/>		<hr/> <b>359,929</b> <hr/>
<hr/>							
Net movement in funds, included in the above are as follows:							
	<b>Incoming</b>		<b>Resources</b>		<b>Gains and</b>		<b>Movement</b>
	<b>resources</b>		<b>expended</b>		<b>losses</b>		<b>in funds</b>
	£		£		£		£
<b>Unrestricted funds</b>							
	<b>54,773</b>		<b>(53,667)</b>		<b>-</b>		<b>1,106</b>
	<b>3,882</b>		<b>(1,99)</b>		<b>2,727</b>		<b>4,616</b>
	<hr/> <b>58,655</b> <hr/>		<hr/> <b>(55,660)</b> <hr/>		<hr/> <b>2,727</b> <hr/>		<hr/> <b>5,722</b> <hr/>
<b>Restricted funds</b>							
	<b>-</b>		<b>(1,514)</b>		<b>-</b>		<b>(1,514)</b>
<b>TOTAL FUNDS</b>							
	<hr/> <b>58,655</b> <hr/>		<hr/> <b>(57,174)</b> <hr/>		<hr/> <b>2,727</b> <hr/>		<hr/> <b>4,208</b> <hr/>

End of the  
Report of the Trustees and Unaudited Financial Statements  
for the  
Norfolk Family History Society for the year ended 31 March 2011

# **NORFOLK FAMILY HISTORY SOCIETY**

(Formerly the Norfolk & Norwich Genealogical Society – Founded 1968)

A private company limited by guarantee

Registered in England, Company No. 3194731

Registered as a Charity – registration No. 1055410

## **HEADQUARTERS, LIBRARY & REGISTERED OFFICE**

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