

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014
FOR**

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

Cairns Bailey & Co
5 Beacon Court
Birmingham Road
Great Barr
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**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

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FOR THE YEAR ENDED 31 DECEMBER 2014**

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BIRMINGHAM & MIDLAND SOCIETY FOR GENEALOGY & HERALDRY

Trustees Annual Report for the year to 31 December 2014

The Executive Committee, as the Society's Trustees, presents its report for the year ending 31st December 2014.

The members of the Executive Committee during the year were:

| | | |
|---------------------------|---------------------------|---|
| Mr. Bernie McLean | Chairman | Re-elected (7 th . May 2014) |
| Mr. Clive Hall | Vice-Chairman (Genealogy) | Re-elected (7 th . May 2014) |
| Mr. Adrian P.S. de Redman | Vice-Chairman (Heraldry) | Re-elected (7 th . May 2014) |
| Mr. Stephen Freeman | | Re-elected 7 th . May 2014 |
| Mr. Philip Lamb | | Re-elected 7 th . May 2014 |
| Mr. Christopher Evetts | | Re-elected (1 st . May 2013) |
| Mrs. Olive Haddleton | | Re-elected 2 nd . May 2012 |
| Dr. Anthony Joseph | | Re-elected 2 nd . May 2012 |
| Mrs. Anne Brown | | Elected 2 nd . May 2012 |
| 3 vacancies | | |

Officers Invited to Executive Committee Meetings

| | |
|-------------------------|----------------|
| Dr. Chris Leigh | President |
| Mr. Harry Leigh-Dugmore | Vice President |
| Mrs. Pauline Pedersen | Vice President |

Non-voting officers attending Executive Committee Meetings were:

| | |
|-----------------------|-----------|
| Mrs. Jackie Cotterill | Secretary |
| Mr. Peter Middleton | Treasurer |

Executive Committee members are elected for three years except for the Chairman, Vice-Chair (Genealogy) and Vice-Chair (Heraldry) who are elected on an annual basis. Elections normally take place at the Annual General Meeting on the first Wednesday in May by the vote of all attending members.

The charity was established in 1963 and was registered on 17th January 1977 with the Charity Commission as charity No. 505916. The charity's address is Birmingham and Midland Institute, 3 Margaret Street, Birmingham B3 3BS

Objects, Organisation and Activities

The Society's objects, as stated in the Constitution, are to promote the advancement of public education in the study of Genealogy and Heraldry.

In furtherance of these objects, but not otherwise, the Society has power

- To promote, maintain and encourage the practice and dissemination of information
- To promote and maintain research into all aspects of Genealogy and Heraldry
- To preserve records, archives and any other material by transcription or otherwise
- To publish literature, and
- To collaborate with similar organisations and with such bodies as churches, libraries and record offices

Our overall purpose is to help our members to carry out their own research into their family histories within our area. The Society is the principal genealogical and heraldic society for the counties of Staffordshire, Warwickshire and Worcestershire including the modern metropolitan boroughs of Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton being collectively known as the West Midlands.

The Society is administered by a Committee consisting of three Officers elected for a term of one year and nine other members elected for a period of three years.

The Society employs two salaried staff to supervise and be responsible for the day-to-day duties of administration. Salaried staff comprises of General Secretary and Treasurer. The work of the Society is also supported by the following unsalaried appointments: Publication Sales Team, Publications Committee Chairman, Projects Co-ordinator,

Computer Support Team, Fairs Co-ordinator, Journal Editor, Lending Librarian, Reference Librarians, Outings Secretary, Record Office Liaison Officer (vacant), Publicity Officer, Web-site Manager, Gift Aid Officer, Subscriptions Secretary, Index Holders and Correspondence Secretaries.

During 2014 the Trustees Committee has continued to put in place 'Contingency Planning' devising ways of minimising the impact on the functioning of the Society in the event that individual volunteers or service providers should become unavailable.

The society rents a secure room at the Birmingham and Midland Institute, Margaret Street, Birmingham to provide members and the interested public with a research library that is open every weekday thanks to volunteers. The room is also used for committee meetings and provides an area for work and discussion. The Society also rents storage space for stock, equipment and administrative records. The Society hires a room at the Institute for the purpose of hosting a programme of speakers, education courses, publication sales and occasional meetings for those involved in the running of society activities. To meet the needs of members living outside the Birmingham area, the Society encourages the establishment of Branches, which presently exist in Burton-on-Trent, Bromsgrove, Kenilworth, London, Stoke-on-Trent, Stourbridge, Wolverhampton and Worcester. Branches arrange their own events under the organisation of elected officers supported by an annual grant and the payment of room hire. Each branch submits an annual financial statement, which is incorporated into that of the main Society. Branch officers are welcome to attend all Trustees Committee meetings.

In addition to the branches there is a special interest group for Heraldry, which organises a programme of events.

During the year our activities have included

- Annual programmes of speakers for Birmingham, branches and interest groups
- The production and distribution of the Society quarterly journal Midland Ancestor
- The publication of material in the form of compact discs, DVD's and digital downloads.
- The continued work on transcribing and checking of parish registers and other items of genealogical interest for future publication
- Photographing, storing and indexing of cemetery registers
- Responding to requests for search of indexes
- The sale of publications
- The maintaining of a Society web site on the Internet giving access to the Society e-Shop, members' interests and a comprehensive family history presence to the general public. In addition, many of the Society branches run their own web-sites providing for specific local interest
- Representation at various country-wide family history fairs
- Responding to members enquiries
- Organising of trips to the London Metropolitan Archives and National Archives Kew
- Continuing with a programme for the care of reference library books
- Maintaining and operating a Reference Library with weekday access.
- Maintaining a voluntary exchange of research at record offices by linking members in different locations
- Representing the interests of the Society as a member of the Federation of Family History Societies
- Offering education courses under the titles First Steps and Further Steps
- Supporting the work of the area County Record Offices

Review of progress and achievements

The Trustees are pleased to report that 122 new members joined during the year. Membership in 2014 fell to 2,077 from 2,345 in 2013. It would seem that contrary to the optimism expressed in the 2013 report, the Trustees have to accept that the general trend over many years of continuous falling membership that the Society is an unavoidable reflection of the changing focus of family history research away from regional holdings to national commercial computer based companies. New membership depends on an awareness that our Society possesses considerable resources and expertise of the local area and can make a unique contribution to those seeking genealogical information.

In 2014 the Projects Committee were able to report that there are in excess of twenty different active projects being worked on by society members. The Trustees are grateful to all the volunteer workers for their efforts transcribing and cross checking these Projects. The role co-ordinator to oversee these projects has been vacant since 2013. Following the retirement of the Publications Coordinator, the Trustees decided to amalgamate both posts and create a Projects and Publications Coordinator. The Trustees were delighted to be able to appoint Dr. Elaine Ballard for the year 2015 and wish her well in this crucial position

Once more the Trustees acknowledge the efforts of the team of transcribers involved in the massive undertaking to digitise the burial records of Witton Cemetery under the direction of Mr. Mike Purcocks. Covering an area of over one hundred acres with nearly half a million entries, the completion of fifty-five of the seventy-nine registers indicates impressive progress involving a large number of dedicated volunteers.

There has been continued collaboration with the Staffordshire Parish Registers Society and we are delighted we have enabled their archive material to be made available via the B.M.S.G.H. e-shop as downloads. The Trustees are aware of the time freely given in all stages of a new publication by many volunteers and put on record their appreciation. During the year the Publications Co-ordinator, Mrs. Ann Leigh, stepped down from her position and the Trustees wish to place on record their appreciation for the considerable part she has played over a long period in efficiently overseeing this important aspect of the work of the Society.

In 2013 the Trustees acknowledged that the Society is becoming increasingly dependent on the success of the B.M.S.G.H. e-Shop to generate the financial means to fulfil its objectives. This means that in 2014 there has been a continuing need to make new items available and in this regard the society is very fortunate to have in Mr. Steve Freeman and Mr. Peter Abbot an enthusiastic and able team engaged in an ongoing project to digitise all the Monumental Inscriptions and parish Register transcripts held in the Society library so that the digital images can be downloaded from the shop as pdf files. This involves careful transcribing and indexing for which the Trustees record their thanks to another team of volunteers working under the direction of Mr. Mike Purcocks. Once more the Trustees extend their thanks to Mrs. Millie Ashford who has scanned an enormous quantity of books and Mr. Ian Cartwright who has processed these scans and re-formatted into downloadable pdf files. The Trustees realise the importance of a convenient and flexible format to meet the needs of the modern computer-based genealogist.

We are able to highlight the collaboration with third party publishers and the Trustees are pleased to observe that there has been a continued interchange with The Family History Partnership, Midlands Historical Data, the Eureka Partnership The Black Country Society, the Women's Research Group (Coventry) and Wordworks which is involved with children's homes and orphanages. We now have an agreement with Warwickshire County Record Office to sell their download items in the BMSGH eShop, items include Quarter Session records and a large collection of Tithe maps. The BMSGH North Staffordshire branch have been producing documents for sale in the shop and we thank all those involved.

There is still a requirement for postal shop selling and the Trustees are very grateful for the able and speedy processing of these orders by Mrs. Caroline Mason and Mr. Frank Smith. They also recognise the labours of the Sales Team of Mr. Chris Evetts and Mr. Mark Thursfield together with others, including branch members, who transport and display publications at monthly meetings and Family History events both locally and nationally.

The Trustees are aware that the public's first encounter with the Society may be as a result of visiting the Society website. To ensure that this is a positive experience the Trustees rely heavily upon the efforts of the BMSGH web-master Mr. Bill Harrison and thank him for his ability to respond quickly to changing information. Without his efforts the Society would find it difficult to meet its aims and objectives towards members and the public in the increasingly digital arena of Family History Research. The Trustees acknowledge that the Society has an ever increasing following on the social network sites of Twitter and Facebook. Positive feedback has been received on both and thanks must go to Mrs. Rachel Joy who administers the Twitter page.

Society held indexes form an important part of its local resources and the Trustees thank those index-holders involved in responding to requests for information. The Trustees repeat their stated willingness to encourage the sharing of index holdings with national genealogical organisations when it is in the interest of the Society and does not compromise copyright issues.

The Trustees recognise the importance of the Society's quarterly journal, The Midland Ancestor, which is main point of contact with the B.M.S.G.H. for many members. The work of the editor, Mrs. Deryn Hawkes, in making sure that the magazine arrives on time and is well received does not happen without a lot of planning and organisation. The trustees wish to pay tribute to her dedication which brings a confidence in her ability to work independently and make sound decisions. The need for the magazine to stay fresh and varied is quite a challenge and the Editor achieves this constantly. The Trustees are delighted that such a high quality publication reaches the membership and wider public. In 2014 the Trustees agreed to allow members the option of receiving the Midland Ancestor electronically and have been interested to note that there has been some positive response.

The two education courses First Steps and Further Steps continue to play an important part in enabling the B.M.S.G.H. to introduce contacts to available resources and the importance of good practise for successful researching of family history. The Trustees seek to encourage awareness of the Society through contact with local media and relevant

publications. The Society has established important links with County Record Offices and members have once more provided support to the Warwick Record Office by manning a weekly help desk for visitors to ease the workload of the staff.

Members are able to take advantage of a programme of regular coach trips whereby they can visit the National Archives at Kew and the London Metropolitan Archives. In addition the programme included the 'Who Do You Think You Are?' event at Olympia with a discounted entrance price. These trips are open to non-members. The Trustees recognise that the success of this provision depends on efficient coordination and draw attention to Mr. Phil Lamb's enthusiastic organisation and his attention to publicity via an e-mail contact network.

The Trustees are pleased to report that the B.M.S.G.H. participates in a number of national and local family history events. The Society was involved in events held at Staffordshire History Day, Sheffield, Dudley Archives, Birmingham Lives, Wolverhampton, Shropshire, Buxton, Redditch Heritage Day, Oxford FH fair, LDS Sutton Coldfield and represented the Federation of family history Societies at the NEC Hobbycraft exhibition. The Trustees recognise that due to the incapacity of the Fairs Co-ordinator several individuals stepped in and volunteered to maintain the Society's profile during the year.

The major public event of 2014 involved the Society as a member of the West Midland Group of Family History Societies. A fair was held at the Worcester Rugby Club in August and welcomed thirty four exhibitors. There was a full programme of presentations and financial support was received from The S & N Genealogy and the Federation of Family History Societies.

The Society's interests have been represented at Federation of Family History Societies general meetings so that it can be involved in their planning for the needs of member societies. In particular, the General Secretary attended the Essex FH three day conference on behalf of the Society.

The Trustees are grateful to the General Secretary Mrs. Jackie Cotterill for keeping them informed by regular reporting. They wish to recognise her considerable workload which enables the Society to operate efficiently and confidently. They acknowledge how much the Society relies upon her abilities to ensure the smooth running of its operations.

Since August the Society has had a centralised membership database, as it was felt that we needed to make the system more resilient with more robust back-up arrangements. Those involved with handling members details identified the need to develop a system, that allowed specified people secure and efficient access.

The Trustees acknowledge with thanks the enthusiasm and dedication of those members involved in the continuation of the varied activities of the Society. They are satisfied that, despite necessary spending constraints, the Society has been able to fulfil its objectives in 2014 to the benefit of members, local organisations and those from the general public who have an interest in Family History and Heraldry.

Finances

The Trustees continued to monitor closely the financial management of the Society. The Trustees note that the fall in membership has reduced the Society income and have been made aware of a small decrease in publication sales. Together with the income from subscriptions, publications sales and Gift Aid, the Society has been able to break even and the Trustees feel confident that with careful budgeting the Society will be able to meet its objectives in 2015.

The Trustees are able to confirm that this charity did not experience any serious incidents that should have been brought to the attention of the Charity Commission but were not.

In 2014 the Trustees reviewed its financial operations and noted that many organisations now use electronic banking. It was felt that the Society should seek a bank that could offer this facility while allowing for the specific operational requirements of the Society. They were persuaded that the CAF Bank would allow the Society to continue efficiently while improving financial coordination. Electronic banking has allowed the Society to save on postage and reduce payment response times.

The Trustees accepted with regret the resignation of Mrs. Pat Beale and wish to thank her for her efforts to monitor and encourage the participation of all eligible members to Gift Aid their subscription. The Trustees are very grateful that during the year the Chairman has taken on the considerable complexities of complying with HMRC online requirements so that the Society can gain maximum benefit from this important source of income. Having set up a reliable system, the Trustees were pleased to appoint a new Gift Aid Officer and thank Mr. Mike Ward for his

willingness to carry out this important work for the Society. The work of Mrs. Olive Haddleton as Subscriptions Secretary in maintaining the Society membership database is crucial to the process and the Trustees wish to place on record their appreciation for her efficient and careful contribution.

The Trustees are very grateful to their treasurer, Mr. Peter Middleton, for keeping the finances within necessary targets and in accordance with legislative requirements.

The Charity's bankers are the Charity Organisations Investment Fund, CCLA, 80 Cheapside, London EC2V 6DH, Charities Aid Foundation Bank Ltd., 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ and the Bank of Scotland, 33 Old Broad Street London Branch PO Box 10000 BX2 1LB.

The Independent Examiner is Mr. J. Cairns BSc F.C.A. of Cairns Bailey & Company, Beacon Court, Birmingham Road, Great Barr, Birmingham B43 6NN.

On behalf of the Executive Committee

Bernard McLean
Chairman
8th. April 2015

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

**STATEMENT OF TRUSTEES RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2014**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Observe the methods and principles in the Charities SORP;

Make judgments and estimates that are reasonable and prudent; and

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions, disclose with reasonable accuracy at any time the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of Financial Statements may differ from legislation in other jurisdictions.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

I report on the accounts for the year ended 31 December 2014 set out on pages eight to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.

Cairns Bailey & Co
5 Beacon Court
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B43 6NN

Date:

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2014**

| | Notes | Unrestricted fund £ | Restricted fund £ | 2014 Total funds £ | 2013 Total funds £ |
|---|-------|---------------------------|-------------------------|-----------------------------|-----------------------------|
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | | 62,420 | - | 62,420 | 63,505 |
| Activities for generating funds | 2 | 2,615 | - | 2,615 | 1,994 |
| Investment income | 3 | 145 | - | 145 | 189 |
| Incoming resources from charitable activities | | | | | |
| Other income | | 3,668 | - | 3,668 | 3,479 |
| Total incoming resources | | <u>68,848</u> | <u>-</u> | <u>68,848</u> | <u>69,167</u> |
| RESOURCES EXPENDED | | | | | |
| Costs of generating funds | | | | | |
| Costs of generating voluntary income | | - | - | - | (1) |
| Fundraising trading: cost of goods sold and other costs | | 10,015 | - | 10,015 | 10,270 |
| Charitable activities | | | | | |
| Midland ancestor | | 19,495 | - | 19,495 | 21,183 |
| Other expenses | | 31,418 | - | 31,418 | 33,684 |
| Governance costs | 4 | 780 | - | 780 | 880 |
| Total resources expended | | <u>61,708</u> | <u>-</u> | <u>61,708</u> | <u>66,016</u> |
| NET INCOMING RESOURCES | | <u>7,140</u> | <u>-</u> | <u>7,140</u> | <u>3,151</u> |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | <u>56,531</u> | 115 | <u>56,646</u> | <u>53,495</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>63,671</u></u> | <u><u>115</u></u> | <u><u>63,786</u></u> | <u><u>56,646</u></u> |

The notes form part of these financial statements

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

**BALANCE SHEET
AT 31 DECEMBER 2014**

| | Notes | Unrestricted fund £ | Restricted fund £ | 2014 Total funds £ | 2013 Total funds £ |
|--|-------|---------------------------|-------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 7 | 541 | - | 541 | 722 |
| CURRENT ASSETS | | | | | |
| Stocks | 8 | 16,388 | - | 16,388 | 17,064 |
| Debtors | 9 | 2,172 | - | 2,172 | 1,387 |
| Cash at bank and in hand | | 58,260 | 115 | 58,375 | 50,145 |
| | | <u>76,820</u> | <u>115</u> | <u>76,935</u> | <u>68,596</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 10 | (13,690) | - | (13,690) | (12,672) |
| | | <u>63,130</u> | <u>115</u> | <u>63,245</u> | <u>55,924</u> |
| NET CURRENT ASSETS | | | | | |
| | | <u>63,671</u> | <u>115</u> | <u>63,786</u> | <u>56,646</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | | | |
| | | <u>63,671</u> | <u>115</u> | <u>63,786</u> | <u>56,646</u> |
| NET ASSETS | | | | | |
| | | <u>63,671</u> | <u>115</u> | <u>63,786</u> | <u>56,646</u> |
| FUNDS | | | | | |
| | 11 | | | 63,671 | 56,531 |
| Unrestricted funds | | | | 115 | 115 |
| Restricted funds | | | | <u>63,786</u> | <u>56,646</u> |
| TOTAL FUNDS | | | | | |
| | | | | <u>63,786</u> | <u>56,646</u> |

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
B Mclean -Trustee

The notes form part of these financial statements

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 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.

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

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 25% on reducing balance

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 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.

2. ACTIVITIES FOR GENERATING FUNDS

| | 2014 | 2013 |
|---------------|--------------|--------------|
| | £ | £ |
| Indexes | - | 33 |
| Pay to view | 2,410 | 1,736 |
| Sundry income | 205 | 225 |
| | <u>2,615</u> | <u>1,994</u> |

3. INVESTMENT INCOME

| | 2014 | 2013 |
|--------------------------|------------|------------|
| | £ | £ |
| Deposit account interest | <u>145</u> | <u>189</u> |

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2014**

4. GOVERNANCE COSTS

| | 2014 | 2013 |
|-------------|------------|------------|
| | £ | £ |
| Accountancy | 780 | 880 |
| | <u>780</u> | <u>880</u> |

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2014 nor for the year ended 31 December 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2014 nor for the year ended 31 December 2013.

6. STAFF COSTS

| | 2014 | 2013 |
|--------------------|---------------|---------------|
| | £ | £ |
| Wages and salaries | 10,396 | 10,096 |
| | <u>10,396</u> | <u>10,096</u> |

The average monthly number of employees during the year was as follows:

| | 2014 | 2013 |
|------------|----------|----------|
| Governance | 2 | 2 |
| | <u>2</u> | <u>2</u> |

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

| | Plant and machinery £ |
|--|--------------------------|
| COST | |
| At 1 January 2014 and 31 December 2014 | <u>19,130</u> |
| DEPRECIATION | |
| At 1 January 2014 | 18,408 |
| Charge for year | 181 |
| At 31 December 2014 | <u>18,589</u> |
| NET BOOK VALUE | |
| At 31 December 2014 | <u>541</u> |
| At 31 December 2013 | <u>722</u> |

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2014**

8. STOCKS

| | 2014 | 2013 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Library books | 11,300 | 11,300 |
| Stock of publications | 5,088 | 5,764 |
| | <u>16,388</u> | <u>17,064</u> |

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2014 | 2013 |
|---------------|--------------|--------------|
| | £ | £ |
| Other debtors | 2,172 | 1,387 |
| | <u>2,172</u> | <u>1,387</u> |

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2014 | 2013 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Bank loans and overdrafts | - | 594 |
| Taxation and social security | 299 | 428 |
| Other creditors | 13,391 | 11,650 |
| | <u>13,690</u> | <u>12,672</u> |

11. MOVEMENT IN FUNDS

| | At 1.1.14 | Net movement | At 31.12.14 |
|---------------------------|---------------|--------------|---------------|
| | £ | in funds | £ |
| | | £ | |
| Unrestricted funds | | | |
| General fund | 56,531 | 7,140 | 63,671 |
| Restricted funds | | | |
| Heraldry | 115 | - | 115 |
| | <u>56,646</u> | <u>7,140</u> | <u>63,786</u> |

Net movement in funds, included in the above are as follows:

| | Incoming resources | Resources expended | Movement in funds |
|---------------------------|--------------------|--------------------|-------------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 68,848 | (61,708) | 7,140 |
| | <u>68,848</u> | <u>(61,708)</u> | <u>7,140</u> |

**BIRMINGHAM AND MIDLAND SOCIETY FOR
GENEALOGY AND HERALDRY**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2014**

| | 2014 | 2013 |
|--|--------|--------|
| | £ | £ |
| INCOMING RESOURCES | | |
| Voluntary income | | |
| Indexes | 148 | 403 |
| Donations | 1,884 | 3,334 |
| Publication sales | 27,462 | 29,433 |
| Excursion income | 2,474 | 2,804 |
| Subscriptions | 25,445 | 27,531 |
| Worcester Branch Bequest | 5,007 | - |
| | 62,420 | 63,505 |
| Activities for generating funds | | |
| Indexes | - | 33 |
| Pay to view | 2,410 | 1,736 |
| Sundry income | 205 | 225 |
| | 2,615 | 1,994 |
| Investment income | | |
| Deposit account interest | 145 | 189 |
| Incoming resources from charitable activities | | |
| Covenants tax refund | 3,668 | 3,479 |
| | 68,848 | 69,167 |
| RESOURCES EXPENDED | | |
| Costs of generating voluntary income | | |
| Sundries | - | (1) |
| Fundraising trading: cost of goods sold and other costs | | |
| Publication costs | 6,693 | 6,710 |
| Excursion costs | 3,322 | 3,560 |
| | 10,015 | 10,270 |
| Charitable activities | | |
| Honoraria | 400 | 400 |
| Speakers | 2,601 | 2,824 |
| Subscriptions | 1,245 | 1,125 |
| Branch expenses | (252) | 986 |
| Library | 51 | (73) |
| Fairs | 417 | 80 |
| Sundries | 358 | 349 |
| Midland ancestor | 18,312 | 21,302 |
| Repairs & maintenance | 1,022 | 515 |
| Room Hire | 3,249 | 2,421 |
| Carried forward | 27,403 | 29,929 |

This page does not form part of the statutory financial statements

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| | 2014 | 2013 |
|---------------------------------|--------|--------|
| | £ | £ |
| Charitable activities | | |
| Brought forward | 27,403 | 29,929 |
| Postage stationery & printing | 1,590 | 1,592 |
| Rent | 8,485 | 7,925 |
| Plant and machinery | 181 | 241 |
| | 37,659 | 39,687 |
| Governance costs | | |
| Accountancy | 780 | 880 |
| Support costs | | |
| Management | | |
| Office salaries & honoraria | 9,996 | 9,696 |
| Insurance | 1,070 | 1,058 |
| Telephone | 1,464 | 1,735 |
| Travel | 85 | 317 |
| Bank processing | 181 | 494 |
| Web hosting | 458 | 354 |
| | 13,254 | 13,654 |
| Other | | |
| Golden Anniversary | - | 1,526 |
| | 61,708 | 66,016 |
| Total resources expended | | |
| | 7,140 | 3,151 |
| Net income | 7,140 | 3,151 |

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Birmingham and Midland Society for Genealogy and Heraldry

Reserves Policy for the year 2015

Introduction

The Trustees consider it vital that a level of reserves exist that will give them the opportunity to address the following identified issues. The Policy wording remains unchanged from that agreed for 2013 and 2014. As there has been no surplus of income over expenditure there can be no adjustments for 2015.

Policy

The society rents the Kingsley Norris Room at the Birmingham and Midland Institute which serves as the repository for the reference library, a work room for carrying out research and maintenance and a meeting room for small groups. The room is rented on a five year short lease due for immediate renewal so it is necessary to reserve a reasonable figure should the new lease be adjusted upwards. [£1,000 available]

The society has found that genealogical research is becoming increasingly reliant on computerised indexes, CD Rom held records and internet communications. The society needs to have reserves to invest in and up-date equipment to respond to the needs of members and the general public. With an increasing reliance on such equipment and supporting software, the Society also needs to have funds available to replace equipment becoming unusable due to wear, age or obsolescence. The Trustees have allocated essential spending for the efficient operation of the Society but would wish to have enough reserves should equipment need to be replaced or updated. [£2,500 available]

To fulfil the aims and objectives of the society it is desirable to be involved in cooperative projects with other bodies such as the National Archives, local record offices, regional groups and the Federation of Family History Societies. From time to time there is a need for funds to support the Society entering into a new project at short notice. [£1,000 available]

One of the aims of our society is the preservation of records and books to support genealogical research. An important aspect of this work is the maintaining of our reference library at the Birmingham and Midland Institute. The trustees feel that there should be funds available to make any purchases that may come on the market and to maintain the condition of the books etc. [£500 available]

From time to time we have to raise our membership fee. This needs to be done with great care because of the negative effect it has on membership numbers. Rather than regularly raising the fee in small amounts we are persuaded that raising the fee by an amount that need not be increased for a considerable time is more acceptable. Experience indicates that it is desirable to have reserve funds that can act as a buffer against raising subscriptions without good warning and the Trustees feel that, when possible, they should address this issue by setting aside each year around 7.5% of surplus income. [£1,000 available]

This figure of £6,000 to be reserved was thought to be a reasonable minimum amount for a Society of our size.

To monitor the Reserves Policy the Treasurer will inform the Trustees at each Executive Meeting of the state of the Society funds. The Reserves Policy will be reviewed on the occasion of the annual Finance Meeting as part of Trustees annual reporting process.

Report approved by the Executive Committee on Wednesday 8th. April 2015

On behalf of the Trustees Executive Committee

Bernard McLean
Chairman