

Charity registration number: 515599

# Manchester & Lancashire Family History Society

Annual Report and Financial Statements

for the Year Ended 31 December 2019

Beever and Struthers  
St George's House  
215/219 Chester Road  
Manchester  
M15 4JE

# **Manchester & Lancashire Family History Society**

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## **Manchester & Lancashire Family History Society**

### **Administrative details of the charity, its Trustees, Executive Committee and Advisors**

**Charity number:** 515599

**Registered Office:** Manchester Central Library, St Peter's Square, Manchester M2 5PD

**Examiner:** Maria M. Hallows B.A. F.C.A.  
Beevers and Struthers  
St. George's House  
215/219 Chester Road  
Manchester  
M15 4JE

**Accountants:** Beevers and Struthers  
St. George's House  
215/219 Chester Road  
Manchester  
M15 4JE

**Bankers:** The Royal Bank of Scotland Plc  
Drummond House (A) Branch  
1 Redheughs Avenue  
Edinburgh  
EH12 9JN  
Santander  
Bootle  
Merseyside  
L30 4GB

#### **Trustees/Executive Committee Members**

The Trustees/Executive Committee members during the year were as follows:

##### **Officers:**

Mr D Muil [Chairman]  
Dr. J.B. Henshall [Vice-Chairman]  
Mrs. E. Lowe [Gen. Secretary]  
Mr. K. Marsland [Treasurer]

##### **Elected Members:**

Mr M. J. Couper  
Mrs. S. Forshaw  
Mrs. R. Greenwood  
Mrs. B. Owen  
Miss J Parkes [retired 17<sup>th</sup> April 2019]  
Mrs. I. V. Penneyston

##### **Branch Representatives:**

Mr. M. Campbell [Anglo-Scottish]  
Mr. G Holt [Bolton]  
Vacant [Irish Ancestry]  
Mrs L. Richardson [Oldham]

##### **Co-opted Member**

Mrs S. Goodyear [w.e.f. 10<sup>th</sup> July 2019]

# **Manchester & Lancashire Family History Society**

## **Trustees' Report**

### **For the Year ended 31 December 2019**

The Trustees of the Charity present their annual report and the unaudited financial statements for the year ended 31 December 2019.

#### **Trustees Responsibilities**

The purpose of this statement is to distinguish the Executive Committee's responsibilities for the accounts from those of the independent examiner as stated in her report, and to record the principal activities of the Society in the year.

The Executive Committee consists of the Trustees [Officers, Elected Members, Co-opted Members and Branch Representatives] and in preparing the accounts for The Manchester & Lancashire Family History Society they are required to carry out their responsibilities with regard to the charitable status of the Society.

The Charity's Trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards [United Kingdom Generally Accepted Accounting Practice].

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-FRS 102;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that 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 and the regulations made in that Act. The Trustees 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.

In addition, the trust deed requires the Trustees to meet not less than once a year and to keep minutes of those meetings.

# **Manchester & Lancashire Family History Society**

## **Trustees' Report**

**For the year ended 31 December 2019**

### **Structure, Governance and Management**

The Society is governed by an Executive Committee comprising the elected officers of Chairman, Vice-Chairman, Treasurer and General Secretary. In addition, up to nine members are elected by the AGM and a further member nominated by each of the Society's four branches. The Executive Committee may also invite other members to participate in meetings but without voting rights.

The function of the Executive Committee is to ensure that matters relating to the Society's meeting of its objectives and undertakings which will involve the Society in significant financial expenditure or commitment are subject to proper scrutiny and approval and to develop the Society's strategy towards meeting its objectives. The Executive Committee also hears reports on the ongoing activities of the Officers and those members with specific responsibilities. Decisions are taken by simple majority vote, the Chairman exercising a casting vote in the event of a tie. The Executive Committee met on six occasions during the financial year 2019. Various sub-committees held meetings as required.

### **Charitable Status**

The Charity is registered as "The Manchester and Lancashire Family History Society" and undertakes its activities under this name. The Society also uses the titles "Anglo Scottish FHS" in connection with its registration with the Scottish Association of Family History Societies, "MLFHS Bolton branch", "MLFHS Bolton FHS" and "MLFHS Oldham branch" in connection with the activities of its Branches with interests in these respective geographical areas.

### **Objectives and Activities**

The principal activities of the Charity throughout the year have continued to be that of promoting and encouraging the public study of British family history and genealogy and also that of promoting the preservation, security and accessibility of relevant archival material.

### **Public Benefit Statement**

The Charity's Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties. This guidance is contained in "Charities and Public Benefit" published by the Charity Commission.

### **Achievements & Performance**

#### **Education**

Our extensive programme of seminars for beginners in Family History research using the presentation facilities available to us at Manchester Central Library continues to inform members and non-members alike. The continued provision of a Help Desk after each seminar reinforces the content of the seminar and is proving a valuable addition to the service we offer. The commitment and expertise of our team of presenters is evident from the appreciative feedback received. Similar programmes have also been run at the Bolton and Oldham branches. The publication of a revised and updated edition of the Members' Handbook continues to be a popular point of reference for both new and longer standing members, offering a more accessible understanding of the Society's reach and resources. A reprint will be needed in the coming year.

# **Manchester & Lancashire Family History Society**

## **Trustees' Report**

**For the year ended 31 December 2019**

### **Membership of The Federation of Family History Societies [rebranded as the Family History Federation]**

The Society applied to re-join The Federation of Family History Societies in accordance with a resolution of the Trustees and was re-admitted in January of 2019. Membership extends the reach of the Society beyond the Greater Manchester region and is proving mutually beneficial to the two organisations.

### **Family History Help Desk**

The Family History Help Desk operates 5 days a week and continues to provide a valuable service as part of our commitment to the "Archives+" partnership. In 2019 we welcomed some 3,200 visitors, 1,980 of whom required some in-depth guidance or research assistance, the majority of those, some 1,447 [73%] being non-members. As in past years, almost 5,000 volunteer-hours of help desk activity was donated by volunteers. This total was similar to that for 2018 and was affected by a longer than usual closure in the lead up to the Christmas holiday.

### **Projects**

Our various indexing, scanning and transcription teams have continued to add a significant volume of data in both the members' area of our website and the more widely available datasets published online. Five further Roman Catholic baptism, marriage and death registers have been completed during the year and have subsequently been published on DVD. The important work of transcribing the registers for several more parishes continues to make available material which is not available online.

Eight projects have been completed during 2019, together with distinct stages for three more long-term projects and the results have been published on our website. Significant among these was the scanning of more than 7,000 entries from the Society's collection of Orphan BMD certificates and 22,000 records from the Creed Registers of Bolton Workhouse, which have now been published online. Final details have been added to the records of Funeral Directors T Broome and Monumental Inscriptions in Manchester Graveyards ending two long-term projects. The Trustees Review of the Royal Manchester School for the Deaf, together with the school's Admission Registers held by The Seashell Trust have been scanned and are now online. Work continues to scan, and index the school's Admission Registers deposited with Manchester Archives. 7,579 records from Lancashire Biographies published in 1917 relating to Manchester Schools and University Rolls of Honour have now been uploaded to the database together with scans of the original books. 1,217 records of Officers and Trustees abstracted from Henshaw's Asylum for the Blind Annual Reports covering the period 1840-1940 were uploaded to the Miscellaneous Database adding to the 1,700 subscribers loaded earlier in the year. The Miscellaneous Database now holds 18,553 of these records. All volumes of Harvest Magazine held by Manchester Archives for the period 1892-1940 have now been scanned. Permission to scan volumes held by Salford Diocesan Archives is pending.

The results of the programme to collect the family histories of ancestors who attended the Peterloo Reform Meeting have been published variously on the website and the journal and resulted in two public presentations in July 2019 to coincide with the city-wide events to mark the bi-centenary. This collaborative project was undertaken with our Archives+ partners, Manchester Archives, Manchester Histories and Manchester Metropolitan University. The Society participated in other activities associated with the bi-centenary.

Projects close to completion include the project to add an online index to aid researchers' access to articles published in The Manchester Genealogist previously scanned resulting in indexes now available for 205 of the 214 volumes.

# **Manchester & Lancashire Family History Society**

## **Trustees' Report**

**For the year ended 31 December 2019**

### **Projects (cont/d)**

Among other projects which are ongoing are projects to transcribe and index monumental inscriptions at Urmston Cemetery and to research and publish the biographies of railwaymen employed by the Lancashire & Yorkshire Railway Company, who died whilst serving in World War I and are recognised on the company's War Memorial at Manchester's Victoria Station.

The Society's major project of indexing civil birth marriage and death registers for the LancashireBMD public web index has continued. The web now contains over 21 million records and represents a major resource for British genealogy researchers. Additional index entries were added or expanded during 2019; of these the majority were for new births or amendments to add Mother's Maiden Name, but with significant progress also at Bolton. Work continues in Manchester, Bolton and Salford to bring indexes up to date.

### **Branches**

Our branches at Bolton, Oldham and the Anglo-Scottish branch at Manchester Central Library continue to offer a wide and varied programme of seminars, talks and research guidance for the benefit of members and the general public. Project work undertaken by their volunteers add notable transcriptions and digitised records to the Society's archival database on a regular basis.'

### **Publications**

Four issues of "The Manchester Genealogist" were published during the year using the well-established size and format. As before, the content of the journal consists mainly of member-submitted articles on various topics relating to Family History research. Regular editions of branch newsletters served the interests of members with branch associations. Facebook, twitter and e-forum platforms showed increased followings, providing more immediate contact between members and non-members alike.

### **Meetings and Events**

The Society held four all-day meetings on a variety of genealogical topics, all of which were well attended. A further thirty afternoon or evening meetings were held by the Society's branches, many of which attracted high attendances. The Society's work was promoted at six Family History fairs and events throughout the year and in various parts of the country. A programme of visits to local libraries begun by the branches was taken up in the city of Manchester in collaboration with our Archives+ partners. Visits were made to archives, museums and other places of interest during the year.

### **Financial Review**

The Society had an excess of income over expenditure for the year of £8,245 (2018: £ 4,454).

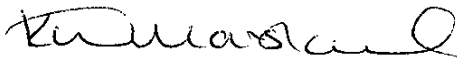
**Manchester & Lancashire Family History Society**

**Trustees' Report**

**For the year ended 31 December 2019**

Our work will continue on all the projects currently in progress and we will embark on new projects as time and resources permit. During the year, in accordance with the Strategic Plan, the trustees established a working party to review the Society's information systems. This has resulted in a decision to replace existing systems with a freshly designed and wholly integrated membership and administration system, providing a member and public-facing website consistent with modern requirements. This work will take place in 2020.

**Signed and dated on behalf of the Trustees**



**K Marsland- Treasurer**

Date 29<sup>th</sup> May 2020.



## Manchester & Lancashire Family History Society

### Independent Examiner's Report to the trustees of Manchester & Lancashire Family History Society

I report on the accounts of the charity for the year ended 31 December 2019 which are set out on pages 6 to 13.

#### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The 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 needed.

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 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 next statement.

#### 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 Charities Act 2011; and
- to prepare accounts which agree with the accounting records and comply with the accounting requirements of the 2011 Act

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

  
.....

Maria M Hallows B.A., F.C.A  
Beever and Struthers  
St George's House  
215/219 Chester Road  
Manchester  
M15 4JE

Date: 29 June 2020  
Date:.....

## Manchester & Lancashire Family History Society

### Statement of Financial Activities for the Year Ended 31 December 2019

	Note	Unrestricted funds £	Total 2019 £	Total 2018 £
<b>Income from:</b>				
Donations		1,346	1,346	3,566
Charitable activities		51,624	51,624	50,225
Investment income	4	40	40	16
<b>Total Income</b>		<b>53,010</b>	<b>53,010</b>	<b>53,807</b>
<b>Expenditure on:</b>				
Charitable activities	5 & 6	(44,765)	(44,765)	(49,353)
<b>Total Expenditure</b>		<b>(44,765)</b>	<b>(44,765)</b>	<b>(49,353)</b>
<b>Net movement in funds</b>		<b>8,245</b>	<b>8,245</b>	<b>4,454</b>
<b>Reconciliation of funds</b>				
Total funds brought forward at 01 January 2019		106,198	106,198	101,744
<b>Total funds carried forward at 31 December 2019</b>		<b>114,443</b>	<b>114,443</b>	<b>106,198</b>

All of the charity's activities derive from continuing operations during the above two periods.

**Manchester & Lancashire Family History Society**

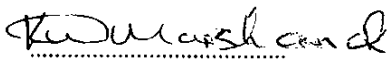
**(Registration number: 515599)**

**Statement of Financial Position as at 31 December 2019**

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	7	4,658	4,991
<b>Current assets</b>			
Stocks	8	7,465	7,639
Debtors	10	626	2,799
Cash at bank and in hand		122,799	111,943
		<u>130,890</u>	<u>122,381</u>
<b>Creditors: Amounts falling due within one year</b>	11	<u>(21,105)</u>	<u>(21,174)</u>
<b>Net current assets</b>		<u>109,785</u>	<u>101,207</u>
<b>Net assets</b>		<u>114,443</u>	<u>106,198</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>114,443</u>	<u>106,198</u>
<b>Total funds</b>		<u>114,443</u>	<u>106,198</u>

The financial statements on pages 9 to 14 were approved by the trustees, and authorised for issue on

..... and signed on their behalf by:

 29<sup>th</sup> May 2020.  
K Marsland  
Trustee

## Manchester & Lancashire Family History Society

### Notes to the Financial Statements for the Year Ended 31 December 2019

#### 1. Accounting policies

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### Income

Subscriptions received from members are credited to the Statement of Financial Activities over the period of time for which the membership is paid on the following basis:-

Due date	Proportion credited as income in
	year ended 31 December 2019
	%
1 Jan 19	100
1 Feb 19	91.67
1 Mar 19	83.33
1 Apr 19	75.00
1 May 19	66.67
1 Jun 19	58.33
1 Jul 19	50.00
1 Aug 19	41.67
1 Sept 19	33.33
1 Oct 19	25.00
1 Nov 19	16.67
1 Dec 19	8.33

#### Income

Donations are included in the Statement of Financial Activities (SOFA) in the period to which they relate. Monies are received in advance and are deferred and included within creditors until the period to which they relate. Income is recognised when the society has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that they will be received, and the amount can be measured reliably.

#### Investment income

This is recorded in the SOFA when receivable. This is normally upon notification of the interest paid or payable by the bank.

#### Other income

Other income is accounted for in the period in which the Society is entitled to the receipt.

Gift Aid recovered on donations is accounted for when it is received.

# Manchester & Lancashire Family History Society

## Notes to the Financial Statements for the Year Ended 31 December 2019

### Expenditure

This is included in the accounts on an accruals basis and is stated net of any recoverable VAT.

### Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

### VAT

The Charity is registered for VAT and amounts in the accounts are stated net of VAT.

### Taxation

The Charity is a registered Charity and is exempt from taxation on its income and expenditure.

### Tangible fixed assets

The Library which includes books, manuscripts, typescripts and microfiche has been included in the accounts thus:-

	<b>31 December 2018 and 2019</b>
	<b>£</b>
Council's valuation 31 December 1991	10,000
Historic additions at cost	27,794
Revaluation movement	(34,794)
	<hr/> <b>3,000</b> <hr/>

No depreciation is provided on this asset because it is the Society's practice to maintain these items in a continual state of sound repair and any depreciation would not be material. Write down will be made should there be any impairment to these values.

Depreciation is provided on equipment, furniture & fittings so as to write them off in equal annual instalments over four years.

### Stock

Stock for resale has been valued at the lower of cost and net realisable value, after providing for slow moving items.

### Unrestricted Funds

These include all grants, donations and any other incoming resources that have no specific restriction attached at the moment the resources were received and are free to be used in the general furtherance of the objects of the Charity.

### Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic Financial Instruments. Basic Financial Instruments are initially recognised at the transaction value and subsequently measured at their settlement value.

**Manchester & Lancashire Family History Society**

**Notes to the Financial Statements for the Year Ended 31 December 2019**

**2. Income from donations and legacies**

	Unrestricted funds £	Total 2019 £	Total 2018 £
Donations	1,346	1,346	3,566
	<u>1,346</u>	<u>1,346</u>	<u>3,566</u>

**3. Income from charitable activities**

Subscription received	34,645	34,645	33,148
Tax Recovered on Gift Aid Donations	4,832	4,832	4,409
Find My Past – FMP - Royalties	2,724	2,724	1,904
Sales - Publications etc	6,274	6,274	6,949
Miscellaneous Income	3,149	3,149	3,815
	<u>51,624</u>	<u>51,624</u>	<u>50,225</u>

**4. Investment income**

Bank interest received	<u>40</u>	<u>40</u>	<u>16</u>
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## Manchester & Lancashire Family History Society

### Notes to the Financial Statements for the Year Ended 31 December 2019

	Unrestricted Funds £	Total 2019 £	Total 2018 £
<b>5. Charitable Activities</b>			
Cost of publishing 'The Manchester Genealogist' journal	16,503	16,503	16,441
Cost of publications etc sold	2,816	2,816	2,893
Membership Handbook	1,582	1,582	4,228
Travel & expenses	2,686	2,686	3,152
Meetings and speaker costs	1,289	1,289	1,368
<b>Total</b>	24,876	24,876	28,082
<b>6. Expenditure on managing and administering the Society</b>			
<b>Property expenses</b>			
Service charge	3,273	3,273	3,273
Room Hire	1,583	1,583	2,049
ISP charges – Email hosting	380	380	277
Insurance	1,196	1,196	1,401
Postage stationery & advertising	3,768	3,768	4,324
Equipment rental charges	82	82	87
Repairs & maintenance	801	801	624
Paypal and Shopify charges	915	915	1,038
Governance costs	3,579	3,579	4,416
Sundry expenses	3,097	3,097	1,969
Depreciation	1,215	1,215	1,813
<b>Total</b>	19,889	19,889	21,271
<b>Total Expenditure (notes 5 &amp; 6)</b>	44,765	44,765	49,353

## Manchester & Lancashire Family History Society

### Notes to the Financial Statements for the Year Ended 31 December 2019

#### 7. Tangible fixed assets

	Furniture and equipment £	Library £	Total £
<b>Cost</b>			
At 1 January 2019	51,401	3,000	54,401
Additions	882	-	882
Disposals	(38,714)	-	-
At 31 December 2019	13,569	3,000	16,253
<b>Depreciation</b>			
At 1 January 2019	49,410	-	49,410
Charge for the year	1,215	-	1,215
Elimination charge on disposal	(38,714)	-	(39,030)
At 31 December 2019	11,911	-	11,165
<b>Net book value</b>			
At 31 December 2019	1,658	3,000	4,658
At 31 December 2018	1,991	3,000	4,991

#### 8. Stock

	2019 £	2018 £
Stocks	7,465	7,639

#### 9. Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 10. Debtors

	2019 £	2018 £
Prepayments	257	2,227
VAT recoverable	369	572
	626	2,799

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

	2019 £	2018 £
Trade creditors	64	-
Accruals	21,041	21,174
	21,105	21,174



## Manchester & Lancashire Family History Society

### Notes to the Financial Statements for the Year Ended 31 December 2019

	Unrestricted funds £	Total funds £
<b>12. Analysis of net assets between funds</b>		
Tangible fixed assets	4,658	4,658
Current assets	130,890	130,890
Current liabilities	(21,105)	(21,105)
Total net assets	<u>114,443</u>	<u>114,443</u>

#### 13. Unrestricted funds

Unrestricted funds are accounted for by:

	£
General funds	114,443
	<u>114,443</u>

#### 14. Service charge commitment

The society pays a service charge which is £3,273 (2018 - £3,273) for the year.

#### 15. Reimbursement of expenses

The Trustees received no remuneration for 2019 (2018 - nil). A total of £1,663 (2018: £2,701) was paid to Council members as a reimbursement of travel expenses.

The society uses the system whereby mileage is claimed at the Inland Revenue recognised rate (0.45p per mile) but only actual petrol is drawn and the balance of £455 (2018: £1,958) was donated back to the Society by the Trustees and is included in the donations.

#### 16. Key Management Personnel

The society is run by the Trustees and Executive Committee members, the main officers being the Chairman, Vice-chairman, General Secretary and the Treasurer. No benefits were received by any of the Trustees or Members.

#### 17. Independent examiner fees

The accountants fee consisted of accountancy fees £740 – exclusive of vat (2018: £740) and independent examiners fees of £660 – exclusive of vat (2018: £660).

#### 18. Related party transactions

There were no related party transactions in the year.