

REGISTERED CHARITY NUMBER: 284744

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
FOR
HAMPSHIRE GENEALOGICAL SOCIETY**

HAMPSHIRE GENEALOGICAL SOCIETY

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FOR THE YEAR ENDED 31 DECEMBER 2021

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HAMPSHIRE GENEALOGICAL SOCIETY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives, activities and achievements

The objectives of the Society as set out in the Constitution are to advance the education of the public in the study of genealogy/family history, with particular reference to Hampshire. In furtherance of this the Society:

- a) Promotes the study of family history and provides information and education services to facilitate this study.
- b) Holds lectures, meetings and discussions on subjects relating to the study of family history, and in Hampshire in particular.
- c) Collects, publishes, co-ordinates and makes accessible, in the interest of genealogy, documents or records relevant to family history in the county of Hampshire.

The main activities and achievements during the year were:

- I) Group meetings and governance meetings have been maintained during the pandemic utilising Zoom.
- II) Formal liaison and consultation with the Hampshire Record Office, Winchester Discovery Centre and Portsmouth History Centre to evaluate suitability for a new HGS Research Centre and Office.
- III) The relocation of the HGS office and Research Centre in August 2021 from Cosham to the Hampshire Record Office in Winchester following the expiration of the lease.
- IV) Developed Partnership with the HRO and holding monthly meeting to monitor the Partnership.
- V) 13 area group monthly meetings in locations throughout Hampshire, many using Zoom.
- VI) An International Group was formed in February 2021.
- VII) A National Group was implemented in January 2022.
- VIII) Publication of a quarterly journal 'The Hampshire Family Historian'.
- IX) Running a successful website for the Society at www.hgs-familyhistory.com.
- X) Successful 2021 AGM held utilising Zoom due to pandemic restrictions.
- XI) Participation in 'virtual' Family History fairs that has generated revenue and new members.
- XII) Participation in meetings with the Family History Federation.
- XIII) Baptism, marriage and burial CDs, also Memorial Inscription CDs produced for resale.
- XIV) 114th edition in the Village Booklet series produced either as hard copies or as PDF via email.
- XV) Increase of online sales of CDs and also membership via PayPal and Stripe.
- XVI) HGS stock now being sold through Parish Chest.
- XVII) Continuing requests via the website and Facebook to the Research Centre by non-members and members for help with research and general enquiries.
- XVIII) Additional datasets such as 'Britons Dying Overseas' being made available in the Members' Area on Website.
- XIX) Memorial Inscriptions throughout the county are being updated with a master index.
- XX) The Media sub-committee continues to meet.
- XXI) The Facebook presence continues to provide publicity for the Society along with media broadcasts on local radio.
- XXII) 12 Trustees voted in at 2021 AGM.
- XXIII) 5 new laptops were purchased for the Treasurer, Membership Secretary, Research Manager and the Research Desk.

HAMPSHIRE GENEALOGICAL SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

OBJECTIVES AND ACTIVITIES

Public benefit

The aim of the Society to promote the study of Family History encourages education in the pursuit of such study. Its research activities are made available to the public at the Hampshire Records Office. The website is open to the general public and they can get help with their research via this medium, the HGS Research Centre answering their queries.

Any person or organisation interested in family history can become a member of the Society without restriction, on payment of a modest annual subscription. In addition, members of the public are able to visit the Society's Help Desk in the Hampshire Record Office Search Room where they will be given help and advice on their research. Subscribers receive a copy of the quarterly journal 'The Hampshire Family Historian', which is now available electronically.

The Society publishes the results of its research in the form of booklets, CDs and PDF format which are available at a relatively modest cost.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

FINANCIAL REVIEW

The Society's income is derived from three main sources: membership subscriptions, sales of books & CDs and royalties. Income through membership subscriptions totalled £28,123 (2020: £27,837). There were 1,856 members in the year ended 31 December 2021 (2020: 1,854). Income from sales of books & CDs totalled £7,137 (2020: £8,729). Income from royalties totalled £6,297 (2020: £8,427). Costs incurred in the move from Cosham to Winchester, following the cessation of the lease in Cosham, were £13,518 (2020: nil).

Overall the charity produced a loss of £4,055 (2020: surplus £7,075) on income from all sources of £46,246 (2020: £47,939).

Reserves policy

The Society aims to maintain reserves equivalent to twelve months core revenue costs. This reserve would enable the Society to cover its commitments and continue until either alternative funding could be found or liabilities settled upon cessation. The current revenue costs amount to approximately £36,500 and as at 31 December 2021 there were available funds of £78,270.

PLANS FOR THE FUTURE

We will continue to merge our AGM with a Conference Day in 2022 at the Macdonald Botley Park Hotel, Winchester Road, Boorley Green, Southampton following two years of being held by Zoom.

We require a Projects Co-ordinator who can motivate and organise the membership into getting involved with interesting projects which could benefit the membership as a whole as well as anyone interested in Family History.

We are developing our processes to enable a standard for transcribing by our volunteers.

The Society will continue to develop Succession Planning to enable the Society to manage any unforeseen situations.

We shall be holding a display in the HRO Foyer in January and February 2023.

We shall increase the amount of information available to members in the Members' Area. Some information will be offered free to encourage non-members to join.

We shall build a relationship with the u3a as they have their own family history sections.

We shall be investigating alternative mediums to CDs to store and sell our data on.

We shall look at the possibility of reinstating the Southampton and the Christchurch and New Milton Groups.

HAMPSHIRE GENEALOGICAL SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Hampshire Genealogical Society is governed by its Constitution, which was adopted on 17 April 1982 and was amended on 8 November 1992, 28 March 1998, 23 September 2000, 9 May 2010, 26 September 2010, 12 October 2014, 16 June 2018 and 10 October 2020.

Election of Trustees takes place annually at the AGM by the members of the Society. Names are proposed and seconded before the election. No other person or body is entitled to appoint a Trustee.

Structure and management

The Hampshire Genealogical Society is a county interest group affiliated to the Family History Federation (FHF). The FHF provides training conferences, written material and access to shared experience which assists and helps to train trustees. The accountants provide training seminars to the Treasurer, Secretary and Chairman.

Trustees attend an Executive Committee meeting six times per year (i.e. every two months) at which policy, finance, development work, plans and performance are reviewed.

Within the Society there are twelve local groups spread across the county which meet on a monthly basis to provide information, education and assistance to members. An International Group established in February 2021, has now been complemented with the National Group which started in January 2022. Group organisers attend a Development Forum meeting three times a year together with other post holders within the society. This enables trustee decisions from executive meetings to be formally fed back and for the Forum members to discuss and raise issues for consideration at the next Executive Committee meeting.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Changes to the society

Stuart Attrill resigned as Trustee June 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

284744

Principal address

Hampshire Record Office
Sussex Street
Winchester
Hampshire
SO23 8TH

Trustees

Paul Pinhorne
Christine Pavey
Ann-Marie Shearer
Angela Winteridge
Keith Turner
Gwen Newland
Margaret Bowman
Kay Lovell
John Bowman
Elaine Boyes
Stuart Attrill (resigned 30.6.2021)
Philip Brown
Fiona Ranger

HAMPSHIRE GENEALOGICAL SOCIETY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Paul Underwood
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Bankers

HSBC plc
71 West Street
Fareham
Hampshire
PO16 0AN

Santander UK plc
Bridle Road
Bootle
Merseyside
L30 4GB

Approved by order of the board of trustees on 11/6/2022 and signed on its behalf by:



.....
Paul Pinhome - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HAMPSHIRE GENEALOGICAL SOCIETY**

Independent examiner's report to the trustees of Hampshire Genealogical Society

I report to the charity trustees on my examination of the accounts of Hampshire Genealogical Society (the Trust) for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul Underwood
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 13 June 2022

HAMPSHIRE GENEALOGICAL SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	2021 Unrestricted fund £	2020 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2	32,098	30,460
Other trading activities	3	13,524	17,421
Investment income	4	7	58
Other income		616	-
Total		<u>46,245</u>	<u>47,939</u>
 EXPENDITURE ON			
Raising funds		1,920	1,751
Charitable activities			
Genealogical activities	5	34,862	39,113
Other	8	13,518	-
Total		<u>50,300</u>	<u>40,864</u>
NET INCOME/(EXPENDITURE)		<u>(4,055)</u>	<u>7,075</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward		82,325	75,250
TOTAL FUNDS CARRIED FORWARD		<u><u>78,270</u></u>	<u><u>82,325</u></u>

The notes form part of these financial statements

HAMPSHIRE GENEALOGICAL SOCIETY

BALANCE SHEET
31 DECEMBER 2021

	Notes	2021 Total funds £	2020 Total funds £
FIXED ASSETS			
Tangible assets	12	1,019	58
CURRENT ASSETS			
Stocks	13	3,973	4,222
Debtors	14	2,918	6,883
Cash at bank and in hand		72,902	73,617
		<u>79,793</u>	<u>84,722</u>
CREDITORS			
Amounts falling due within one year	15	(2,542)	(2,455)
NET CURRENT ASSETS		<u>77,251</u>	<u>82,267</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>78,270</u>	<u>82,325</u>
NET ASSETS		<u>78,270</u>	<u>82,325</u>
FUNDS	16		
Unrestricted funds		<u>78,270</u>	<u>82,325</u>
TOTAL FUNDS		<u>78,270</u>	<u>82,325</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 11/6/2022 and were signed on its behalf by:



Paul Pinhome - Trustee

HAMPSHIRE GENEALOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Office Equipment	-25% on cost
Fixtures and fittings	-25% on cost
Computer Equipment	-25% on cost

Individual fixed assets costing £250 or more are capitalised at cost.

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.

HAMPSHIRE GENEALOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES - continued

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

Trade and other debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	1,976	623
Subscriptions - membership	28,122	27,837
Subscriptions - data	2,000	2,000
	<u>32,098</u>	<u>30,460</u>

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Publication/CD's/fiche	7,137	8,729
Research services	90	265
Royalties	6,297	8,427
	<u>13,524</u>	<u>17,421</u>

4. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>7</u>	<u>58</u>

All investment income is derived from assets held in the United Kingdom.

HAMPSHIRE GENEALOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Genealogical activities	<u>14,158</u>	<u>20,704</u>	<u>34,862</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021 £	2020 £
Journal	10,114	10,704
Group expenses	4,044	3,242
	<u>14,158</u>	<u>13,946</u>

7. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Genealogical activities	<u>18,071</u>	<u>703</u>	<u>1,930</u>	<u>20,704</u>

Support costs, included in the above, are as follows:

Management

	2021 Genealogical activities £	2020 Total activities £
Administration costs	1,545	1,078
Office costs	13,499	17,428
Insurance	1,469	1,529
Website costs	360	1,620
Legal fees	1,020	-
Depreciation of tangible assets	178	165
	<u>18,071</u>	<u>21,820</u>

Finance

	2021 Genealogical activities £	2020 Total activities £
Bank charges	50	50
Card payment charges	653	657
	<u>703</u>	<u>707</u>

HAMPSHIRE GENEALOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

7. **SUPPORT COSTS - continued**
Governance costs

	2021 Genealogical activities £	2020 Total activities £
Independent examiners fee	1,024	1,098
Trustees and committees	-	682
AGM/Open Day	-	14
Affiliations and conferences	766	738
Trustee travel	140	108
	<u>1,930</u>	<u>2,640</u>

8. **OTHER**

	2021 £	2020 £
Relocation costs	<u>13,518</u>	<u>-</u>

9. **TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

A total of 2 trustees (2020: 3) were reimbursed expenses incurred in connection with the normal operating activities (postage, mileage, etc) of the charity during the year, which amounted to £140 (2020: £108).

10. **STAFF COSTS**

The charity had no employees during the year (2020: none).

No employees were paid emoluments of £60,000 or more during the year.

11. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	30,460
Other trading activities	17,421
Investment income	58
Total	<u>47,939</u>
EXPENDITURE ON	
Raising funds	1,751
Charitable activities	
Genealogical activities	39,113
Total	<u>40,864</u>

HAMPSHIRE GENEALOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

Unrestricted
fund
£

NET INCOME

7,075

RECONCILIATION OF FUNDS

Total funds brought forward

75,250

TOTAL FUNDS CARRIED FORWARD

82,325

12. TANGIBLE FIXED ASSETS

	Office equipment £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2021	2,493	1,132	5,515	9,140
Additions	-	-	1,137	1,137
Disposals	(2,493)	(1,132)	(4,894)	(8,519)
At 31 December 2021	-	-	1,758	1,758
DEPRECIATION				
At 1 January 2021	2,493	1,132	5,457	9,082
Charge for year	-	-	176	176
Eliminated on disposal	(2,493)	(1,132)	(4,894)	(8,519)
At 31 December 2021	-	-	739	739
NET BOOK VALUE				
At 31 December 2021	-	-	1,019	1,019
At 31 December 2020	-	-	58	58

13. STOCKS

	2021 £	2020 £
Stocks	3,973	4,222

HAMPSHIRE GENEALOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	49	49
Prepayments	2,869	6,834
	<u>2,918</u>	<u>6,883</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	1,356	1,159
Other creditors	1,186	1,296
	<u>2,542</u>	<u>2,455</u>

16. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General fund	82,325	(4,055)	78,270
	<u>82,325</u>	<u>(4,055)</u>	<u>78,270</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	46,245	(50,300)	(4,055)
	<u>46,245</u>	<u>(50,300)</u>	<u>(4,055)</u>

Comparatives for movement in funds

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General fund	75,250	7,075	82,325
	<u>75,250</u>	<u>7,075</u>	<u>82,325</u>

HAMPSHIRE GENEALOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	47,939	(40,864)	7,075
TOTAL FUNDS	<u>47,939</u>	<u>(40,864)</u>	<u>7,075</u>

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.