

REGISTERED CHARITY NUMBER: 505916

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2015
FOR**

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

Cairns Bailey Ltd
20 Birmingham Road
Walsall
West Midlands
WS1 2LT

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

**CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 31 DECEMBER 2015**

	Page
Report of the Trustees	1 to 4
Reserves Policy	5
Statement of Trustees Responsibilities	6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 12
Detailed Statement of Financial Activities	13 to 14

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

**REPORT OF THE TRUSTEES
for the Year Ended 31 DECEMBER 2015**

Trustees Annual Report for the year to 31 December 2015

The Executive Committee, as the Society's Trustees, presents its report for the year ending 31st December 2015.

The members of the Executive Committee during the year were:

Mr. Bernie McLean	Chairman	Re-elected (6 th . May 2015)
Mr. Clive Hall	Vice-Chairman (Genealogy)	Re-elected (6 th . May 2015)
Mr. Adrian P.S. de Redman	Vice-Chairman (Heraldry)	Re-elected (6 th . May 2015)
Mr. Stephen Freeman		Elected 7 th . May 2014
Mr. Philip Lamb		Elected 7 th . May 2014
Mr. Christopher Evetts		Elected 1 st . May 2013
Mrs. Olive Haddleton		Re-elected 6 th . May 2015
Dr. Anthony Joseph		Re-elected 6 th . May 2015
Mrs. Anne Brown		Re-elected 6 th . May 2015
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, 9 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 and Publications Co-ordinator (vacant), Computer Support Team, Fairs Co-ordinator, Journal Editor, Lending Librarian, Reference Librarians, Outings Secretary, Record Office Liaison Officer (vacant), Publicity Officer(vacant), Web-site Manager, Gift Aid Officer, Subscriptions Secretary, Social Media Officer and Index Holders.

During 2015 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

Digitising many hundreds of very detailed 1888 Ordnance Survey maps of Birmingham

Review of progress and achievements

The Trustees are able to report that 117 new members joined during the year being a similar number to the previous year. Membership in 2015 rose to 2,082 from 2,077 in 2014. It is interesting to look in a wider context and note that since 2000 the Society has had 10,000 members of which over 2,000 have remained. This seemingly transient nature to the Society membership reflects the changing methods of family history research. With so much data held by commercial organisations the Trustees recognise that the value of the Society's contribution to research lies in local expertise and resources.

In 2015 the Projects Committee were still 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 Trustees are delighted to report that the major project to digitise the burial records of Witton Cemetery has made excellent progress during the year. With the final checks on later Register Indexes being carried out and seventy of the seventy nine registers having been completed, this massive undertaking is reaching its final stages. The dedicated efforts of the team of transcribers under the direction of Mr Mike Purcocks cannot be praised enough. The Society will own a wonderful resource involving nearly half a million entries for the benefit of members and the public.

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. The Society has been able to give financial support to The Friends of Staffordshire and Stoke on Trent Archive Service enabling them to digitise the tithe maps of Staffordshire parishes so that the original maps held at Lichfield Record Office can be better preserved.

With the B.M.S.G.H. e-Shop being a vital provider of the financial means to fulfil its objectives, the Trustees have been delighted that in 2015 a software upgrade has been achieved so that customers can enjoy an improved shopping experience. This has been due in no small measure to the technical environment support provided by Mr. Richard Freeman to whom the trustees express their grateful acknowledgement. These initiatives have meant that there has been a very significant in 2015 there has been a continuing programme of work to make new items available. This is overseen by Mr. Steve Freeman and Mr. Peter Abbot with an enthusiastic and able team and has again seen progress in the 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.

Collaboration with third party publishers and many others continues to be developed. 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 has 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 web-site. 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 willingness to encourage the sharing of index holdings with national genealogical organisations has seen a new initiative begun with Find My Past to explore possible projects.

The Trustees regard the Society's quarterly journal, The Midland Ancestor, as an essential point of contact with the B.M.S.G.H. members. The Trustees have great confidence in the editor, Mrs. Deryn Hawkes's ability to produce a first-class publication. There is much responsibility involved to make sure that the magazine arrives on time and is an enjoyable and informative experience for its readers. The Trustees are very aware of the necessary planning and organisation and wish to thank Mrs. Hawkes for her consistent standard of excellence.

In 2015 there has been an increasingly positive response to the option of receiving the Midland Ancestor electronically and this is now being rolled out to involve the Programme plan and Handbook.

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 and non-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. The coordinator, Mr. Phil Lamb gives a considerable amount of time to the crucial forward planning and electronic information to make sure that members can take full advantage of the facilities available. The Trustees note in particular the effort taken to arrange for the involvement of experts and resources for the benefit of the Society group. In addition Mr. Lamb made sure that members attending the 'Who Do You Think You Are?' event at Birmingham NEC could be helped with a discounted entrance price and access to workshops. The Trustees acknowledge that these extra value-added benefits to members do not happen without a lot of work and enthusiasm on Phil's part.

The major public activity of 2015 involved the Society taking part in Who Do You Think You Are Live at the Birmingham National Exhibition Centre. As part of the West Midland Group of Family History Societies, ten tables were hired so that there could be a significant local presence at this prestigious national event. With very successful outcomes the Society looks forward to supporting the 2016 event at the same venue.

The Trustees are pleased to report that the B.M.S.G.H. continued to be involved in a number of national and local family history events. The Society was involved in events held at Staffordshire History Day, Birmingham Lives., Wolverhampton, Shrewsbury, Oxford FH fair, the Birmingham Heritage Week event at MG Cars Longbridge History Day and represented the Federation of family history Societies at the NEC Hobbycraft exhibition. The Society has also been able to make presentations at Northfield, Tamworth and Perton Libraries as well as the U3A Group. The Trustees recognise that a number of individuals have volunteered to maintain the Society's profile at these events during the year.

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.

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.

The Society has a centralised membership database, needed to make the system more resilient with more robust back-up arrangements. Those involved with handling members details need a system, that allows 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 2015 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 regularly monitor closely the financial management of the Society. The Trustees note that the membership income stabilised in 2015 and there was a significant 20% increase in publication sales. The income from subscriptions, publications sales and Gift Aid, has enabled the Society to generate a small surplus and the Trustees feel confident that with careful budgeting the Society will be able to meet its objectives in 2016.

The Trustees were pleased to note that the Society has once more benefited from reclaimed tax on subscriptions income and thank the Gift Aid Officer Mr. Mike Ward for his involvement with this important function. The work of Mrs. Olive Haddleton as Subscriptions Secretary in maintaining the Society membership database is crucial to the process. The Trustees wish to place on record their appreciation for her careful and efficient processing together with the time consuming contacting of members with their inevitable queries about subscription payments.

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 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.

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 EC2N 1HW.

The Independent Examiner is Mr. R A Smallwood FCCA. of Cairns Bailey Limited, Wallace House, 20 Birmingham Road, Walsall WS1 2L.T.

On behalf of the Executive Committee

Bernard McLean
Chairman
20th. April 2016

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

**RESERVES POLICY FOR THE YEAR 2016
for the Year Ended 31 DECEMBER 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. There has been a modest surplus of income over expenditure in 2015 and this is reflected in the items below.

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. [£2,000 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. [£3,000 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... [£1,000 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. [£2,000 available]

This figure of £9,000 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 20th. April 2016

On behalf of the Trustees Executive Committee

Bernard McLean
Chairman

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

**STATEMENT OF TRUSTEES RESPONSIBILITIES
for the Year Ended 31 DECEMBER 2015**

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 2015 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.

R A Smallwood FCCA
Cairns Bailey Ltd
20 Birmingham Road
Walsall
West Midlands
WS1 2LT

Date:

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

**STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 DECEMBER 2015**

	Unrestricted fund	Restricted fund	Total	2015 funds	Total	2014 funds
Not es	£	£		£		£
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income	59,796	-		59,796		62,420
Activities for generating funds	2 2,672	-		2,672		2,615
Investment income	3 115	-		115		145
Incoming resources from charitable activities						
Other income	<u>3,379</u>	<u>-</u>		<u>3,379</u>		<u>3,668</u>
Total incoming resources	65,962	-		65,962		68,848
 RESOURCES EXPENDED						
Costs of generating funds						
Fundraising trading: cost of goods sold and other costs	10,321	-		10,321		10,015
Charitable activities						
Midland ancestor	13,074	-		13,074		19,495
Other expenses	37,069	-		37,069		31,418
Governance costs	4 <u>804</u>	<u>-</u>		<u>804</u>		<u>780</u>
Total resources expended	61,268	-		61,268		61,708
 NET INCOMING RESOURCES						
	4,694	-		4,694		7,140
 RECONCILIATION OF FUNDS						
Total funds brought forward	<u>63,671</u>	<u>115</u>		<u>63,786</u>		<u>56,646</u>
 TOTAL FUNDS CARRIED FORWARD	 <u>68,365</u>	 <u>115</u>		 <u>68,480</u>		 <u>63,786</u>

The notes form part of these financial statements

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

**BALANCE SHEET
AT 31 DECEMBER 2015**

	Not es	Unrestricted fund £	Restricted fund £	Total 2015 funds £	Total 2014 funds £
FIXED ASSETS					
Tangible assets	7	271	-	271	541
CURRENT ASSETS					
Stocks	8	16,204	-	16,204	16,388
Debtors	9	2,716	-	2,716	2,172
Cash at bank and in hand		<u>59,305</u>	<u>115</u>	<u>59,420</u>	<u>58,375</u>
		78,225	115	78,340	76,935
CREDITORS					
Amounts falling due within one year	10	(10,131)	-	(10,131)	(13,690)
		<u>68,094</u>	<u>115</u>	<u>68,209</u>	<u>63,245</u>
NET CURRENT ASSETS					
		<u>68,094</u>	<u>115</u>	<u>68,209</u>	<u>63,245</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		68,365	115	68,480	63,786
		<u>68,365</u>	<u>115</u>	<u>68,480</u>	<u>63,786</u>
NET ASSETS		<u>68,365</u>	<u>115</u>	<u>68,480</u>	<u>63,786</u>
FUNDS	11				
Unrestricted funds				68,365	63,671
Restricted funds				<u>115</u>	<u>115</u>
TOTAL FUNDS				<u>68,480</u>	<u>63,786</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 2015**

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

	2015	2014
	£	£
Pay to view	2,534	2,410
Sundry income	<u>138</u>	<u>205</u>
	<u>2,672</u>	<u>2,615</u>

3. INVESTMENT INCOME

	2015	2014
	£	£
Deposit account interest	<u>115</u>	<u>145</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 DECEMBER 2015**

4. GOVERNANCE COSTS

	2015	2014
	£	£
Accountancy	<u>804</u>	<u>780</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2015 nor for the year ended 31 December 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2015 nor for the year ended 31 December 2014.

6. STAFF COSTS

	2015	2014
	£	£
Wages and salaries	<u>10,496</u>	<u>10,396</u>

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

	2015	2014
Governance	<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 2015 and 31 December 2015	<u>19,130</u>
DEPRECIATION	
At 1 January 2015	18,589
Charge for year	<u>270</u>
At 31 December 2015	<u>18,859</u>
NET BOOK VALUE	
At 31 December 2015	<u>271</u>
At 31 December 2014	<u>541</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the Year Ended 31 DECEMBER 2015**

8. STOCKS

	2015 £	2014 £
Library books	11,300	11,300
Stock of publications	<u>4,904</u>	<u>5,088</u>
	<u>16,204</u>	<u>16,388</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Other debtors	<u>2,716</u>	<u>2,172</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Taxation and social security	301	299
Other creditors	<u>9,830</u>	<u>13,391</u>
	<u>10,131</u>	<u>13,690</u>

11. MOVEMENT IN FUNDS

	At 1/1/15 £	Net movement in funds £	At 31/12/15 £
Unrestricted funds			
General fund	63,671	4,694	68,365
Restricted funds			
Heraldry	115	-	115
	<u>63,786</u>	<u>4,694</u>	<u>68,480</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	65,962	(61,268)	4,694
	<u>65,962</u>	<u>(61,268)</u>	<u>4,694</u>

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 DECEMBER 2015**

	2015 £	2014 £
INCOMING RESOURCES		
Voluntary income		
Indexes	2,900	148
Donations	2,172	1,884
Publication sales	29,684	27,462
Excursion income	2,534	2,474
Subscriptions	22,506	25,445
Worcester Branch Bequest	<u>-</u>	<u>5,007</u>
	59,796	62,420
Activities for generating funds		
Pay to view	2,534	2,410
Sundry income	<u>138</u>	<u>205</u>
	2,672	2,615
Investment income		
Deposit account interest	115	145
Incoming resources from charitable activities		
Covenants tax refund	<u>3,379</u>	<u>3,668</u>
Total incoming resources	65,962	68,848
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Publication costs	8,223	6,693
Excursion costs	<u>2,098</u>	<u>3,322</u>
	10,321	10,015
Charitable activities		
Honoraria	500	400
Speakers	2,634	2,601
Subscriptions	40	1,245
Branch expenses	52	(252)
Library	(54)	51
Fairs	652	417
Sundries	1,320	358
Midland ancestor	18,734	18,312
Repairs & maintenance	-	1,022
Room Hire	2,346	3,249
Postage stationery & printing	1,915	1,590
Carried forward	28,139	28,993

This page does not form part of the statutory financial statements

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 DECEMBER 2015**

	2015 £	2014 £
Charitable activities		
Brought forward	28,139	28,993
Rent	8,881	8,485
Plant and machinery	<u>270</u>	<u>181</u>
	37,290	37,659
Governance costs		
Accountancy	804	780
Support costs		
Management		
Office salaries & honoraria	9,996	9,996
Insurance	456	1,070
Telephone	1,707	1,464
Travel	16	85
Bank processing	157	181
Web hosting	<u>521</u>	<u>458</u>
	<u>12,853</u>	<u>13,254</u>
Total resources expended	61,268	61,708
	-----	-----
Net income	<u><u>4,694</u></u>	<u><u>7,140</u></u>

This page does not form part of the statutory financial statements