

REGISTERED CHARITY NUMBER: 505916

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST DECEMBER 2016  
FOR

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

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FOR THE YEAR ENDED 31ST DECEMBER 2016

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

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2016**

**Trustees Annual Report for the year to 31 December 2016**

The Executive Committee, as the Society's Trustees, presents its report for the year ending 31<sup>st</sup> December 2016.

**Structure, Governance and Management**

The members of the Executive Committee during the year were:

Mr. Bernie McLean	Chairman	Re-elected (4 <sup>th</sup> . May 2016)
Mr. Clive Hall	Vice-Chairman (Genealogy)	Re-elected (4 <sup>th</sup> . May 2016)
Mr. Adrian P.S. de Redman	Vice-Chairman (Heraldry)	Re-elected (4 <sup>th</sup> . May 2016)
Mr. Stephen Freeman		Elected 7 <sup>th</sup> . May 2014
Mr. Philip Lamb		Elected 7 <sup>th</sup> . May 2014
Mrs. Olive Haddleton		Elected 6 <sup>th</sup> .. May 2015
Dr. Anthony Joseph		Elected 6 <sup>th</sup> .. May 2015
Mrs. Anne Brown		Elected 6 <sup>th</sup> . May 2015
Mr. Christopher Evetts		Elected 4 <sup>th</sup> . May 2016

There are 3 vacancies

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**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 17<sup>th</sup> 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 and Organisation**

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 an Executive 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 2016 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

### **Achievements and Performance**

The Trustees are able to report that 124 new members joined during the year which compares with 117 in the previous year, this indicating that there is a maintained level of public interest to be involved in the Society. Membership in 2016 was 2,068 differing only slightly from the 2,082 reported in 2015. This is reassuring as many family history societies are reporting falling membership. The Trustees would wish to re-emphasise the value of societies such as the B.M.S.G.H. in offering local expertise and resources to researchers.

In 2016 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 registers of Witton Cemetery was completed in November 2016. The project started in 2010 involving the dedicated efforts of the team of transcribers under the direction of Mr. Mike Purcocks. The Society owns a wonderful resource involving 460,000 entries for the benefit of members and the public and the Trustees record their appreciative recognition of a magnificent achievement.

In 2016 the BMSGH has entered into a ground-breaking collaborative arrangement with Find My Past to make our records available to a considerably wider audience of family history researchers. As a consequence, there has been a significant increase in Birmingham cemetery burial copy requests and the Trustees are grateful to Caroline Mason for taking on the processing of orders and other duties connected to

the e-shop. The B.M.S.G.H. has continued to be involved with the Staffordshire Parish Registers Society enabling 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.

In 2016 there has been a continuing programme of work to make new items available via the online shop. 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 Miss 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 2nd hand books in the B.M.S.G.H. eShop, branded as Priory Books. The B.M.S.G.H. 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.

In 2016, we opened a members only area on our website, where members can download old copies of our quarterly journal, The Midland Ancestor. Members can also access membership documents, for example the programme, the Handbook and Members Interests forms. These pages are also used to advertise Situations Vacant.

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 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 2016 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. The coordinator, Mr. Phil Lamb gives a considerable amount of time to a very efficient organisation involving the crucial forward planning and sharing 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 attending Society group. The Trustees note Mr. Lamb's initiative in 2016, aided by Caroline Mason, to provide pre-visit taster sessions aimed at enabling those travelling to TNA Kew to make the best use of their time.

In addition Mr. Lamb made sure that members attending the 'Who Do You Think You Are?' event at Birmingham NEC could be helped with tickets purchase and access to workshops. The Trustees acknowledge that all this extra attention to detail is much appreciated by the members who benefit from their experience. This could not happen without the considerable hard work and enthusiasm on Phil's part.

The major public activity of 2016 again involved the Society taking part in Who Do You Think You Are Live event 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 2017 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 represented at events held at, Birmingham Lives, Shropshire FH fair (Wolverhampton Branch), Oxford FH fair and a Birmingham and Midland Institute event. The Society profile has been greatly enhanced by the work of Mrs. Penny Smith and the Wolverhampton Branch. Penny ran five 6-session courses at Codsall library and two courses at Perton library during 2016 with more planned for 2017 as part of an ongoing programme of courses. The Trustees recognise that a number of individuals have volunteered to support 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. In particular the General Secretary attended a Seminar organised by the Federation entitled 'Finding our Future'. The main objectives were to discuss how family history societies survive against the major commercial players in the future. This may result in some Societies disbanding or amalgamating with others. Although there was no real conclusion to the seminar, it would appear that most Societies shared the same problems mainly involving falling numbers and inability to attract younger people.

The Trustees greatly appreciate the work of the BMSGH Branches and their officers, always inviting them to participate in the activities of the Society. A meeting of branch representatives was held in August which was well attended and provided a valuable perspective and set of suggestions to better inform the Trustees in their decision making.

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 have a system, that allows specified people secure and efficient access. The Trustees regularly give consideration to the data security issues involved with running the society.

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 2016 to the benefit of members, local organisations and those from the general public who have an interest in Family History and Heraldry.

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.



## **Financial Review**

The Trustees continue to regularly monitor closely the financial management of the Society and receive quarterly reports from the Treasurer.

The Trustees note that the membership income stabilised in 2016 and publications sales were able to match what had been a significant income during the previous year. Through the income from subscriptions, publications sales, index searches and Gift Aid, the Society has been able to achieve a small surplus and the Trustees feel confident that their careful budgeting decisions will enable the Society to meet its objectives in 2017.

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 of cheques and standing orders particularly at the beginning of the year when the work-load is considerable. They also recognise the part played by Caroline Mason in processing online membership renewals.

The Trustees record their recognition of the contribution by the Treasurer Mr. Peter Middleton, in keeping the finances within necessary targets and in accordance with legislative requirements. His regular reporting is a vital aid to the Trustees for their budgeting and planning decisions.

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. T. Williams FMAAT of Task Accounting Limited, Commodore House, 51 Conway Road, Colwyn Bay, Conwy County LL29 7AW.

The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Bernard McLean  
Chairman

Date: 14<sup>th</sup> August 2017

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

**RESERVES POLICY  
FOR THE YEAR ENDED 31ST DECEMBER 2016**

Introduction

The Trustees are aware of the historical context which is able to lead them to anticipate the likely issues which have on occasions placed the society finances under strain. The Trustees therefore consider it vital that a level of reserves exist that will give them the ability to address the following identified areas of expenditure.

1.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. [£3,000 available]. The Trustees have also to give consideration to the consequences arising from a termination of the lease. [£7,000 available]

2.As family history research becomes increasingly focussed on the Internet, the B.M.S.G.H. is becoming increasingly reliant on web hosting services. In recent years we have needed to increase web server storage space and bandwidth. 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. [£5,000 available]

3.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. [£5,000 available]

4.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 and other holdings. [£2,000 available]

5. 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 10% of reserves. [£5,000 available]

6.The nature of annual subscriptions and seasonal sales mean that there can be troughs in the cash budget particularly during the third quarter. It has often been the case that the Treasurer has had to use reserves to maintain a working balance in the current account. [£3,000 available]

7.The Trustees are conscious that income from the Society e-shop is now accounting for around half of incoming resources. The Society relies heavily on the commitment of its Publication Sales Officer and a small team of helpers. Although the Trustees endeavour to give attention to contingency planning this is an area of short term financial risk. [£10,000 available]

#### Summary

This figure of £40,000 to be reserved was thought to be a realistic amount for a Society of our size.

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

The report was approved by the Executive Committee on 4<sup>th</sup> March 2017.

Signed on behalf of the charity's trustees.

Bernard McLean  
Chairman

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

STATEMENT OF TRUSTEES RESPONSIBILITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2016

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 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 judgements and estimates that are reasonable and prudent; and

Prepare the financial statements on a 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 (Accounting 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 31st December 2016 set out on pages twelve to eighteen.

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.

Mr T Williams FMAAT  
Task Accounting Limited  
Commodore House  
51 Conway Road  
Colwyn Bay  
Conwy  
LL29 7AW

Date: 14th August 2017

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2016

		Unrestricted fund	Restricted fund	2016 Total funds	2015 Total funds
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income		59,245	-	59,245	59,796
Activities for generating funds	2	3,660	-	3,660	2,672
Investment income	3	184	-	184	115
Income resources from charitable activities			-	-	
Other income		<u>3,481</u>	<u>-</u>	<u>3,481</u>	<u>3,379</u>
 Total incoming resources		 66,570	 -	 66,570	 65,962
 <b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs		11,388	-	11,388	10,973
Charitable activities					
Midland ancestor		12,263	-	12,263	13,074
Other expenses		34,322	-	34,322	37,069
Governance costs	4	<u>780</u>	<u>-</u>	<u>780</u>	<u>804</u>
 Total resources expended		 <u>58,753</u>	 <u>-</u>	 <u>58,753</u>	 <u>61,268</u>
 <b>NET INCOMING RESOURCES</b>		 7,817	 -	 7,817	 4,694
 <b>RECONCILIATION OF FUNDS</b>					
 Total funds brought forward		 <u>68,365</u>	 <u>115</u>	 <u>68,480</u>	 <u>63,786</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 <u><u>71,175</u></u>	 <u><u>5,122</u></u>	 <u><u>76,297</u></u>	 <u><u>68,480</u></u>

The notes form part of these financial statements

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

BALANCE SHEET  
AT 31ST DECEMBER 2016

		Unrestricted fund	Restricted fund	2016 Total funds	2015 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7	356	-	356	271
<b>CURRENT ASSETS</b>					
Stocks	8	18,581	-	18,581	16,204
Debtors	9	1,950	-	1,950	2,716
Cash at bank and in hand		<u>62,577</u>	<u>5,122</u>	<u>67,699</u>	<u>59,420</u>
		83,108	5,122	88,230	78,340
<b>CREDITORS</b>					
Amounts falling due within one year	10	<u>(12,289)</u>	<u>-</u>	<u>(12,289)</u>	<u>(10,131)</u>
<b>NET CURRENT ASSETS</b>		<u>70,819</u>	<u>5,122</u>	<u>75,941</u>	<u>68,209</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		71,175	5,122	76,297	68,480
<b>NET ASSETS</b>		<u>71,175</u>	<u>5,122</u>	<u>76,297</u>	<u>68,480</u>
<b>FUNDS</b>					
	11				
Unrestricted funds				71,175	68,365
Restricted funds				<u>5,122</u>	<u>115</u>
<b>TOTAL FUNDS</b>				<u>76,297</u>	<u>68,480</u>

The financial statements were approved by the Board of Trustees on 4th March 2017 and were signed on it's behalf by:

B Mclean - Trustee

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2016

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

	2016	2015
	£	£
Pay to view	3,490	2,534
Sundry income	170	138
	<u>3,660</u>	<u>2,672</u>



BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2016

3.	INVESTMENT INCOME		
		2016	2015
		£	£
	Deposit account interest	<u>184</u>	<u>115</u>

4.	GOVERNANCE COSTS		
		2016	2015
		£	£
	Accountancy	<u>780</u>	<u>804</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2016 nor for the year ended 31 December 2015.

Trustees' expenses

Trustees' were reimbursed mileage at a thirty pence per mile where applicable and authorised by the committee in the year ended 31 December 2016 and in the year ended 31 December 2015. No other expenses were paid to Trustees' in either year.

6.	STAFF COSTS		
		2016	2015
		£	£
	Wages and salaries	<u>10,496</u>	<u>10,496</u>

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

		2016	2015
	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 2016 and 31 December 2016		<u>19,130</u>
	DEPRECIATION		
	At 1 January 2016		18,859
	Charge for year		<u>119</u>
	At 31 December 2016		<u>18,978</u>
	NET BOOK VALUE		
	At 31 December 2016		<u>152</u>
	At 31 December 2015		<u>271</u>

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2016

8.	STOCKS		
		2016	2015
		£	£
	Library books	11,300	11,300
	Stock of publications	<u>7,281</u>	<u>4,904</u>
		<u><u>18,581</u></u>	<u><u>16,204</u></u>

9.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2016	2015
		£	£
	Other debtors	<u>1,950</u>	<u>2,716</u>

10.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2016	2015
		£	£
	Taxation and social security	289	301
	Other creditors	<u>11,999</u>	<u>9,830</u>
		<u><u>12,288</u></u>	<u><u>10,131</u></u>

11.	MOVEMENT IN FUNDS		
		At 01/01/16	Net movement in funds
		£	£
	Unrestricted funds		At 31/12/16
	General fund	68,365	71,175
	Restricted funds		
	Heraldry	<u>115</u>	<u>5,122</u>
	TOTAL FUNDS	<u><u>68,480</u></u>	<u><u>76,297</u></u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	<u>66,570</u>	<u>(58,753)</u>	<u>7,817</u>
TOTAL FUNDS	<u><u>66,570</u></u>	<u><u>(58,753)</u></u>	<u><u>7,817</u></u>

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2016

	2016 £	2015 £
<b>INCOMING RESOURCES</b>		
Voluntary income		
Indexes	2,303	2,900
Donations	1,691	2,172
Publication sales	29,971	29,684
Excursion income	2,604	2,534
Ticket income	2,061	-
Subscriptions	<u>20,615</u>	<u>22,506</u>
	59,245	59,796
Activities for generating funds		
Pay to view	3,490	2,534
Sundry income	<u>170</u>	<u>138</u>
	3,660	2,672
Investment income		
Deposit account interest	184	115
Incoming resources from charitable activities		
Covenants tax refund	<u>3,481</u>	<u>3,379</u>
Total incoming resources	66,570	65,962
<b>RESOURCES EXPENDED</b>		
Fundraising trading: cost of goods sold and other costs		
Publication costs (inc. stock movement)	6,666	8,223
Excursion and fair costs	3,034	2,098
Ticket costs	<u>1,688</u>	<u>652</u>
	11,388	10,973
Charitable activities		
Honoraria	500	500
Speakers	2,349	2,634
Subscriptions	324	40
Branch expenses	336	52
Library	-	(54)
Sundries	1,362	1,320
Midland ancestor	12,263	18,734
Publicity and advertising	1,440	-
Repairs and maintenance	138	-
Room hire	5,487	2,346
Postage, stationery and printing	1,545	1,915
Carried forward	25,744	27,487

The notes form part of these financial statements

BIRMINGHAM AND MIDLAND SOCIETY FOR  
GENEALOGY AND HERALDRY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2016

	2016	2015
	£	£
Charitable activities		
Brought forward	25,744	27,487
Rent	7,931	8,881
Plant and machinery	<u>119</u>	<u>270</u>
	33,794	36,638
Governance costs		
Accountancy	780	804
Support costs		
Management		
Office salaries and honoraria	9,996	9,996
Insurance	434	456
Telephone	1,647	1,707
Travel	80	16
Bank processing	15	157
Web Hosting	<u>619</u>	<u>521</u>
	<u>12,791</u>	<u>12,853</u>
Total resources expended	<u>58,753</u>	<u>61,268</u>
Net income	<u><u>7,817</u></u>	<u><u>4,694</u></u>

The notes form part of these financial statements