

**REGISTERED CHARITY NUMBER: 505916**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST DECEMBER 2018  
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 2018**

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# Trustees' Annual Report for the period



Period start date			Period end date		
01	January	2018	31	December	2018

## Section A Reference and administration details

**Charity name** Birmingham and Midland Society for Genealogy and Heraldry

**Other name charity is known by** Midland Ancestors

**Registered charity number** 505916

**Charity's principal address**

Birmingham and Midland Institute  
9 Margaret Street  
Birmingham  
**Postcode** B3 3BS

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr. Bernard McLean	Chairperson	01.01.18 to 02.05.18	Members attending AGM
2	Mr. Adrian de Redman	Vice-Chairperson Heraldry		Members attending AGM
3	Mr. Clive Hall	Vice-Chairperson Genealogy	001.01.18 to 02.05.18	Members attending AGM
4	Mr. Philip Lamb	Chairperson		Members attending AGM
5	Mrs. Penny Smith	Vice-Chairperson Genealogy	From 05.06.18	co-opted at trustees meeting
6	Christopher Evetts			Members attending AGM
7	Dr. Anthony Joseph			Members attending AGM
8	Linda Beilby		From 02.05.18	Members Attending AGM
9				
10				
11				

### Names of the trustees for the charity

Name	Dates acted if not for whole year
None - the society does not own property	

### Names and addresses of advisers

Type of adviser	Name	Address
Independent Examiner	Tom Williams	Task Accounting Limited, Colwyn Bay, North Wales.

### Name of chief executive or names of senior staff members

Administered by General Secretary (Mrs. J.D. Cotterill), Treasurer (Mr. P.W. Middleton to 30.09.18 then Mr. P.Morris from 01.10.18) and Sales Administrator (Mr. S. Freeman)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Elected by Annual General Meeting attendees for period of three years.

### Additional governance issues

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Society is a member of the Federation of Family History Societies. This gives access to legal, financial and administrative guidance and expertise together with public liability insurance and the opportunity to engage with other like-minded national and international groups.

The Society is a member of the West Midlands Group of Family History Societies.

The Society seeks close links with the county record offices and local archive repositories through shared projects and sponsorship.

The Trustees meet regularly to consider governance issues and will review procedures and policies necessary to fulfil their legal obligations.

The Trustees have taken out a support maintenance package with Techwizard to ensure the Society IT requirements are met with regards to security, safety and compatibility.

The Trustees have made themselves aware of GDPR requirements and acted accordingly to achieve regulation compliance.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

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

In planning and maintaining activities, the trustees have had regard for the Charity Commission guidance concerning public benefit.

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, calendar of events and a comprehensive family history presence to the general public
- Society branches running 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 National Archives Kew and other venues of interest.
- 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
- Supporting the work of the area County Record Offices

**Summary of the main activities undertaken for the public benefit in relation to these objects**

**Additional details of objectives and activities**

The work of the Society is supported by the following unsalaried voluntary 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  
Index Holders.

To meet the needs of members living outside the Birmingham area, the Society is supported by a network of branches. In 2018 these were in Bromsgrove, Kenilworth, London, Stoke-on-Trent, Stourbridge and Wolverhampton. Branches arrange their own events under the organisation of elected officers.

- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

108 new members joined the society in 2018.

Within the wider society there have been programmes in seven locations involving talks and events totalling 65 meetings open to both members and the general public.

The Society provided regular coach trips to the National Archives Kew and a summer visit to Bosworth Field and the Richard III Centre.

The Society ran education day courses for beginners and the more advanced in Birmingham and the Wolverhampton area.

The Society took part in family history and local history events involving the general public. We were represented at Buckinghamshire FHS Open Day, Dudley Archives Open Day, Shrewsbury, Wolverhampton Archives Open Day, The Name Event, BMI Heritage Event and Birmingham Lives.

The Society ran a helpdesk at Warwickshire Record Office aimed at supporting the staff by providing advice and guidance for beginners in using equipment and answering basic questions.

A large team of volunteers (60+) have worked on the Warwickshire County Record Office project to transcribe Warwickshire Parish Registers and make images available for sale through the Society shop.

Another team of volunteers were involved with transcribing and checking the Staffordshire Registrars Birth Marriage and Death indexes so that they can be made available online.

We were pleased to sponsor the Worcestershire Record Office Bromsgrove Conservation Project involve washing, repairing and re-sewing the Overseers Account Book into a new vellum cover matching the style of the original. The new covering to the volume will display a label to acknowledge the Society funding.

The Society's e-shop is very popular with both members and non-members. A newsletter has been provided with 2100+ subscribers. The Midland Ancestors Shop generated around half of the year's income excluding legacies and donations. This vital source of income relies upon an expanding stock of available items in convenient and flexible format to meet the needs of family historians so we were pleased to add in excess of 20 new digital image downloads of parish registers.

The Stourbridge Branch held a successful 40<sup>th</sup>. Anniversary Event in July attended by Dudley's Mayor and Mayoress and the Society President.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have a reserves policy which is reviewed and updated annually to inform decision making. In the coming year consideration is being given to an expected significant increase in reference library rent. In addition, reserves will be required to enlarge this facility to incorporate a training/seminar room and library extension, together with the associated and general IT improvements to enhance members' experience and knowledge.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income to support the aims and objectives has been generated in the main from subscriptions, publications sales, index searches and Gift Aid.

This year the charity has benefitted from several legacies which the Trustees will in due course consider with regards to providing possible opportunities for the furtherance of our aims and objectives.

Expenditure has allowed

- the rent of a room as the charity head-quarters and reference library
- the hire of rooms for meetings and storage
- the engagement of speakers in support of programmes of events
- the maintenance of the society web-site
- a presence at local and national events
- the production of a quarterly magazine
- supporting internal and outside projects
- replacing, updating and maintaining equipment

## Section F

## Other optional information

The Trustees are able to confirm that this charity did not experience any serious incidents in 2018 that should have been brought to the attention of the Charity Commission but were not.

The Society is the principal genealogical and heraldic society for the counties of Staffordshire, Warwickshire and Worcestershire, including the modern metropolitan borough known as the West Midlands which comprises Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

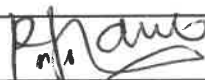
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature



Full name

PHILIP JOHN LAMB

Position

Chairperson

Date

4/4/19

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

**STATEMENT OF TRUSTEES RESPONSIBILITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

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 2018 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.

Task Accounting Limited  
Commodore House  
51 Conway Road  
Colwyn Bay  
Conwy  
LL29 7AW

Date: 20th March 2019

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

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

		Unrestricted fund	Restricted fund	2018 Total funds	2017 Total funds
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		99,150	-	99,150	71,842
Activities for generating funds	2	8,444	-	8,444	8,831
Investment income	3	181	-	181	120
<b>Income resources from charitable activities</b>			-	-	-
Other income		<u>3,353</u>	<u>-</u>	<u>3,353</u>	<u>3,354</u>
<b>Total incoming resources</b>		111,128	-	111,128	84,147
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs		14,819	-	14,819	17,085
<b>Charitable activities</b>				-	
Midland ancestor		7,751	-	7,751	7,728
Wages		13,805	-	13,805	14,295
Other expenses		26,366	-	26,366	26,929
<b>Governance costs</b>	4	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total resources expended</b>		<u>62,741</u>	<u>-</u>	<u>62,741</u>	<u>66,037</u>
<b>NET INCOMING RESOURCES</b>		48,387	-	48,387	18,110
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>89,397</u>	<u>5,010</u>	<u>94,407</u>	<u>76,297</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>137,784</u></u>	<u><u>5,010</u></u>	<u><u>142,794</u></u>	<u><u>94,407</u></u>

The notes form part of these financial statements

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

**BALANCE SHEET  
AT 31ST DECEMBER 2018**

		Unrestricted fund	Restricted fund	2018 Total funds	2017 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7	2,460	-	2,460	397
<b>CURRENT ASSETS</b>					
Stocks	8	18,445	-	18,445	19,116
Debtors	9	-	-	-	-
Cash at bank and in hand		<u>116,879</u>	<u>5,010</u>	<u>121,889</u>	<u>74,894</u>
		135,324	5,010	140,334	94,010
<b>CREDITORS</b>					
Amounts falling due within one year	10	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		<u>135,324</u>	<u>5,010</u>	<u>140,334</u>	<u>94,010</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		137,784	5,010	142,794	94,407
<b>NET ASSETS</b>		<u>137,784</u>	<u>5,010</u>	<u>142,794</u>	<u>94,407</u>
<b>FUNDS</b>					
Unrestricted funds	11			137,784	89,397
Restricted funds				<u>5,010</u>	<u>5,010</u>
<b>TOTAL FUNDS</b>				<u>142,794</u>	<u>94,407</u>

The financial statements were approved by the Board of Trustees on 25th February 2019 and were signed on it's behalf by Mr Philip Lamb, Chairman.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

**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**

	2018	2017
	£	£
Pay to view	8,362	8,759
Sundry income	82	72
	<u>8,444</u>	<u>8,831</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

**3. INVESTMENT INCOME**

	2018	2017
	£	£
Deposit account interest	<u>181</u>	<u>120</u>

**4. GOVERNANCE COSTS**

	2018	2017
	£	£
Accountancy	<u>960</u>	<u>-</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2018 nor for the year ended 31 December 2017.

**6. STAFF COSTS**

	2018	2017
	£	£
Wages and salaries	<u>13,805</u>	<u>14,295</u>

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

	2018	2017
Governance	<u>4</u>	<u>3</u>

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

**7. TANGIBLE FIXED ASSETS**

	Plant and Machinery £
<b>COST</b>	
At 31 December 2018	<u>22,390</u>
<b>DEPRECIATION</b>	
At 1 January 2018	19,110
Charge for year	<u>820</u>
At 31 December 2018	<u>19,930</u>
<b>NET BOOK VALUE</b>	
At 31 December 2018	<u>2,460</u>
At 31 December 2017	<u>397</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

**8. STOCKS**

	2018	2017
	£	£
Library books	11,300	11,300
Stock of publications	7,145	7,816
	<u>18,445</u>	<u>19,116</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Other debtors	-	-
	<u>-</u>	<u>-</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Taxation and social security	-	-
Other creditors	-	-
	<u>-</u>	<u>-</u>

**11. MOVEMENT IN FUNDS**

	At 01/01/18	Net movement in funds	At 31/12/18
	£	£	£
<b>Unrestricted funds</b>			
General fund	89,397	48,387	137,784
<b>Restricted funds</b>			
Heraldry	<u>5,010</u>	<u>-</u>	<u>5,010</u>
<b>TOTAL FUNDS</b>	<u>94,407</u>	<u>48,387</u>	<u>142,794</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	111,128	(62,741)	48,387
<b>Restricted funds</b>			
Heraldry	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>111,128</u>	<u>(62,741)</u>	<u>48,387</u>

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

	2018	2017
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Indexes	1,358	2,277
Donations and legacies	51,477	2,207
Publication sales	25,988	33,003
Excursion income	2,460	3,560
Ticket income	1,163	3,365
Subscriptions	16,705	27,430
	99,150	71,842
<b>Activities for generating funds</b>		
Pay to view	8,362	8,759
Sundry income	82	72
	8,444	8,831
<b>Investment income</b>		
Deposit account interest	181	120
<b>Incoming resources from charitable activities</b>		
Covenants tax refund	3,353	3,354
	111,128	84,147
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Publication costs (inc. stock movement)	11,732	10,795
Excursion costs	2,676	2,850
Fair costs	411	842
Ticket costs	-	2,598
	14,819	17,085
<b>Charitable activities</b>		
Honoraria	1,000	1,000
Speakers	2,071	2,564
Subscriptions	1,293	1,866
Branch running costs	2,674	2,326
Library	-	-
Sundries	660	489
Midland ancestor	7,751	7,728
Publicity and advertising	49	503
Repairs and maintenance	-	42
Room hire	3,641	5,358
Postage, stationery and printing	902	627
Carried forward	20,041	22,503

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 2018**

	2018	2017
	£	£
<b>Charitable activities</b>		
Brought forward	20,041	22,503
Rent	6,990	7,090
Depreciation	<u>820</u>	<u>132</u>
	27,852	29,725
<b>Governance costs</b>		
Accountancy	960	-
<b>Support costs</b>		
<b>Management</b>		
Office salaries	13,805	14,295
Insurance	443	436
Telephone	1,842	1,720
Travel	-	-
Bank processing	120	143
Web Hosting	<u>2,900</u>	<u>2,633</u>
	<u>19,111</u>	<u>19,227</u>
<b>Total resources expended</b>	<u>62,741</u>	<u>66,037</u>
<b>Net income</b>	<u><u>48,387</u></u>	<u><u>18,110</u></u>

The notes form part of these financial statements