

REGISTERED CHARITY NUMBER: 505916

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST DECEMBER 2019
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 2019**

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Trustees' Annual Report for the period



Period start date			Period end date		
01	January	2019	31	December	2019

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. Philip Lamb	Chairperson		Members attending AGM
2	Mr. Adrian de Redman	Vice-Chairperson Heraldry		Members attending AGM
3	Mrs. Penny Smith	Vice-Chairperson Genealogy		Members attending AGM
4	Dr. Anthony Joseph			Members attending AGM
5	Mr. Christopher Evetts			Members attending AGM
6	Ms. Linda Beilby			Members attending AGM
7	Mr. Peter Middleton			Members attending AGM
8	Mr. Michael Sharpe		From 24.07.19	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, Colwyn Bay, Conwy

Name of chief executive or names of senior staff members

Administered by General Secretary (Mrs. J.D. Cotterill), Treasurer (Mr. P. Morris) 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 and one year for Chairperson and Vice Chairpersons

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 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

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

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 Online Shop, members' interests, calendar of events and a comprehensive family history presence to the general public
- Society branches running their own websites 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 Family History Centre 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

Additional details of objectives and activities

- contribution made by volunteers.

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 2019 these were in Bromsgrove, Kenilworth, London, Stoke-on-Trent, Stourbridge and Wolverhampton. Branches arrange their own events under the organisation of elected officers.

Summary of the main achievements of the charity during the year

146 new members joined the society in 2019. Total membership is around 1,900.

Major changes were made in the development of the Society's Reference Library. Key to this was the agreement of the Church of Latter Day Saints to grant Family Search Affiliate Library status. To better reflect the facilities now available it has become the Midland Ancestors Family History Centre and Reference Library. The extensive library of nearly 10,000 items together with computer access to Find My Past makes it a significant resource centre for family history research. Birmingham TV televised a short piece on the centre and the facilities have been widely circulated to likely interested groups.

Within the wider society there have been programmes in seven locations involving talks and events totalling 67 meetings open to both members and the general public. The Society provided regular coach trips to the National Archives Kew.

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

Midland Ancestors organised the hosting of its first Local and Family Fair at the Midlands Art Centre Cannon Hill Park, Edgbaston. It proved to be a well attended (247 people) successful event involving 27 local groups and 36 tables. 60 libraries in and around Birmingham publicised the event.

The Society took part in family history and local history events involving the general public. We were represented at Family Tree Live at Alexandra Palace, The Genealogy Show at Birmingham N.E.C., Dudley Archives Open Day, Shrewsbury, BMI Heritage Event and Birmingham Lives.

The Society ran a help desk 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.

The Society's online shop is very popular with both members and non-members and is helped with thanks by volunteers. A newsletter has been provided with 2300+ 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. There are over 3,000 items in the shop with new items added every week. These include family/local history books, maps, parish registers and monument inscription transcripts available as downloads and much more.

We have approximately 10 partners and sell their items in our shop, our biggest partners are Warwickshire County Record Office and Staffordshire Parish Registers Society.

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. There is a potential significant rise in reference library rent particularly in view of the desire to enlarge the facility and a change in landlord management. The Society is actively seeking out projects to support, in line with its promotional objectives. It is also continuing a major upgrade of its membership database, which will enable it to more effectively reach out to existing and new subscribers.

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 and publications sales.

This year the Trustees will be considering with regards to providing possible opportunities for the furtherance of its aims and objectives.

Expenditure has allowed

- the rent of a room as the charity headquarters, family history centre 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 website
- the development of an improved members' database
- 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 2019 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

Position

Date

Philip John Lamb

Chairperson

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

**STATEMENT OF TRUSTEES RESPONSIBILITIES
FOR THE YEAR ENDED 31ST DECEMBER 2019**

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 2019 set out on pages eleven and 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.

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

Date:

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

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2019**

		Unrestricted fund	Restricted fund	2019 Total funds	2018 Total funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		52,068	-	52,068	99,150
Activities for generating funds	2	7,571	-	7,571	8,444
Investment income	3	321	-	321	181
Income resources from charitable activities			-	-	-
Other income		-	-	-	3,353
		<u>59,960</u>	<u>-</u>	<u>59,960</u>	<u>111,128</u>
Total incoming resources		59,960	-	59,960	111,128
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs		15,149	-	15,149	14,819
Charitable activities				-	-
Midland ancestor		12,349	-	12,349	7,751
Wages		13,892	-	13,892	13,805
Other expenses		27,876	-	27,876	25,407
Governance costs	4	804	-	804	960
		<u>70,070</u>	<u>-</u>	<u>70,070</u>	<u>62,742</u>
Total resources expended		70,070	-	70,070	62,742
NET INCOMING RESOURCES		(10,110)	-	(10,110)	48,386
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>137,784</u>	<u>5,010</u>	<u>142,794</u>	<u>94,407</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>127,675</u></u>	<u><u>5,010</u></u>	<u><u>132,685</u></u>	<u><u>142,794</u></u>

The notes form part of these financial statements

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

**BALANCE SHEET
AT 31ST DECEMBER 2019**

		Unrestricted fund	Restricted fund	2019 Total funds	2018 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	7	1,845	-	1,845	2,460
CURRENT ASSETS					
Stocks	8	17,647	-	17,647	18,445
Cash at bank and in hand		<u>108,182</u>	<u>5,010</u>	<u>113,192</u>	<u>121,889</u>
		125,830	5,010	130,840	140,334
CREDITORS					
Amounts falling due within one year	10	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CURRENT ASSETS		<u>125,830</u>	<u>5,010</u>	<u>130,840</u>	<u>140,334</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		127,675	5,010	132,685	142,794
NET ASSETS		<u><u>127,675</u></u>	<u><u>5,010</u></u>	<u><u>132,685</u></u>	<u><u>142,794</u></u>
FUNDS					
Unrestricted funds	11			127,675	137,784
Restricted funds				<u>5,010</u>	<u>5,010</u>
TOTAL FUNDS				<u><u>132,685</u></u>	<u><u>142,794</u></u>

The financial statements were approved by the Board of Trustees on 2020 and were signed on it's behalf by:

.....
Phillip Lamb
Chairman

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2019**

3. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	<u>321</u>	<u>181</u>

4. GOVERNANCE COSTS

	2019	2018
	£	£
Accountancy	<u>804</u>	<u>960</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2019 nor for the year ended 31 December 2018.

6. STAFF COSTS

	2019	2018
	£	£
Wages and salaries	<u>13,892</u>	<u>13,805</u>

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

	2019	2018
Governance	<u>3</u>	<u>4</u>

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

7. TANGIBLE FIXED ASSETS

	Plant and Machinery £
COST	
At 31 December 2019	<u>22,390</u>
DEPRECIATION	
At 1 January 2019	19,930
Charge for year	<u>615</u>
At 31 December 2019	<u>20,545</u>
NET BOOK VALUE	
At 31 December 2019	<u>1,845</u>
At 31 December 2018	<u>2,460</u>

**BIRMINGHAM AND MIDLAND SOCIETY FOR
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2019**

8. STOCKS

	2019	2018
	£	£
Library books	11,300	11,300
Stock of publications	6,347	7,145
	<u>17,647</u>	<u>18,445</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Other debtors	-	-
	<u>-</u>	<u>-</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Taxation and social security	-	-
Other creditors	-	-
	<u>-</u>	<u>-</u>

11. MOVEMENT IN FUNDS

	At 01/01/19	Net movement in funds	At 31/12/19
	£	£	£
Unrestricted funds			
General fund	137,784	(10,110)	127,675
Restricted funds			
Heraldry	<u>5,010</u>	<u>-</u>	<u>5,010</u>
TOTAL FUNDS	<u>142,794</u>	<u>- 10,110</u>	<u>132,685</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	59,960	(70,070)	(10,110)
Restricted funds			
Heraldry	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>59,960</u>	<u>(70,070)</u>	<u>(10,110)</u>

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2019**

	2019 £	2018 £
INCOMING RESOURCES		
Voluntary income		
Indexes	-	1,358
Donations and legacies	25	51,477
Publication sales	20,479	25,988
Excursion income	2,091	2,460
Ticket and fair sales income	3,172	1,163
Subscriptions	26,301	16,705
	52,068	99,151
Activities for generating funds		
Pay to view	7,191	8,362
Sundry income	379	82
	7,571	8,444
Investment income		
Deposit account interest	321	181
Incoming resources from charitable activities		
Covenants tax refund	-	3,353
	-	3,353
Total incoming resources	59,960	111,128
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Publication costs (inc. stock movement)	11,373	11,732
Excursion costs	2,196	2,676
Fair costs	1,581	411
Ticket costs	-	-
	15,149	14,819
Charitable activities		
Honoraria	1,000	1,000
Speakers	2,407	2,071
Subscriptions	1,244	1,293
Branch running costs	2,301	2,674
Library	-	-
Sundries	291	660
Midland ancestor	12,349	7,751
Publicity and advertising	2,873	49
Repairs and maintenance	-	-
Room hire	2,125	3,641
Postage, stationery and printing	1,531	902
Carried forward	26,121	20,041

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 2019**

	2019	2018
	£	£
Charitable activities		
Brought forward	26,121	20,041
Rent	7,240	6,990
Depreciation	<u>615</u>	<u>820</u>
	33,976	27,852
Governance costs		
Accountancy	804	960
Support costs		
Management		
Office salaries	13,892	13,805
Insurance	-	443
Telephone	1,411	1,842
Travel	371	-
Bank processing	119	120
Web Hosting	<u>4,348</u>	<u>2,900</u>
	<u>20,141</u>	<u>19,111</u>
Total resources expended	<u>70,070</u>	<u>62,741</u>
Net income / loss	<u><u>(10,110)</u></u>	<u><u>48,387</u></u>

The notes form part of these financial statements