

**REGISTERED CHARITY NUMBER: 505916**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST DECEMBER 2020  
FOR**

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

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

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	Page
Report of the Trustees	1 to 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

# Trustees' Annual Report for the period



Period start date			Period end date		
01	January	2020	31	December	2020

## 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	Chairman		Members attending AGM
2	Mr. Adrian de Redman	Vice-Chairman Heraldry		Members attending AGM
3	Mrs. Penny Smith	Vice-Chairman 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			Members Attending AGM
9	Mr. David Kerr		Co-opted 24 June 2020	
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, 51 Conway Road, Colwyn Bay, Conwy LL29 7AW

### 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.

## 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 review procedures and policies necessary to fulfil their legal obligations.

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

To comply with COVID-19 restrictions, the Trustees were forced to cancel the 2020 AGM as the constitution did not allow for a virtual meeting alternative. A process was then started and continues to make any necessary changes to the Constitution and Governance Documentation to reflect the changed circumstances and ensure compliance with current charity law and advice. It is intended that a revised document be brought to the 2021 AGM for acceptance.

## 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**

During the year our planned activities have included (with some necessary curtailment in compliance with CoVID-19 socialising restrictions.)

- A restricted programme of speakers for Birmingham, branches and interest groups, after March being via distant conferencing and
- The production and distribution of the Society quarterly journal Midland Ancestor
- The publication of material in the form of compact discs, DVDs 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 registers, maps, memorial stones and such like
- 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

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

**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,  
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 2020 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**

126 new members joined the society during 2020. Total membership is around 1,750.

Most of the physically attended public activities the Trustees reported on in 2019 were not able to take place in 2020 due to the COVID-19 pandemic. The trustees regularly considered the situation and were at all times guided by governmental instruction and advice.

Contact with the membership and public was maintained through the society website and included a virtual programme of speakers. The Trustees wish to draw attention to the tremendous time and effort given by the Chairman to enable this new arrangement to take place so successfully. One advantage of the conferencing events programme has been the opportunity for members and visitors to join in from Australia and North America as well as other more distant parts of the UK.

The Trustees were very appreciative for the General Secretary's initiative in sending out to members a superb monthly newsletter with information about current matters of interest and opportunities for involvement both within the Society and the wider field of family history activity. This vital link has been very well received and is archived on the website.

The Trustees are greatly relieved to report that the long-awaited new purpose-built membership database finally came into operation in the autumn. It is compliant with data protection requirements and is expected to enable all aspects of administration involving members to benefit from this investment in what should prove to be an efficient reliable system.

The large team of some 60 volunteers continue to transcribe the Warwickshire County Record Office parish registers and make images available for sale through the Society shop. Another team of volunteers have also been working on transcription projects. The data is processed and made available for sale as downloads.

The Society's online shop is very popular with both members and non-members and 2020 was an exceptional year. This was mainly due to our customers finding themselves locked down by COVID-19 restrictions and having a lot of extra time for research from home. The shop has many volunteers who add new items to stock and process orders.

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 3,150 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.

Most of the Midland Ancestors items are now available in pdf downloadable format which provides customers with a very convenient, postage free, immediate delivery of requested items.

This service is extended to many of our partners data especially the Warwickshire County Record Office, Staffordshire Parish Registers Society and Midlands Historical Data.

## 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 remains 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. There was a significant additional income received from legacies which will now be the subject of a major ongoing initiative to make some of the funds available to groups or organisations with very similar aims and objectives to our own. A sub-committee set up for the purpose will oversee the application administration and the recommendation of appropriate grants before reporting back to the Trustees for approval.

### 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.

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

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 2020 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

Chairman

Date

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

**STATEMENT OF TRUSTEES RESPONSIBILITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

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 2020 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 2020**

		Unrestricted fund	Restricted fund	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		110,017	-	110,017	52,068
Activities for generating funds	2	6,296	-	6,296	7,571
Investment income	3	<u>762</u>	<u>-</u>	<u>762</u>	<u>321</u>
<b>Total incoming resources</b>		117,075	-	117,075	59,960
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs		10,199	-	10,199	15,149
<b>Charitable activities</b>				-	
Midland ancestor		12,274	-	12,274	12,349
Wages		13,755	-	13,755	13,892
Other expenses		20,880	-	20,880	27,876
<b>Governance costs</b>	4	<u>816</u>	<u>-</u>	<u>816</u>	<u>804</u>
<b>Total resources expended</b>		<u>57,924</u>	<u>-</u>	<u>57,924</u>	<u>70,070</u>
<b>NET INCOMING RESOURCES</b>		59,150	-	59,150	(10,110)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>127,675</u>	<u>5,010</u>	<u>132,685</u>	<u>142,794</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>186,825</u></u>	<u><u>5,010</u></u>	<u><u>191,835</u></u>	<u><u>132,685</u></u>

The notes form part of these financial statements

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

**BALANCE SHEET  
AT 31ST DECEMBER 2020**

		Unrestricted fund	Restricted fund	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7	1,899	-	1,899	1,845
<b>CURRENT ASSETS</b>					
Stocks	8	18,758	-	18,758	17,647
Cash at bank and in hand		<u>166,168</u>	<u>5,010</u>	<u>171,178</u>	<u>113,192</u>
		184,926	5,010	189,936	130,840
<b>NET CURRENT ASSETS</b>		<u>184,926</u>	<u>5,010</u>	<u>189,936</u>	<u>130,840</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		186,825	5,010	191,835	132,685
<b>NET ASSETS</b>		<u><u>186,825</u></u>	<u><u>5,010</u></u>	<u><u>191,835</u></u>	<u><u>132,685</u></u>
<b>FUNDS</b>					
	9				
Unrestricted funds				186,825	127,675
Restricted funds				<u>5,010</u>	<u>5,010</u>
<b>TOTAL FUNDS</b>				<u><u>191,835</u></u>	<u><u>132,685</u></u>

The financial statements were approved by the Board of Trustees on ..... 2021 and were signed on it's behalf by:

.....  
Philip Lamb  
Chairman



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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

**3. INVESTMENT INCOME**

	2020	2019
	£	£
Deposit account interest	<u>762</u>	<u>321</u>

**4. GOVERNANCE COSTS**

	2020	2019
	£	£
Accountancy	<u>816</u>	<u>804</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

**6. STAFF COSTS**

	2020	2019
	£	£
Wages and salaries	<u>13,755</u>	<u>13,892</u>

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

	2020	2019
Governance	<u>3</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 2020	<u>23,077</u>
<b>DEPRECIATION</b>	
At 1 January 2020	20,545
Charge for year	<u>633</u>
At 31 December 2020	<u>21,178</u>
<b>NET BOOK VALUE</b>	
At 31 December 2020	<u>1,899</u>
At 31 December 2019	<u>1,845</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

**8. STOCKS**

	2020	2019
	£	£
Library books	11,300	11,300
Stock of publications	<u>7,458</u>	<u>6,347</u>
	<u><u>18,758</u></u>	<u><u>17,647</u></u>

**9. MOVEMENT IN FUNDS**

	At 01/01/20	Net movement in funds	At 31/12/20
	£	£	£
<b>Unrestricted funds</b>			
General fund	127,675	59,150	186,825
<b>Restricted funds</b>			
Heraldry	<u>5,010</u>	<u>-</u>	<u>5,010</u>
<b>TOTAL FUNDS</b>	<u><u>132,685</u></u>	<u><u>59,150</u></u>	<u><u>191,835</u></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	117,075	(59,150)	57,924
<b>Restricted funds</b>			
Heraldry	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u><u>117,075</u></u>	<u><u>(59,150)</u></u>	<u><u>57,924</u></u>

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	2020	2019
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations and legacies	54,360	25
Publication sales	30,035	20,479
Excursion income	-	2,091
Ticket and fair sales income	102	3,172
Subscriptions	<u>25,521</u>	<u>26,301</u>
	110,017	52,068
<b>Activities for generating funds</b>		
Pay to view	6,285	7,191
Sundry income	<u>11</u>	<u>379</u>
	6,296	7,571
<b>Investment income</b>		
Deposit account interest	<u>762</u>	<u>321</u>
<b>Total incoming resources</b>	117,075	59,960
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Publication costs (inc. stock movement)	9,847	11,373
Excursion costs	-	2,196
Fair costs	<u>351</u>	<u>1,581</u>
	10,199	15,149
<b>Charitable activities</b>		
Honoraria	1,000	1,000
Speakers	668	2,407
Subscriptions	1,037	1,244
Branch running costs	1,034	2,301
Sundries	34	291
Midland ancestor	12,274	12,349
Publicity and advertising	78	2,873
Room hire	658	2,125
Postage, stationery and printing	2,480	1,531
Rent	6,979	7,240
Depreciation	<u>633</u>	<u>615</u>
	26,874	33,976
<b>Governance costs</b>		
Accountancy	816	804

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 2020**

	2020	2019
	£	£
<b>Support costs</b>		
<b>Management</b>		
Office salaries	13,755	13,892
Telephone	2,117	1,411
Travel	-	371
Bank processing	120	119
Web Hosting	<u>4,044</u>	<u>4,348</u>
	<u>20,035</u>	<u>20,141</u>
<b>Total resources expended</b>	<u>57,924</u>	<u>70,070</u>
<b>Net income / loss</b>	<u><u>59,150</u></u>	<u><u>(10,110)</u></u>

The notes form part of these financial statements