

East Ayrshire Family History Society
Trustees Annual Report for the period 1st January 2017 to 31st December 2017

REFERENCE AND ADMINISTRATION DETAILS

Charity name	East Ayrshire Family History Society
Registered charity number	SC029609
Charity's principal address	c/o The Dick Institute, Elmbank Avenue, Kilmarnock, KA1 3BU

Charity trustees

On the date of approval of the Accounts and the Trustees' Annual Report there were eleven trustees.

STRUCTURE, GOVERNMENT AND MANAGEMENT

Type of governing document

The Society is a charitable unincorporated association and the aim and administration arrangements are set out in the constitution.

Trustee recruitment and appointment

The affairs of the Society are managed by a Committee of up to twelve trustees. The constitution requires that the members of committee are appointed or reappointed at the Annual General Meeting. Between general meetings, if the number of trustees is below twelve, the committee have powers to co-opt a trustee or trustees to serve until the next Annual General Meeting.

OBJECTIVES AND ACTIVITIES

Charitable purposes

The charitable purposes of the Society are the advancement of education and the advancement of heritage, culture and the arts. The Society aims to promote the study of Family History in the area and to assist with research.

Summary of the main activities in relation to these objects

The Society publishes a Journal in April and August and a Bulletin in December which are sent to all members.

Volunteers do their best to help members with their research and to direct non-members to sources of information. Local members are encouraged to come to the afternoon Workshops. Distant members are given assistance by passing on information from local resources. Enquiries can also be sent by email or posted on the online Members Forum. Meetings of the Society, which visitors are welcome to attend, are held on the second Thursday evening of the month from January to May and from September to December.

ACHIEVEMENT AND PERFORMANCE

Summary of the main achievements of the charity during the financial period

Monthly meetings

The subjects of the talks at the evening meetings were as follows:

January	Breaking down a brick wall
February	Craufurdland Castle
March	Heritage along the Clyde
April	Ayrshire's Lost Villages
May	Postcards – a never-ending Journey
September	100 years of Gutta-Percha
October	The old Ayr to Girvan Railway
November	Women Munitions workers in WW1

Workshops, projects and special events

Workshops are held on Thursday afternoons throughout the year, with the exception of the second Thursday of each month. Members have the opportunity to speak about their particular interests or research, to use the Society's resources and to socialise.

Two major transcription projects by members are ongoing.

On Saturday 18th March we hosted a Local and Family History Fair in the Grand Hall, Kilmarnock to mark the twentieth anniversary of the founding of our Society. In addition to an EAFHS stand, stalls were manned by twenty neighbouring local and family history groups and societies. The event was well attended by the public. On Thursday 5th October neighbouring societies were invited to attend our workshop meeting to hear a presentation on ScotlandsPeople by a member of their staff.

Attendance at other meetings and events

Representatives of the Society attended the following events during the year -

Hobbycrafts Show in SECC, Glasgow which was held from Thursday March 2 to Sunday March 5

AGM & Council Meeting of the Scottish Association of Family History Societies in Edinburgh on March 11

SAFHS Conference and Family History Fair in Kinghorn on April 22

AGM of the Ayrshire Federation of Historical Societies [AFHS] at Auchincruive on May 28

South Ayrshire History & Family History Fair in the Walker Halls, Troon on June 3

AGM of New Farm Loch Community Association on June 20

Lanarkshire Local History and Family History Fair in Motherwell on September 2

Council Meeting of SAFHS in Kelvin Hall, Glasgow on October 7

AFHS meeting and Swap Shop in Holy Trinity Church, Kilmarnock on October 8

Hobbycrafts Show in SEC Centre, Glasgow which was held from Thursday October 26 to Sunday October 29

FINANCIAL REVIEW

Brief statement of the charity's policy on reserves

The Trustees review on a monthly basis the bank balance, receipts and payments and are aware of the difficulties in 'breaking even' each year. With this in mind it is policy to hold at least a year's operating costs in reserve in general funds. Additional reserves allow expenditure on special items or projects to be considered.

Details of any deficit

There was a deficit of £443.39 for the year. Although this is a substantial amount, it is considered satisfactory in view of the special Local and Family History Show held in March. Net expenditure over 2016 and 2017 in connection with that event amounted to about £700.

Donated facilities and services (if any)

East Ayrshire Council gave free use of a room in The Johnnie Walker Bond, Strand Street, Kilmarnock for the evening meetings.

East Ayrshire Leisure have continued to provide free use of a room in New Farm Loch Community Centre, Kilmarnock for Society workshops and committee meetings.

The charity benefits greatly from the voluntary services of its trustees in enabling it to provide services and maximise its charitable purposes.

OTHER OPTIONAL INFORMATION

Membership

The number of members during 2017 averaged about 145 over the year. It is encouraging that the decrease in membership over the past few years seems to have levelled out.

Website facilities for members

Members have the opportunity to browse back numbers of the Society's magazines and to post comments and enquiries on the online Members Forum.

Links with other societies

The Society is a member of the Scottish Association of Family History Societies [SAFHS] and is represented at their AGM and Council meetings.

The Ayrshire family history societies hold an annual joint meeting to hear a talk and to exchange information.

The Society is a member of the Ayrshire Federation of Historical Societies [AFHS] and sends representatives to their AGM and 'Swap Shop' meeting.

The Society has a good relationship with Kilmarnock and District History Group [KDHG] and with Cumnock History Group [CHG].

Approved by the Trustees and signed on their behalf

Date of approval 8th March 2018

signature of the Chairman

Statement of Receipts and Payments
for the year 1st January 2017 to 31st December 2017

Receipts	2017	2016
	to nearest £	to nearest £
Donations and refunds	8	0
Trading receipts	575	429
Receipts from other charitable activities	1721	1695
Other monies received	30	110
Total receipts to nearest £	£2334	£2235
Payments	2017	2016
	to nearest £	to nearest £
Trading payments	276	123
Payments relating directly to charitable activities	2323	1543
Purchases of assets	71	349
Donations and refunds	0	0
Governance costs: independent examination	50	50
Other payments	57	93
Total payments to nearest £	£2777	£2159
Surplus/deficit for year	- £443	£76
Gross Income	£2334	£2235

All funds are unrestricted

Statement of Balances at 31st December 2017

Bank balances and cash in hand	2017	2016
	£	£
Opening balance	15,511.41	15,435.40
Surplus / deficit for year	- 443.39	76.01
Closing balance	£15,068.02	£15,511.41
Funds		
In Bank of Scotland account	15,033.35	15,409.21
In PayPal account	34.67	102.20
Total Reserves	£15,068.02	£15,511.41

All funds are unrestricted

Liabilities (to be met from general funds)

Amounts (to nearest £)	£130	£467
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Assets (estimated value, to nearest £)

Computers, printers and other equipment	559	745
Cupboards etc and display stands	318	353
Research resources – books, discs & fiche	571	556
Stock - publications for sale and materials	700	580
Total	£2148	£2234

Approved by the Trustees and signed on their behalfDate of approval 8th March 2018*signatures of the Chairman and the Treasurer***Notes to the Accounts****Nature and purpose of funds**

Funds are held in a Bank of Scotland account. The purposes of the funds are –

- to cover all operating costs;
- to allow for the purchase of new equipment as and when deemed necessary;
- to fund extraordinary payments for the production of publications and for special events such as open days;
- to hold funds in reserve.

Trustee remuneration

No remuneration was paid to any of the trustees.

Trustee expenses

Trustees were reimbursed -

- (1) for payment by personal debit card to Trinity Mirror Publishing Ltd for adverts about the anniversary Fair;
- (2) for payment by personal debit card to Media Hosting Press for two years hosting of the EAFHS website;
- (3) for purchases of goods for catering, mainly at the EAFHS Fair and the joint meeting;
- (4) for postage of publications orders;
- (5) for purchase of batteries.

Reimbursements to trustees – details

	Number of trustees	Total in £
Fair Adverts	1	200.00
Webhosting	1	120.00
Catering	3	50.77
Stationery	1	50.91
Postage	1	32.60
Other	1	3.00

Total of reimbursements to 4 trustees	£457.28
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Additional analysis

	2017 to nearest £	2016 to nearest £
RECEIPTS		
Trading receipts		
Sales of Publications	569	301
ScotlandsPeople Vouchers/Credits	6	128
Total	575	429
Receipts from other charitable activities		
Membership subscriptions	1721	1695
Total	1721	1695
PAYMENTS		
Trading payments		
Materials for publications	276	123
Total	276	123
Payments relating directly to charitable activities		
Speakers	125	160
Printing	463	380
Postage	386	359
Stationery	86	94
Mobile broadband fees	355	258
Other operating expenses	909	292
Total	2323	1543
Purchases of assets		
Equipment	0	288
Library Books & Discs	71	61
Total	71	349

Please note the following:

- (1) The increase in charges for printing is partly due to the greater use of colour in the journals.
- (2) A new £24 per month contract for a more powerful **mobile broadband** device was taken out in July. This is in addition to the £17.44 per month payable until the previous contract ends.
- (3) the £909 for **other Operating Expenses** includes –
 - (i) £55 membership subscription of SAFHS for 2017;
 - (ii) £21 for computer security software;
 - (iii) £70 for advertisement in a Warners Publications directory to mark the Year of History, Heritage & Archaeology;
 - (iv) the £252 balance due for the hire of the Grand Hall for the EAFHS anniversary Fair in March;
 - (v) £41 for publicising the EAFHS Fair on Facebook;
 - (vi) £200 for advertising the EAFHS Fair in the Kilmarnock Standard and other local papers;
 - (vii) £50 catering costs for the ScotlandsPeople workshop meeting and the EAFHS Fair;
 - (viii) £15 for advertisement in the SAFHS 2017 Conference Showguide;
 - (ix) £20 for EAFHS stand at the 2017 Lanarkshire Local & Family Local History Fair;
 - (x) £20 for EAFHS stand at the 2017 South Ayrshire Local & Family Local History Fair;
 - (xi) £20 subscription to Ayrshire Federation of Historical Societies for 2017/2018;
 - (xii) £10 for EAFHS stand at SAFHS 2018 Conference & Fair in Glenrothes;
 - (xiii) £120 to Media Hosting Press for hosting the EAFHS website for 2017 and 2018.