

East Ayrshire Family History Society
Trustees Annual Report for the period 1st January 2018 to 31st December 2018

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 the approval of the 2108 Accounts and Trustees Report there were eleven trustees

STRUCTURE, GOVERNMENT AND MANAGEMENT

Type of governing document

The Society is a charitable unincorporated association and the aims 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	Antiques – Past and Present
February	Glenfield and Kennedy
March	Life in the Miners Raws
April	Dundonald Castle
May	Some Ayrshire Memories
September	A Brief History of Eglinton
October	Ayrshire Heritage
November	1955

Workshops, projects and special events

Workshops

These were 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.

Start of a new project

On behalf of Ayrshire Archives the Society have undertaken the transcription of some historical Kilmarnock Academy Admission Registers. These consist of over 200 A3 pages of about 5000 student records between 1870 and 1919 plus an index.

Outing to the Lead Mining Museum at Wanlockhead

On June 14th several members went on a visit to Wanlockhead in Dumfriesshire. We were escorted down one of the old lead mines, shown their living conditions, heard a talk at the Miners' Library and had a tour of the Mining Museum, a very informative visit.

Visit to the Mitchell Library

Our second outing of the year was on November 1st to Glasgow. We were given a tour of the Mitchell Library by two very knowledgeable guides through areas not open to the general public. At the end of the tour we sat down and discussed relevant family history records held in the library.

Attendance at other meetings and events

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

Creative Crafts Show in SEC Centre, Glasgow on March 9 and 10

Ayrshire FHSs joint meeting in Largs on March 13

SAFHS Conference and Family History Fair in Rothes Halls, Glenrothes on April 21

AGM of the Ayrshire Federation of Historical Societies [AFHS] at Knock Castle, Skelmorlie on May 13

South Ayrshire History & Family History Fair in the Walker Halls, Troon on June 2

AGM of New Farm Loch Community Association on June 19

Council Meeting of SAFHS in Augustine Church, Edinburgh on October 13

AFHS meeting and Swap Shop in the Portland Hotel, Galston on October 7

Creative Crafts Show in SEC Centre, Glasgow on October 26 and 28

Lanarkshire Local History and Family History Fair in Motherwell on October 27

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. Serious consideration will need to be given to the costs of the afternoon workshops in 2019, because, with the venue being under new management, there will be substantial charges for its use.

Details of any deficit

There was a deficit of £196.91 for the year. With rising costs for postage and no increase in membership, a deficit was expected. The amount of the deficit was helped by donations from overseas.

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 provided free use of a room in New Farm Loch Community Centre, Kilmarnock for Society workshops and committee meetings. This will not continue into 2019.

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

At December 2018 the total membership of the Society was 137. The categories of membership were as follows: Life member 1, e-members 28, Overseas postal members 11, UK & Europe postal members 94, additional family members 3.

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.

The Society also has a Facebook Page.

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 28th March 2019

Signed by the Chairman

Statement of Receipts and Payments
for the year 1st January 2018 to 31st December 2018

Receipts	2018	2017
	to nearest £	to nearest £
Donations and refunds	188	8
Trading receipts	221	575
Receipts from other charitable activities	1674	1721
Other monies received	50	30
Total receipts to nearest £	£2133	£2334
Payments	2018	2017
	to nearest £	to nearest £
Trading payments	113	276
Payments relating directly to charitable activities	1936	2323
Purchases of assets	180	71
Donations and refunds	0	0
Governance costs: independent examination	55	50
Other payments	46	57
Total payments to nearest £	£2330	£2777
Surplus/deficit for year	- £197	- £443
Gross Income	£2133	£2334

All funds are unrestricted

Please see the Notes to the Accounts on page 6
and the Additional Analysis and notes on page 7

Statement of Balances at 31st December 2018

Bank balances and cash in hand

	2018 £	2017 £
Opening balance	15,068.02	15,511.41
Surplus / deficit for year	- 196.91	- 443.39
Closing balance	£14,871.11	£15,068.02

Funds

In Bank of Scotland account	14,861.27	15,033.35
In PayPal account	9.84	34.67
Total Reserves	£14,871.11	£15,068.02

All funds are unrestricted

Liabilities (to be met from general funds)

Amounts (to nearest £)	£105	£130
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Assets (estimated value, to nearest £)

Computers, printers and other equipment	600	559
Cupboards etc and display stands	286	318
Research resources – books, discs & fiche	514	571
Stock - publications for sale and materials	550	700
Total	£1950	£2148

Approved by the Trustees and signed on their behalf

Signed by the Chairman and the Treasurer

Date of Approval 28th March 2019

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 postage of publications orders and welcome packs to new members;
- (2) for research costs in answering a family history enquiry;
- (3) for the purchase of ink cartridges and other stationery items;
- (4) for payment by personal debit card to Media Hosting Press for hosting of the EAFHS website

Reimbursements to trustees – details

	Number of trustees	Total in £
Postage	2	22.15
Research costs	1	15.00
Stationery	2	78.75
Webhosting	1	60.00
Total of reimbursements to 4 trustees		175.90

Additional analysis

	2018 to nearest £	2017 to nearest £
RECEIPTS		
Donations & Refunds		
Donations	131	8
Refunds	58	0
Total	188	8
Trading receipts		
Sales of Publications	221	569
ScotlandsPeople Credits	0	6
Total	221	575
Receipts from other charitable activities		
Membership subscriptions	1674	1721
Total	1674	1721
Other monies received		
Research advance	50	0
2017 Fair standholders	0	30
Total	50	30
PAYMENTS		
Trading payments		
Materials for publications	113	276
Total	113	276
Payments relating directly to charitable activities		
Postage	462	386
Printing	478	463
Stationery	123	86
Mobile broadband fees	402	355
Speakers	125	125
Other operating expenses	347	909
Total	1936	2323
Purchases of assets		
Equipment	180	0
Library Books & Discs	0	71
Total	180	71

Please note the following:

RECEIPTS

Donations from overseas members and **money received in advance for Research** totalled £181

PAYMENTS

The £347 for **Other Operating Expenses** includes –

- (1) £75 for membership of the British Association for Local History [BALH] for 2018;
- (2) £21 for computer security software;
- (3) £55 for membership of the Scottish Association of Family History Societies [SAFHS] for 2018;
- (4) £40 for EAFHS stand at the 2018 Lanarkshire Local & Family Local History Fair;
- (5) £35 to join the East Ayrshire Coalfield Community transport scheme;
- (6) £20 for EAFHS stand at the 2018 South Ayrshire Local & Family Local History Fair;
- (7) £20 subscription to the Ayrshire Federation of Historical Societies [AFHS] for 2018/2019;
- (8) £10 for EAFHS stand at SAFHS 2019 Conference & Fair in Wick;
- (9) £60 to Media Hosting Press for hosting the EAFHS website for the year 2018/2019.