

East Ayrshire Family History Society
Trustees Annual Report for the period 1st January 2021 to 31st December 2021

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 date of approval of Trustees' Annual Report

There were nine charity trustees on 24th February 2022, the date of approval of the Trustees' Annual Report. There were on other charity trustees during the period 1st January 2021 to 31st December 2021.

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 weekly workshops and talks on Thursday afternoons. 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. Visitors are welcome to attend talks which are normally held on the second Thursday of the months January to May and September to December.

ACHIEVEMENT AND PERFORMANCE

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

Workshops

In normal circumstances workshops are held most weeks. Members have the opportunity to carry out research, to speak about their particular interests and to socialise. This year workshops were only able to resume on 2nd September and, because of Covid precautions, with limited access to Society resources.

Talks

Prior to March 2020, meetings with speakers were held in a different venue on the second Thursday of the months January to May and September to December. With that venue being unavailable when it was possible to resume meeting in September 2021, it was decided to hold the talks in the afternoon in the same venue as the workshops on a trial basis. The second Thursday in September was used to hold the AGM.

On October 14th there was a talk about *Mary Somerville – Queen of 19th Century Science* and on 11th November a talk about *Ayrshire at War*.

Committee Meetings

Committee meetings were held online on a limited basis until resuming normally at the end of September. A few members met in the chairman's garden on 22nd July to help with the mailing of the August Journal.

Annual General Meeting

Due to the continuing Covid-19 restrictions the 2021 AGM was held over from May until 9th September 2021, the week after meetings of the Society were able to resume. Sixteen members attended, which was a good number in the circumstances.

Projects

The transcription of some historical Kilmarnock Academy Admission Registers remains to be completed.

Meetings and events attended by representatives of the Society during the year

Online presentation by FindMyPast on 29th July to mark the launch of access to additional Scottish records.
SAFHS Council Meetings held online on 13th March and 23rd October
SAFHS Conference held online on 17th April

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 financial commitments such as room hire. It is policy to hold at least a year's operating costs in reserve in general funds. Additional reserves allow expenditure on special items, events or projects to be considered.

Details of any deficit

There was a surplus of £268 for the year.

Donated facilities and services (if any)

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

OTHER OPTIONAL INFORMATION

Membership

Total membership at 31st Dec 2021 was 131 (compared with 126 in 2020). By category the numbers are:

- UK & Europe Postal Members = 76
- Overseas Postal Members = 6
- e-Members = 44
- Additional Family Members = 4
- Life Member = 1

Website

The Society website www.eastayrshirefhs.co.uk provides facilities for registered users to obtain or renew membership of the Society. In addition, they have online access to all back issues of our Bulletins and Journals and can participate in a discussion forum. The website also permits any internet user to purchase publications from the extensive range in the website shop. These facilities are of particular benefit to those who are geographically distant from our base in Kilmarnock.

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 Society keeps in touch with North Ayrshire FHS and with Troon @ Ayrshire FHS.

The Society is a member of the Ayrshire Federation of Historical Societies [AFHS].

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 24 / 2 / 2022

Signed by the Chairman

Statement of Receipts and Payments
for the year 1st January 2021 to 31st December 2021

Receipts	2021 to nearest £	2020 to nearest £
Donations and refunds	0	72
Trading receipts	290	85
Receipts from other charitable activities	1904	1702
Grants	0	0
Other monies received	7	43
Total receipts to nearest £	£2201	£1902
Payments	2021 to nearest £	2020 to nearest £
Trading payments	113	0
Payments relating directly to charitable activities	1795	1759
Purchases of assets	0	47
Refunds	25	0
Governance costs: independent examination	0	55
Other payments	0	55
Total payments to nearest £	£1933	£1916
Surplus/deficit for year	£268	- £14
Gross Income	£2201	£1902

All funds are unrestricted

Please see:

page 5	for Additional Analysis
page 6	for the Statement of Balances
and page 7	for Notes to the Accounts

Additional Analysis

	2021 to nearest £	2020 to nearest £
RECEIPTS		
Trading receipts		
Sales of Publications	102	52
Royalties from FindMyPast	188	33
ScotlandsPeople Credits	0	0
Total	290	85
Receipts from other charitable activities		
Membership subscriptions	1545	1468
Money paid by members at meetings	359	234
Total	1904	1702
 PAYMENTS		
Trading payments		
Materials for publications	73	0
ScotlandsPeople credits	40	0
Total	113	0
Payments relating directly to other charitable activities		
Room hire	645	423
Speakers	70	30
Postage	391	439
Printing	420	417
Mobile broadband fees	0	253
Stationery	38	77
Other operating costs	231	120
Total	1795	1759

Please note the following:

RECEIPTS

Royalties from FindMyPast

The 2021 amount includes £46 from December 2020.

Money paid by members at meetings

A total of £359 was raised by payments from members at the weekly meetings from 16th September to 9th December 2021, 13 meetings.

The 2020 amount was from the 7 workshops able to be held between 7th January and 12th March 2020.

PAYMENTS

Other operating costs

The £231 consists of -

£85 to Media Hosting Press for webhosting and security certificate for December 2021 to November 2022, £75 in membership subscriptions to the Scottish Association of Family History Societies and to the Ayrshire Federation of Historical Societies and £71 for catering at weekly meetings.

Statement of Balances at 31st December 2021

Bank balances and cash in hand

	2021	2020
	£	£
Opening balance	15,726.15	15740.40
Surplus / deficit for year	268.21	- 14.25
Closing balance	£15,994.36	£15,726.15

Funds

In Bank of Scotland account	15,958.58	15,667.46
In PayPal account	35.78	16.19
Cash in hand	0.00	42.50
Total Reserves	£15,994.36	£15,726.15

All funds are unrestricted

Liabilities

Amounts (to nearest £) £0

Assets (estimated value, to nearest £)

Computers, printers and other equipment

Amount brought forward	588	745
less 25% depreciation	<u>-147</u>	<u>- 186</u>
	441	559
plus additional items	<u>0</u>	<u>29</u>
	441	588

Cupboards etc and display stands

Amount brought forward	260	269
less 10% depreciation	<u>-26</u>	<u>- 27</u>
	234	242
plus additional items	<u>0</u>	<u>18</u>
	234	260

Research resources – books, discs & fiche

Amount brought forward	387	478
less 10% depreciation	<u>-39</u>	<u>- 48</u>
	348	430
less sale of old stock	0	- 43
plus additional items	<u>0</u>	<u>0</u>
	348	387

Stock - publications for sale and materials **287** **316**

Total	£1310	£1551
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Approved by the Trustees and signed on their behalf

Signed by the Chairman and the Treasurer

Date of Approval 24 / 2 / 2022

Notes to the Accounts

Nature and purpose of funds

Funds are held in a Bank of Scotland account. The Society also has a PayPal account so that income from membership subscriptions and publications can be received online and then transferred.

The purposes of the funds are –

- to cover routine 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 - reimbursements

Trustees were reimbursed, as shown below, for purchases made on behalf of the Society -

- (1) for postage for sending e-books to Canada, Brighton and Stewarton and mailing labels to the chairman;
- (2) for the purchase of stationery items and blank CDs;
- (3) for online payment from a personal bank account to Media Hosting Press who host the EAFHS website;
- (4) for purchases of biscuits and soft drinks for weekly meetings.

Categories	Number of trustees	Total in £
Postage	1	12
Stationery	2	38
Materials for publications (blank CDs)	1	9
Webhosting fee + security certificate	1	85
Catering	2	71
Total of reimbursements to 3 trustees		£215