

East Ayrshire Family History Society
Trustees Annual Report for the period 1st January 2023 to 31st December 2023

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

The seven trustees approved the 2023 Report on 28th March 2024.

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. Distant members are given assistance by passing on information from local resources. Most enquiries are sent in by email.

Local members are encouraged to come to the weekly workshops and monthly talks on Thursday afternoons. Visitors are welcome to attend the talks which are held on the second Thursday of the months January to May and September to November.

ACHIEVEMENT AND PERFORMANCE

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

Workshops

At the workshops on Thursday afternoons members have the opportunity to carry out research, to speak about their particular interests and to socialise.

Talks

During the year, talks have been given as follows:

MONTH	SUBJECT
January	Fifteen generations of Smiths
February	The Glencairn Aisle
March	War Medals and other collectibles
April	Grandfather Clocks
May	Local War Graves
September	Growing up in Kilmarnock
October	Kilmarnock Picture House Project
November	Andrew Carnegie

Annual General Meeting

21 members attended the AGM on 11 May 2023.

Committee Meetings

Committee meetings were held monthly from January to May and from September to November. There was an additional meeting on 20th July to prepare the August Journal for posting.

Meetings and events attended by representatives of the Society during 2023

SAFHS AGM and Council Meetings held online on Saturday 11th March and Saturday 7th October

SAFHS Conference held online on Saturday 22nd April

Event in Darvel Town Hall on Saturday 27th May to celebrate the 150th anniversary of Darvel as a burgh.

FINANCIAL REVIEW

Brief statement of the charity's policy on reserves

The trustees are kept up to date about receipts and payments, financial commitments and available funds. Reserves were built up in the early years of the society to enable exclusive use of premises if an opportunity presented itself. This plan ceased to be feasible a decade ago.

The policy on reserves is to hold at least a year's operating costs. Additional funds allow special items to be purchased and events, such as open days, to be undertaken. The trustees monitor the level of the reserves and regularly review what uses of excess funds are in accordance with our charitable purposes.

Details of any deficit

There was a deficit of £784. This was anticipated in view of rising costs and a fall in membership. It had been decided early in the year to make no increase in membership subscriptions because of financial circumstances generally and because of the significant reserves held by the society. The present level of funds in reserve has allowed the cost of the deficits from this year and last year to be covered.

Donated facilities and services (if any)

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

OPTIONAL INFORMATION

Membership

Total membership at 31st Dec 2023 was 104 (compared with 112 in 2022 and 131 in 2021).

By category the numbers are:

- UK Postal Members = 59
- Overseas Postal Members = 8
- e-Members = 33
- Additional Family Members = 3
- Life Member = 1

Although the majority of our members are in the UK, we have members in Europe, Australia, New Zealand, USA and Canada.

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

The Society has a good relationship with family history societies and history groups in the area, namely North Ayrshire FHS, Troon @ Ayrshire FHS, Kilmarnock & District History Group and Cumnock History Group.

Approved by the Trustees and signed on their behalf

Date of approval 28/3/2024

Signed by the Chairman

Statement of Receipts and Payments
for the year 1st January 2023 to 31st December 2023

Receipts	2023	2022
	to nearest £	to nearest £
Refunds and Donations	10	4
Trading receipts	298	217
Receipts from other charitable activities	2324	2556
Grants	0	0
Other monies received	4	0
Total receipts to nearest £	£2636	£2777
Payments	2023	2022
	to nearest £	to nearest £
Trading payments	40	0
Payments relating directly to charitable activities	3218	2983
Purchases of assets	0	792
Refunds and donations	0	87
Governance costs: independent examination	0	0
Other payments	162	149
Total payments to nearest £	£3420	£4011
Surplus/deficit for year	- £784	- £1234
Gross Income	£2636	£2777

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

	2023 to nearest £	2022 to nearest £
RECEIPTS		
Trading receipts		
Sales of Publications	130	104
Royalties from FindMyPast	160	112
ScotlandsPeople Credits and printer use	8	1
Total	298	217
Receipts from other charitable activities		
Membership subscriptions	1277	1468
Money paid by members at meetings	1047	1088
Total	2324	2556
PAYMENTS		
Trading payments		
Materials for publications	0	0
ScotlandsPeople credits	40	0
Total	40	0
Payments relating directly to other charitable activities		
Room hire	1856	1659
Speakers	175	175
Postage	484	396
Printing of magazines	413	567
Stationery	17	21
Catering	113	82
Other operating costs	160	83
Total	3218	2983
Other payments	162	149

Please note the following:

RECEIPTS

FindMyPast Royalties

The £160 covers the months September 2022 to October 2023.

PAYMENTS

Room Hire

(1) The £1856 includes payment of £80 for meetings in December 2022;

(2) The hourly rate for the hire of Studio 1 at Take A Bow increased in April from £20 to £21.60

Postage

£115 was spent this year on extra stamps, which will be used when posting the April 2024 Journal.

Catering

The £113 includes £44 for the purchase of 700 paper cups

Other operating costs

The £160 comprises £55 paid to SAFHS for membership and insurance, £20 was for AFHS subscription and £85 to MHP for website hosting (from November 2022 to October 2023) and VPS security certificate.

The 2022 figure does not include payment to MHP, as the fee for 2021- 2022 was paid in October 2021.

Other payments

The £162 includes £91 for printing Christmas cards and £60 for an advert in the 2024 Family Tree Directory.

Statement of Balances at 31st December 2023

Bank balances and cash in hand

	2023	2022
	£	£
Opening balance	14,818.46	15,994.36
less cleared cheques from the previous year	- 58.18	0.00
Surplus / deficit for year	- 784.21	- 1234.08
plus uncleared cheques	55.88	58.18
Closing balance	£14,031.95	£14,818.46

Funds

In Bank of Scotland account	13,963.86	14,775.34
In PayPal account	26.09	43.12
Cash in hand	42.00	0.00
Total Reserves	£14,031.95	£14,818.46

All funds are unrestricted

Liabilities

Amounts (to nearest £)	£85	£0
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Assets (estimated value, to nearest £)

Computers, printers and other equipment

Amount brought forward	1055	441	
less 25% depreciation	<u>-264</u>	<u>-110</u>	
	791		331
plus additional items	<u>0</u>		<u>724</u>
	791		1055

Cupboards etc and display stands

Amount brought forward	221	234	
less 10% depreciation	<u>-22</u>	<u>- 23</u>	
	199		211
less cupboard disposed of	- 66		n/a
plus additional items	<u>0</u>		<u>10</u>
	133		221

Research resources – books, discs & fiche

Amount brought forward	339	348	
less 10% depreciation	<u>-34</u>	<u>- 35</u>	
	305		313
less resources [fiche] disposed of	20		n/a
plus additional items	<u>0</u>		<u>26</u>
	285		339

Stock - publications for sale and materials

	53		183
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Total	£1262		£1798
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Approved by the Trustees and signed on their behalf

Date of approval 28/3/2024

Signed by the Chairman and the Treasurer

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 special events;
- 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 payment of invoice for webhosting and VPS security certificate;
- (2) for costs of posting publications;
- (3) for the purchase of biscuits, soft drinks and paper cups;
- (4) for the purchase of printer paper & ink and labelling tape.

Categories	Number of trustees	Total in £
Website hosting & security	1	85
Postage	1	41
Stationery	2	17
Catering (including a gift to a speaker)	1	124
Total of reimbursements to 3 trustees		£267