

Report and Accounts
for the year ended 31 March 2020
for
Tay Valley Family History Society

Scottish Charity Number SC016560

Tay Valley Family History Society, Scottish Charity No: SC016560

Contents

Year ended 31 March 2020

Contents	Page
Trustees' Annual Report	2 - 3
Report of the Independent Examiner	4
Receipts and Payments Account	5
Statement of Balances	6
Notes forming part of the Accounts	7 - 8

Tay Valley Family History Society, Scottish Charity No: SC016560

Trustees' Annual Report Year ended 31 March 2020

The trustees present the annual report and receipts and payments accounts for Tay Valley Family History Society for the year ended 31 March 2020.

Reference and Administrative Information

Charity Name: Tay Valley Family History Society

Charity Registration Number: SC016560

Charity's Principal Address: 179-181 Princes Street
Dundee
DD4 6DQ

Office Bearers: Douglas J Soutar (Honorary Vice President)
David Dobson (Honorary Vice President)

Members of Council (Trustees): Angus Gellatly (Chairperson)
George Watson (Deputy Chair)
Peter McBride (Honorary Treasurer)
Evelyn Radford (Secretary)
Thelma Thornton
Jenny Blain
Mary Daun
Christine Bailey
Murray Nicoll
Helen Kennedy

Independent Examiner: Derek Grant
MMG Archbold CA
Chapelshade House
78 – 84 Bell Street
Dundee DD1 1RQ

Bankers: Clydesdale Bank plc
PO BOX 22
7-8 High Street
Dundee
DD1 1SS

Tay Valley Family History Society, Scottish Charity No: SC016560

Trustees' Annual Report (cont) Year ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Tay Valley Family History Society is an unincorporated association, founded in 1980 and governed by its Constitution.

Recruitment and Appointment of Trustees

The trustees of the charity for the purpose of charity law and under the terms of the Constitution are known as the Members of Council. Any person who agrees with the aims and objectives of the charity may apply for membership.

The Council Members are appointed by the membership at the Annual General Meeting. New members of Committee are introduced to the aims and objectives of the charity by the chairperson.

OBJECTIVES AND ACTIVITIES

Charitable Purpose

The purpose of Tay Valley Family History Society are to promote the study of family history and genealogy to the general public and to its members worldwide.

Summary of Main Activities and Achievements

During the year the charity was involved in the following events:

- Members of Council hold monthly meetings.
- Tri annual journal publication with reciprocal arrangements with other Scottish Societies.
- Supply of speakers from the membership to outside bodies.
- Maintenance of the Society website.
- Maintenance of the Society Facebook
- Bookshop sales and restocking holdings.
- Attendance at various fairs and meetings throughout Scotland promoting the products of the society.
- Research section dealing with membership enquiries, mainly from overseas. Non-member enquiries are also dealt with.

FINANCIAL REVIEW

Reserves Policy

Taking into account our annual level of expenditure and our future commitments, the trustees aim to hold sufficient funds to meet 6 months of future expenditure which would equate to approximately £20,000. At the year end, funds held for general purposes stood at £58,011 (2019 - £57,826).

A full stocktake was carried out of the Bookshop and the financial value calculated using the original cost.

Council is appraised of the current bank balance at each meeting and all large expenditure amounts to be met in following month.

The report was approved by the Members of Council on 24 September 2020 and signed on its behalf by:-

Angus Gellatly (Chairperson)

Date: 24 September 2020

Tay Valley Family History Society, Scottish Charity No: SC016560

Independent Examiner's Report to the Trustees of Tay Valley Family History Society Year ended 31 March 2020

I report on the accounts of Tay Valley Family History Society for the year ended 31 March 2020 as set out on pages 5 to 8.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.

**Derek Grant
MMG Archbold CA
Chapelshade House
78 – 84 Bell Street
Dundee DD1 1RQ**

Date: 24 September 2020

Tay Valley Family History Society, Scottish Charity No: SC016560

Receipts and Payments Account
Year ended 31 March 2020

	Note	Unrestricted Total 2020 £	Unrestricted Total 2019 £
Receipts			
Donations	3	13,010	14,325
Legacies	3	-	-
Gross trading receipts	3	1,786	1,460
Income from investments other than land and buildings	3	-	-
Gross receipts from other charitable activities	3	<u>378</u>	<u>425</u>
TOTAL RECEIPTS		<u>15,174</u>	<u>16,210</u>
Payments			
Gross trading payments	4	286	247
Payments relating directly to charitable activities	4	13,738	16,505
Governance costs	4	<u>965</u>	<u>1,628</u>
TOTAL PAYMENTS		<u>14,989</u>	<u>18,380</u>
Surplus/(Deficit) for the Year		<u>185</u>	<u>(2,170)</u>

Tay Valley Family History Society, Scottish Charity No: SC016560

**Statement of Balances
as at 31 March 2020**

	Note	Unrestricted Total 2020 £	Unrestricted Total 2019 £
Bank & Deposit Balances			
Cash & bank balances at start of year		57,826	59,996
Surplus / (Deficit) shown on receipts and payments account		<u>185</u>	<u>(2,170)</u>
Cash & bank balances at end of year		<u>58,011</u>	<u>57,826</u>
Assets			
Heritable property		40,000	40,000
Stock		20,426	20,221
Other debtors		<u>960</u>	<u>1,110</u>
		<u>61,386</u>	<u>61,331</u>
Liabilities			
Accruals		140	227
Advanced subscriptions		<u>1,750</u>	<u>2,114</u>
		<u>1,890</u>	<u>2,341</u>

The Accounts were approved by the Tay Valley Family History Society on 24 September 2020 and signed for and on behalf of the Members of Council by:

Angus Gellatly, Chairperson

Tay Valley Family History Society, Scottish Charity No: SC016560

Notes forming part of the financial statements For the year ended 31 March 2020

1. Trustee Remuneration and Related Party Transactions

- (a) No trustee or connected person received remuneration during the year.
- (b) No trustee received expenses during the year.

2. Nature and Purpose of Funds

All of the funds held are unrestricted. The balance in hand at 31 March 2020 is £58,011.

	Unrestricted Total 2020 £	Unrestricted Total 2019 £
3. Analysis of Receipts		
Donations		
Subscriptions	11,751	12,198
Donations	534	508
Tax recovered under gift aid	725	749
200 Club donation	<u>-</u>	<u>870</u>
	<u>13,010</u>	<u>14,325</u>
Legacies		
Legacies	<u>-</u>	<u>-</u>
Gross Trading Receipts		
Book sales	1,120	904
Research	257	418
Advertising	108	108
Scotland's People vouchers	45	20
Find My Past	204	-
Refreshments	39	-
Session fees	<u>13</u>	<u>10</u>
	<u>1,786</u>	<u>1,460</u>
Income from investments other than land and buildings		
Bank interest	<u>-</u>	<u>-</u>
Gross receipts from other charitable activities		
Photocopy charges	<u>378</u>	<u>425</u>

Tay Valley Family History Society, Scottish Charity No: SC016560

**Notes forming part of the financial statements
For the year ended 31 March 2020**

	Unrestricted Total 2020 £	Unrestricted Total 2019 £
4. Analysis of Payments		
Gross trading receipts		
Books	180	187
Scotland's People vouchers	<u>106</u>	<u>60</u>
	<u>286</u>	<u>247</u>
Charitable activities		
Journals	3,199	3,326
Wages	840	1,560
Computer costs	2,545	3,497
Meetings, venue expenses	105	105
SAFHS & tourist board subscriptions	85	55
Stationery	87	141
Admin postage & printing	337	360
Bank & credit card charges	378	410
Insurance	1,170	1,116
Heat & light	2,111	2,345
Telephone/broadband	1,280	1,457
Repairs & maintenance	914	1,339
Equipment hire	636	716
Travelling	20	45
Miscellaneous expenses	<u>31</u>	<u>33</u>
	<u>13,738</u>	<u>16,505</u>
Governance costs		
Independent examination fee	<u>965</u>	<u>1,628</u>