



Trustees' Annual Report

For the period 1st January 2024 to 31st December 2024

Section A

Reference and administration details

Charity Name:	Cumbria Family History Society
Registered charity number:	518393
Charity's principal address:	28 Ainderby Gardens, Romanby, Northallerton DL7 8GU
Names of the charity trustees who manage the charity:	
Trevor Littleton	Chair
William Bundred	Vice Chair
Trevor Lewis	Honorary Secretary
Ann Heppell	Honorary Treasurer
Fiona Bishop	

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document:	The Societies governing document is the constitution of the society.
How is the charity constituted:	The Society is an unincorporated Trust
Trustee selection method:	Trustees are nominated, seconded and elected at the Annual General Meeting.
Additional governance information:	

The Society is managed by the Society Trust Board, that meets with its elected Advisors such as Webmaster and Transcriptions Officer. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trust Board consists of the Chair, Vice Chair, Secretary, Treasurer and between 1 and 3 other Trustees and meets a minimum of 4 times per year.

The Trustees are looking at the best route for new Trustee induction, which will be completed in the first 6 months of joining the Trust Board.

The Trust board exists to make sure the charity is well-managed, risks are assessed and mitigated, everyone follows legal requirements and the charities policies. Their support helps other volunteers run high quality and safe conferences on Family History that helps Family Historians who have Cumbrian ancestors.

Risk and Internal Control

The Society's Trustee Board has a Risk Register that identifies the major risks to the charity fulfilling its objectives and purpose. These are reviewed twice per year, and it is a dynamic document.

The Society has in place policies and systems of internal controls that are designed to provide, as far as is reasonably practicable, assurance against material mismanagement or loss including financial controls and insurance policies to ensure that insurable risks are covered.

Section C

Objectives and activities

Summary of the objectives of the charity set out in its governing document:

The objects of the Society are:

- (a) to promote and encourage the public study of British family history, genealogy, heraldry, and local history with particular but not exclusive, reference to persons living in or associated with the county of Cumbria, the historical counties of Cumberland, Westmorland, Lancashire north of the Sands and the Sedbergh area of Yorkshire.
- (b) to promote the preservation, security, and accessibility of archival material.

Summary of the main activities in relation to these objectives:

Two 1-day conferences and one 3-day residential conference are held each year with talks in person by Family History experts.

Family History experts give regular talks using video conference software to reach members based throughout the world.

Additional activities:

Weekly help offered in Carlisle archives.

A quarterly Newsletter is produced and issued.

A website and Facebook Group are used as a communication tool.

Public benefit statement: The Society meets the Charity Commission's public benefit through the education of people and the preservation of and access to historical documents.

Section D Achievements and performance

Summary of the main achievements during the year:

The Society has held three well attended conferences this year. The first a day conference in Seascale; the second a day conference in Burton-in-Kendal incorporating the Annual General Meeting and a three day residential conference at Crooklands. Alongside these conferences five Zoom meetings have been held with speakers.

The Society has attended one Family History Fair in York. The new Transcriptions Officer has now a good team of Transcribers and new transcriptions are being worked on for publication.

Our new Website was launched in October thanks to our new Webmaster and the benefits are we now have full control and can modify and add to it as required.

Section E Financial review

Reserves Policy Statement: The Society should hold a minimum of £60,000 in its reserves reflecting the average potential risks (that is, not all risk/opportunity will happen at the same time) in relation to the income collections systems, website replacement and potential closure costs or allowing the Society opportunities to contribute to the purchase of significant documents or provide match contributions to other organisations projects which fall within the scope of the Charity's objectives.

Current reserves position: All funds held are currently unrestricted and at £64k are within the parameters of the policy statement.

Further financial review details: Our principal source of funds is from our membership subscriptions and from sales of publications. Conferences and events are expected to break-even.

Investment Policy: All cash invested is in low risk, short term savings accounts.

How the expenditure has supported the key objectives of the charity:

The Society Trustee Board regularly monitors the bank balances and the interest rates received to ensure the society obtains maximum value and income from its banking arrangements. Before major expenditure the council discusses and agrees the level and reason for spend and verifies that cashflow is available.

Section F

Other optional information - None

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: *Trevor Littleton* (Signed Electronically)

Full names: Trevor Littleton

Position: Chair

Date: 4 May 2025

Sum Full year

Cumbria Family History Society

Detail	Notes	Audited 2024 Full year	2023 full year
Income			
Subscriptions Received		12,272.15	11,886.72
Donations		179.50	10.50
Publications and Research		1,880.99	2,192.51
Gift Aid for previous year	1	1,438.70	1,731.36
Bank Interest		1,671.78	1,020.74
Conferences		13,299.50	12,422.80
Sundry income		1.00	442.92
bank charges (see below)		0.00	
		<u>30,743.62</u>	<u>29,707.55</u>
Expenditure			
Newsletter Printing		-3,838.81	-3,354.70
Newsletter Distribution Costs		-2,518.44	-2,718.41
Officers Expenses		-451.80	-1,080.37
Conference expenses		-13,540.75	-11,800.60
Conference speaker costs			-600.00
publication expenses		-33.00	
Website/google		-353.30	-226.56
Printing & Equipment		-68.99	-275.78
Stationery / Sundries		-158.87	-217.20
Insurance		-308.00	-308.00
Stripe/parish Chest fees		-260.61	
Bank Charges		-165.18	-458.75
Affiliations		-458.62	-452.98
Assets		0.00	-359.10
Website		-4,331.97	-38,909.87
Advertising			
London Branch			-168.60
		<u>-26,488.34</u>	<u>-60,930.92</u>
Surplus for the year		<u>£4,255.28</u>	<u>-£31,223.37</u>

Funding Represented as:

Opening Balances			
HSBC Charitable Bank Account		659.55	33,349.16
HSBC Business Money Manager		30,083.94	27,393.24
CAF Shawbrook Bank		<u>30,000.00</u>	<u>31,432.46</u>
		60,743.49	92,174.86
Add Surplus		4,255.28	-31,223.37
Accruals and Prepayments		<u>-915.61</u>	<u>-208.00</u>
Total Funds		<u>64,083.16</u>	<u>£60,743.49</u>

Closing Balances

HSBC Charitable Bank Account		3410.4	659.55
HSBC Business Money Manager		30,672.76	30,083.94
CAF Fixed Saver at Shawbrook Bank		<u>30,000.00</u>	<u>30,000.00</u>
Total Funds	2	<u>64,083.16</u>	<u>£60,743.49</u>

Notes

- 1 Gift Aid income relates to prior year
- 2 Prepayments included for up to 2028

Ann Heppell, Treasurer

18 May 2025



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
CUMBRIA FAMILY HISTORY SOCIETY

On accounts for the year ended

31 DECEMBER 2024
Charity no (if any) 518393

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: G. Armstrong

Date: 29 APRIL 2025

Name: GLADYS ARMSTRONG

Relevant professional qualification(s) or body (if any):

BA (HONS) LANCASTER
RSA: BOOK-KEEPING

Address: 42 RIBBLE AVENUE
SOUTHPORT
MERSEYSIDE