**APPENDIX 1**

OSCR
Scottish Charity Regulator
Office of the Scottish **Charity Regulator**

| Trustees' Annual Report for the period | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Period start date | | | | Period end date | | |
| | Day | Month | Year | | Day | Month | Year |
| From | 01 | 04 | 2025 | To | 31 | 03 | 2026 |

## Reference and administration details

| | | |
|---|---|---|
| **Charity name** | Renfrewshire Family History Society | |
| **Other names charity is known by** | RFHS | |
| **Registered charity number** | **SC** 030406 | |
| **Charity's principal address** | c/o 38 Lubnaig Drive | |
| | Erskine | |
| | Renfrewshire | |
| | | **Postcode** PA8 6AU |

**Names of the charity trustees on date of approval of Trustees' Annual Report**

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---|---|---|---|
| 1 | John Allen | Acting Chair | | |
| 2 | Barbara Morrison | Hon Minute Sec & Journal Editor | | |
| 3 | Glyn Morgan | Hon Secretary | | |
| 4 | Lesley Morgan | Hon Membership Sec | | |
| 5 | May Allen | Hon Treasurer | | |
| 6 | John McGregor | | | |
| 7 | Iain McLellan | | | |
| 8 | Christopher Mcmenemy | | | |
| 9 | Joan Curzio | Hon Web Master | | |
| 10 | Peter Hutchinson | | | |
| 11 | David Robb | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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## Reference and administration details

**Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

## Structure, governance and management

| | |
|---|---|
| **Type of governing document** | Unincorporated Association |
| **Trustee recruitment and appointment** | Membership elect a Management Committee |

## Objectives and activities

| | |
|---|---|
| **Charitable purposes** | Advance Education and Research through promoting and encouraging the public study of Family History, Genealogy and Local History in Renfrewshire. |
| **Summary of the main activities in relation to these objects** | On average we have one meeting a month (over a nine month period), Face to face meeting using Zoom too (Hybrid), on subjects that are of interest to members of the Society.<br>A Journal is published twice a year for members and is also made available to other Family History Societies and libraries.<br>Transcribing and publication of historical records eg. Census, Death/ Burial Index ect Also offer assistance with personal research, training and guidance. Carry out Research projects. Have members present in Abbey Mill (2 mornings a week) for advice to visitors. Provide information via web site. |

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## Achievements and performance

| | |
|---|---|
| **Summary of the main achievements of the charity during the financial period** | The Society has a full syllabus of talks, presentations and workshops for its members in Paisley (including induction packs for new members) and a visit to places of historical significance for family historians.<br><br>There are about nine meetings each session with an average attendance of about 20 - 25.<br><br>Publish a Society Journal twice a year (occasionally produce a 3rd) which is distributed to members in the UK and abroad by email. The journal is also made available to other Family History Societies libraries etc.<br>We publish various books and CDs that members have written/compiled. The Society is active in a number of projects: National Death / Burial index Project and indexing certain records housed at the Mitchell library, Glasgow<br><br>Transcription of gravestones in a number of cemeteries in the local area. Training for new members (when requested)<br>Aiding overseas members with Family History Research<br><br>Potential work with local library cataloging items of interest to members of the Family History Society<br><br>Presence in Paisley Abbey Mill to help visitors with Family History |

## Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Aim to have a Reserve of about £5000 to cover fluctuations in income and expenditure.<br><br>We also wish to use funds for future projects, enhance equipment for meetings Improve our Web site etc.<br><br>Currently we are investing in our Zoom Hybrid meetings equipment so that local members can meet face to face and also collaborate with members further afield. |
| **Details of any deficit** | Deficit of £1383 due to purchase of equipment to enhance our Zoom presentations. |
| **Donated facilities and services (if any)** | |

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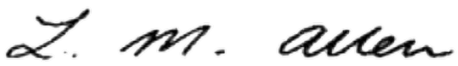
## Other optional information

## Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** ***OSCR will accept digital or typed signatures*** |  | |
| **Full name(s)** | L May Allen | |
| **Position (e.g. Chair)** | Hon Treasurer | |
| **Date** | 25/10/2026 | |

Enter charity name below

Renfrewshire Family History Society

Enter SC No. below

**SC** 030406

OSCR
Scottish Charity Regulator

# Receipts and payments accounts

| For the period from | Period start date | | | to | Period end date | | |
|---|---|---|---|---|---|---|---|
| | Day | Month | Year | | Day | Month | Year |
| | 01 | 04 | 2025 | | 31 | 03 | 2026 |

## Section A Statement of receipts and payments

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total funds current period to nearest £ | Total funds last period to nearest £ |
|---|---|---|---|---|---|---|
| **A1 Receipts** | | | | | | |
| Donations | 985 | | | | 985 - | |
| Legacies | | | | | - | |
| Grants | | | | | - | |
| Receipts from fundraising activities | | | | | - | |
| Gross trading receipts | 379 | | | | 379 - | |
| Income from investments other than land and buildings | | | | | - | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| | | | | | - | |
| ***A1 Sub total*** | 1364 - | - | - | - | 1364 - | - |
| **A2 Receipts from asset & investment sales** | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| ***A2 Sub total*** | - | - | - | - | - | - |
| ***Total receipts*** | 1364 - | - | - | - | 1364 - | - |
| **A3 Payments** | | | | | | |
| Expenses for fundraising activities | 2746 | | | | 2746 - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | | | | | - | |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| Other | | | | | - | |
| | | | | | - | |
| ***A3 Sub total*** | 2746 - | - | - | - | 2746 - | - |
| **A4 Payments relating to asset and investment movements** | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| ***A4 Sub total*** | 2746 - | - | - | - | 2746 - | - |
| ***Total payments*** | 2746 - | - | - | - | 2746 - | - |
| ***Net receipts / (payments)*** | - | - | - | - | - | - |
| **A5 Transfers to / (from) funds** | | | | | - | |
| ***Surplus / (deficit) for year*** | (1383) - | - | - | - | (1383) - | - |

## Section B Statement of balances

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|---|---|---|---|---|---|---|---|
| **B1 Cash funds** | Cash and bank balances at start of year | 9836 | | | | 9836 - | |
| | Surplus / (deficit) shown on receipts and payments account | (1384) | | | | (1384) - | |
| | | | | | | - | |
| | | | | | | - | |
| | **Cash and bank balances at end of year** | 8454 - | - | - | - | 8454 - | - |
| | (Agree balances with receipts and payments account(s)) | - | - | - | - | - | - |

| | Details | Fund to which asset belongs | Market valuation to nearest £ | Last year to nearest £ |
|---|---|---|---|---|
| **B2 Investments** | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | **Total** | - | - |

| | Details | Fund to which asset belongs | Cost (if available) to nearest £ | Current value (if available) to nearest £ | Last year to nearest £ |
|---|---|---|---|---|---|
| **B3 Other assets** | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | **Total** | - | - | - |

| | Details | Fund to which liability relates | Amount due to nearest £ | Last year to nearest £ |
|---|---|---|---|---|
| **B4 Liabilities** | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | **Total** | - | - |

| | Details | Fund to which liability relates | Amount due (estimate) to nearest £ | Last year to nearest £ |
|---|---|---|---|---|
| **B5 Contingent liabilities** | | | | |
| | | | | |
| | | | | |
| | | **Total** | - | - |

| Signed by one or two trustees on behalf of all the trustees | Signature* | Print Name | Date of approval |
|---|---|---|---|
| | L. M. Allen | L M Allen | 21/05/2026 |
| | | | |

**** Please note - OSCR will accept digital or typed signatures***

## Section C Notes to the Accounts

**C1 Nature and purpose of funds** *(may be stated on analysis of funds worksheets)*

**C2 Grants**

| Type of activity or project supported | Individual / institution | Number of grants made | £ |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | **Total** | - |

**C3a Trustee remuneration**

| | |
|---|---|
| If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b) | X |

**C3b Trustee remuneration - details**

| Authority under which paid | £ |
|---|---|
| | |
| | |
| | |
| | |
| | |

**C4a Trustee expenses**

| | |
|---|---|
| If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b) | |

**C4b Trustee expenses - details**

| | Number of trustees | £ |
|---|---|---|
| Purchase of Equipment, IT costs, Meeting expeses | 3 | 1712 |
| Payment of on-line invoices (Zoom, email, speaker's gift cards, | | |
| Laptop and Sound Desk) | | |
| | | |
| | | |

**C5 Transactions with trustees and connected persons**

| Nature of relationship | Nature of transaction | Transaction amount (£) | Balance outstanding at period end (£) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**C6 Other information**

- SC 030406

## Additional analysis (1)

**Analysis of receipts and payments**

**1 Donations**

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|---|---|---|---|---|---|---|
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| Total | - | - | - | - | - | - |
| | - | - | - | - | - | - |

**2 Grants**

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|---|---|---|---|---|
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Total | - | - | - | - |
| | - | - | - | - |

**3 Gross receipts from other charitable activities**

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|---|---|---|---|---|---|---|
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| Total | - | - | - | - | - | - |
| | - | - | - | - | - | - |

**4 Payments relating directly to charitable activities**

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|---|---|---|---|---|---|---|
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| Total | - | - | - | - | - | - |
| | - | - | - | - | - | - |

SC 030406

## Additional analysis (2)

**5 Breakdown of unrestricted funds**

| | Unrestricted fund 1 - enter name of fund below | Unrestricted fund 2 - enter name of fund below | Unrestricted fund 3 - enter name of fund below | Unrestricted fund 4 - enter name of fund below | Total unrestricted funds | Total unrestricted funds last period |
|---|---|---|---|---|---|---|
| **Receipts** | | | | | | |
| Donations | | | | | - | |
| Legacies | | | | | - | |
| Grants | | | | | - | |
| Receipts from fundraising activities | | | | | - | |
| Gross trading receipts | | | | | - | |
| buildings | | | | | - | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| **Receipts from asset & investment sales** | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| ***Total receipts*** | - | - | - | - | - | - |
| **Payments** | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | | | | | - | |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| **Payments relating to asset and investment movements** | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| ***Total payments*** | - | - | - | - | - | - |
| ***Net receipts / (payments)*** | - | - | - | - | - | - |
| **Transfers to / (from) funds** | | | | | - | |
| ***Surplus / (deficit) for year*** | - | - | - | - | - | - |

**Nature and purpose of funds**

- sc 030406

## Additional analysis (3)

### 6 Breakdown of restricted funds

| | Restricted fund 1 - enter name of fund below | Restricted fund 2 - enter name of fund below | Restricted fund 3 - enter name of fund below | Restricted fund 4 - enter name of fund below | Total restricted funds | Total restricted funds last period |
|---|---|---|---|---|---|---|
| **Receipts** | | | | | | |
| Donations | | | | | - | |
| Legacies | | | | | - | |
| Grants | | | | | - | |
| Receipts from fundraising activities | | | | | - | |
| Gross trading receipts | | | | | - | |
| Income from investments other than land and buildings | | | | | - | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| **Receipts from asset & investment sales** | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| ***Total receipts*** | - | - | - | - | - | - |
| **Payments** | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | | | | | - | |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| **Payments relating to asset and investment movements** | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| ***Sub total*** | - | - | - | - | - | - |
| ***Total payments*** | - | - | - | - | - | - |
| ***Net receipts / (payments)*** | - | - | - | - | - | - |
| **Transfers to / (from) funds** | | | | | - | |
| ***Surplus / (deficit) for year*** | - | - | - | - | - | - |

| **Nature and purpose of funds** |
|---|
| |

**APPENDIX 3**

OSCR
Scottish Charity Regulator

# Independent examiner's report on the accounts v2

**Report to the trustees/members of**

Charity name: **Refrewshire Family History Society**

**Registered charity number**

SC **030406**

**On the accounts of the charity for the period**

| Period start date | | | | Period end date | | |
|---|---|---|---|---|---|---|
| Day | Month | Year | | Day | Month | Year |
| 01 | 04 | 2025 | to | 31 | 03 | 2026 |

**Set out on pages** (remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and 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) 2005 Act 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 2006 Accounts Regulations. 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 view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention [~~other than that disclosed on the attached page~~*]

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 Regulations

have 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.

**Signed:** Carlene Hamilton **Date:** 7/5/26

**Name:** CARLENE A HAMILTON

**Relevant professional qualification(s) or body (if any):** Senior Lecturer retired University of Glasgow

**Address:** [redacted]

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

## APPENDIX 3

## Disclosure section

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose**