



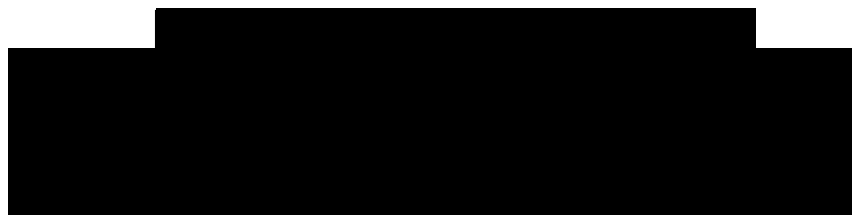
Fife Family History Society

Scottish Charity No: SC025246

Annual Report & Accounts

For the Year Ended

30 April 2022



Annual Report & Accounts

Year ended 30 April 2022

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Trustees' Annual Report

Year ended 30 April 2022

The charity trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 30 April 2022.

Reference & Administrative Information

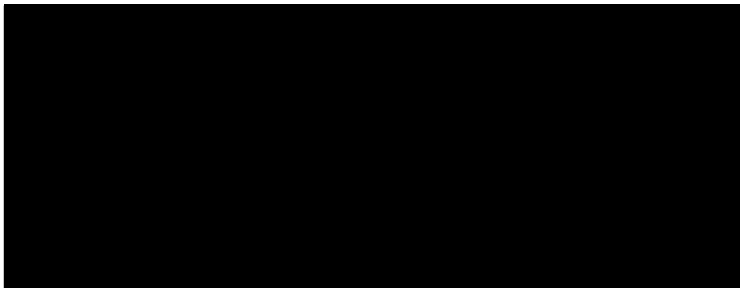
The registered name of the charity is Fife Family History Society

Scottish Charity Number SC025246

The charity's address is:



The charity trustees are (or were during the period of this report):



Structure, Governance and Management

Fife Family History Society is an unincorporated association governed by its constitution adopted in June 2007. Membership is open to people with an interest in the objects of the Society.

The Society is run, on behalf of the membership, by a committee whose members are the charity trustees and who are elected by the membership at the AGM. Committee members are elected for a term of three years after which they are eligible for re-election.

Trustees' Annual Report
Year ended 30 April 2022

Objectives and Activities

The Society was established to promote and encourage the public study of family history, genealogy and local history primarily, but not exclusively, in Fife.

In pursuit of the above charity purpose the Society arranges meetings and public talks, issues journals and other publications, supports research and publishing of research, and takes part in conferences and seminars appropriate to the objects of the Society. The Society may affiliate to other organisations with similar aims. The Society sells or re-sells books and other items which assist its members or the wider public to develop their interests in family history. Any surpluses arising from these activities are used to further the objects of the Society.

Achievements & Performance

Scottish Charitable Incorporated Organisation

Following months of work by our Trustees and assistance from Fife Voluntary Action, Fife Family History Society established a Scottish Charitable Incorporated Organisation (SCIO) on the 21st of July 2021.

Many thanks go to those who contributed to update our governing document (constitution) and to Helen Rorrison of Fife Voluntary Action who gave us professional advice and assistance. This was challenging due to the Covid 19 Pandemic, but with persistence we now have excellent governance and protection for the charity and its Trustees in place. The SCIO has now been entered on the (OSCR) register according to the Charities and Trustee Investment (Scotland) Act 2005.

The activities of the SCIO have continued where the unincorporated charity left off. Our Trustees remain the same and our volunteers have all agreed to continue. Please see Treasurer's Report and comments by [REDACTED] (External Examiner).

Despite the pandemic and the restrictions imposed by the Scottish Government we have been actively working in the background. A summary since my last report is here:

Library

We continue to have a presence in Cupar Library. Following the closure of the building on a temporary basis this would last for 2 years. We recently made the decision to reopen on Friday 25th March this year on a tentative basis, and by appointment only, with booking through a form added to our website. This will test the water and hopefully we can eventually reintroduce a volunteer rota.

Trustees' Annual Report

Year ended 30 April 2022

We are in partnership with Fife Cultural Trust, who run and manage the libraries, museums, and galleries in Fife. This organisation has undergone huge changes due to the pandemic and they are now in a period of recovery and regeneration. As a result of these changes, this has had a direct impact in the way that we operate.

Our days have been reduced from 3 to 2 and the building is now closed for an hour at lunchtime due to a reduction in staff cover. In time, we hope to resume the normal working hours that we instated prior to covid. This is being continuously monitored and reviewed.

Volunteers

Although we are now able to meet personally our volunteers continue to meet via Zoom once a month. During lockdown some of our volunteers have transcribed and indexed valuable information held in our records archive. These records have been added to the Find My Past website and are now part of the largest Scottish collection of family history records available online.

Working with Other Likeminded Organisations

In the past, Fife Family History Society have made financial donations to other likeminded organisations to further the aims and objectives of what the society. These donations are usually made following a visit to a likeminded museum/archive charitable organisation that is local to Fife.

It was proposed and agreed that a donation be made to Fife Cultural Trust's three 'Local Studies Libraries' based at Dunfermline, Cupar and Kirkcaldy. The sum of £6,000 to be divided equally between the libraries on the condition that the funding be used to provide equipment or resources to assist people researching their Fife family or local history. Of the ideas brought to the table, we unanimously approved these, and we look forward to seeing these worthwhile projects through to fruition.

Last year we took part in Cupar's Celebration weekend in September 2021. This was organised by the Cupar Development Trust, another of our partners. This was a day of medieval history, food, old Scots language, music and theatre appealing to all ages and abilities. We also took part in the Farmer's Market and had two stalls promoting our work, this allowed the opportunity to sell our books and publications. The weather was very kind and there was a huge influx of visitors to the town, making it a very successful weekend.

Trustees' Annual Report

Year ended 30 April 2022

Heritage and Fife Family History Fair – March 2022

In 2020 we held our last in person event in Cupar Library. It was so well attended we decided to look for a bigger venue to host future events. This year we hired Cupar Corn Exchange (Upper Hall) and invited other likeminded organisations. Cupar Heritage and Museum, Fife Folk Museum, St Andrews Museum and Garden, Tay Valley FHS, Remembering the Accused Witches of Scotland (RAWs), St Andrews University Library Special Collections, On Fife Libraries and On Fife Archives and a local artist who specialises in painting historical buildings. The event was free for the organisations to attend and was also free to the public as Fife FHS covered the cost of the room hire.

Signage/Branding/Website

During the last year we took the opportunity to rebrand our image in line with the new SCIO status. Our website has now been updated and made more accessible (WCAG 2.1 standard). As stated earlier we have added an online appointment booking system.

We have had two new pop-up banners produced with the same branding/colours/fonts and they were used at the history fair. They will also be used in the library to advertise the society and when we attend events. When our hours settle to near normal, we plan a new leaflet which will be distributed throughout Fife to promote the society. We have also invested in an advertisement on the new Cupar Heritage Trail map, produced by Cupar Development Trust. The 20,000 leaflets will be distributed to businesses and organisations throughout Fife.

Online Shop

Sales of our digital download products continued to be steady throughout the year. We have resumed book and CD sales now that we have access to our stock, and we have added several new titles.

Talks Programme

This has been suspended for now. Our usual venue has been sold during lockdown and is no longer available to us or other community groups. We did investigate the possibility of hosting talks online but felt there was sufficient events of a similar nature already underway. [REDACTED] and I have all been guest speakers for other organisations during lockdown and requests have continued and we are happy to oblige.

Annual Outing

This year's annual members outing took place on Tuesday 10th May with a visit to Dunfermline Carnegie Library, Museum and Gallery. This outing was free to members and there were no expenses to the society incurred.

AGM

This year's AGM will be held on Tuesday 14th June via Zoom at 7pm. Notice will be posted on our website, social media channels and via email in accordance with the procedures laid down in our Governing Document.

Trustees' Annual Report

Year ended 30 April 2022

Future

We will continue to work with our partners, in particular Fife Cultural Trust. We have a programme of Fife family history drop-in sessions planned in other parts of Fife such as Dunfermline and Kirkcaldy Libraries. Our volunteers will also be assisting with the proposed pilot project funded by the society in Kirkcaldy Library. This is to engage secondary school students in Fife family history research. This is with view to rolling out a similar project in other libraries in Fife, if successful.

The society will take part in this year's Cupar Celebration Weekend as well as supporting the plans to commemorate the Queen's Platinum Jubilee.

Our volunteers will continue to transcribe records to add to online record collections. They hope to resume the 'House Histories' projects that should result in a new digital publication produced by the society and made available to purchase and download.

Thank you to our members, volunteers, trustees, partners and friends who have supported us over this last two- and a-bit years. Thanks also to [REDACTED] our Treasurer and to [REDACTED] for their diligence in making sure our finances are in order.

Financial Review

The Society received income totaling £36,330 for the year, principally from membership subscriptions, publications, donations and £25,000 from the sale of investments. With expenditure of £12,110 the Society recorded a surplus for the year of £24,220.

At the 30 April 2022, the Society held a general reserve of £46,618. This reserve is held to allow the potential rental of premises for use as a family history centre.

The Society's finances continue to be in good health but the 2021/22 finance year was dominated by the attempt to open a new bank account with Bank of Scotland Business Banking for our new Scottish Charitable Incorporated Organisation (SCIO) status.

The process was started in August 2021 with the intention of transferring our current account balances to the new account on 1st October that year. Through a series of events such as alleged lost documents by the Bank of Scotland, three attempts at forwarding completed mandates etc we have not been able to complete the process. The final straw was a very recent request by Business Banking for the trustee information to be certified by an accountant or a lawyer neither of which we currently have or have needed over the last 25 years or so.

Trustees' Annual Report

Year ended 30 April 2022

As mentioned in the Chairman's report, [REDACTED] of Fife Voluntary Action suggested that we should open an account with the CAF Bank (Charity Aid Foundation Bank) and this was also suggested by [REDACTED]th, the Society's external examiner. As a result of our frustrating experience with Bank of Scotland Business Banking it was agreed that we should abandon trying to open new account with them and move to CAF Bank. We started this new process in March and the indications so far are that we should have a new bank account by the end of this month.

When the new bank account is in place, the trustees will transfer the assets of the present charity to the new SCIO and dissolve the old charity

Finally, OSCR (the Office of the Scottish Charity Commissioner) was fully informed of the problems with our present bankers and confirmed in writing that they will accept a set of merged accounts where the two entities are in substance the same, have the same trustees and members and the same purposes.

Donated Goods or Services

Occasionally we receive books donated to our library.

[REDACTED]

Date: 01/07/22

Independent Examiner's Report
Year ended 30 April 2022

I report on the financial statements of the charity for the year ended 30 April 2022 which are set out on pages 10 to 12.

Responsibilities and basis of report

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

I have satisfied myself that the charity is not subject to audit under Regulation (10)(1)(d) of the 2006 Regulations and is eligible for independent examination. I have therefore examined the charity's accounts as required under section (44)(1)(c) of the 2005 Act and Regulation 11 of the 2006 Regulations. In carrying out my examination I have followed the guidance issued to independent examiners by the Office of the Scottish Charity Regulator (OSCR).

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of Regulation 9 of the 2006 Regulations; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and I have no concerns in respect of any of the areas listed above and I have found no other matters that require drawing to your attention.



Date: 1/7/22

Statement of Receipts & Payments

Year ended 30 April 2022

	2022 Total	2021 Total
	£	£
Receipts		
Memberships	7,548	8,323
Publications	1,581	549
Donations	1,273	20
Royalties	910	-
Bank interest	13	60
Other income	5	870
Sale of investments	25,000	-
Total receipts	36,330	9,822
Payments		
Donation to Fife Cultural Trust	6,000	-
Postage	257	107
Meetings & talks	-	-
Stationery	1,122	519
Paypal charges	305	304
Books/publications	451	-
Website	2,662	1,835
Governance	313	313
Donations	-	-
Room hire	79	96
Subscriptions	605	611
Miscellaneous	58	160
Events	258	-
Purchase of investments	-	5,000
Total payments	12,110	8,945
 Surplus/(deficit)	 24,220	 877


All funds are unrestricted

Fife Family History Society**Scottish Charity No: SC025246****Statement of Balances**

At 30 April 2022

	2022 Total	2021 Total
	£	£
Opening bank & cash balances	22,398	21,521
Surplus/(deficit)	24,220	877
Closing bank & cash balances	46,618	22,398
 Assets		
Stock	4,000	4,000
Investments	-	25,000
Equipment & furniture (at cost)	1,684	1,684
 Liabilities		
No liabilities at the year end	-	-

All funds are unrestricted.


.....
Treasurer

Date: 01/07/22

Notes to the Financial Statements

Year ended 30 April 2022

1. Basis of Preparation

These accounts have been prepared on a Receipts and Payments basis in accordance with the:

- The Charities & Trustee Investment Act (Scotland) Act 2005, and
- Charities Accounts (Scotland) Regulations 2006 as amended.

2. Trustee Remuneration & Expenses

No trustees or connected persons received any remuneration during the year.

Travel expenses totaling £18 were paid to one trustee during the year.

3. Restricted Funds

During the year, the charity had no restricted funds therefore all funds are unrestricted.

OSCR

2ND FLOOR

QUADRANT HOUSE

9 RIVERSIDE DRIVE

DUNDEE 221 4NY