

**Report and Accounts**  
**for the year ended 31 March 2021**  
**for**  
**Tay Valley Family History Society**

**Scottish Charity Number SC016560**

**Tay Valley Family History Society, Scottish Charity No: SC016560**

**Contents**

**Year ended 31 March 2021**

| <b>Contents</b>                    | <b>Page</b> |
|------------------------------------|-------------|
| 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 2021**

The trustees present the annual report and receipts and payments accounts for Tay Valley Family History Society for the year ended 31 March 2021.

#### **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):** George Watson (Chairperson)  
Jenny Blain (Deputy Chair)  
Peter McBride (Honorary Treasurer)  
Evelyn Radford (Secretary)  
Thelma Thornton  
Ken Kennedy  
Louise Bowles  
Murray Nicoll  
Helen Kennedy

**Independent Examiner:** Derek Grant  
MMG Archbold Ltd 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 2021**

#### **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:

Due to the Pandemic these events were limited but we were still able to carry out the following on a limited scale

- Members of Council hold monthly meetings via Zoom due to Pandemic
- Tri annual journal publication with reciprocal arrangements with other Scottish Societies.
- Online talks with various Speakers.
- Maintenance of the Society website.
- Maintenance of the Society Facebook
- Bookshop sales and restocking holdings.
- 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 £55,632 (2020 - £58,011).

A full stocktake was carried out of the Bookshop and the financial value calculated using the selling price.

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 14 June 2021 and signed on its behalf by:-

**George Watson (Chairperson)**

**Date: 14 June 2021**

## **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 2021**

I report on the accounts of Tay Valley Family History Society for the year ended 31 March 2021 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: 14 June 2021**

**Tay Valley Family History Society, Scottish Charity No: SC016560**

**Receipts and Payments Account  
Year ended 31 March 2021**

|   | <b>Note</b> | <b>Unrestricted<br/>Total<br/>2021<br/>£</b> | <b>Unrestricted<br/>Total<br/>2020<br/>£</b> |
|---|-------------|--|--|
| <b>Receipts</b>                                       |             |  |  |
| Donations   | <b>3</b>    | 8,914  | 13,010                                       |
| Legacies  | <b>3</b>    | -  | -  |
| Gross trading receipts                                | <b>3</b>    | 704  | 1,786  |
| Income from investments other than land and buildings | <b>3</b>    | -  | -  |
| Gross receipts from other charitable activities       | <b>3</b>    | <u>13</u>                                    | <u>378</u>                                   |
| <b>TOTAL RECEIPTS</b>                                 |             | <b><u>9,631</u></b>                          | <b><u>15,174</u></b>                         |
| <b>Payments</b>                                       |             |  |  |
| Gross trading payments                                | <b>4</b>    | -  | 286  |
| Payments relating directly to charitable activities   | <b>4</b>    | 11,261                                       | 13,954                                       |
| Governance costs                                      | <b>4</b>    | <u>749</u>                                   | <u>749</u>                                   |
| <b>TOTAL PAYMENTS</b>                                 |             | <b><u>12,010</u></b>                         | <b><u>14,989</u></b>                         |
| <b>Surplus/(Deficit) for the Year</b>                 |             | <b><u>(2,379)</u></b>                        | <b><u>185</u></b>                            |

**Tay Valley Family History Society, Scottish Charity No: SC016560**

**Statement of Balances  
as at 31 March 2021**

|  | <b>Note</b> | <b>Unrestricted<br/>Total<br/>2021<br/>£</b> | <b>Unrestricted<br/>Total<br/>2020<br/>£</b> |
|--|-------------|--|--|
| <b>Bank &amp; Deposit Balances</b>                         |             |  |  |
| Cash & bank balances at start of year                      |             | 58,011                                       | 57,826                                       |
| Surplus / (Deficit) shown on receipts and payments account |             | <u>(2,379)</u>                               | <u>185</u>                                   |
| Cash & bank balances at end of year                        |             | <b><u>55,632</u></b>                         | <b><u>58,011</u></b>                         |
| <b>Assets</b>  |             |  |  |
| Heritable property   |             | 40,000                                       | 40,000                                       |
| Stock  |             | 20,588                                       | 20,426                                       |
| Other debtors  |             | <u>1,221</u>                                 | <u>960</u>                                   |
|  |             | <b><u>61,809</u></b>                         | <b><u>61,386</u></b>                         |
| <b>Liabilities</b>   |             |  |  |
| Accruals   |             | 165  | 140  |
| Advanced subscriptions                                     |             | <u>2,127</u>                                 | <u>1,750</u>                                 |
|  |             | <b><u>2,292</u></b>                          | <b><u>1,890</u></b>                          |

The Accounts were approved by the Tay Valley Family History Society on 14 June 2021 and signed for and on behalf of the Members of Council by:

**George Watson, Chairperson**

# Tay Valley Family History Society, Scottish Charity No: SC016560

## Notes forming part of the financial statements For the year ended 31 March 2021

### 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 2021 is £55,632.

|  | <b>Unrestricted<br/>Total<br/>2021<br/>£</b> | <b>Unrestricted<br/>Total<br/>2020<br/>£</b> |
|--|--|--|
| <b>3. Analysis of Receipts</b>                               |  |  |
| <b>Donations</b>   |  |  |
| Subscriptions  | 8,866  | 11,751                                       |
| Donations  | 48   | 534  |
| Tax recovered under gift aid                                 | -  | 725  |
| 200 Club donation  | <u>-</u>                                     | <u>-</u>                                     |
|  | <u>8,914</u>                                 | <u>13,010</u>                                |
| <b>Legacies</b>  |  |  |
| Legacies   | <u>-</u>                                     | <u>-</u>                                     |
| <b>Gross Trading Receipts</b>                                |  |  |
| Book sales   | 107  | 1,120  |
| Research   | 5  | 257  |
| Advertising  | 108  | 108  |
| Scotland's People vouchers                                   | -  | 45   |
| Find My Past   | 484  | 204  |
| Refreshments   | -  | 39   |
| Session fees   | <u>-</u>                                     | <u>13</u>                                    |
|  | <u>704</u>                                   | <u>1,786</u>                                 |
| <b>Income from investments other than land and buildings</b> |  |  |
| Bank interest  | <u>-</u>                                     | <u>-</u>                                     |
| <b>Gross receipts from other charitable activities</b>       |  |  |
| Photocopy charges  | <u>13</u>                                    | <u>378</u>                                   |

**Tay Valley Family History Society, Scottish Charity No: SC016560**

**Notes forming part of the financial statements  
For the year ended 31 March 2021**

|                                     | <b>Unrestricted<br/>Total<br/>2021<br/>£</b> | <b>Unrestricted<br/>Total<br/>2020<br/>£</b> |
|-------------------------------------|--|--|
| <b>4. Analysis of Payments</b>      |  |  |
| <b>Gross trading receipts</b>       |  |  |
| Books                               | -  | 180  |
| Scotland's People vouchers          | <u>-</u>                                     | <u>106</u>                                   |
|                                     | <u>-</u>                                     | <u>286</u>                                   |
| <b>Charitable activities</b>        |  |  |
| Journals                            | 3,112  | 3,199  |
| Wages                               | -  | 840  |
| Computer costs                      | 1,713  | 2,545  |
| Meetings, venue expenses            | -  | 105  |
| SAFHS & tourist board subscriptions | 55   | 85   |
| Stationery                          | -  | 87   |
| Admin postage & printing            | 10   | 337  |
| Accountancy software subscription   | 216  | 216  |
| Bank & credit card charges          | 391  | 378  |
| Insurance                           | 1,261  | 1,170  |
| Heat & light                        | 1,806  | 2,111  |
| Telephone/broadband                 | 1,103  | 1,280  |
| Repairs & maintenance               | 587  | 914  |
| Equipment hire                      | 979  | 636  |
| Travelling                          | -  | 20   |
| Miscellaneous expenses              | <u>28</u>                                    | <u>31</u>                                    |
|                                     | <u>11,261</u>                                | <u>13,954</u>                                |
| <b>Governance costs</b>             |  |  |
| Independent examination fee         | <u>749</u>                                   | <u>749</u>                                   |