

SOCIETY OF GENEALOGISTS

(A company limited by guarantee)

Report and Financial Statements



Year ended 31 December 2004

Charity no. 233701
Company no. 115703

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2004

The trustees (collectively referred to herein as the Executive Committee) are pleased to present their report together with the financial statements for the charity for the year ended 31 December 2004 comprising three sections:

- Review of activities and future developments
- Statements by the Executive Committee
- Legal and administrative information

The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities, 2000.

CONTENTS

| | |
|--|---------|
| Chairman's overview | 1 |
| Review of activities and future developments | 2 |
| • Strategic Review | 2 |
| • Membership | 3 |
| • Electronic Publishing | 3 |
| • Fellowship & Awards | 4 |
| • Volunteers & Staff | 5 |
| • Premises | 5 |
| • The Library | 6 |
| • Publications | 7 |
| • Lectures, Courses & Fairs | 7 |
| • Communication | 8 |
| • External Liaison & Media Coverage | 9 |
| • Finance | 10 |
| Who's who at the SoG: Governance | 11 |
| Executive Committee Members' Profiles | 12-13 |
| Fellows of the Society | 13 -14 |
| Who's who at the SoG: Staff | 15 |
| New publications | 16 |
| Notable additions to the Library | 16 |
| Lectures and courses | 17 |
| Statements by the Executive Committee | 18 - 19 |
| Legal and administrative information | 19 - 20 |
| Report of the auditors | 21 |
| Consolidated statement of financial activities | 23 |
| Statement of financial activities | 24 |
| Consolidated balance sheet | 25 |
| Notes forming part of the financial statements | 26-33 |

CHAIRMAN'S OVERVIEW

It is with some pleasure that we are able to report that this year, 2004, has seen the Society's financial situation improve considerably. What is of particular significance is the fact that we are showing an overall return to profitability, without the need to take into account the large legacy the Society received during the year. This improvement in our finances has not been achieved easily and much of this is due to the efforts of our staff, who have looked at every expenditure very closely prior to making the decision to spend, and also to a lot of additional support from our volunteers and members of your Executive Committee. Thank you.

At the end of last year we lost the support of a number of key volunteers, and this will have some impact on the performance of the Society in 2005; however, we hope that by exercising due diligence we will be able to minimise this situation. We have a number of new initiatives that will be introduced during the year that we believe will be of value in promoting the activities of your Society.

In 2004 we changed the structure of our Committees, to give more emphasis to Working Parties rather than large Committees. This seems to be producing a more efficient management of our activities, but will require some fine tuning in 2005.

The BBC programmes on Family History have had an effect on the Society. There has been a considerable increase in the number of visitors to our web site, and we have seen an increase in people coming to the Library and then becoming Members. However, the continued increase in internet based genealogy does mean that we have to be aware of this and it is one area that we ourselves will have to look at very closely in the coming months.

I would like, on behalf of the Executive, to thank all our members for their support during 2004, and hope that they will continue to give it during 2005

William Michael Wood

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS

STRATEGIC REVIEW

The Executive Committee and Management team completed its initial business plan to direct the future development of the Society in 2003 and put a good deal of the Organisational Structures in place. In 2004 it is pleased to report that further progress has been made on implementing its content.

In 2004 the Society has:

- Continued the Operations Committee and under its effective control made substantial savings on budgets.
- Restructured its Committees and the Lectures and Publications Committees were merged into an Education Committee.
- As an offshoot of this new Committee several working groups have been established to commence work on the Business Plan Education remits.
- The Memorandum and Articles of Association have been reviewed and submitted to the Charity Commission. These will be on the Agenda for the Annual General Meeting for discussion and approval.
- Enterprises have commenced several new income streams including deals for both CD-Rom and DVD productions.
- The Spreading of the Membership Income has commenced and all new Members will now renew in the Annual Quarter in which they joined. This will gradually improve cash flow for the Society.
- Further improved access for Members has been commenced with the Library Catalogue going on line – initially in house but it will be available from home in the near future.
- External representation has continued and we have had an excellent presence in all the key issues which affected the genealogical community in 2004 as reported in our external liaison section.

All these initiatives support the Business Plan and enable our aims and purposes to be carried out efficiently and smoothly. It has been another very busy year but thanks to the dedication of staff and volunteers real progress is being made to retain your Society as the leader in the field.

MEMBERSHIP

Membership at the end of 2004 was 12,275 (12,055 – 2003). The BBC series ‘Who do you think you are?’ has attracted many more newcomers to Family History which has in turn given the Society an upturn in Membership; this trend is continuing long after the series has ended.

This year saw a new Membership Officer, Jacki Ellis appointed. Jacki has been going through the database methodically and Membership is running very well as a result.

Day search fees for 2004 were not increased and remained at £3.50 for one hour, £9.20 for four hours and £14.50 for a day.

ELECTRONIC PUBLISHING

Free access for members to English Origins web site was suspended for four weeks from 14th September for redesign and change over to a subscription service and the name changed to British Origins.

The Society’s partnership with Origins.net continues. Over the year the names of brides and grooms from Boyd’s marriage index for Cornwall were added to the English Origins web site along with Boyd’s London burials 1538-c.1853 (males over 12 years only). Further names of City of London apprentices were also added during the year.

The above data can be accessed on site free of charge in the Society’s library or by payment of a fee on the Internet. Members have a free access session once every quarter of the year. The Society of Genealogists provides “hard copy” printouts from some of the sources and these can be ordered from the site with a discount for members.

Further databases are being prepared for electronic publication in the near future.

FELLOWSHIPS and AWARDS

Members of at least five years' standing are eligible for election by the Fellows in recognition of distinguished services to the Society or to genealogy. Similarly, non-members may be elected as Honorary Fellows for very distinguished service to genealogy.

The election of two new Fellows was announced at the Fellows' Christmas Party in 2004. The distinguished candidates were Mr Peter Nutt and Mr John Titford.

The Executive Committee is able to recognise the contribution of members, non-members and allied organisations through the award of a Certificate of Appreciation. HRH Prince Michael of Kent has graciously agreed that a special award may be made from time to time bearing his name. The committee acts on the advice of an Awards Panel consisting of not more than five Fellows – currently Morris Bierbrier, Michael Gandy, Frank Hardy and Richard Moore.

In 2004, the Prince Michael Award was made to Michael Armstrong and ABM Publishing for its outstanding contribution in spreading Genealogy through its magazine publications; Certificates of Appreciation were awarded to four volunteers who played a major part in volunteering for the Society and aiding Genealogy in general. The recipients were Jack Baxter, Jeanne Bryan, Gillian Pickup and Ann Wilkie.

VOLUNTEERS and STAFF

A complete list of paid staff at 31 December 2004 is given on page 15

Matthew Pridham who joined the staff as a Library Assistant in October 2003, left in February 2004 and was replaced on a part-time basis by Matthew Gillespie in March.

Jaysheree Neghandi left the post of Membership Secretary in February and was replaced by our new Membership Officer, Jacki Ellis in May.

David Walsh, events secretary left in November.

Rosie Miller, graphic designer left the Society in November.

In February we were joined by Chris Carver on secondment as a work experience volunteer from the RAF.

The Society continues to be indebted to the many members who volunteer their time to help out on the enquiry counters, work on archive and indexing projects etc. During the year a volunteers' co-ordinating team drawn from volunteers themselves took over the administration of the volunteers. James Quinlan and his colleagues Ian Waller and Nick Newington Irving instituted a newsletter, training, health and safety guidelines, a procedures manual and produced new shiny name badges identifying all volunteers who help in the library as well as inducting several new volunteers. Sadly James died

recently and Ian and Nick decided they had done their share and were replaced by Kathy Elam and the chairman Mike Wood. Thanks to all existing and new library volunteers now too numerous to mention individually.

In addition to James the Society said a sad farewell to Christine Loveridge who died during the year.

The SoG Enterprises Bookshop outreach volunteers Mick Mason and Tom Wood attended Family History Fairs and conferences across England and Wales during 2004. They too have decided to retire from this arduous task and their presence at the SoG books stall will be sorely missed. A presentation was made to thank them properly at the Christmas Party. Our other advice volunteers; Jeanne Bunting, John Hanson, Marjorie Moore and Richard Moore also did an excellent job in representing us at the outreach fairs. A volunteers' tea party was held on 1 June and a Christmas party on 21 December to thank members for their work for the Society.

PREMISES

2004 has gone down with the staff as the Year of the Drains! A leak from the toilets off the Common Room started on the Monday of an Open Day on 22 March. When the plumbers jetted the pipes to try to clear the blockage, contaminated water poured into the Lower Library. The Common Room and Lower Library were closed from 4pm on 23 March until mid-day on 30 March. The whole building was closed on 24 March. Everything was just about back to normal for the press evening for the Family History Show hosted jointly with the show sponsors 1837online on Wednesday 31 March.

On Saturday 18 September (with another Open Day due on Monday 20th!) the toilets off the Common Room again started to overflow. A different plumbing firm was employed and they finally located a blockage in the drains under the floor in the Lower Library. Part of that floor of the building had to be cordoned off for a short while on 21 September but the library did not have to close.

The Halsted Trust donated the cost of 12 new PCs in exchange for storing three of their filing cabinets for three years.

THE LIBRARY

For a third year running the library budgets were held in maintenance mode, however, thanks largely to generous donations during the year (figures for 2003 in brackets), there were 3774 (4088) additions to the library. Of this total 1146 (449) were individual transcripts or copies of church registers and 218 (324) were transcripts of monumental or tombstone inscriptions.

During the year 9,080 (9,132) items on closed access (excluding CD-ROMs) were produced for library users by the staff and volunteers in the Lower Library and 293 items (314) were borrowed from the Library of which 160 (164) were copies of registers. £5,813 (£3,973) was donated by members for conserving and binding existing and new stock of which £2396 was spent in 2004 and the remainder carried forward to 2005 (there being no allocation for this purpose in the 2005 budget).

Thanks to John Titford who priced up the duplicate and unwanted stock from the Library and to the staff and volunteers who manned the second-hand books stall at the SoG Family History Show, the Library made £1,131 (£1,526) to add to its budget. Conservation work carried out during the year included the boxing of the Society's extensive collection of pedigree rolls to protect them from dust and other potential damage. The Society is especially grateful for the generosity of family history societies and individuals who donate material to the Library or who "sponsor" the purchase of items by paying 50% or more of the cost. £5,127 (£5,276) was given by Members for the purchase of specific or general acquisitions for the Library. Notable additions during 2004 - showing, where appropriate, the name of the donor - are given on page 16.

Library catalogue. At the beginning of the year the Society's Operations and Executive Committees had to make some hard decisions about the library catalogue. The existing server was becoming underpowered for the job, and, more importantly, it was using Microsoft's NT4 software which would no longer be supported after August 2004. There were two alternatives: buy a new server or go over to the e-library solution. E-library means that our software company, EOS International, hosts our catalogue on their server and all cataloguing and searches by users in the library are done over the Internet. Neither option was cheap, but the e-library solution had one distinct advantage: it would provide a way of getting our catalogue onto the Internet for use outside our building - something which our Committees had desired for several years. Eventually this was the option decided upon. At the end of the year we recruited about thirty beta testers, including some in the USA and Australia, to test out the catalogue on-line and give us suggestions and feedback. It is anticipated that the catalogue should be available to members at home during 2005.

Volunteer projects. Work on the enormous Brooks-Davies Collection under the supervision of Dick Mynott, the indexing of the St. Andrew Holborn marriage registers under the leadership of Colin Allen and indexing of the Great Western Railway probate (stock transfer) registers managed by Frank Hardy was continued. The results of these projects will, in time, be available in electronic form.

PUBLICATIONS

A full list of new titles and reprints appears on page 16.

The Society's publishing programme continues and now stands at 173 titles. Ruth Paley's new work on illegitimacy proved very popular despite its racy title which caused a few problems for our webmaster. Chris Watt's excellent work on researching births marriages and deaths overseas is very useful. Both have already been reprinted and received very favourable reviews. Thanks to the various series editors, especially Anthony Wilcocks who retires as editor of the NIPR series, Roy Stockdill (*My Ancestors ...*) and Neville Taylor who works on the county guides. Sue Lumas continues to give sterling support as an editorial assistant. Michael Gandy continues to edit the *Genealogists' Magazine* and Sean Brady edits *Computers in Genealogy*.

LECTURES, COURSES and FAIRS

The Society's education programme remains extensive with a wide variety of events for people of all levels appearing in the annual diary of events. A full list of all the events, courses, lectures and visits run by the Society appears on page 17.

The eleventh *Family History Show* was held again at the Royal Horticultural Hall in Westminster on 1 & 2 May. This year's event saw a marked increase in attendance on previous years brought about, no doubt, by the extra publicity generated by the show's sponsors 1837online.com. Thanks to them for helping to make the event successful. The Sponsors enabled free lecture streams for beginners and an additional conference on the preceding Friday. However the organisers have listened to our exhibitors who felt that future shows should be reduced to one day as many find it difficult to staff the stalls over two days.

COMMUNICATION

The website www.sog.org.uk continues to provide a valuable resource providing both members and the public with details of the Society's events, library facilities and on-line data. The lower use of the website OrderLine facility reflected the decrease in the range of publications on sale, and there was a small decrease in website running costs as a result. The major influence during the year was substantial increase in usage during and following the broadcast of the BBC 'Who do you think you are?' series. This level of usage has continued into 2005.

Demand for Internet access from the Lower Library, fueled by additional census data being made available by ancestry.co.uk, increased to a level when most computers were in use during opening hours. A donation by the Halsted Trust enabled the Society to replace the existing and add two computers to the facility and to replace the four computers used for consulting the Library CD-ROM collection. Work started on making more CD-ROM based data available from a file server on the Local Area Network thus reducing the handling of the CD's, with the inherent risk of damage or loss. This has resulted in this research data being available throughout the premises. It is planned to extend the range of data available as soon as possible. (see GM June 2005)

A major challenge for the IT Support volunteers was to review and create a cost effective strategy for the ongoing operation of the Library Catalogue in the light of the obsolescence of the Microsoft NT operating system at the end of 2004 and the need to replace the on-site server. As a result of this review the Library Catalogue consisting of over 8 Gigabytes of data, indexes and thesaurus terms was moved to the supplier's secure server centre in California. Access for cataloging was provided initially, which proved very successful. Subsequently limited access from two library terminals was provided to enable the new user interface to be tested on-site as well as by a small group of beta-testers accessing the catalogue from home. As a result all terminals in the library were converted to use the new Internet base access during Closed Week in February 2005. Providing member's access from home is scheduled for mid-2005.

As well as the website which allows members and others to check on Society events and topical news affecting genealogy, the Society also runs two electronic mailing lists. The first of these, SoG-News, is sent out occasionally to some 1800 people. This contains news of Society events and some information received by the Society from other organisations.

The Member's list, Sog-UK, has been in operation for nearly seven years and for most of that time has remained fairly static with around 440 members. This list is only available to Society members to benefit from the experience of others when asking questions, and sometimes to discuss Society issues. The last year has been quieter than before with an average of twenty messages a week. There is less controversy on the list than formerly and a wide range of topics have been covered.

Details of how to subscribe are given on the inside front cover of Genealogists Magazine.

EXTERNAL LIAISON & MEDIA COVERAGE

The Society of Genealogists continues to represent its members and the genealogical community as a whole on a number of consultative bodies and societies including the Federation of Family History Societies, British Genealogical Record Users Committee, Family Record Centre User Group, Probate Users Group, TNA On-line Projects Advisory Committee, Friends of the National Archives, London Research Libraries in History and British Record Society. The Genealogy Officer was invited to join the Advisory Council on National Records and Archives and participated in the Institute of Historical Research Assessing Our Archives and Manuscript Heritage Steering Group.

Having responded to the General Register Office consultation paper *Civil Registration: Delivering Vital Change* the Society of Genealogists made comments on the Government's subsequent proposed Regulatory Reform Order *Registration Modernisation* published in July. The Genealogy Officer was part of the Federation of Family History Societies team representing the genealogical community that appeared before the House of Commons Parliamentary Scrutiny Committee whose members eventually declined the proposed order. A number of meetings with staff from the General register office had taken place to discuss the possible implementation of the RRO.

The Society also made a formal response to the Council for Europe recommendation on access to archives and the Home Office Consultation Paper *Provision of burial services in the future*.

Whether promoting the Society's Family History Show or responding to interest generated by the BBC television series *Who Do You Think You Are?* the Society received much media attention with radio or television interviews being given for BBC Radio Wales, BBC London *Inside Out*, BBC London News, BBC Radio 4 *Women's Hour*, BBC Radio Shropshire, BBC Radio London, BBC Radio 5, BBC Radio 4 *You and Yours* as well as the national Press. The Society hosted a press launch to promote the Family History Show in conjunction with the show's sponsors 1837online.com. The Genealogy Officer continues to write a column for *Your Family Tree* and articles and news items appeared in other genealogical monthly magazines.

The Genealogy Officer, Librarian and volunteers, gave 12 lectures on the Society and its library to family history societies and other organisations around the country: Open days for prospective members were held on 22 March, 13 June and 20 September. Free Library tours and advice sessions were given on alternate Saturdays during the year. Thirty other groups were also given talks or tours of the library including four from the USA and one each from Australia and New Zealand. In April an author from Norway visited the library. Representatives of the Cambridge Group for the History of Population and Social Structure were given access to and facilities in the library for their work using parish registers to reconstruct the evolution of the occupational structure of England between 1750 and 1841.

The Society of Genealogists was represented at various outside events including the Greater London Cemetery and Crematorium open day in August, TNA's open day in September, the London Maze (local history fair) at the Guildhall in October and the BBC London Family History Day at TNA in December.

FINANCE

At the end of 2003 we anticipated a difficult year ahead financially, due to the need to relax our curb on expenditure to allow for upgrades to equipment and general maintenance. However, because of tight control of expenditure and our efforts to raise income, we had a very good year.

When setting the budget for 2004 we expected a deficit in the order of £30,000 but in fact we made a modest surplus for the first time in five years. In addition to this a very generous bequest of £152,875 from the Montague-Smith Estate and other donations from generous benefactors (including Virginia Ann Loveridge, Patricia Loveridge and the now sadly deceased Christine Loveridge) totalling £25,708 have allowed us to boost our reserves. The Executive Committee records its thanks for those who support the Society's work in this way. We still need to double our reserves to give us adequate working capital.

The mobile bookshop again made a good contribution to income as well as being the public face of the Society around the country. The Society recognises the hard work of Mick and Tom in running this bookshop, but for health reasons they will not be able to give the same level of support in 2005. The bookshop will continue, being run by other volunteers, but at a reduced number of locations.

In spite of the good results for 2004 the year ahead is going to require a very special effort from staff and volunteers for us to achieve a surplus. Again there will be no increase in subscriptions.

WHO'S WHO AT THE SoG: GOVERNANCE

President: HRH Prince Michael of Kent, KCVO

Vice Presidents: The Rt Rev John Kingsmill Cavell, MA
(at 31 December 2003) Patric Dickinson, MA, FSG, *Richmond Herald*
President Boyd K Packer, BS, MS, EdD, *Quorum of the Twelve*
Dr Peter Spufford, MA, PhD, LittD, FRHistS, FSA, FSG, FBA
Robin Blair, LVO, WS, *Lord Lyon King of Arms*
Fergus Gillespie, MA, *Deputy Chief Herald of Ireland*
Dr Elizabeth Hallam Smith, FSA, FRSA, FRHistS

Members of the Executive and Standing Committees:

| Name | Executive ¹ | Education | Library | Operations |
|-------------------------------|------------------------|----------------|---------------|------------|
| John Addis-Smith FSG | | | X | |
| Colin Allen FSG | | X | | |
| Peter Bailey | X – 4 | | | |
| Chris Broomfield | X – 4 | | | X |
| Ros Dunning | | | X | |
| John Egan | X – 5 | | | |
| Kathy Elam | X – 5 | X | | |
| John Hanson | X – 5 | X | | Chairman |
| Frank Hardy FSG | V-Chairman – 5 | | Chairman | |
| Mark Herber | 2X – 1 | | X | |
| Sue Highley | | | X | |
| Sharon Hintze | X – 4 | | | X |
| Sue Hourizi | 2X – 2 | X | | |
| David Horwill | | | X | |
| Michael Isherwood | X | | X | |
| Michael Jackson | 2X – 1 | | | |
| Susan Lumas FSG | | | Vice-Chairman | |
| Nicholas Newington-Irving FSG | X – 5 | | X | |
| Tim Powys-Lybbe | 2X – 4 | | | |
| Roy Stockdill | X – 5 | X | | |
| Geoff Stone | Hon. Treas. – 5 | Ex officio | Ex officio | Ex officio |
| Geoff Swinfield | | Vice- Chairman | | |
| John Titford | | X | | |
| Ian Waller | X – 3 | Chairman | | |
| Diane Waters | | X | | |
| Jim Willerton FSG | | | X | |
| Michael Williamson | X – 4 | | | X |
| William Michael Wood | X – 5 | Ex officio | Ex officio | Ex officio |
| Dr David Wright | X – 4 | | | |

NOTES:

- (1) The Executive Committee met five times between the AGMs in 2004 and the Annual Report preparation 2004 (February 2005). The number shown is the number of meetings attended by the Member out of the five meetings.
- (2) Mark Herber was a member for only two meetings, Sue Hourizi only two meetings, Michael Jackson only one meeting and Tim Powys-Lybbe only four meetings.

EXECUTIVE COMMITTEE MEMBERS' PROFILES

Profiles of the Executive Committee as at 31 December 2004

Peter Bailey, 68, member since 1967. Previously a managing director with responsibility for establishment and control of budgets and profitability. He is also the secretary for 'Families in British India Society', previously having been Membership Secretary, Meetings Organizer and Journal Editor. Currently lectures on Indian sources and writes articles.

Chris Broomfield MIEE, CEng, 63, member since 1996. Researching family since 1992 including One-Name and One-Place Studies. Employed in the telecommunications industry for over 35 years on the development of computer communication network for business. Elected to the Executive Committee in 2001.

John Egan, 77, member since 1987. Now retired previously employed in journalism and later became the chief media spokesman for British Telecom. Editor of *The Irish Genealogist* and also a member of the Catholic Family History Society. Elected to the Executive Committee in 2003.

Kathy Elam, 59, member since 1996. Previously a Civil Servant working in a policy area of the Home Office with a wide experience of staff management. Kathy has been a keen Family Historian since 1988. Soon after joining the Society Kathy became a regular volunteer helping with cataloguing and counter work. More recently Kathy has begun lecturing.

John Hanson, 57, member since 1993. A retired systems specialist. Lecturer on family history and also a committee member of the Guild of One-Name Studies. Elected to the Executive Committee in 2000.

Frank Hardy FSG, 64, member since 1981. Railway Civil Engineer. Elected to the Executive Committee in 1990 (Chairman 2002-3).

Sharon Hintze, 60, member since 1998. Holder of diploma in genealogy. Director of Hyde Park Family History Centre for the Church of Jesus Christ of Latter-Day Saints. Non-executive director of HSBC Holdings plc. Former COO Barilla Spa. Former senior vice president with Nestlé and Mars Incorporated. Elected to the Executive Committee in 2002.

Sue Hourizi, 67, member since 2000. Sue has been tracing family history now for some 25 years, she is a retired secondary head teacher, subsequently an interpreter for an Educational Consultancy, and has been a member of West Surrey, Somerset and Dorset, and Bristol & Avon Family History Societies. Sue is currently part of a study group about to publish the results of its first project.

Nicholas Newington-Irving, FSG, MInstAM, 67, has been a member since 1970 and an Executive Committee Member since 2000. He has worked in the Library for nearly 20 years mainly producing guides. Since retirement he has indexed a large number of books. He is a retired RAF Officer and a former civil servant.

Roy Stockdill, 64, member since 1991. He is on the Executive Committees of the Guild of One-Name Studies and the Federation of Family History Societies, and is Editor of the Journal of One-Name Studies. He is a former national newspaper journalist. Elected to the Executive Committee in 2002.

Geoffrey T Stone, 63, member since 1997. Formerly a Computer Projects Manager in the Financial Services Industry. He is running two one-name studies and has organised the two Society email lists since their inception. Elected to the Executive Committee in 2000. Society Treasurer since 2001.

Ian Waller, 55, member since 1990. A professional genealogist teaches both family and local history at both basic and advanced levels at various adult education community colleges in Luton and Bedfordshire, other family history societies and the Society of Genealogists. Previously served on the committee of the Hertfordshire Family History Society and was the editor of its quarterly journal for 5 years.

Michael Williamson, 60, member since 1970. Computer Consultant. Treasurer of British Motorcyclists Federation and also a church organist. Co-opted to the Executive Committee in 2002.

William Michael Wood, FInstSMM, 67, member since 1999. Member also of several family history societies. Over 30 years' senior management experience in sales and marketing. Elected to the Executive Committee in 2002.

Dr David Wright, 51, member since 1976. A professional genealogist for 25 years who has lectured and published widely, and produced several major indexes. He also teaches classics, palaeography and textual criticism. A founder member of the Kent Family History Society, he has served on its committee and also undertaken much monumental inscription work.

FELLOWS OF THE SOCIETY

The Articles of Association of the Society prescribes three 'classes' of members. They are Ordinary Members, Fellows and Honorary Fellows. The constitution sets a maximum of 100 Fellows and just 10 Honorary Fellows. Those proposed for Honorary Fellowship do not need to be members of the Society at the time of their nomination, but those put forward for Fellowship must have been members for at least five consecutive years.

Candidates for either honour must be proposed by not fewer than four Fellows and a secret ballot is then held among all the Fellows. Successful nominees must secure a two-thirds majority. In weighing their vote, Fellows must judge whether those proposed for Fellowship have rendered ‘distinguished services to the Society or to genealogy’ and whether they wish to honour those proposed for Honorary Fellowship for their ‘very distinguished services to genealogy’.

At 31 December 2004 there were three Honorary Fellows.

Anthony Camp, MBE

Jeremy Gibson

Donald Whyte

There were eighty Fellows.

| | | |
|---------------------------|---------------------------|------------------------|
| John Addis-Smith | Paul Gorry | Mrs Doris E Pullen |
| Colin Allen | Stephen Hale | Prof Brian Randell |
| Mrs Norma Allum | Frank Hardy | Richard Ratcliffe |
| Michael Armstrong | John Harnden | Dr Colin Rogers |
| Dr Morris Bierbrier | David Hawgood | Alan Rolfe |
| Paul Blake | Ian Jeffery Hilder | John Rowlands |
| John Blight | Cecil Humphery-Smith | Mrs Sheila Rowlands |
| Brian Brooks | Kingsley Ireland | Malcolm Sainty, AM |
| Mrs Yvonne Jeanne Bunting | Keith Johnson, AM | Dr Michael Siddons |
| Michael Burchall | Dr Anthony Joseph | Paul Floyd Smart |
| Dr Barbara Carter, JP | Charles Kidd | Dr Peter Spufford |
| Dr Colin Chapman | Miss Patricia Kirkland | David Squire |
| Mrs Isabelle Charlton | J M Kitzmiller II | Don Steel |
| Peter Christian | Frank Leeson | Miss Monnica Stevens |
| Dr W E Church | Brian Loomes | Hon Guy Strutt |
| Peter Wilson Coldham | Mrs Susan Lumas | Neville Taylor |
| Major R M Collins | Miss Hilary Marshall | Rt Hon the Lord Teviot |
| Miss Stella Colwell | Miss E McDougall, MBE | Dr Neil Thompson |
| Harold Culling | Sir Mervyn Medlycott, Bt | John Titford |
| Alan Dell | Mrs Marjorie Moore | Mrs Jean Tooke |
| Patric Dickinson | Richard Moore | Dr Chris Watts |
| Dr Andrea Duncan | Mrs Joy Wade Moulton | Cliff Webb |
| L W Lawson Edwards | Dick Mynott | Anthony Wilcox |
| F J Fone | Nicholas Newington-Irving | James Willerton |
| Brian Frith, MBE | Peter Nutt | |
| Vic Gale | Derek Palgrave | |
| Michael Gandy | Peter Park | |
| David Gardner | Eric Probert | |

In 2004 Fellows’ talks were kindly arranged by David Hawgood as part of the annual socials. The first talk in December 2004 was given by Geoff Swinfield on DNA. The Fellows extended an invitation to the volunteers to attend.

WHO'S WHO AT THE SoG : STAFF

Staff Team as at 31 December 2004

MANAGEMENT TEAM

Acting Director
Librarian
Genealogy Officer

June Perrin
Sue Gibbons, BA (Hons), MCLIP
Else Churchill, BA, DipLib

LIBRARY

Librarian
Genealogy Officer
Deputy Librarian
Library Assistant
Library Assistant
Library Assistant
Cataloguer (part-time)

Sue Gibbons, BA (Hons), MCLIP
Else Churchill, BA, DipLib
Tim Lawrence, BA
Claire Bullen, BA
Nick Fogg, MA, DipLib
Matthew Gillespie, BA
Angela Thomson, BA, ALA

ADMINISTRATION

Acting Director
Finance manager
Administrator
Membership Officer
Events Co-ordinator
Front of House Assistant (part-time)
General Assistant
Saturday Assistant

June Perrin
Dayo Akinrele, BA (Hons)
Sheila Marshall, BA (Hons)
Jacki Ellis
Post Vacant at year-end
Joan Waddon
Lori Weinstein
Linda Melvin

SOCIETY OF GENEALOGISTS ENTERPRISES LIMITED

Acting Chief Executive
Graphic Designer
Accounting Assistant (part-time)
Saturday Assistant

June Perrin
Post Vacant at year-end
Catherine Martin
Catherine Martin

NEW PUBLICATIONS

London Apprentices: Blacksmiths Company 1605-1800
My Ancestor was a Bastard
National Index of Parish Registers: Sussex
Tracing Births, Deaths and Marriages at Sea

Cliff Webb
Ruth Paley
Anthony Wilcox
C & M Watts

Reprints
NIPR Hampshire and Suffolk

These can be purchased from the Society or via our website

NOTABLE ADDITIONS TO THE LIBRARY

Oxford Dictionary of National Biography. D: The Fellows, A Loveridge etc.
Reference works. D London Borough of Southwark.
Historical Manuscripts Commission reports etc. D: The National Archives.
Burke's peerage, baronetage & knightage. 107th edn. 2003. Review.
1891 census returns. Mf. D: PRO.
WO 97 Chelsea pensioners soldiers documents 1760-1854 (not complete). Mf. D: PRO.
Navy lists 1814-58. Mfc.
Anstruther Catholic C(I) c.1827-88. Mfc.
National burial index. 2nd edn. CD-ROM. Review.
Ukinfo disk 2003. CD-ROM.
Cheshire marriage index. Version 3a. CD-ROM. D: FHS of Cheshire.
Cheshire 1851 & 1871 censuses (returns & surname indexes). CD-ROM. D: FHS of Cheshire.
Devon FHS transcripts of baptisms 1813-39, marriages 1754-1812 & burials 1813-37.
D: Estate of A Brining.
Essex monumental inscriptions. Mfc. D: Essex Society for FH.
Hackman's bishop's transcripts mainly 1780-1812 for 336 Hampshire parishes Mfc.
Hertfordshire B(I) c.1800-c.1851 (a few earlier & a few later). CD-ROM. S: R Dunning.
Mary Wigan's Kent register transcripts. Revised edns. Mfc. D: Kent FHS.
Victoria county history Somerset, vol. 8: the Poldens & the Levels.
Victoria county history Staffordshire, vol. 9: Burton upon Trent.
Quaker digest registers for Suffolk (17th century - 1837). CD-ROM. D: Quaker FHS.
Surrey super index. 3rd edn. Mfc. S: T Boyle.
East Surrey B(I) 1813-40 & West Surrey B(I) 1813-65. Mfc. S: T Boyle.
National index of parish registers, vol. 4, part 2: Sussex.
Sussex M(I) 1538-1837. CD-ROM. Review.
Kidderminster (St. Mary), Worcestershire registers. Mf. S: W Jaycock, P Loveridge & M Stevens.
West Riding of Yorkshire electoral registers 1898-1925. Mfc.
Family Tree Maker's Irish source records 1500s - 1800s. CD-ROM. Review.
Name index to the Ordnance Survey memoirs of Ireland. D: D MacGillivray.
Dublin directories & 1761 poll book. Mf. D: Microform Academic Publishers.
Fems Diocese marriage licence index 1662-1806.
Pedigree resource file, discs 51-75 & master index. CD-ROM. Review.

LECTURES AND COURSES

(This table is referred to in the section headed Lectures and Courses on page 7)

| | | | | | |
|--------|---|--|-------------|------------|-------------|
| 21-Jan | English Origins | Else Churchill | 29 | 0 | 29 |
| 31-Jan | The Census: Online and on CD-ROM | John Hanson | 27 | 6 | 33 |
| 11-Feb | Basic Britain: family history sources for Cornwall & Devon | Richard Grylls | 37 | 4 | 41 |
| 18-Feb | Using Family Historian | John Hanson | 26 | 4 | 30 |
| 21-Feb | Personal Ancestral File | David Lumley | 12 | 2 | 14 |
| 21-Feb | Tracing Irish Ancestors | George Chartres and Michael Gandy | 41 | 14 | 55 |
| 25-Feb | My Ancestor Fought at Culloden | Kathy Elam | 9 | 6 | 15 |
| 28-Feb | Beginners Course | Audrey Collins and Geoff Swinfield | 12 | 7 | 19 |
| 3-Mar | Visit: The National Archives (PRO) Induction Day | Visit | 15 | 4 | 19 |
| 3-Mar | House History: Sources for your Ancestral Property | Nick Barratt | 16 | 1 | 17 |
| 10-Mar | Using the Society's Library | Sue Gibbons | 28 | 14 | 42 |
| 11-Mar | Family History Skills Course: Intermediate | Various | 22 | 2 | 24 |
| 17-Mar | LDS Resources: Online and on CD-ROM | Sharon Hintze | 25 | 2 | 27 |
| 18-Mar | Visit: Newspaper Library, Colindale | Visit | 22 | 2 | 24 |
| 20-Mar | Finding women ancestors: tracing female lines | Else Churchill | 20 | 2 | 22 |
| 27-Mar | Chalk and Talk: Study Day on Education Records | R Ratcliffe, Dr P Horn, D J Dawson, LMA Staff | 10 | 0 | 10 |
| 31-Mar | Using the Library Catalogue | Sue Gibbons | 8 | 0 | 8 |
| 7-Apr | Basic Britain: North-West | Peter Park | 26 | 4 | 30 |
| 14-Apr | Cramming for Genealogy Exams | Else Churchill and Geoff Swinfield | 4 | 0 | 4 |
| 15-Apr | Visit: Oriental & India Office, British Library | Visit | 7 | 1 | 8 |
| 17-Apr | Records of the Poor, full-day workshop | Peter Park | 22 | 1 | 23 |
| 28-Apr | All the news that's fit to index! Online newspaper indexing projects | John Konvalinka | 8 | 1 | 9 |
| 8-May | Using Family Tree Maker Software (in depth) | Helen Williams | 18 | 9 | 27 |
| 12-May | Pauper Emigration Project 1834-1871 | Simon Fowler | 32 | 3 | 35 |
| 15-May | The Master Genealogist | Ieresa Fask | 15 | 4 | 19 |
| 15-May | One-name studies | Various | 11 | 1 | 12 |
| 19-May | Record Rescue: The work of the British Records Association | Gravin Henderson | 10 | 1 | 11 |
| 20-May | Visit: Lambeth Palace Library, date not fixed | Visit | 26 | 2 | 28 |
| 22-May | Bantlings, Baseborn & Misbegot: study day on illegitimacy | Dr R Paley, Andrea Tanner, Dr G Clark et al | 12 | 1 | 13 |
| 26-May | Victorian Death Customs | Robert Stephenson | 11 | 5 | 16 |
| 31-Jun | Organising records | Various | 34 | 5 | 39 |
| 9-Jun | Basic Britain: family history sources for the historic county of Kent | David Wright | 24 | 2 | 26 |
| 16-Jun | Putting your Family History in Print | John Triford and Roy Stockdill | 21 | 2 | 23 |
| 17-Jun | Visit: Royal Free Hospital Archives | Visit | 5 | 0 | 5 |
| 23-Jun | Using Family Historian (in depth) | John Hanson | 18 | 6 | 24 |
| 26-Jun | I'm Stuck | Geoff Swinfield | 12 | 7 | 19 |
| 26-Jun | Trade Union Records | David Squire and Christine Woodland | 5 | 0 | 5 |
| 30-Jun | The Census: Online and on CD-ROM | John Hanson | 13 | 3 | 16 |
| 7-Jul | Further sources for researching the British Army in India | Peter Bailey | 10 | 5 | 15 |
| 8-Jul | Visit: Museum in Dockland archives | Visit | 4 | 1 | 5 |
| 14-Jul | Basic Britain: family history sources for West Midlands | Doreen Hopwood | 9 | 4 | 13 |
| 17-Jul | Stuck in London | Various | 36 | 8 | 44 |
| 21-Jul | PROCAT has changed! | Jane Garraemdia | 9 | 0 | 9 |
| 24-Jul | Visit: Hulton Picture Archive, West London, date not allocated | Various | 6 | 3 | 9 |
| 28-Jul | Computer programs for family historians | Helen Williams | 8 | 0 | 8 |
| 31-Jul | Using Family Tree Maker Software | John Hanson | 7 | 5 | 12 |
| 31-Jul | Using Custodian Software | Jeanette King et al | 11 | 3 | 14 |
| 2-Aug | Routes to Roots | Various | 8 | 1 | 9 |
| 7-Aug | Special Collections and Unique Sources in the Society's Library | Else Churchill | 9 | 0 | 9 |
| 7-Aug | Using Family Historian (practical session) | John Hanson | 8 | 2 | 10 |
| 1-Sep | British Jurisdictions Project | Family History Library (SLC) staff | 6 | 0 | 6 |
| 4-Sep | Photographs: People and Places | Various | 14 | 4 | 18 |
| 8-Sep | Basic Britain: family history sources for York | Sue Gibbons | 24 | 5 | 29 |
| 9-Sep | Family History Skills Course: Advanced | Visit | 30 | 4 | 34 |
| 9-Sep | Visit: School of Oriental & African Studies | Various | 2 | 1 | 3 |
| 6-Nov | The Census: Online and on CD-ROM | John Hanson | 7 | 4 | 11 |
| 11-Sep | Using Family Tree Maker Software (practical session) | Helen Williams | 3 | 2 | 5 |
| 22-Sep | Fighting Talk: My Ancestor was a Royal Marine | Ken Divall | 10 | 7 | 17 |
| 25-Sep | Huguenot Ancestry | Michael Gandy | 18 | 9 | 27 |
| 29-Sep | Using the Society's Library | Sue Gibbons | 12 | 4 | 16 |
| 6-Oct | Missionary Archives: Sources for Family Historians | Lesley Price | 8 | 2 | 7 |
| 7-Oct | Visit: Society of Apothecaries | Visit | 18 | 1 | 19 |
| 9-Oct | Beginners Course | Audrey Collins and Geoff Swinfield | 12 | 6 | 18 |
| 13-Oct | Using the Library Catalogue | Sue Gibbons | 9 | 0 | 9 |
| 20-Oct | Basic Britain: family history sources for London | Michael Gandy | 29 | 11 | 40 |
| 23-Oct | Using Family Historian | John Hanson | 14 | 9 | 23 |
| 27-Oct | Using Legacy Software | Various | 9 | 0 | 9 |
| 30-Oct | Scottish Family History Sources | Diane Baptie, Andrew Nicoll and Audrey Collins | 30 | 10 | 40 |
| 3-Nov | Inherited diseases | Geoff Swinfield | 12 | 3 | 15 |
| 8-Nov | Genealogy for Librarians and Archivists | Else Churchill et al | 2 | 9 | 11 |
| 10-Nov | Forgotten Heroes: Researching Ancestors Killed in the Great War | Geoff Bridger | 26 | 0 | 26 |
| 13-Nov | Marriages Made and Unmade | Duncan Harrington and Tony Benton | 8 | 1 | 9 |
| 17-Nov | Divorce Records | Amanda Bevan | 10 | 2 | 12 |
| 18-Nov | Visit: Newspaper Library, Colindale | Visit | 11 | 4 | 15 |
| 24-Nov | Mayhew's London | Peter Street | 11 | 5 | 16 |
| 25-Nov | Visit: The National Archives (PRO) Induction Day | Visit | 12 | 8 | 20 |
| 27-Nov | Introducing Palaeography | Hilary Marshall | 11 | 4 | 15 |
| 4-Dec | The Hearth Tax & other sources for the 17th Century | Various | 19 | 1 | 20 |
| 8-Dec | Great Crimean War Index | Brian Oldham | 12 | 11 | 23 |
| 11-Dec | Advanced Palaeography | Hilary Marshall | 9 | 1 | 10 |
| | TOTALS : | | 1208 | 288 | 1496 |

STATEMENTS BY THE EXECUTIVE COMMITTEE

Objects of the charity

The objects of the charity are to promote, encourage and foster the study, science and knowledge of genealogy. The principal activities continue to relate to education. To achieve this the Society of Genealogists:

- maintains a specialist library
- provides a comprehensive programme of lectures, tutorials and courses
- publishes genealogical material and books
- maintains co-operative relationships with allied organisations
- makes representations to government and other interested agencies

Organisation

A board of trustees (known as the Executive Committee) of up to 16 elected members, an honorary treasurer and an honorary solicitor, administers the charity. The trustees receive no emoluments.

The Executive Committee appoints other committees as it considers expedient from time to time. There are currently three committees – Education, Library & Records and Operations – and the Executive Committee itself. During the year in line with the Business Plan the Lectures and Publications Committees were combined into Education and a number of separate dedicated working parties set up with specific functions. A full list of members of all committees for the 2004 to 2005 year is given on page 12.

A Director is appointed by the trustees to manage the day-to-day operations of the charity.

Investment powers

Under the memorandum and articles of association, the charity has the power to make any investment which the trustees see fit.

Trading subsidiary

The charity's wholly-owned trading subsidiary, Society of Genealogists Enterprises Limited, undertook its fifth year of operating the commercial trading activities of the Society. The subsidiary gift aids any profits to the charity, and these additional funds are generated to meet our charitable objectives.

Strategic review, reserves policy and risk management

As mentioned on page 12, the Executive Committee continued to make good progress with its Business Plan. The review of the Memorandum and Articles commenced and it is hoped they will be available for proposal at the 2005 Annual General Meeting.

As part of the strategic review, the trustees continued the risk management strategy, which comprises

- an annual review of the risks which the charity may face
- the establishment of systems and procedures to mitigate those risks identified in the plan, and
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

This exercise as well as being beneficial also complies with the requirements of the Statement of Recommended Practice - Accounting and Reporting by Charities, 2000, by which the Charity abides.

The trustees have forecast the level of free reserves (that is those funds not tied up in fixed assets, and designated and restricted funds) the charity will require to sustain its operations and make appropriate adjustments should there be a material reduction in the charity's income. The trustees consider that the most appropriate level of free reserves is a sum equivalent to six months of the charity's running costs estimated at £200,000, the current level is zero. It is the trustees' view that the balance of income and expenditure should be managed to increase the level of free reserves to the appropriate level.

Trustees' responsibilities in relation to financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the statement of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

During the year a re-tendering process was carried out for the annual audit of the Society. After several interviews and tender documents were submitted we are pleased to inform the Members that Kingston Smith were the successful company. Kingston Smith have considerable Charity experience and the year end audit has gone very well. Members will see from the accounts the fees are a considerable saving on our past audit fees. A resolution will be proposed at the Annual General Meeting that Kingston Smith be re-appointed as auditors to the charity for the ensuing year.

LEGAL and ADMINISTRATIVE INFORMATION

Constitution

The Society of Genealogists is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number: 233701. Company number: 115703.

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and collectively comprise the charity's Executive Committee. As set out in the Articles of Association the trustees are elected by the charity's members, serving for a term of four years and for a maximum of two successive terms. These trustees have the power to appoint an honorary treasurer and an honorary solicitor who *ex officio* serve as members of the Executive Committee. No honorary solicitor has been appointed for many years. The trustees also have power to elect any eligible Member of the Society to the Executive Committee to fill any casual vacancy occurring between one Annual General Meeting and another but any person so elected shall retire at the Annual General Meeting next following his election but shall be eligible for re-election. The trustees serving during the year 2004–2005 were as follows:

| | |
|--|------------------------|
| Peter Bailey | elected June 2004 |
| Chris Broomfield | |
| Kathy Elam | elected June 2004 |
| John Egan | |
| John Hanson | |
| Frank C Hardy, FSG, | |
| Mark Herber | resigned October 2004 |
| Sharon Hintze | |
| Sue Hourizi | co-opted October 2004 |
| Micheal Jackson | co-opted February 2005 |
| Nicholas J Newington-Irving, FSG | |
| Tim Powys-Lybbe | resigned December 2004 |
| Roy Stockdill | |
| Geoffrey T Stone, <i>Honorary Treasurer</i> | |
| Ian Waller | |
| Michael Williamson | |
| William Michael Wood, <i>Chairman from June 2003</i> | |
| Dr David Wright | |

Company Secretary June M Perrin

Registered Office 14 Charterhouse Buildings, Goswell Road, London EC1M 7BA

Auditors Kingston Smith, Devonshire House, 60 Goswell Road, London, EC1M 7AD

Bankers HSBC, 74 Goswell Road, London EC1V 7DA

Solicitors Field Fisher Waterhouse, 35 Vine Street, London EC3N 2AA

By order of the trustees

William Michael Wood (Chairman) 10 May 2005

Enterprises Directors

| | |
|-------------------------------------|-----------------------|
| John Addis-Smith | |
| Michael Bunting | |
| Stephen Hale | |
| Sharon Hintze | Resigned 29 June 2004 |
| Geoffrey Stone | |
| Michael Williamson, <i>Chairman</i> | |

Company Secretary June Perrin

Registered Office 14 Charterhouse Buildings, Goswell Road, London EC1M 7BA

Auditors Kingston Smith, Devonshire House, 60 Goswell Road, London, EC1M 7AD

Bankers HSBC, 74 Goswell Road, London EC1V 7DA

Solicitors Field Fisher Waterhouse, 35 Vine Street, London EC3N 2AA

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE SOCIETY OF GENEALOGISTS

We have audited the financial statements of Society of Genealogists for the year ended 31st December 2004, which comprise the Consolidated and Charity Statement of Financial Activities, the Balance Sheets, and the related notes. These financial statements have been prepared under the historical cost convention, and the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken for no purpose other than to draw to the attention of the charity's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charity and charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditors

The trustees' (who are also the directors of Society of Genealogists for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of Audit Opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees

in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's and the group's affairs as at 31st December 2004 and of their incoming resources and application of resources, including the income and expenditure of the group and charity for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Kingston Smith
Chartered Accountants and Registered Auditors
Devonshire House
60 Goswell Road
London EC1M 7AD

May 2004

Society of Genealogists

Consolidated Statement of Financial Activities for the year ended 31st December 2004
(incorporating the income and expenditure account)

| | Note | Unrestricted Funds | Restricted Funds | Total 2004 | 2003 |
|---|------|-----------------------|---------------------|------------------|-----------------|
| | | £ | £ | £ | £ |
| Income and Expenditure | | | | | |
| Incoming Resources | | | | | |
| Activities in furtherance of the charity's objects: | | | | | |
| Membership income | 2 | 432,327 | - | 432,327 | 458,959 |
| Library income | | 2,753 | - | 2,753 | 3,840 |
| Event income | | 72,524 | - | 72,524 | 68,043 |
| Other income | | 11,090 | - | 11,090 | 13,104 |
| Book shop & magazine | | 238,147 | - | 238,147 | 195,022 |
| Donations, legacies and similar income | | | | | |
| Legacies | | 157,856 | - | 157,856 | - |
| Other donations received | | 25,708 | 15,440 | 41,148 | 39,957 |
| Interest receivable | | 6,191 | - | 6,191 | 2,594 |
| Total Incoming Resources | | 946,596 | 15,440 | 962,036 | 781,519 |
| Charitable Expenditure | | | | | |
| Costs of activities in furtherance of the objects of the charity: | | | | | |
| Membership expenditure | 3 | 30,941 | - | 30,941 | 33,692 |
| Library expenditure | 3 | 242,136 | 2,756 | 244,892 | 286,511 |
| Event expenditure | 3 | 48,309 | - | 48,309 | 67,899 |
| Book shop & Magazine expenditure | | 233,800 | - | 233,800 | 186,368 |
| Managing and administering the charity | 3 | 219,970 | - | 219,970 | 225,529 |
| Total Charitable Expenditure | | 775,156 | 2,756 | 777,912 | 799,999 |
| Net Income for the year | | 171,440 | 12,684 | 184,124 | (18,480) |
| Transfers between funds | 12 | 15,715 | (15,715) | - | - |
| Net movement in funds for the year | | 187,155 | (3,031) | 184,124 | (18,480) |
| Fund balances carried forward at 1st January 2004 | | 924,620 | 13,545 | 938,165 | 956,645 |
| Fund balances carried forward at 31st December 2004 | | 1,111,775 | 10,514 | 1,122,289 | 938,165 |

All gains and losses arising in the year are included in the Statement of Financial Activities and arise from continuing activities.

The notes on pages 26 to 32 form part of the financial statements.

Society of Genealogists

Statement of Financial Activities for the year ended 31st December 2004
(incorporating the income and expenditure account)

| | Note | Unrestricted Funds | Restricted Funds | Total 2004 | 2003 |
|---|------|-----------------------|---------------------|------------------|-----------------|
| | | £ | £ | £ | £ |
| Income and Expenditure | | | | | |
| Incoming Resources | | | | | |
| Activities in furtherance of the charity's objects: | | | | | |
| Membership income | 2 | 432,327 | - | 432,327 | 458,959 |
| Library income | | 2,753 | - | 2,753 | 3,840 |
| Event income | | 72,524 | - | 72,524 | 68,043 |
| Other income | | 11,090 | - | 11,090 | 10,036 |
| Donations, legacies and similar income | | | | | |
| Legacies | | 157,856 | - | 157,856 | - |
| Gift aided donation from Subsidiary | | 29,388 | - | 29,388 | - |
| Other donations received | | 25,708 | 15,440 | 41,148 | 39,566 |
| Activities to generate funds: | | | | | |
| Management charges | | 35,767 | - | 35,767 | 13,570 |
| Interest receivable | | 5,691 | - | 5,691 | 2,320 |
| Total Incoming Resources | | 773,104 | 15,440 | 788,544 | 596,334 |
| Charitable Expenditure | | | | | |
| Costs of activities in furtherance of the objects of the charity: | | | | | |
| Membership expenditure | 3 | 30,941 | - | 30,941 | 33,692 |
| Library expenditure | 3 | 242,136 | 2,756 | 244,892 | 286,511 |
| Event expenditure | 3 | 48,309 | - | 48,309 | 67,899 |
| Magazine expenditure | 3 | 64,158 | - | 64,158 | 34,720 |
| Managing and administering the charity | 3 | 219,970 | - | 219,970 | 185,891 |
| Total Charitable Expenditure | | 605,514 | 2,756 | 608,270 | 608,713 |
| Net Income/(Expenditure) for the year | | 167,590 | 12,684 | 180,274 | (12,379) |
| Transfers between funds | 12 | 15,715 | (15,715) | - | - |
| Net movement in funds for the year | | 183,305 | (3,031) | 180,274 | (12,379) |
| Fund balances brought forward at 1st January 2004 | | 928,106 | 13,545 | 941,651 | 954,030 |
| Fund balances carried forward at 31st December 2004 | | 1,111,411 | 10,514 | 1,121,925 | 941,651 |

All gains and losses arising in the year are included in the Statement of Financial Activities and arise from continuing activities.

The notes on pages 26 to 32 form part of the financial statements.

Society of Genealogists

Balance Sheet at 31 December 2004

| | Note | Group | | Charity | |
|---|------|-------------------------|-----------------------|-------------------------|-----------------------|
| | | 2004 £ | 2003 £ | 2004 £ | 2003 £ |
| Fixed Assets | | | | | |
| Tangible assets | 6 | 1,000,111 | 1,021,771 | 999,634 | 1,020,408 |
| Investments | 7 | - | - | 20,000 | 20,000 |
| | | <u>1,000,111</u> | <u>1,021,771</u> | <u>1,019,634</u> | <u>1,040,408</u> |
| Current Assets | | | | | |
| Stock of goods for resale | | 27,648 | 37,765 | - | - |
| Debtors | 8 | 47,437 | 38,304 | 57,565 | 62,365 |
| Cash at bank and in hand | | 130,884 | 44,401 | 110,985 | 12,991 |
| | | <u>205,969</u> | <u>120,470</u> | <u>168,550</u> | <u>75,356</u> |
| Creditors: Amounts falling due within one year | 9 | <u>(83,791)</u> | <u>(204,076)</u> | <u>(66,259)</u> | <u>(174,113)</u> |
| Net Current Assets/(Liabilities) | | <u>122,178</u> | <u>(83,606)</u> | <u>102,291</u> | <u>(98,757)</u> |
| Total Assets less Current Liabilities | | <u><u>1,122,289</u></u> | <u><u>938,165</u></u> | <u><u>1,121,925</u></u> | <u><u>941,651</u></u> |
| Summary of Funds | | | | | |
| Restricted funds | 10 | 10,514 | 13,545 | 10,514 | 13,545 |
| Unrestricted funds | 11 | 1,111,775 | 924,620 | 1,111,411 | 928,106 |
| Total Funds | | <u><u>1,122,289</u></u> | <u><u>938,165</u></u> | <u><u>1,121,925</u></u> | <u><u>941,651</u></u> |

The financial statements were approved by the Executive Committee on

William Wood
(Chairman of Executive Committee)

Geoffrey Stone
(Honorary Treasurer)

The notes on pages 26 to 32 form part of the financial statements.

Society of Genealogists

Notes forming part of the financial statements for year ending 31st December 2004

1 Accounting Policies

Basis of Accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice for Charities (SORP) "Accounting and Reporting by Charities", other applicable accounting standards and the Companies Act 1985. The charity has availed itself of the special provisions of the Companies Act and adapted the format of the financial statements to reflect the special nature of the charity's activities.

Group Financial Statements

These financial statements consolidate the results of the charity and its wholly-owned trading subsidiary, Society of Genealogists Enterprises Limited.

Incoming Resources

Income is recognised in the period in which the charitable group is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Donations and legacies

Donations are accounted for gross when receivable, so long as they are capable of financial measurement.

Grants

Grants receivable are recognised when there is reasonable assurance of their receipt, whether capital or revenue in nature. Grants are not recognised until the conditions for their receipt have been complied with.

Resources Expenses and Basis of Allocation of Cost

Expenditure is included when incurred. All cost are directly attributable to specified activities.

Cost of Managing and Administering the Charity

These represent costs incurred by finance, human resources and establishment attributable to the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

Depreciation

No depreciation is provided on freehold land or on books, manuscripts, and typescripts, since it is the Society's practice to maintain these in a continual state of sound repair and any depreciation involved would not be material. Provision will be made should any permanent diminution in the value of these documents occur. Other fixed assets are depreciated over their estimated useful lives as follows:

| | |
|---|--------------------------------------|
| Freehold building | - 2% straight line per annum |
| Leasehold property | - over the life of the 5 year lease |
| Plant and machinery | - 5% straight line per annum |
| Furniture, fixtures, fittings and equipment | - 20% or 25% on book value per annum |
| Microfilm | - 10% on book value per annum |
| Library retrospective catalogue project | - over the life of the project |

Pensions

The charity operates a defined contribution scheme. The pension costs charged to the SOFA represent the amount of the contributions payable to the scheme in respect of the accounting period.

Irrecoverable VAT

Irrecoverable VAT is included in Charitable Expenditure within Managing and Administering the Charity.

Society of Genealogists

Notes forming part of the financial statements for year ending 31st December 2004 (continued)

Operating Leases

Rental applicable to operating leases, where substantially all of the benefits and risks of ownership remains with lessor, are charged to the SOFA on a straight line basis over the lease term.

Stocks

Stocks of publications and other items for sale are stated at the lower of cost and net realisable value, after providing for slow moving items.

Investments

The investments are stated at the market price.

Taxation

The Society is a registered charity and avails itself of the exemptions available under the Income and Corporation Taxes Act 1988.

Fund Accounting

The Unrestricted Fund consists of funds to be used for the purposes of the Charity at its discretion. Designated Fund are unrestricted funds which have been set aside by the trustees for particular purposes. The Restricted Fund consists of funds to be used for specific purposes determined by the donor.

| 2 Membership fees | 2004 | 2003 |
|------------------------------|-------------|-------------|
| | £ | £ |
| These comprise: | | |
| Subscriptions - current year | 425,713 | 450,294 |
| Entrance fees | 6,614 | 8,665 |
| | <hr/> | <hr/> |
| | 432,327 | 458,959 |
| | <hr/> <hr/> | <hr/> <hr/> |

Society of Genealogists

Notes forming part of the financial statements for year ending 31st December 2004 (continued)

3 Charity resources expended

| | Staff Costs £ | Depreciation £ | Other expenses £ | 2004 Total £ | 2003 Total £ |
|---|---------------------|-------------------|------------------------|--------------------|--------------------|
| Costs of activities in furtherance of the objects of the charity: | | | | | |
| Membership expenditure | 4,257 | - | 26,684 | 30,941 | 33,692 |
| Library expenditure | 159,092 | 5,118 | 80,682 | 244,892 | 286,511 |
| Event expenditure | - | - | 48,309 | 48,309 | 67,899 |
| Magazine expenditure | - | - | 64,158 | 64,158 | 34,720 |
| Managing and administering the charity | 154,040 | 34,944 | 30,986 | 219,970 | 185,891 |
| | <u>317,389</u> | <u>40,062</u> | <u>250,819</u> | <u>608,270</u> | <u>608,713</u> |

Other expenses include:

| | 2004 £ | 2003 £ |
|---|----------------|----------------|
| Event expenditure | | |
| Lectures, meetings and courses | 11,098 | 7,598 |
| Family history fairs | 31,956 | 32,965 |
| Overheads and repairs | 5,187 | 7,357 |
| Library expenditure | | |
| Filming, binding and preservation | 1,043 | 4,462 |
| Photocopying, computer and other operating expenses | 13,508 | 13,870 |
| Overheads and repairs | 66,131 | 93,809 |
| Membership expenditure | | |
| Postage | 20,450 | 34,720 |
| Overheads and repairs | 5,187 | - |
| Magazine expenditure | | |
| Production costs | 64,158 | 52,920 |
| Management and administration | | |
| Audit fees | 4,000 | 9,500 |
| Professional fees | 3,799 | 3,105 |
| Irrecoverable VAT | (7,198) | 12,328 |
| Bank & credit card charges | 7,374 | 10,296 |
| Annual report and meeting | 1,893 | 2,140 |
| | <u>317,389</u> | <u>337,085</u> |

4 Staff Costs

| | 2004 £ | 2003 £ |
|----------------------|----------------|----------------|
| Wages and salaries | 273,609 | 295,074 |
| Social security cost | 25,589 | 27,416 |
| Pension cost | 18,191 | 14,595 |
| | <u>317,389</u> | <u>337,085</u> |

The average number of employees during the year was made up as follows:

| | 2004 Number | 2003 Number |
|----------------|----------------|----------------|
| Management | 4 | 4 |
| Administration | 11 | 10 |
| | <u>15</u> | <u>14</u> |

5 Trustees expenses

The directors of the company, being the members of the Executive Committee, received no emoluments during the year (2003: Nil). However, travel expenses to the amount of £3,424 (2003: £1,765) were reimbursed to 11 Committee members for travel to Society related activities.

No director or employee has emoluments in excess of £50,000.

Society of Genealogists

Notes forming part of the financial statements for year ending 31st December 2004 (continued)

6 Tangible Fixed Assets

| Group | Freehold Land and Buildings £ | Plant and Machinery £ | Books, Manuscripts & Typescripts £ | Furniture, Fixtures and Fittings £ | Microforms £ | Total £ |
|-----------------------|----------------------------------|--------------------------|---------------------------------------|---------------------------------------|-----------------|------------|
| Cost or Valuation | | | | | | |
| At 1st January 2004 | 932,715 | 58,268 | 144,126 | 265,465 | 127,525 | 1,528,099 |
| Additions | - | 383 | 9,503 | 7,068 | 2,717 | 19,671 |
| At 31st December 2004 | 932,715 | 58,651 | 153,629 | 272,533 | 130,242 | 1,547,770 |
| Depreciation | | | | | | |
| At 1st January 2004 | 178,000 | 45,132 | - | 204,129 | 79,067 | 506,328 |
| Charge for the year | 18,655 | 3,877 | - | 13,681 | 5,118 | 41,331 |
| At 31st December 2004 | 196,655 | 49,009 | - | 217,810 | 84,185 | 547,659 |
| Net Book Value | | | | | | |
| At 31st December 2004 | 736,060 | 9,642 | 153,629 | 54,723 | 46,057 | 1,000,111 |
| At 31st December 2003 | 754,715 | 13,136 | 145,307 | 61,336 | 48,458 | 1,021,771 |
| Charity | | | | | | |
| Cost or Valuation | | | | | | |
| At 1st January 2004 | 932,715 | 52,154 | 145,307 | 265,465 | 127,525 | 1,523,166 |
| Additions | - | - | 9,503 | 7,068 | 2,717 | 19,288 |
| At 31st December 2004 | 932,715 | 52,154 | 154,810 | 272,533 | 130,242 | 1,542,454 |
| Depreciation | | | | | | |
| At 1st January 2004 | 178,000 | 41,562 | - | 204,129 | 79,067 | 502,758 |
| Charge for the year | 18,655 | 2,608 | - | 13,681 | 5,118 | 40,062 |
| At 31st December 2004 | 196,655 | 44,170 | - | 217,810 | 84,185 | 542,820 |
| Net Book Value | | | | | | |
| At 31st December 2004 | 736,060 | 7,984 | 154,810 | 54,723 | 46,057 | 999,634 |
| At 31st December 2003 | 754,715 | 10,592 | 145,307 | 61,336 | 48,458 | 1,020,408 |

The valuation of books, manuscripts and typescripts is a 1952 professional valuation amounting to £8,195. Additions since then have been included at cost. The freehold land and buildings were purchased in 1984 and based upon advice from a professional surveyor, £40,000 was ascribed to the cost of the freehold, no depreciation is provided on this amount. The insured value of books, manuscripts, typescripts, microform, plant and machinery, fixtures and fittings is £2,461,500.

The majority of fixed assets of the society are used for direct charitable activities. The assets used for non-charitable activities are of immaterial value and therefore have not been disclosed separately in the financial statements.

Society of Genealogists

Notes forming part of the financial statements for year ending 31st December 2004 (continued)

7 Investments

At 31st December 2004, the charity owned all of the issued ordinary share capital, consisting of 20 ordinary shares of £1,000 each, of the Society of Genealogists Enterprises Limited, a company registered in the UK, which operates the trading activities of the group.

The trading results of the subsidiary company are set out as follows:

| | 2004 | 2003 |
|-------------------------|-------------|-------------|
| | £ | £ |
| Turnover | 238,147 | 234,166 |
| Interest receivable | 500 | 274 |
| | <hr/> | <hr/> |
| Total income | 238,647 | 234,440 |
| | <hr/> | <hr/> |
| Cost of sales | 100,053 | 143,632 |
| Distribution cost | 13,860 | 16,239 |
| Administrative expenses | 91,496 | 79,691 |
| Donation to Society | 29,388 | - |
| | <hr/> | <hr/> |
| Total expenditure | 234,797 | 239,562 |
| | <hr/> | <hr/> |
| Net income from trading | 3,850 | (5,122) |
| | <hr/> <hr/> | <hr/> <hr/> |

At 31st December 2004, the aggregate amount of this company's assets, liabilities, share capital and reserves was:

| | 2004 | 2003 |
|--|-------------|-------------|
| | £ | £ |
| Fixed assets | 1,658 | 2,544 |
| Current assets | 66,810 | 93,725 |
| Creditors: amounts falling due within one year | (46,920) | (78,571) |
| | <hr/> | <hr/> |
| | 21,548 | 17,698 |
| | <hr/> <hr/> | <hr/> <hr/> |
| This represented | | |
| Share capital | 20,000 | 20,000 |
| Reserves | 1,548 | (2,302) |
| | <hr/> | <hr/> |
| | 21,548 | 17,698 |
| | <hr/> <hr/> | <hr/> <hr/> |

The remuneration of the auditors of the subsidiary was £2,500

Society of Genealogists

Notes forming part of the financial statements for year ending 31st December 2004 (continued)

8 Debtors: Amounts falling due within one year

| | Group | | Charity | |
|--|---------------|---------------|---------------|---------------|
| | 2004 | 2003 | 2004 | 2003 |
| | £ | £ | £ | £ |
| Trade debtors | 16,261 | 24,473 | 662 | 1,056 |
| Amount owed to subsidiary undertakings | - | - | 29,388 | 48,610 |
| Other debtors | 7,715 | 3,254 | 4,054 | 3,254 |
| Prepayments and accrued income | 23,461 | 10,577 | 23,461 | 9,445 |
| | <u>47,437</u> | <u>38,304</u> | <u>57,565</u> | <u>62,365</u> |

9 Creditors: Amounts falling due within one year

| | Group | | Charity | |
|------------------------------|---------------|----------------|---------------|----------------|
| | 2004 | 2003 | 2004 | 2003 |
| | £ | £ | £ | £ |
| Bank loans and overdrafts | 1,312 | 113,279 | 1,312 | 100,293 |
| Trade creditors | 20,310 | 18,222 | 19,353 | 13,472 |
| Taxation and social security | 12,277 | 7,410 | 11,539 | 6,726 |
| Other creditors | - | 13,815 | - | 11,608 |
| Accruals and deferred income | 49,892 | 51,350 | 34,055 | 42,014 |
| | <u>83,791</u> | <u>204,076</u> | <u>66,259</u> | <u>174,113</u> |

At the year end there was an amount of £3,633 included in creditors relating to pensions of employees.

10 Restricted Funds

| | Brought Forward | Incoming Resources | Resources Expended | Interfund Transfers | Carried Forward |
|-------------------|-----------------|--------------------|--------------------|---------------------|-----------------|
| | £ | £ | £ | £ | £ |
| Fellows Fund | 226 | - | - | - | 226 |
| Library Funds | 13,319 | 5,127 | (360) | (11,215) | 6,871 |
| Binding Funds | - | 5,813 | (2,396) | - | 3,417 |
| Halstead Donation | - | 4,500 | - | (4,500) | - |
| | <u>13,545</u> | <u>15,440</u> | <u>(2,756)</u> | <u>(15,715)</u> | <u>10,514</u> |

(note 12)

The Fellows Fund is to be used by the Fellows for any purpose deemed appropriate.

The Library Funds are to be used specifically for library purchases.

The Binding Funds are to be used towards the cost of binding records.

The Halstead donation is intended to fund the purchase of library equipment.

Society of Genealogists

Notes forming part of the financial statements for year ending 31st December 2004 (continued)

11 Unrestricted Funds

| | Brought Forward | Incoming Resources | Resources Expended | Interfund Transfers | Carried Forward |
|-------------------------------------|-----------------|--------------------|--------------------|---------------------|-----------------|
| | £ | £ | £ | £ | £ |
| Unrestricted charitable funds | | | | | |
| Designated development fund | - | - | - | 162,875 | 162,875 |
| General funds | 928,106 | 707,949 | (605,514) | (82,005) | 948,536 |
| Total unrestricted charitable funds | 928,106 | 707,949 | (605,514) | 80,870 | 1,111,411 |
| Non charitable funds (Subsidiary)* | (3,486) | 238,647 | (169,642) | (65,155) | 364 |
| | 924,620 | 946,596 | (775,156) | 15,715 | 1,111,775 |
| | | | | (note 12) | |

The Development Fund has been established by the Trustees with funds from a major legacy and donation and will be used for projects that are not achievable from regular funding.

*Non charitable funds include an adjustment to eliminate the profit element on the sale of books to the Charity which have been capitalised

12 Transfers between funds

| | Unrestricted Funds | | | Total | |
|--|--------------------|---------------|------------------|--------------------|------------------|
| | Designated Funds | General Funds | Subsidiary Funds | Unrestricted Funds | Restricted Funds |
| | £ | £ | £ | £ | £ |
| Funds released on purchase of fixed assets | - | 15,715 | - | 15,715 | (15,715) |
| Creation of designated development fund | 162,875 | (162,875) | - | - | - |
| Transactions with Subsidiary | - | 65,155 | (65,155) | - | - |
| | 162,875 | (82,005) | (65,155) | 15,715 | (15,715) |

13 Allocation of Group Net Assets

The group's net assets belong to the various funds as follows:

| | Investments/ Share Capital | Tangible Fixed Assets | Net Current Assets | Fund Balance |
|-----------------------------------|----------------------------------|-----------------------------|--------------------------|-----------------|
| | £ | £ | £ | £ |
| Restricted Funds | - | - | 10,514 | 10,514 |
| Unrestricted Funds | | | | |
| Designated Fund | - | - | 162,875 | 162,875 |
| General Fund | 20,000 | 998,453 | (69,917) | 948,536 |
| Non charitable funds (Subsidiary) | (20,000) | 1,658 | 18,706 | 364 |
| | - | 1,000,111 | 122,178 | 1,122,289 |

14 Status of the Society

The Society is a company limited by guarantee and does not have a share capital. The liability of members is limited to £2 each.

15 Commitments under Operating Leases

At 31st December 2004 the group had an annual commitment under non-cancellable operating leases of land and buildings of £8,500 (2003 - £8,500).

16 Related Party Transactions

In 2003 at the year end, included within other creditors was an amount of £10,000 owed to Frank Hardy Esq., a director of the company. This amount was repaid in 2004.