

Guild of One-Name Studies

Trustees' Annual Report

Year ended 31 October 2011



www.one-name.org

Guild of One-Name Studies

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GUILD OF ONE-NAME STUDIES

Registered Charity No. 802048

Trustees' Annual Report

Year ended 31 October 2011

Reference and Administrative:

Details of the Guild of One-Name Studies, its Trustees and Advisors

The Guild of One-Name Studies was established on 1st September 1979 and its registered office address is: Box G, 14 Charterhouse Buildings, Goswell Road, London EC1M 7BA, UK.

Trustees

Membership of the Committee during the year, showing those members who resigned, retired or were elected part way through the year, was as follows:

Current Committee members		
Member (Executive Committee in bold)	Date of appointment to Committee (if during financial year)	Role
Gordon Adshead Karen Bailey Rodney Brackstone Jan Cooper Peter Copsey	Co-opted 3 September 2011 Co-opted 3 September 2011	SemSub Chairman
John Coldwell Bob Cumberbatch Stephen DGLISH Kirsty Gray Corrinne Goodenough Cliff Kemball Ken Mycock Roy Rayment Anne Shankland Teresa Pask	Co-opted 7 May 2011 Elected 16 April 2011	Secretary Renewals Secretary, Marriage Challenge Coordinator MarkSub Chairman Education Liaison Officer Registrar Chairman Regional Rep Coordinator, Stand Manager Treasurer Data Manager Front Office Manager Webmaster, Vice Chairman Editor
Outgoing Committee members		
Keith Bage	Retired 18 August 2011	Vice Chairman, Editor

The Guild has no salaried staff. All activities and services are undertaken by the unpaid voluntary efforts of its members.

Professional Advisors

The names and addresses of the Guild's professional advisers, as required by the Charity Commission's statement of recommended practices, are:

Independent Examiner

Richard Vaughan FCA MBCS
R L Vaughan & Co
Mortimer House, 40 Chatsworth Parade
Petts Wood
Kent, BR5 1DE

Bankers

Santander	CCLA Investment Management Ltd
BBAM	80 Cheapside
Bridle Road	London
Bootle, Merseyside	EC2V 6DZ
L30 4GB	

Structure, Governance and Management

The Guild of One-Name Studies was established on 1st September 1979 and registered as an unincorporated association with the Charity Commission on 21st September 1989 (Registered Charity No. 802048). The Guild's governing constitution was last amended on 28th February 2008.

The affairs of the Guild are managed by a Committee consisting of no more than fifteen Guild members, of whom four are designated Officers, namely Chairman, Vice Chairman, Secretary and Treasurer. The members of the main Committee of the Guild are the Trustees of the charity. All Trustees are appointed for one year at the Guild Annual General Meeting.

The Trustees (Committee members) are required to keep proper books of accounts in respect of all sums of money received and expended by the Guild, and prepare financial statements for each financial year that provide a true and fair view of the financial affairs of the Guild, of the surplus or deficit of the funds of the Guild for that period. In preparing these financial statements the Committee members are required (unless it is inappropriate to presume that the Guild will continue to exist) to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are appropriate and prudent;
- prepare financial statements on the basis that the Guild is a going concern

The Committee members are also responsible for safeguarding the assets of the Guild and taking reasonable steps to prevent fraud and other irregularities.

Executive and Subcommittees

The Executive comprises the Officers and three other Committee members elected by the Committee. The Executive is responsible for the overall financial position and policies of the Guild, including the designation of Guild signatories. The Executive can make decisions on behalf of the Committee relating to day-to-day matters or matters of an urgent nature between committee meetings. All such decisions are reported to the Committee at the earliest opportunity.

The Guild has established two subcommittees to carry forward the objectives of the Guild. The Guild's Constitution requires that the Chairman and the Treasurer are ex-officio members of all subcommittees. Details of the subcommittees, their purpose and their members as at October 2011 are as follows:

Subcommittee	Purpose	Current Members
Seminars	Organising seminars to educate the public in One-Name Studies	Gordon Adshead (Chairman), Rod Clayburn, Chalmers Cursley, Kirsty Gray, Richard Heaton, Dominic Johnson, Cliff Kemball, Alan Moorhouse and Sandra Turner.
Marketing	Organising and managing the marketing functions of the Guild	John Coldwell (Chairman), Jan Cooper, Bob Cumberbatch, Jackie Depelle, David Evans, Des Gander, Corrinne Goodenough, Christopher Gray, Kirsty Gray, Cliff Kemball, Debbie Kennett, Susan Meates, Chris Pomery, Anne Shankland, Peter Walker and Robert Young.

Risk Assessment

The Trustees have reviewed the financial and other major risks to which the Guild of One-Name Studies is exposed and have established procedures to manage those risks.

The Guild's Objectives and Activities

The objectives of the Guild of One-Name Studies are to:

- advance the education of the public in One-Name Studies (defined as research into the genealogy and family history of all persons with the same surname and its variants), and
- promote the preservation and publication of the resultant data, and to maximise its accessibility to interested members of the public.

The Guild aims to be the worldwide centre of excellence in One-Name Studies and to promote the interests of both individuals and groups who are engaged in them. Through its programme of activities it provides the means to share, exchange and publish information about One-Name Studies. It also seeks to encourage and assist those interested in One-Name Studies by means of conferences, seminars and many other activities and projects.

The Guild's main aims during the year have been to:

- increase the range of services available to its members;
- create positive links with academia and commercial genealogical organisations; and
- strengthen its position as the leading global genealogy society specialising in one-name (surname) studies.

The Guild's strategy to meet its objectives is to maintain its current range of services and products, and seek to extend these by encouraging members to come forward with new projects that do not rely solely on the limited resources of the committee. Membership support has been further improved with the Mentor Coordinator and Front Office Manager providing personal contact with new members to highlight the benefits available to them.

In addition, the Guild continues to broaden its facilities by extending the use of IT-based services, in particular those which members can contribute to or use on a self-service basis.

The Guild has established the following activities, services and facilities that contribute towards the Guild's stated charitable objectives:

To advance the education of the public in One-Name Studies:

- ✚ indicates that the service is available directly to the public while
- ✓ indicates facilities available to members for the eventual benefit of the public
- ✓ produce a quarterly Journal of One-Name Studies
- ✚ run a range of one-day seminars throughout the year on one-name study themes
- ✚ run an annual conference on a range of one-name study themes
- ✚ produce an annual register of One-Name Studies
- ✓ maintain a Guild email Forum where members exchange ideas, discuss their research and alert members to useful sources of genealogical data
- ✚ maintain a Guild website - www.one-name.org - to provide one-name study information to members and the general public
- ✚ publish booklets relating to One-Name Studies
- ✚ provide a freephone/toll-free telephone contact point in the UK, North America and Australia to enable members of the public and Guild members to easily contact the Guild
- ✓ establish Guild representation on other Family History organisations
- ✓ provide a Newsflash email service to notify members of urgent issues affecting the Guild
- ✓ provide a Warning, Advice and Reporting Point (WARP) to provide advice and support to subscribing members on computer and online security problems
- ✓ provide a Guild email alias to all Guild members to assist in communicating with the public
- ✓ provide a range of look-up services to members to assist in the collection of genealogical data
- ✓ provide a look-up service to findmypast.com to off-line members of the Guild to assist them in the collection of sources of genealogical data
- ✓ maintain a Guild Marriage Index to help link members' knowledge of marriages and to help locate a parish via the GRO reference
- ✓ establish a Guild Marriage Challenge in which volunteers search for marriage entries in the deposited Parish Registers for a particular Registration District for the period 1837 to 1911
- ✓ provide a 10% bonus on findmypast.com units to assist members to undertake their ONS research
- ✓ provide discounted subscription to The Genealogist
- ✓ provide a discount on subscriptions to MyHeritage and a free three-year subscription to eligible Guild members
- ✓ establish a Guild Probate Index to help members share surname data included in wills and administrations
- ✚ develop online distance learning courses on one-name study subjects
- ✚ provide a facility for buying Findmypast vouchers and software, online or by post
- ✓ establish a Random Acts of Genealogical Kindness scheme to enable members to either request or offer to undertake searches of genealogical databases
- ✓ appoint a DNA Advisor to provide advice and support to members on DNA testing
- ✓ establish a mentoring scheme to support new members of the Guild
- ✓ maintain a Guild Scottish Index to provide a facility for members to benefit from each other's research

- ✓ establish an “Adopt a Newspaper” project where member volunteers adopt a local newspaper and pass on details of Guild registered surnames to relevant members
- ✓ establish a facility to produce “faux certificates” using Birth/Marriage/Death transcribed data
- ✚ establish a Guild network of Regional Stand Managers to oversee and organise or participate in genealogical fairs in their country/region, primarily to market the Guild
- ✚ establish an online sales facility to sell primary one-name study books, software and data

To promote the preservation and publication of the resultant data:

- ✓ provide an Online Catalogue to the Library contents, allowing loans of physical items such as books, and searching and/or downloading of digitised material
- ✓ maintain a library of One-Name Study material to help promote the preservation of such material
- ✓ maintain an E-library of digitised One-Name Study material to help promote the preservation of such material
- ✚ incorporate data preservation and publication themes within the annual conference and one-day seminars
- ✓ archive material bequeathed or donated to the Guild to assist in the preservation of ONS material
- ✚ provide a Guild on-line data archive facility to offer all members the ability to backup their ONS data on the Guild Website, and to enable other members and the general public to access the data
- ✚ provide a Guild Profile facility to enable all members to create their own ONS web page on the Guild Website
- ✓ provide storage facilities to assist members to preserve their one name study material
- ✚ develop online distance learning courses to promote the preservation and publication of ONS data
- ✚ expand the Guild’s online store to sell one-name study publications to the public

The Trustees present their report and accounts for the year ended 31st October 2011. These have been prepared in accordance with statutory requirements and Statement of Recommended Practice “Accounting and Reporting by Charities” issued in March 2005.

Achievements and Performance

The membership of the Guild of One-Name Studies at the end of October 2011 was 2,549 (2,395 in 2010). Membership details are:

	UK	Australia	Canada	NZ	USA	Other	TOTAL
Current membership	2,015	122	82	63	187	80	2,549

The Committee met on six occasions during the year, details of which are provided on the Guild website as part of the Guild’s transparent governance arrangements. It continues to expand on the benefits offered to members and volunteer projects within the organisation, with this year seeing the introduction of regional Stand Managers, transcription projects with FamilySearch, free three-year subscription to My Heritage, discounted subscription to The Genealogist, mentoring for new Guild members and post-2005 GRO BMD look-ups, to add to the substantial list of services previously available. Links have been developed with FamilySearch, the Family Names of the UK (FaNUK) based at the University of the West of England and Ancestry.com, whilst continuing our long-standing relations with FindMyPast and Pharos Teaching and Tutoring Ltd.

During the year, the Guild has been represented at meetings of the Australian Federation of Family History Organisations, the Federation of Family History Societies, the Scottish Association of Family History Societies, the Association of Family History Societies of Wales, the TNA Digital Archiving and User Group, the Probate Users Group and the British Genealogical Records Users Committee. Greater links with several of these organisations have been created with joint events planned in the forthcoming year with the Federation of Family History Societies and the Association of Family History Societies of Wales.

Over the course of the year the Guild stand has been in attendance at over 40 Family History Fairs, Shows, and Expos, including not only “Who Do You Think You Are? - Live”, the primary genealogical event in the UK, but also extending to Australia (3), New Zealand (1), Canada (3) and the USA (4) as well as major events closer to home in Ireland (6) and Scotland (3). This was all part of the Marketing Subcommittee’s efforts to expand membership and to make the Guild truly international.

The Guild’s 32nd Conference and Annual General Meeting was held on Friday 15th - Sunday 17th April 2011 at the De Vere Hotel, Daresbury Park, Warrington. With a theme of “Northern Lights”, the conference was attended by 175 delegates with talks by John Hanson, Tony Barrett, Dick Eastman, Peter Park, Patrick Hanks, Chris Pomery, Dominic Johnson, Robert Young, Paul Newman and John Marsden. The conference was organised - unusually - by the Seminars Subcommittee who also managed seminars in Sevenoaks, Taunton, Woodhorn and Alwalton during the year with a total attendance of 228.

The Guild continues to publish the award-winning Journal of One-Name Studies each quarter, which was distributed to members in January, April, July and October, and was also sold commercially. It is now in its sixth year as a full-colour publication. During the year the editorship passed from Keith Bage to Teresa Pask, who took over in April 2011 and has been ably meeting the standards set by her predecessor. The Guild published the 26th edition of its annual Register of One-Name Studies which was distributed to all members, and to some Record Offices and libraries in the UK, USA and Australasia.

New subscription options have been introduced with life membership, discounted five- and ten-year membership and a sliding scale of membership fee, dependent upon the month in which a new member joins the Guild. In keeping with the Guild's international aims, membership subscriptions for new members may now be paid online in any of six currencies.

The new fellowship scheme - Master Craftsman of the Guild (MCG) - was introduced in 2010, honouring members who are considered to be outstanding either in the depth and range of their expertise or in their contribution to the running of the Guild. A further three MCGs were announced at the Annual General Meeting in April 2011 and all the citations are available on the Guild's website.

During 2010, the Guild's website - www.one-name.org - was significantly expanded and this has continued in 2011. Anne Shankland, Guild Webmaster, has been integral in many Guild projects and improvements in Guild systems which have required her web expertise. These have included the simplification of the process of creating the Register, the ability to search the Online Library Catalogue and download digitised material, and all the e-commerce work required in order to make available the various membership application "special offers" and the flexible membership scheme with multiple currencies, as well as keeping the website up to date with information for Guild members.

In early October, the Guild also successfully migrated its email system to a new ISP, following concerns about the facilities and support offered by our previous provider.

The Guild is indebted to its many volunteers, whose support is crucial in order to achieve the successes of 2010-11.

The Guild's Public Benefit

All activities, services and facilities of the Guild have been, or are being, developed to ensure that they either provide direct benefit to the public or provide assistance to our members to enable them to expand on their knowledge of one-name studies and their own collection of one-name data for the subsequent benefit of the public. The Guild activities indicate whether they are available directly or indirectly to members of the public. Members of the public can attend the Guild seminars and its annual conference, and the Trustees are continually seeking to explore ways in which the expertise and knowledge of our members on one-name studies can be passed on to the public.

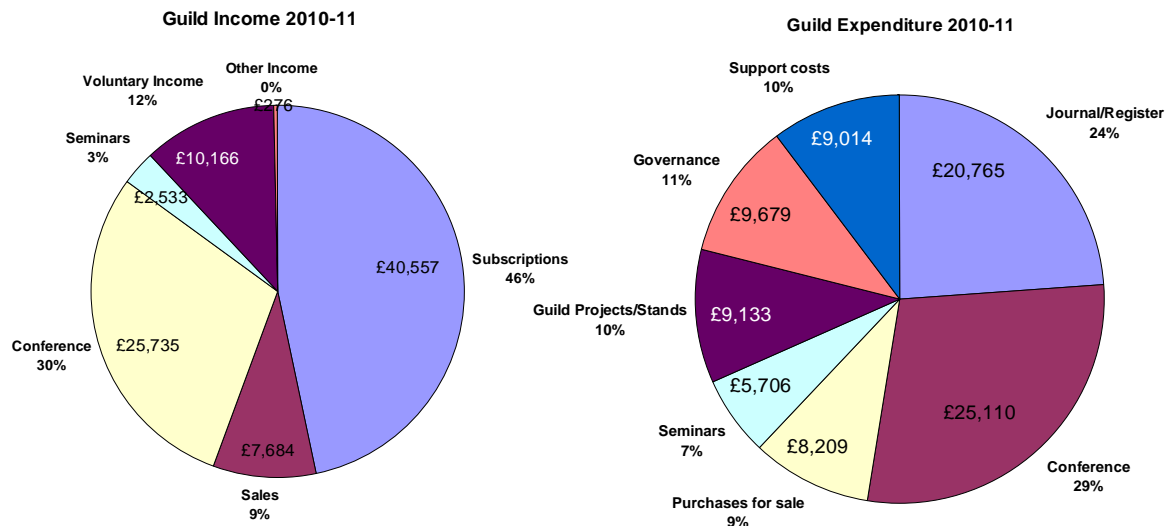
To this end, the Guild carried out an online survey of members who joined the Guild between the beginning of 2008 and the end of July 2010, who were still a member in October 2010. They were asked to indicate whether they intended to renew their membership for 2010-11 and to provide details of their experience of the Guild. The online survey was designed to identify why the "churn rate" of newly joining members is relatively high and to provide actions that the Guild could take to reduce the percentage of members leaving early and to improve the experience of membership generally. A similar survey will be undertaken in November 2012 of members who left the Guild in the previous two years. The outcome of these surveys will enable the Guild to plan the Guild's future activities and increase the benefit provided to the public.

During 2011, a detailed examination has been undertaken of the powers bestowed upon us in regard to education of the public, analysing the effectiveness of our current activities and developing a three-year plan for "The Future of the Guild - the centre of excellence for one-name (surname) studies". This has involved gathering information from many hundreds of sources; post holders, members, non-members and the genealogical community. This plan will help the Guild develop as an organisation and further its charitable objectives.

Trustees continue to pay due regard to the guidance provided by the Charity Commission on public benefit in deciding what activities the Guild should undertake or expand upon.

Financial Review

The Guild has had another successful year financially although the Guild's reserves decreased, broadly in line with the target set in our Reserves Policy, by £665. The principal sources of the Guild's income and where the money is spent are graphically shown below. Expenditure of £87,616 exceeded Income of £86,951 by £665. The current financial year has proved challenging with the closure of the Guild Bookstall, the gradual introduction of the Guild Stands and plans to introduce an on-line sales facility. The Guild now accounts for VAT on a "partial exemption" basis. This requires the Guild to account for its activities on a "net" basis after taking account of VAT and to budget its income and expenditure accordingly. As a result of a campaign to increase the number of UK Guild members who sign Gift Aid Declarations, the income received from the UK Government in respect of Gift Aid has exceeded £6,000 for the sixth year running.



Reserves

The Trustees have reviewed the reserves the Guild will require to sustain its operations. The review concluded that a general reserve equivalent to approximately six month's unrestricted fund expenditure should be set. This provides sufficient funds to cover management and administration and support costs of the Guild and will assist the funding of the anticipated increases in project expenditure and Guild services. Unrestricted funds were maintained at broadly this level throughout the year, during which the Guild's general reserves decreased from £46,072 to £45,407, £4,600 of which is restricted to spending on the Guild constitution, elections, digitisation and Guild publications. The 2011-12 budgets forecast an income of £97,130 and expenditure of £101,425. The Executive Committee will continue to review the Reserves Policy on an annual basis.

Plans for the future

Following the successful implementation of the new Stand Manager's role this year, further innovative marketing initiatives are planned to promote the Guild both inside and outside the UK. Links are already in place with educational organisations, academics and commercial bodies and increased liaisons are planned in order to further the Guild's charitable objectives. The Guild Conference in 2012 will be based on the theme of the "Seven Pillars of a One-Name Study", and will see the first Guild publication in many years, on this theme. At the Guild AGM in 2012, the "Guild Award for Excellence" (GAoE) will be awarded for the first time, to members who have achieved excellence in ONS publication.

A five year costing and income projection facility continues to be maintained to enable the Executive Committee to plan for the future and to identify what actions need to be taken to allow for the ongoing development of the Guild in order to achieve the two principal charitable objectives.

The Committee has reviewed the long-term forecast of its anticipated income and expenditure and there are no plans to increase the membership fee for the foreseeable future.

Approval

The Trustees approved this report at a meeting held on 4th February 2012 and it is signed on their behalf.

4th February 2012

Chairman and Trustee

Guild of One-Name Studies
Statement of Financial Activities
Year ended 31 October 2011

	Notes	Year 2011	Prior Year 2010
		£	£
Incoming Resources			
Generating funds			
Subscriptions received		38,689	31,120
Registration fees		1,868	2,124
Voluntary income	4	3,492	1,384
Activities for generating income	5	74	286
Investment income		202	152
Income from charitable activities:			
Sales, bookstall, and misc services	5	7,684	12,735
Conference receipts		25,735	29,039
Seminar receipts		2,533	5,149
Gift Aid		6,674	6,430
Total incoming resources		86,951	88,419
Resources expended			
Generating funds:			
Support costs	6	1,279	4,215
Guild marketing		2,374	0
Costs of Charitable activities:			
Guild Journal and Register	7	20,765	18,101
Guild CD/ Handbook		2,237	740
On-line sales and misc services		8,209	11,937
Conference expenses		25,110	29,123
Seminar expenses		5,706	6,616
Guild constitution		88	0
Support costs	6	3,036	4,873
Guild Projects	8	3,448	3,900
Guild Stands	9	5,685	873
Governance costs			
Governance expenses	6	8,442	5,811
AGM expenses		833	739
Depreciation		404	654
Total unrestricted resources expended		87,616	87,582
Digitisation (restricted funds)		0	0
Total resources expended		87,616	87,582
Surplus (Deficit)		(665)	837
Balance brought forward		46,072	45,235
Fund balances carried forward		45,407	46,072

The notes on pages 9 to 11 form part of these accounts

Balance Sheet as at 31 October 2011

	Notes	Year 2011	Previous Year 2010
		£	£
Tangible Fixed Assets	2	1,450	1,326
Current Assets			
Publication stocks etc		7,699	5,538
Debtors and Prepayments		4,027	4,225
VAT Recoverable		0	865
Cash at Bank		42,780	42,097
Total Current Assets	10	54,506	52,725
Current Liabilities:			
Bank overdraft		1,093	0
Seminar payment in advance		1,020	280
Subscriptions in advance		6,246	2,164
Conference fees in advance		840	1,195
Accruals		1,158	1,954
VAT Liability		192	0
Sundry creditors		0	2,386
Net Current Liabilities	11	10,549	7,979
Net Current Assets		43,957	44,746
Net Assets		45,407	46,072
Reserves	12	45,407	46,072

The notes on pages 9 to 11 form part of these accounts

GUILD OF ONE-NAME STUDIES

Notes to the Accounts for the year ended 31 October 2011

1 Accounting Policies

a. Basis of Accounting

The financial statements have been prepared under the Historical Cost Convention, and in accordance with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' published in March 2005.

b. Depreciation

Depreciation has been provided, using the straight line method, at 25% of cost.

c. Investment policy

The Guild's investment policy is to invest the majority of its reserves in the Charities Official Investment Fund Charity Deposit Fund, whilst also ensuring timely transfers of funds whenever necessary.

d. Stocks

Stocks are valued at the lower of cost or net realisable value.

e. Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income.

f. Resources expended

All expenditure is recognised on an accruals basis and has been classified under headings that aggregate all costs relating to that category.

g. VAT

The Guild registered for VAT in May 2010 and has established that it should account for VAT on a "partial exemption" basis. This requires the Guild to account for its activities on a "net" basis after taking account of VAT.

2 Tangible Fixed Assets

The total written down value of the Guild's tangible fixed assets was £1,450 on 31 October 2011 (£1,326 in 2010) comprising computer and general equipment. The Trustees consider this immaterial in the context of the Accounts and full disclosure unnecessary.

3 Trustees and Independent Examiner

The Guild has no paid employees. No remuneration (2010: nil) was paid to the Trustees. The charge for the independent examination of the accounts was £420 -ex VAT (2010: £420). Thirteen Trustees received travel expenses amounting to £2,354 (£1,558 in 2010).

	<u>2011</u>	<u>2010</u>
4 Voluntary income		
Donations	3,131	1,380
Special donations	359	0
Everyclick.com	2	4
	<u>3,492</u>	<u>1,384</u>
5 Sales, bookstall & misc services		
Trading to generate income	<u>74</u>	<u>286</u>
Primary Purpose Trading:		
Magazines and Journal	19	108
Bookstall	7,665	12,600
Guild lookups	0	27
	<u>7,684</u>	<u>12,735</u>
6 Guild's Support costs		
Activities for generating income		
Advertising	95	1,821
Family History fairs	0	977
Credit card charges	0	115
PayPal charges	1,079	759
Credit card terminal rental	105	543
	<u>1,279</u>	<u>4,215</u>
Charitable activities		
Marketing	112	2,125
Subscriptions	1,089	977
Representations at other societies	215	212
Internet (Web site)	868	954
Regional Reps expenses	752	605
	<u>3,036</u>	<u>4,873</u>
Governance expenses		
Guild expenses (meeting rooms)	938	258
Telephone	81	95
Postage	1,827	1,095
Printing & stationery	792	869
Committee expenses	2,354	1,558
Computer software and hardware	243	197
Insurance	369	397
Sundry expenses	355	82
Training	0	170
Independent Examiner's fee	450	420
Front Office	1,008	605
Bank charges	25	65
	<u>8,442</u>	<u>5,811</u>
7 Guild Journal and Register:		
Journal production	10,056	9,267
Register production	2,243	2,706
Dispatched costs	7,557	5,494
Flyers	909	634
	<u>20,765</u>	<u>18,101</u>

	<u>2011</u>	<u>2010</u>
8 Guild projects:		
Guild storage facilities	1,927	2,041
Marriage Challenge expenses	1,024	547
Library Digitisation project	0	401
Guild mouse mats & Pharos courses	146	5
Newswatch	32	0
Guild Library	23	64
Cardinal points	15	0
GMC & Essay competition	0	92
Guild Shirts	0	750
Family Names in the UK	281	0
	<u>3,448</u>	<u>3,900</u>
Library Digitisation project (restricted funds)	<u>0</u>	<u>0</u>
9 Guild Stand Expenditure		
Equipment	2,123	238
Books	86	363
Expenses	2,138	51
Booking stands	1,338	221
	<u>5,685</u>	<u>873</u>
10 Current Assets		
Stocks of publications etc	7,699	5,538
Debtors and prepayments	4,027	4,225
VAT recoverable	0	865
COIF Charities Deposit Account	30,418	30,217
Deposit	6,500	6,500
PayPal	5,862	1,901
Bank balance	0	3,479
	<u>54,506</u>	<u>52,725</u>
11 Current Liabilities		
Bank overdraft	1,093	0
VAT Liability	192	0
Sundry creditors	0	2,386
Accruals	1,158	1,954
Seminar received in advance	1,020	280
Conference fees received in advance	840	1,195
Subscriptions received in advance	6,246	2,164
	<u>10,549</u>	<u>7,979</u>
12 Reserves		
Accumulated Fund	37,807	38,472
Restricted reserves	4,600	4,600
General Reserve Fund	3,000	3,000
	<u>45,407</u>	<u>46,072</u>

Signed

Date of approval 4th February 2012



Chairman



Treasurer

Independent Examiner's Report

Year ended 31 October 2011

I report to the Trustees on the accounts of the Guild of One-Name Studies for the year ended 31 October 2011 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The Guild's trustees are responsible for the preparation of the accounts. The Guild's Trustees consider that an audit is not required under section 43 (2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 seeking 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 connection with 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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act
- have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Richard Vaughan FCA MBCS

R L Vaughan & Co

Date: 4th February 2012