

# Guild of One-Name Studies

## Trustees' Annual Report

Year ended 31 October 2012



[www.one-name.org](http://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 2012

**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:

<b>Current Committee members</b>		
<b>Member</b> (Executive Committee in bold)	<b>Date of appointment to Committee</b> (if during financial year)	<b>Role</b>
Karen Bailey Rodney Brackstone <b>Jan Cooper</b> Peter Copsey  <b>John Coldwell</b> Bob Cumberbatch <b>Stephen DGLISH</b> <b>Kirsty Gray</b> Paul Howes <b>Cliff Kemball</b> <b>Ken Mycock</b> Stuart Pask <b>Teresa Pask</b> Roy Rayment	           Co-opted 14 April 2012        Co-opted 14 April 2012	Assistant Webmaster SemSub Chairman (from 14 April 2012) Secretary Renewals Secretary, Marriage Challenge Coordinator MarkSub Chairman Education Liaison Officer Registrar Chairman Regional Rep Coordinator (from 14 April 2012) Treasurer Data Manager, Vice Chairman (from 14 April 2012) Stand Manager (from 14 April 2012) Editor Front Office Manager, Librarian
<b>Outgoing Committee members</b>		
Gordon Adshead Corrinne Goodenough <b>Anne Shankland</b>	Retired 14 April 2012 Retired 14 April 2012 Resigned from Committee, 9 September 2012	SemSub Chairman Regional Rep Coordinator, Stand Manager Webmaster, Vice Chairman (to 14 April 2012)

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 2012 are as follows:

Subcommittee	Purpose	Current Members
Seminars	Organising seminars to educate the public in One-Name Studies	Gordon Adshead, Anne Algar, Rodney Brackstone (Chairman), Rod Clayburn, Chalmers Cursley, Kirsty Gray, Richard Heaton, Dominic Johnson, Cliff Kemball, Alan Moorhouse, Teresa Pask and Sandra Turner.
Marketing	Organising and managing the marketing functions of the Guild	Karen Bailey, John Coldwell (Chairman), Jan Cooper, Bob Cumberbatch, Jackie Depelle, David Evans, Corrinne Goodenough, Christopher Gray, Kirsty Gray, Paul Howes, Cliff Kemball, Debbie Kennett, Susan Meates, Stuart Pask, 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. The education of the public in one-name studies has been significantly progressed with the appointment of National Guild Representatives and a large number of Guild speakers at the Who Do You Think You Are? Live 2012 event.

Member support has been improved with the Regional Representatives across the globe, as well as the Mentors Coordinator and Front Office Manager who provide personal contact for new members to highlight the benefits available to them.

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 and a Guild Bulletin-Board where members exchange ideas, discuss their research and alert members to useful sources of genealogical data
- ✚ maintain a Guild website - [www.one-name.org](http://www.one-name.org) - to provide one-name study information to members and the general public
- ✚ publish booklets relating to One-Name Studies, notably *Seven Pillars of Wisdom: The Art of 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 in 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 Guild email aliases 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 offline 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 one-name study 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 a 'Newswatch' 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 UK to sell primarily one-name study books, software and data discs

**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 one-name study material
- ✚ provide a Guild online data archive facility to offer all members the ability to backup their one-name study 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 one-name study 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 one-name study data

The Trustees present their report and accounts for the year ended 31st October 2012. 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 2012 was 2,630 (2,549 in 2011). Membership details are:

	UK	Australia	Canada	NZ	USA	Other	TOTAL
<b>Current membership</b>	<b>2,055</b>	<b>138</b>	<b>90</b>	<b>66</b>	<b>191</b>	<b>90</b>	<b>2,630</b>
<i>As at 31 October 2011</i>	<i>2,015</i>	<i>122</i>	<i>82</i>	<i>63</i>	<i>187</i>	<i>80</i>	<i>2,549</i>

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 and links are maintained with FamilySearch, the Family Names of the UK (FaNUK) project based at the University of the West of England and Ancestry.com, as well as the 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, and TNA Digital Archiving and User Group. Greater links with several of these organisations have been created with a joint event being held in December 2012 with the Federation of Family History Societies and further discussions about future projects/events.

Over the course of the year the Guild Stand has been in attendance at Family History Fairs, Shows, and Expos across the globe, including Who Do You Think You Are? Live 2012, the primary genealogical event in the UK.

The Guild's 33<sup>rd</sup> Conference was held from Friday 13<sup>th</sup> - Sunday 15<sup>th</sup> April 2012 at Five Lakes Hotel, Colchester Road, Tolleshunt Knights, Maldon, Essex with the Annual General Meeting on Saturday 14<sup>th</sup> April 2012, at which a change to study categories was approved.

The conference theme of 'Seven Pillars of a one-name study' saw the Guild publication on the same topic provided free to all attendees, having been developed by Anne Shankland from members' contributions to the Guild Wiki. The programme included talks from Chris Braund, Peter Christian, Janet Few, Christopher Gray, Richard Heaton, David Hey, Bruce Margrett, Alan Moorhouse, Teresa Pask, and Colin Ulph.

The Seminars Subcommittee have organised three seminars during the year in Swindon, Ash and Ironbridge with a total attendance of 204, with topics ranging from Railway Ancestors to the Industrial Revolution. High profile events are planned in November at the Maritime Museum in Greenwich and a joint event with the Federation of Family History Societies in Gaydon, Warwickshire.

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 seventh year as a full-colour publication, under the editorship of Teresa Pask and under its previous editor, Keith Bage, was awarded third place in this year's FFHS Elizabeth Simpson Award for Best Journal.

The Guild published the 27<sup>th</sup> edition of its annual Register of One-Name Studies which was distributed to all subscribing members, and to some Record Offices and libraries in the UK, USA and Australasia. *Seven Pillars of Wisdom: The Art of One-Name Studies* has been sold to members and non-members via the Regional Representatives and at events attended by the Guild Stand.

New subscription options were introduced last year 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 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 in April 2011 and two more at this year's Annual General Meeting in April 2012. All the citations are available on the Guild's website.

During 2011, the Guild's website - [www.one-name.org](http://www.one-name.org) - has continued to expand under the leadership of Anne Shankland, Webmaster, and won second place in this year's FFHS Large Societies Website Award.

The Guild is indebted to its many volunteers, whose support is crucial in order to achieve the successes of 2011-12.

### **The Guild's Public Benefit**

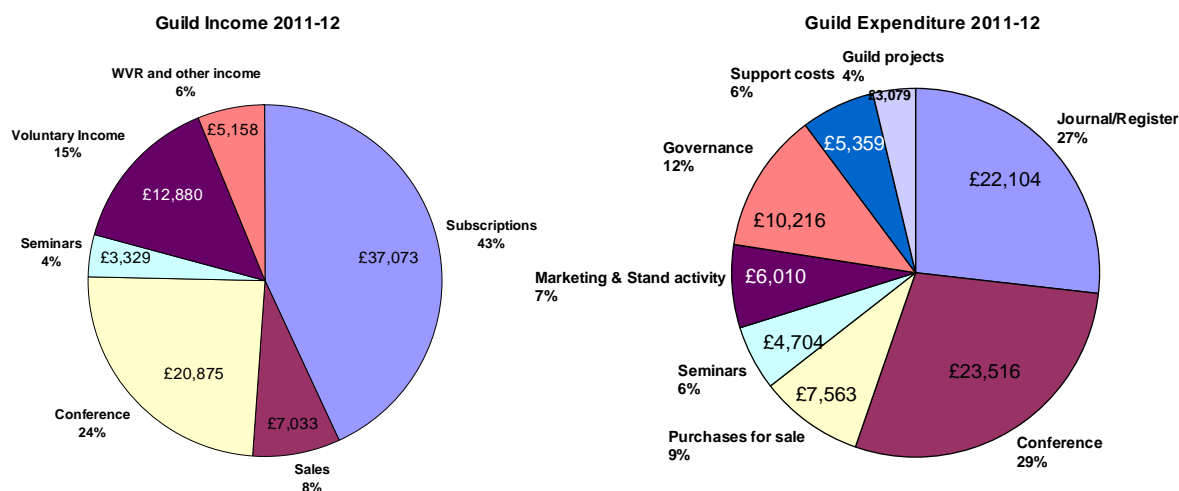
All activities, services and facilities of the Guild have been, or are being, developed to ensure that they either provide direct benefit to the public or provide assistance to our members to enable them to expand on their knowledge of one-name studies and their own collection of one-name data for the 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.

During 2011, a detailed examination was 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; postholders, members, non-members and the genealogical community. This plan will help the Guild develop as an organisation and further its charitable objectives. Further strategy documents have been developed this year including recruitment and a review of the Guild Vision statement and marketing strategy will take place in early 2013.

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. The Guild's reserves increased, broadly in line with the target set in our Reserves Policy, by £3,797. The principal sources of the Guild's income and where the money is spent are graphically shown below. Income of £86,348 exceeded expenditure of £82,551 by £3,797. The current financial year has proved challenging with the move to smaller online sales, the continuation of the Guild Stand and the likelihood of fewer new members because of the difficult financial climate. The Guild finances have been significantly assisted by the impact of the funding from some members subscribing to My Heritage's World Vital Records and a generous legacy of £1,000. The Guild VAT registration on a 'partial exemption' basis has assisted the Guild in the planning and budgeting of the Guild's major activities, where the Guild is required to account for its activities on a 'net' basis after taking account of VAT. As a result of further campaigns 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 £8,000 for the first time.



## 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 increased from £45,407 to £49,204, £4,600 of which is restricted to spending on the Guild Constitution, elections, and digitisation and Guild publications. The 2012-13 budgets forecast an income of £96,548 and expenditure of £100,151. The Executive will continue to review the Reserves Policy on an annual basis.

## Plans for the future

Following the increase in the number of Guild members signing Gift Aid Declarations and the related increase in Gift Aid receipts, the Guild are introducing a new procedure whereby new members can agree to authorise Gift Aid for subscriptions and donations. This new online facility will reduce the need to encourage Guild members to sign a declaration. Further innovative marketing initiatives are being planned to promote the Guild both inside and outside the UK and to increase the Guild's links with more educational organisations, academics and commercial bodies with the aim of furthering the Guild's charitable objectives internationally. The Guild Conference in 2013 will be based on the theme of 'Around England, Ireland, Scotland and Wales in 8,000 names' and will be held at the Copthorne Hotel, Copthorne Way, Culverhouse Cross, Cardiff CF5 6DH.

A five-year costing and income projection facility continues to be maintained to enable the Executive 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 2<sup>nd</sup> February 2013 and it is signed on their behalf.

2<sup>nd</sup> February 2013

Chairman and Trustee

**Guild of One-Name Studies**  
**Statement of Financial Activities**  
**Year ended 31 October 2012**

	Notes	Year 2012	Prior Year 2011
		£	£
<b><u>Incoming Resources</u></b>			
<b>Generating funds</b>			
Subscriptions received		34,937	38,689
Registration fees		2,136	1,868
Voluntary income	4	3,770	3,492
Activities for generating income	5	146	74
Investment income		225	202
Bequests		1,000	0
World Vital Records		4,787	0
<b>Income from charitable activities:</b>			
Sales, bookstall, and misc services	5	7,033	7,684
Conference receipts		20,875	25,735
Seminar receipts		3,329	2,533
Gift Aid		8,110	6,674
<b>Total incoming resources</b>		<b>86,348</b>	<b>86,951</b>
<b><u>Resources expended</u></b>			
<b>Generating funds:</b>			
Support costs	6	1,876	1,279
Guild marketing		0	2,374
<b>Costs of Charitable activities:</b>			
Guild Journal and Register	7	22,104	20,765
Guild CD/ Handbook		765	2,237
Online sales and misc services		7,563	8,209
Conference expenses		23,516	25,110
Seminar expenses		4,704	5,706
Guild constitution		0	88
Support costs	6	2,718	3,036
Guild Projects	8	3,079	3,448
Marketing & Stand activity	9	6,010	5,685
<b>Governance costs</b>			
Governance expenses	6	8,781	8,442
AGM expenses		875	833
Depreciation		560	404
<b>Total unrestricted resources expended</b>		<b>82,551</b>	<b>87,616</b>
<b>Total resources expended</b>		<b>82,551</b>	<b>87,616</b>
<b>Surplus (Deficit)</b>		<b>3,797</b>	<b>(665)</b>
<b>Balance brought forward</b>		<b>45,407</b>	<b>46,072</b>
<b>Fund balances carried forward</b>		<b>49,204</b>	<b>45,407</b>

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



## Balance Sheet as at 31 October 2012

	Notes	Year 2012	Previous Year 2011
		£	£
<b>Tangible Fixed Assets</b>	2	<b>2,766</b>	<b>1,450</b>
<b>Current Assets</b>			
Publication stocks etc		14,057	7,699
Debtors and Prepayments		13,525	4,027
VAT Recoverable		1,265	0
Cash at Bank		36,968	42,780
<b>Total Current Assets</b>	10	<b>65,815</b>	<b>54,506</b>
<b>Current Liabilities:</b>			
Bank overdraft		0	1,093
Seminar payment in advance		2,042	1,020
Subscriptions in advance		11,336	6,246
Conference fees in advance		2,530	840
Accruals		3,469	1,158
VAT Liability		0	192
<b>Net Current Liabilities</b>	11	<b>19,377</b>	<b>10,549</b>
<b>Net Current Assets</b>		<b>46,438</b>	<b>43,957</b>
<b>Net Assets</b>		<b>49,204</b>	<b>45,407</b>
<b>Reserves</b>	12	<b>49,204</b>	<b>45,407</b>

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 2012

#### 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. Term subscriptions are allocated according to the term length paid for.

##### 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 £2,765 on 31 October 2012 (£1,450 in 2011) 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 (2011: nil) was paid to the Trustees. The charge for the independent examination of the accounts was £480 - ex VAT (2011: £450). Fourteen Trustees received travel expenses amounting to £2,629 (£2,354 in 2011).

	<u>2012</u>	<u>2011</u>
<b>4 Voluntary income</b>		
Donations	3,752	3,131
Special donations	16	359
Everyclick.com	2	2
	<u>3,770</u>	<u>3,492</u>
<b>5 Sales &amp; misc services</b>		
<b>Trading to generate income</b>	<u>146</u>	<u>74</u>
<b>Primary Purpose Trading:</b>		
Magazines and Journal	4	19
Online sales	4,887	7,665
Wiki book	725	0
Non-online sales	1,417	0
	<u>7,033</u>	<u>7,684</u>
<b>6 Guild's Support costs</b>		
<b>Activities for generating income</b>		
Advertising	256	95
Other Marketing	439	0
PayPal charges	1,181	1,079
Credit card terminal rental	0	105
	<u>1,876</u>	<u>1,279</u>
<b>Charitable activities</b>		
Marketing	0	112
Subscriptions	953	1,089
Representations at other societies	199	215
Internet (Web site)	770	868
Regional Reps expenses	796	752
	<u>2,718</u>	<u>3,036</u>
<b>Governance expenses</b>		
Guild expenses (meeting rooms)	785	938
Telephone	100	81
Postage	1,319	1,827
Printing & stationery	806	792
Committee expenses	2,629	2,354
Computer software and hardware	1,045	243
Insurance	418	369
Sundry expenses	0	355
Independent Examiner's fee	480	450
Front Office	1,174	1,008
Bank charges	25	25
	<u>8,781</u>	<u>8,442</u>
<b>7 Guild Journal and Register:</b>		
Journal production	10,837	10,056
Register production	2,186	2,243
Dispatched costs	8,726	7,557
Flyers	355	909
	<u>22,104</u>	<u>20,765</u>

	<u>2012</u>	<u>2011</u>
<b>8 Guild projects:</b>		
Guild storage facilities	2,190	1,927
Marriage Challenge expenses	544	1,024
Library Digitisation project	17	0
Guild mouse mats / FMP units	3	146
Newswatch	32	32
Guild Library	0	23
GRO Post 2005 BMD project	156	0
Cardinal points	20	15
GMC & Essay competition	117	0
Family Names in the UK	0	281
	<u>3,079</u>	<u>3,448</u>
<b>9 Guild Marketing and Stand activities</b>		
Guild Marketing	2,714	2,123
Guild Stand activities	3,296	86
Guild Stand Expenses	0	2138
Guild Stand Bookings	0	1338
	<u>6,010</u>	<u>5,685</u>
<b>10 Current Assets</b>		
Stocks of publications etc	14,057	7,699
Debtors and prepayments	13,525	4,027
VAT recoverable	1,265	0
COIF Charities Deposit Account	568	30,418
Deposit	5,500	6,500
PayPal	3,508	5,862
Bank; Deposit and Current a/cs	27,392	0
	<u>65,815</u>	<u>54,506</u>
<b>11 Current Liabilities</b>		
Bank overdraft	0	1,093
VAT Liability	0	192
Accruals	3,469	1,158
Seminar received in advance	2,042	1,020
Conference fees received in advance	2,530	840
Subscriptions received in advance	11,336	6,246
	<u>19,377</u>	<u>10,549</u>
<b>12 Reserves</b>		
Accumulated Fund	41,604	37,807
Restricted reserves	4,600	4,600
General Reserve Fund	3,000	3,000
	<u>49,204</u>	<u>45,407</u>

Signed

Date of approval 2<sup>nd</sup> February 2013



**Chairman**



**Treasurer**

## Independent Examiner's Report

Year ended 31 October 2012

I report to the Trustees on the accounts of the Guild of One-Name Studies for the year ended 31 October 2012 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: 2<sup>nd</sup> February 2013