

Guild of One-Name Studies

Trustees' Annual Report

Year ended 31 October 2013



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 2013

Reference and Administrative:

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

The Guild of One-Name Studies was established on 1 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
Karen Bailey Rodney Brackstone Jan Cooper Peter Copsey John Coldwell Bob Cumberbatch Stephen DGLISH Kirsty Gray Paul Howes Cliff Kemball Ken Mycock Stuart Pask Teresa Pask Roy Rayment Colin Spencer	Co-opted 6 April 2013	Assistant Webmaster, Webmaster (from 14 February 2013) SemSub Chairman Secretary Renewals Secretary, Marriage Challenge Coordinator MarkSub Chairman (to 6 April 2013), Publicity Manager (from 6 April 2013) Education Liaison Officer Registrar Chairman, MarkSub Chairman (from 6 April 2013) Regional Rep Coordinator Treasurer Data Manager, Vice Chairman, ITSub Chairman (from 12 October 2013) Stand Manager Editor Front Office Manager Bulletin-Board Administrator
Outgoing Committee members		
None		

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 advisors, as required by the Charity Commission's statement of recommended practices, are:

Independent Examiner	Bankers	
Richard Vaughan FCA MBCS R L Vaughan & Co. Mortimer House 40 Chatsworth Parade Queensway Petts Wood Kent BR5 1DE	Santander BBAM Bridle Road Bootle, Merseyside L30 4GB	CCLA Investment Management Ltd 80 Cheapside London EC2V 6DZ

Structure, Governance and Management

The Guild of One-Name Studies was established on 1 September 1979 and registered as an unincorporated association with the Charity Commission on 21 September 1989 (Registered Charity No. 802048). The Guild's governing constitution was last amended on 28 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 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; and
- 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 three 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 31 October 2013 are as follows:

Subcommittee	Purpose	Current Members
IT	Organising and managing all IT and internet functions of the Guild	Karen Bailey, Jan Cooper (passive), Kirsty Gray, Cliff Kemball and Ken Mycock (Chairman).
Seminars	Organising seminars to educate the public in one-name studies	Gordon Adshead, Anne Algar, Kim Baldacchino, Rodney Brackstone (Chairman), Rod Clayburn, Jan Cooper (passive), Jackie Depelle, Kirsty Gray, Richard Heaton, Dominic Johnson, Cliff Kemball, Alan Moorhouse and Teresa Pask.
Marketing	Organising and managing the marketing functions of the Guild	Karen Bailey, John Coldwell, Jan Cooper (passive), Jackie Depelle, David Evans, Julie Goucher, Christopher Gray, Kirsty Gray (Chairman), Paul Howes, Cliff Kemball, Debbie Kennett, Tessa Keough, Susan Meates, Stuart Pask, Karen Rogers and Peter Walker.

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 surname 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;
- continue to grow the membership and improve education of the public particularly outside the UK;
- 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 improved with the increased involvement of Regional Representatives across the globe and the first non-UK seminar in Australia. A significant number of Guild members participated in the Society of Genealogists' workshop programme and the 'Ask the Experts' area at the Who Do You Think You Are? Live 2013 event.

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 - 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 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 Guild email aliases to all Guild members to assist in communicating with the public
- ✓ provide a range of lookup services to members to assist in the collection of genealogical data, including the new addition of Hearth Tax books
- ✓ 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
- ✓ maintain a Guild Scottish Index to provide a facility for members to benefit from each other's research
- ✓ 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 My Heritage 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
- ✓ appoint a DNA Advisor to provide advice and support to members on DNA testing
- ✓ provide a discount on DNA kits from FamilyTreeDNA throughout the year
- ✓ establish a mentoring scheme to support new members of the Guild
- ✓ establish a Worldwide Marriage Index to provide a facility for members to benefit from each other's research
- ✓ establish a 'BMD Vault' to accumulate birth, marriage and death certificates from across the globe for Guild members to use in order to locate information to assist research in their one-name studies
- ✓ 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
- ✓ archive material bequeathed or donated to the Guild to assist in the preservation of ONS material
- ✚ provide a Guild online 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

The Trustees present their report and accounts for the year ended 31 October 2013. 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 2013 was 2,673 (2,630 in 2012). Membership details are:

	UK	Australia	Canada	NZ	USA	Other	TOTAL
Membership as at 31 October 2013	2,093	145	91	58	208	78	2,673
<i>As at 31 October 2012</i>	2,055	138	90	66	191	90	2,630

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. During the course of the financial year, links have been established with The National Institute for Genealogical Studies and Family Tree DNA, with discounted DNA test kits now available year-round for Guild members. Long-standing relations with FindMyPast and Pharos Teaching and Tutoring Limited have been maintained along with links with FamilySearch, the Family Names of the UK (FaNUK) project based at the University of the West of England and Ancestry.com.

The Guild has also been represented at meetings of the Australian Federation of Family History Organisations, the Federation of Family History Societies, the Association of Family History Societies of Wales and the Scottish Association of Family History Societies. During the year, the Guild has joined the Western Australian Genealogical Society and the New Zealand Society of Genealogists. 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 2013, the primary genealogical event in the UK.

The Guild's 34th Conference was held from Friday 5th - Sunday 7th April 2013 at the Copthorne Hotel, Copthorne Way, Culverhouse Cross, Cardiff CF5 6DH with the Annual General Meeting on Saturday 6th April 2013. The conference theme of 'Around England, Ireland, Scotland and Wales in 8,000 names' saw lecturers travelling from the four countries and included talks from Peter Badham, Gareth Davies, Beryl Evans, John Hamrock, Debbie Kennett, Lorna Kinnaird, Andrew Millard, Nollaig O Muraile and Dee Williams. Our grateful

thanks to Bob Cumberbatch and his team of Guild members - all paying conference attendees - for enabling Guild members across the world to view the conference lectures via live video stream for the second year running.

The Seminars Subcommittee have organised four seminars during the year in Greenwich, Cheltenham, Warwick and Amersham, with a total attendance of 358, with topics ranging from Maritime Ancestors and Trade Union records to DNA and the Art of One-Name Studies. The presentations at the Maritime Seminar were made into a DVD by Bob Cumberbatch and sold to members. A joint seminar was also organised with the Federation of Family History Societies at Gaydon for one-name and family history societies.

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 eighth year as a full-colour publication, under the editorship of Teresa Pask.

The Guild published the 28th 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' has been sold to members and non-members via the Regional Representatives, online and at events attended by the Guild Stand.

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. There are now a total of 21 Master Craftsman of the Guild, with four awards made at the Annual General Meeting in 2013. All the citations are available on the Guild's website.

A survey of the Guild membership was carried out in order to gain a better understanding of Guild members views on the current benefits of membership, their reasons for joining and their satisfaction with particular aspects of the Guild. Several areas for improvement have been taken on board for the future and a full breakdown was submitted to the November 2013 Committee meeting and hence, is available to members on the Guild website.

During 2013, the indexes available via the Guild's website - www.one-name.org - have continued to expand under the leadership of Anne Shankland, Indexes Administrator and the BMD Vault will be launched in early 2014.

The Guild Ideas and Images Competition 2013, led by Tessa Keough, was a great success with 187 entries and a high calibre of finalists for Guild members to vote on. Winning entries from Marie Byatt, Penny Denby and Jennie Fairs, along with high commendation for Rhys Judges' submissions and some outstanding entries besides, ensure that that the Marketing Subcommittee have many ideas to work with during the forthcoming year.

Following the increase in the number of Guild members signing Gift Aid Declarations and the related increase in Gift Aid receipts, a new procedure was introduced during the course of the year by Cliff Kemball, Guild Treasurer, whereby new members could give their authority to Gift Aid their subscriptions and donations. This new online facility has reduced the need to encourage Guild members to sign a declaration.

The Guild is indebted to its many volunteers, whose support is crucial in order to achieve the successes of 2012-13.

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 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 involved gathering information from hundreds of sources; postholders, members, non-members and the genealogical community. This plan has helped the Guild develop as an organisation and further its charitable objectives, with a review of the three-year plan due to take place in 2014.

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. As a result of which the reserves have increased by £139 which is broadly in line with the target set in the Reserves Policy. Income of £99,195 exceeded an expenditure of £99,056 by £139. The current financial year has seen a continued increase in the Guild's activities, especially in relation to the sale of FTDNA kits. Membership levels have been maintained despite the challenging financial climate and a good level of donations have been received from Guild members. The Guild VAT registration on a 'partial exemption' basis has assisted 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 members who sign Gift Aid Declarations, the income received from the UK Government has been maintained at the £8,000 level.

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, administration and support costs, and will assist in the funding of the anticipated increases in project expenditure and Guild services. Unrestricted funds were maintained broadly at this level throughout the 2012-13 financial year, during which the Guild's general reserve increased from £49,204 to £49,343, £4,600 of which is restricted to spending on the Guild Constitution, elections, Guild publications and digitisation. The 2013-14 budgets have been forecast to result in a surplus of income over expenditure of £5,117. The Executive will continue to review the Reserves Policy on an annual basis.

Plans for the future

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 2014 will be based on the theme of '35 Years on - The Way Forward' and will be held at the Ashford International Hotel, Simone Weil Avenue, Ashford, Kent TN24 8UX.

The IT Subcommittee has been reinstated to project manage the implementation of a new content management system (CMS) to modernise and enhance the current Guild website.

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 1 February 2014 and it is signed on their behalf.



Chairman and Trustee

1 February 2014

Guild of One-Name Studies
Statement of Financial Activities
Year ended 31 October 2013

	Notes	Year 2013	Prior Year 2012
		£	£
<u>Incoming Resources</u>			
Generating funds			
Subscriptions received		39,536	34,937
Registration fees		1,819	2,136
Voluntary income	4	2,132	3,770
Activities for generating income	5	0	146
Investment income		3	225
Bequests		0	1,000
World Vital Records		0	4,787
Income from charitable activities:			
Sales, bookstall, and misc services	5	20,259	7,033
Conference receipts		22,650	20,875
Seminar receipts		4,796	3,329
Gift Aid		8,000	8,110
Total incoming resources		99,195	86,348
<u>Resources expended</u>			
Generating funds:			
Support costs	6	2,115	1,876
Costs of Charitable activities:			
Guild Journal and Register	7	22,126	22,104
Guild CD/ Handbook		1,825	765
Online sales and misc services		21,286	7,563
Conference expenses		22,525	23,516
Seminar expenses		8,434	4,704
Support costs	6	2,578	2,718
Guild Projects	8	3,782	3,079
Marketing & Stand activity	9	3,564	6,010
Governance costs			
Governance expenses	6	9,182	8,781
AGM expenses		881	875
Depreciation		758	560
Total unrestricted resources expended		99,056	82,551
Total resources expended		99,056	82,551
Surplus (Deficit)		139	3,797
Balance brought forward		49,204	45,407
Fund balances carried forward		49,343	49,204

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

Balance Sheet as at 31 October 2013

	Notes	Year 2013	Previous Year 2012
		£	£
Tangible Fixed Assets	2	5,020	2,766
Current Assets			
Publication stocks etc		11,613	14,057
Debtors and Prepayments		23,691	13,525
VAT Recoverable		328	1,265
Cash at Bank		30,263	36,968
Total Current Assets	10	65,895	65,815
Current Liabilities:			
Seminar payment in advance		1,005	2,042
Subscriptions in advance		13,430	11,336
Conference fees in advance		4,266	2,530
Accruals		2,871	3,469
Net Current Liabilities	11	21,572	19,377
Net Current Assets		44,323	46,438
Net Assets		49,343	49,204
Reserves	12	49,343	49,204

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 2013

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 £5,020 on 31 October 2013 (£2,766 in 2012) 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 (2012: nil) was paid to the Trustees. The charge for the independent examination of the accounts was £500 (2012: £480). Fourteen Trustees received travel expenses amounting to £1,263 (£2,629 in 2012).

	<u>2013</u>	<u>2012</u>
4 Voluntary income		
Donations	2,118	3,752
Special donations	0	16
Everyclick.com	14	2
	<u>2,132</u>	<u>3,770</u>
5 Sales & misc services		
Trading to generate income	<u>0</u>	<u>146</u>
Primary Purpose Trading:		
Magazines and Journal	0	4
Online sales	4,957	4,887
Wiki book	1,272	725
FTDNA Kits	11,057	0
Non-online sales	2,973	1,417
	<u>20,259</u>	<u>7,033</u>
6 Guild's Support costs		
Activities for generating income		
Advertising	165	256
Other marketing	556	439
PayPal charges	1,394	1,181
	<u>2,115</u>	<u>1,876</u>
Charitable activities		
Marketing	0	0
Subscriptions	1,177	953
Representations at other societies	120	199
Internet (Website)	755	770
Regional Reps expenses	526	796
	<u>2,578</u>	<u>2,718</u>
Governance expenses		
Guild expenses (meeting rooms)	1,025	785
Telephone	76	100
Postage	1,343	1,319
Printing & stationery	1,235	806
Committee expenses	1,263	2,629
Computer software and hardware	1,874	1,045
Insurance	416	418
Independent Examiner's fee	500	480
Front Office	1,450	1,174
Bank charges	0	25
	<u>9,182</u>	<u>8,781</u>
7 Guild Journal and Register:		
Journal production	10,258	10,837
Register production	2,011	2,186
Dispatched costs	9,398	8,726
Flyers	459	355
	<u>22,126</u>	<u>22,104</u>

	<u>2013</u>	<u>2012</u>
8 Guild projects:		
Guild storage facilities	2,429	2,190
Marriage Challenge expenses	330	544
Library Digitisation project	0	17
Guild mouse mats / FMP units	273	23
Newswatch	0	32
GRO Post 2005 BMD project	0	156
GMC & Essay competition	0	117
Guild Shirts	750	0
	<u>3,782</u>	<u>3,079</u>
9 Guild Marketing and Stand activities		
Guild Marketing	2,009	2,714
Guild Stand activities	1,555	3,296
	<u>3,564</u>	<u>6,010</u>
10 Current Assets		
Stocks of publications etc	11,613	14,057
Debtors and prepayments	23,691	13,525
VAT recoverable	328	1,265
COIF Charities Deposit Account	571	568
Deposit	5,500	5,500
PayPal	3,250	3,508
Bank; Deposit and Current a/cs	20,942	27,392
	<u>65,895</u>	<u>65,815</u>
11 Current Liabilities		
Accruals	2,871	3,469
Seminar received in advance	1,005	2,042
Conference fees received in advance	4,266	2,530
Subscriptions received in advance	13,430	11,336
	<u>21,572</u>	<u>19,377</u>
12 Reserves		
Accumulated Fund	41,743	41,604
Restricted reserves	4,600	4,600
General Reserve Fund	3,000	3,000
	<u>49,343</u>	<u>49,204</u>

Signed

Date of approval 1 February 2014



Chairman



Treasurer

Independent Examiner's Report

Year ended 31 October 2013

I report to the Trustees on the accounts of the Guild of One-Name Studies for the year ended 31 October 2013 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: 1 February 2014