

# Statement of Financial Activities

Year ended 31 October 2015



**Guild of One-Name Studies**  
Box G, 14 Charterhouse Buildings  
Goswell Road, London  
EC1M 7BA  
Tel: 0800 011 2182 (UK)  
Tel: 1-800 647 4100 (North America)  
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Registered Charity No. 802048

Guild of One-Name Studies		802048		CC17a
Annual Accounts for the period				
Period start date	01/11/2014	To	31/10/2015	


## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted		Total this year £	Total last year £
			Unrestricted funds £	income funds £		
			F01	F02	F04	F05
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>			-	-	-	-
Voluntary income		S01	42,656	1,400	44,056	46,522
Activities for generating funds		S02	41,862	-	41,862	40,093
Investment income		S03	3	-	3	2
<b>Incoming resources from charitable activities</b>		S04	7,550	-	7,550	8,256
<b>Other incoming resources</b>		S05	-	-	-	-
<b>Total incoming resources</b>		S06	92,071	1,400	93,471	94,873
<b>Resources expended (Notes 4-8)</b>						
<b>Costs of Generating Funds</b>			-	-	-	-
Costs of generating voluntary income		S07	5,573	150	5,723	5,480
Fundraising trading costs		S08	44,740	-	44,740	42,958
Investment management costs		S09	-	-	-	-
<b>Charitable activities</b>		S10	30,819	-	30,819	33,603
<b>Governance costs</b>		S11	1,352	-	1,352	4,868
<b>Other resources expended</b>	Support Costs	S12	10,329	-	10,329	11,934
<b>Total resources expended</b>		S13	92,813	150	92,963	98,843
<b>Net incoming/(outgoing) resources before transfers</b>		S14	- 742	1,250	508	- 3,969
<b>Gross transfers between funds</b>		S15	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S16	- 742	1,250	508	- 3,969
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-
<b>Net movement in funds</b>		S19	- 742	1,250	508	- 3,969
<b>Total funds brought forward</b>		S20	40,774	4,600	45,374	49,343
<b>Total funds carried forward</b>		S21	40,032	5,850	45,882	45,374

## Section B Balance sheet

		Note	Restricted				
			Unrestricted funds	income funds	Endowment funds	Total this year	Total last year
			£	£	£	£	£
			F01	F02	F03	F04	F05
<b>Fixed assets</b>							
Tangible assets	(Note 9)	B01	6,632	-	-	6,632	7,665
		B02	-	-	-	-	-
Investments	(Note 10)	B03	-	-	-	-	-
<b>Total fixed assets</b>		B04	6,632	-	-	6,632	7,665
<b>Current assets</b>							
Stock and work in progress		B05	21,042	-	-	21,042	7,425
Debtors	(Note 11)	B06	11,361	-	-	11,361	19,105
(Short term) investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	-	-	-	-	-
Bank Accounts			4,689	5,450		10,139	18,070
PayPal Accounts			12,970			12,970	8,773
COIF Charity Deposit			574			574	574
<b>Total current assets</b>		B09	50,636	5,450	-	56,086	53,947
<b>Creditors: amounts falling due within one year</b>							
(Note 12)		B10	16,836	-	-	16,836	16,237
<b>Net current assets/(liabilities)</b>		B11	33,800	5,450	-	39,250	37,710
<b>Total assets less current liabilities</b>		B12	40,432	5,450	-	45,882	45,374
<b>Creditors: amounts falling due after one year</b>							
(Note 12)		B13	-	-	-	-	-
<b>Provisions for liabilities and charges</b>		B14	-	-	-	-	-
<b>Net assets</b>		B15	40,432	5,450	-	45,882	45,374
<b>Funds of the Charity</b>							
Unrestricted funds		B16	40,774			40,774	40,774
Surplus / Deficit Current Year		B17	- 742			- 742	-
Restricted income funds (Note 13)		B18		5,850		5,850	4,600
Endowment funds (Note 13)		B19			-	-	-
<b>Total funds</b>		B20	40,032	5,850	-	45,882	45,374

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	TRACY CARE (Treasurer)	26/02/2016

Note 1 **Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 

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 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

N/A
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\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

N/A
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**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

N/A
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**Note 2 Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES****Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

**Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

**Tax reclaims on donations and gifts**

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

**Contractual income and performance related grants**

This is only included in the SoFA once the related goods or services have been delivered.

**Gifts in kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

**Donated services and facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Investment income**

This is included in the accounts when receivable.

**Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES****Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

**Grants payable without performance conditions  
Support Costs**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**ASSETS****Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £100. They are valued at cost or a reasonable value on receipt. Depreciation is calculated from the month after acquisition.

**Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

**Stocks and work in progress**

These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

## Note 3

## Analysis of incoming resources

	Analysis	This year £	Last year £
Voluntary income	Subscriptions Received	35,220	37,010
	New Members	4,233	5,168
	Study Registration Fees	2,784	1,188
	Donations	1,810	3,147
	Everyclick.com	9	9
	<b>Total</b>	<b>44,056</b>	<b>46,522</b>
Activities for generating funds		-	-
	On-Line Sales	1,102	1,980
	Wiki Books	300	560
	FTDNA Kits	15,140	9,980
	Off-Line Sales	100	415
	Conference Income	20,210	22,742
	Seminar Income	5,010	4,416
	<b>Total</b>	<b>41,862</b>	<b>40,093</b>
Investment income	Bank Account Interest	3	2
		-	-
	<b>Total</b>	<b>3</b>	<b>2</b>
Incoming resources from charitable activities	Gift Aid Receipts	7,550	8,256
		-	-
	<b>Total</b>	<b>7,550</b>	<b>8,256</b>

Section C	Notes to the accounts	(cont)
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**Note 4 Analysis of resources expended**

	Analysis	This year £	Last year £
<b>Costs of generating voluntary income</b>	Marketing Activities	4,305	2,373
	Guild Stand Activities	1,418	3,106
	<b>Total</b>	5,723	5,480
<b>Fundraising trading costs</b>	Cost of Sales (Books, Software, DNA Kits)		9,960
	Purchase Cost	14,795	
	Postage	325	
	PayPal Fees	291	
	Conference Expenses	23,320	26,579
	Conference PayPal Fees	157	
	Seminar Expenses	5,783	6,420
	Seminar PayPal Fees	69	
	<b>Total</b>	44,740	42,958
<b>Charitable activities</b>	<b>Guild Journal and Register</b>		
	Journal Production	10,930	11,000
	Register Production	2,064	1,999
	Dispatch Costs of Journal & Register	10,403	11,671
	Flyers	683	230
	<b>Guild Projects</b>		
	Storage Facilities	3,489	3,740
	Marriage Challenge Expenses	164	206
	Library Digitisation Project	-	107
	Library Acquisitions	75	51
	Cardinal Point Expenses	691	-
	BMD Vault	91	-
	Marriage Locator	8	-
	Newswatch Project	57	-
	GRO Post 2005 BMD Project	-	24
	Members' Website Project	- 88	-
	<b>Other Charitable Activities</b>		
	Guild CD / Handbook	-	2,085
	Subscriptions	1,123	1,200
	Representation at Other Societies	76	53
	Website	587	686
	Regional Rep Expenses	466	551
	<b>Total</b>	30,819	33,603
<b>Governance costs</b>	AGM Expenses	767	1,026
	Independent Examiner's Fee	500	500
	Members' Voting / Ballot Costs	85	3,342
	<b>Total</b>	1,352	4,868

**Note 5 Support Costs**

<b>Support cost type</b>	<b>Fundraising activity £</b>	<b>Charitable Activity £</b>	<b>Governance Activity £</b>	<b>Total Cost £</b>
Committee Meeting Exps	-	-	1,222	1,222
Front Office / Telephone	-	1,171	-	1,171
Insurance	-	-	366	366
Postage	-	2,528	-	2,528
Printing & Stationery	-	508	-	508
Sundry Expenses	-	498	-	498
Advertising	-	-	-	-
Other Marketing	-	20	-	20
PayPal Charges	-	1,004	-	1,004
Depreciation	-	3,012	-	3,012
<b>Total</b>	-	8,741	1,588	10,329

**Note 6 Details of certain items of expenditure****6.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

<b>This year</b>	<b>Last year</b>
5	13
Travel	Travel
£ 530	£ 1,410

**6.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

<b>This year £</b>	<b>Last year £</b>
£ 500	£ 500
£ -	£ -



N/A - No Paid Employees
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**Note 7**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**7.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	-	-
Employer's National Insurance costs	-	-
Pension costs	-	-
<b>Total staff costs</b>	-	-

**7.2 Average number of full-time equivalent employees in the year**

	This year Number	Last year Number
The parts of the charity in which the employees work		
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
<b>Total</b>	-	-

**7.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

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	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

**Note 8 Grantmaking**

**8.1 Total value of grants**

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**8.1 Grantmaking costs**

*If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.*

Support costs of grantmaking

£
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**8.3 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-

**Section C****Notes to the accounts****Note 9 Tangible fixed assets****9.1 Cost or valuation**

	Fixtures, fittings and equipment	Total
	£	£
Balance brought forward	9,504	9,504
Additions	1,979	1,979
Disposals	-	-
Balance carried forward	11,483	11,483

**9.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL
<b>** Rate</b>	25%

Balance brought forward	1,839	1,839
Depreciation charge for year	3,012	3,012
Disposals	-	-
Balance carried forward	4,851	4,851

**9.3 Net book value**

Brought forward	7,665	7,665
Carried forward	6,632	6,632

**9.4 Revaluation**

***If any fixed assets have been revalued please give details of the valuer and method of valuation***

N/A
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\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 10 Investment assets****10.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

**Analysis of investments**

	10.2 Market value at year end £	10.3 Income from investments for the year £
<b>Investment properties</b>	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**10.4 Material investment holdings**

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

<b>Investment held</b>	
<b>Market Value</b>	

**Note 11 Debtors and prepayments****Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	9,861	18,804	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
VAT	-	301	-	-
Prepayments and accrued income	1,500	-	-	-
<b>Total</b>	<b>11,361</b>	<b>19,105</b>	<b>-</b>	<b>-</b>

**Note 12 Creditors and accruals****12.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
VAT	429	-	-	-
Trade creditors	1,432	-	-	-
Subscriptions Paid in Advance	9,778	7,925	-	-
Term Renewals in Advance	1,480	1,114	-	-
Seminar Income in Advance	128	562	-	-
Conference Income in Advance	2,176	3,837	-	-
Accruals and deferred income	1,413	2,799	-	-
<b>Total</b>	<b>16,836</b>	<b>16,237</b>	<b>-</b>	<b>-</b>

**12.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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**Note 13 Endowment and restricted income funds****13.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Publications	R	
Guild Constitution	R	
Election Costs	R	
Legal Costs	R	

**13.2 Movements of major funds**

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Publications	600	-	-	- 600	-	-
Guild Constitution	2,000	-	-	- 2,000	-	-
Election Costs	2,000	-	-	- 2,000	-	-
Legal Costs	-	1,000	- 150		-	850
Software Costs	-	400	-	4,600	-	5,000
	-	-	-	-	-	-
<b>Total Funds</b>	<b>4,600</b>	<b>1,400</b>	<b>- 150</b>	<b>-</b>	<b>-</b>	<b>5,850</b>

**13.3 Transfers between funds**

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount
Publications	Software Costs	Reserve no longer needed	600
Guild Constitution	Software Costs	Reserve no longer needed	2000
Election Costs	Software Costs	Reserve no longer needed	2000

## Note 14 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

### 14.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

### 14.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

### 14.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

<b>Note 15</b>	<b>Additional Disclosures</b>
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The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

Term Renewals

The figure shown in the accounts this year is relating to the total figure of term renewals received that relate to future years.



## **INDEPENDENT EXAMINER'S REPORT for the period ended 31 October 2015**

### **Independent examiner's report to the Trustees of Guild of One-Name Studies**

I report on the financial statements of the charity for the year ended 31 October 2015 which are set out on pages 1 to 14.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

#### **Respective responsibilities of Trustees and examiner**

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **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 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Antony R Amlot FCA  
Lakin Clark Ltd  
Delandale House  
37 Old Dover Road  
Canterbury  
Kent

Date: 29 February 2016

# Guild of One-Name Studies

## Trustees' Annual Report

Year ended 31 October 2015



**Guild of One-Name Studies**

Box G, 14 Charterhouse Buildings  
Goswell Road, London  
EC1M 7BA

Tel: 0800 011 2182 (UK)

Tel: 1-800 647 4100 (North America)

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## Trustees' Annual Report

Year ended 31 October 2015

### 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 in bold)	Date of appointment to Committee (if during financial year)	Role (date of appointment 28 March 2015 if not otherwise stated)
Peter Alefounder Rodney Brackstone Tracy Care Peter Copsey	Co-opted 28 March 2015	SemSub Chairman Treasurer Renewals Secretary, Marriage Challenge Coordinator, Librarian & Archivist
Corrinne Goodenough Julie Goucher Paul Howes	28 March 2015 Co-opted 28 March 2015	Vice Chairman (Chairman until 28 March 2015) Secretary, Stand Manager Chairman
Outgoing Committee members		
John Coldwell	Retired 28 March 2015	
Gerald Cooke	Retired 28 March 2015	Regional Rep Coordinator
Jan Cooper	Retired 28 March 2015	Secretary
Bob Cumberbatch	Retired 28 March 2015	Asst Education Liaison Officer
Cliff Kemball	Retired 28 March 2015	Asst Treasurer
Paul Millington	Retired 28 March 2015	Members' Archive Administrator
Anne Shankland	Retired 28 March 2015	Vice Chairman

The Guild has no salaried staff. All activities and services are undertaken by the unpaid voluntary efforts of its members. The Guild is indebted to its many volunteers, whose support was crucial in order to achieve the successes of 2014 -2015.

#### 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

Antony R Amlot FCA  
Lakin Clark Ltd  
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#### 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, though at the end of our operating year a vote of all members was in progress to amend it, the vote being in favour of a change, effective 22 November 2015.

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. In 2015 five members were proposed and seconded and duly appointed to the Committee. They immediately co-opted two other members who had indicated a willingness to serve.

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 of the Guild, including the designation of Guild signatories. From March 28, there being only seven members in total on the Committee, all were deemed to be Executive members.

The Guild establishes 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. The purpose of such Subcommittees and their membership as at October 2014 are shown below.

Subcommittee	Purpose	Current Members
Seminars	Organising seminars to educate the public in One-Name Studies	Rodney Brackstone (Chairman), Tracy Care, Julie Goucher (Passive), Paul Howes (Passive), Rod Clayburn, Jackie Depelle, Richard Heaton, Sue Thornton-Grimes, Gordon Adshead, Dominic Johnson, and Alan Moorhouse

### **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 maximize 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 recent years, and continued by the current Committee, have been to:

- increase the range of services available to its members
- create positive links with academia and commercial genealogical organizations; and
- strengthen its position as the leading global genealogy society specializing 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 2015 event held in Birmingham, two Guild speakers at RootsTech 2015, our public Facebook page, our members' own personal websites and a number of presentations around the world made by members about One-Name Studies.

Member support has been improved with the Regional Representatives across the globe, as well as the Mentor 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 provides a vast range of services to enable its members to expand on their one-name studies and to provide possible additional information to members of the public requesting assistance on a particular registered surname. Membership benefits include, but are not limited to:

- a high quality printed quarterly Journal of One-Name Studies
- a range of one-day seminars throughout the year on one-name themes. To date, these have mainly been held in the UK, but in 2015 one was held in Boston, Massachusetts, USA and Western Australia
- an annual conference on a range of one-name study themes
- an annual Register of One-Name Studies
- a Profile facility to enable all members to create their own publicly searchable ONS web page
- a Guild email Forum, a private Facebook group and a Guild Web-Forum (formerly Bulletin-Board) where members exchange ideas, discuss their research and alert members to useful sources of genealogical data
- the Guild's main website - [www.one-name.org](http://www.one-name.org) - to provide one-name study information to members and the general public including a wiki, allowing members to share their experiences with others. Subsidiary to the main site is <http://ww1.one-name.org/>, designed to allow members to share stories and remember those whose lives were ended or totally altered by the First World War
- publication of booklets relating to one-name studies, notably Seven Pillars of Wisdom: The Art of One-Name Studies
- a free phone/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
- Guild email aliases to all Guild members to assist in communicating with the public
- a range of lookup services to members to assist in the collection of genealogical data
- a Marriage Challenge for England & Wales in which volunteers search for marriage entries in the deposited Parish Registers for a particular Registration District in England & Wales
- a Marriage Index including worldwide entries to help link members' knowledge of marriages, and also, for Anglican marriages in England and Wales, to help locate the parish (currently it has well over a million marriages) - also available to the public via <http://www.marriage-locator.co.uk/>.
- a 'BMD Vault' of birth, marriage and death certificates worldwide to assist members with their one-name study research (currently contains over 1.1 million names)
- a Scottish Index to allow searching for any name appearing in Scottish marriage certificates, not just those indexed by the GRO
- a Probate Index to provide searches for names in wills not indexed in the various Will Calendars
- a 'Newswatch' project where volunteers pass on details of surnames to relevant members
- a discount on Y-DNA kits from Family Tree DNA throughout the year
- a discount on Autosomal DNA kits from Family Tree DNA throughout the year and advice and support to members on DNA testing
- Mentoring scheme to support new members of the Guild
- a facility to produce 'faux certificates' using Birth/Marriage/Death transcribed data
- development of online distance learning courses on one-name study subjects



- an Online Library of digitized one-name study material, donated or bequeathed, to help promote the preservation of data
- an online data archive facility (ONS datastores) to enable members to back-up their ONS data on the Guild website, and to allow other members and the general public to access their data
- three monthly Google Hangouts per month, one each designed to be ideal for members in Europe, Australia/NZ and North American time-zones
- still in its trial period, a service designed to help members with the long-term preservation of their websites

The Trustees present their report and accounts for the year ended 31 October 2015. 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 2015 was 2,902 (2,721 in 2014). Membership details are:

	UK	Australia	Canada	NZ	USA	Other	TOTAL
<b>Membership as at 31 October 2015</b>	<b>2,141</b>	<b>183</b>	<b>111</b>	<b>67</b>	<b>306</b>	<b>94</b>	<b>2,902</b>
<i>as at 31 October 2014</i>	<i>2,087</i>	<i>161</i>	<i>97</i>	<i>59</i>	<i>240</i>	<i>77</i>	<i>2,721</i>

The Committee met on seven 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 organization and links are maintained with FamilySearch, the Family Names of the UK (FaNUK) 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 Organizations, the Federation of Family History Societies and the Scottish Association 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 Family History Fairs, Shows, and Expos across the globe, including Who Do You Think You Are? Live 2015 events in Birmingham, the primary genealogy event in the UK.

The Guild's 36th Conference was held from Friday 27 to Sunday 29 March 2015 at the Forest Pines Hotel & Golf Resort, Ermine Street, Broughton, Lincolnshire with the Annual General Meeting on Saturday 28 March 2015.

The 2015 conference theme was "Collaboration, Cooperation and Communication. The programme included talks from Peter Hagger, Alan Moorhead, Laurence Harris, Tessa Keough, Paul Howes, Maurice Gleeson, Bob Cumberbatch, Debbie Kennett, Alec Tritton, Janet Few, Julie Goucher, Jackie Depelle, Mike Spathaky, Jim Benedict & Mark Bayley

The Seminar Subcommittee has organized five excellent seminars during the year in, London, Preston, Winchester, Burgess Hill, and Taunton.

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 ninth year as a full-colour publication, under the editorship of David Dexter.

The Guild published the 2015 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.

A sliding scale of membership fees exists which is 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 two MCGs were announced at this year's Annual General Meeting in April 2015, making a total of 25 to date. All the citations are available on the Guild's website.

The annual Guild Award of Excellence (GAoE) scheme seeks to acknowledge members' contributions to publications of all kinds relating to One-Name Studies. In 2015, 20 members were recognized for their articles, websites and books details of which are available on the Guild's website.

During 2015, the Guild's main website - [www.one-name.org](http://www.one-name.org) - has continued to expand and the transition to WordPress continued albeit at a slower pace given the change in personnel managing the site.

In 2014 the Guild set up a working group, under the chairmanship of Peter Hagger to consider updating the Guild's Constitution. The working group submitted its recommendations for change to the Committee which endorsed them and submitted the changes to the membership in 2015. As noted above, just after the end of our operating year the recommendations were accepted by the members and immediately went into force.

### **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.

Trustees continue to pay due regard to the guidance provided by the UK Charity Commission on public benefit in deciding what activities the Guild should undertake or expand upon, and in the general maintenance of the Guild and its finances.

### **Suspension of Member**

The Committee as Trustees is charged, with preserving the interests of the Guild. Early in 2015 we became aware that a member had copied a substantial proportion of our wiki (produced by and for our own members' use) for non-personal use and without asking for prior permission. After an exchange of solicitors' letters the Committee decided to suspend the member concerned for a period of two years. We do not intend to name the member concerned. The Charity Commission was advised accordingly.

### **Financial Review**

The Guild has had another productive year financially with the Guild's reserves decreasing slightly below the target set in our Reserves Policy, by £2,930 (2014: £3,969). The principal sources of the Guild's income and where the money is spent are shown in the Guild's Statement of Financial Activities. Income of £93,471 exceeded expenditure of £92,963 by £508. The current financial year has proved challenging with the continuing move to lower on-line sales, the continuation of the Guild Stand, the increasing proportion of members from outside the UK and rapidly increasing postal charges. As before, this has been balanced by the success of the sales of DNA kits (now both yDNA and autosomal DNA). 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 £7,500, slightly below last year.

## **Reserves**

The Trustees have reviewed the reserves the Guild needs to sustain its operations. The review concluded that a general reserve equivalent to approximately six months' unrestricted fund expenditure should be set. This provides sufficient funds to cover management, administration and support costs of the Guild and will assist the funding of the anticipated increases in project expenditure and Guild services. Unrestricted funds have gradually decreased over the last three or four years, a natural outcome of our policy of trying to maintain subscription rates at a constant level over as long a period as possible. In the last year the Guild's general reserves increased from £45,374 to £45,882. Thanks to our new electronic voting system, the committee has deemed that previous allocation of £4,600 to various categories is no longer required but in light of the Members' Website Project has decided to allocate a specific reserve of £5,000 in respect of "possible future software expenditure". The likelihood of our needing to use this reserve is at present remote.

## **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 will introduce a new procedure whereby new members can elect to authorise Gift Aid for the Guild subscriptions and donations. This new on-line 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 2016 will be based on the theme of **"One-Name Studies - Home and Away"**

The Committee has reviewed the long-term forecast of its anticipated income and expenditure and regretfully expects to consider asking members to pay more to continue receiving a paper copy of the Register.

## **Approval**

The Trustees approved this report at a meeting held on 9 January 2016 and it is signed on their behalf.



**Paul Howes**  
**Chairman and Trustee**

**9 January 2016**