



ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2020

Guild of One-Name Studies

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GUILD OF ONE-NAME STUDIES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Byatt
	T Care
	S Daglish
	W Featherstone
	J Goucher
	C Gray
	J Lisle
	K Rogers
	S Thornton-Grimes
Charity number	802048
Registered office	Society of Genealogists
	14 Charterhouse Buildings
	London
	EC1M 7BA
Independent examiner	M Wilkes FCA
	Azets Audit Services
	Delandale House
	37 Old Dover Road
	Canterbury
	Kent
	CT1 3JF

GUILD OF ONE-NAME STUDIES

CONTENTS

	Page
Trustees' report	1 - 7
Independent Examiners Report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 20

GUILD OF ONE-NAME STUDIES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

Reference and administration details

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 registered office address is: Box G, 14 Charterhouse Buildings, Goswell Road, London, EC1M 7BA, United Kingdom.

The Guild's governing constitution was last amended on 22 November 2015.

Structure, Governance and Management:

Trustees

The affairs of the Guild are managed by a Committee consisting of nine 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 a period of one year at the Guild's Annual General Meeting.

In 2020 ten members were proposed and seconded in the Committee nomination process, requiring an election of members to take place to elect nine members who were duly appointed to the Committee.

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

Trustee Name	Dates (if not for the whole year)	Office (if any)
Peter Alefounder	To 25 April 2020	Vice Chairman
Marie Byatt		
Tracy Care		Treasurer
Peter Copsey	To 25 April 2020	
Stephen Daglish		Secretary
W Paul Featherstone		Chairman
Julie Goucher		Vice Chairman
Christopher Gray		
John B Lisle	From 25 April 2020	
Karen Rogers	From 25 April 2020	
Sue Thornton-Grimes		

The Trustees are required to keep proper books of accounts in respect of all sums of money received and expended by the Guild and to 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 assume 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.

GUILD OF ONE-NAME STUDIES

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2020

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

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 continues to be crucial to the success of the Guild.

Subcommittees

The Guild may establish Subcommittees to carry forward the objectives of the Guild. The Guild's Rules & Procedures require that the Guild Chairman and Treasurer are ex-officio members of all Subcommittees.

As at October 2020, the Guild had one Subcommittee:

Subcommittee	Purpose	Members
Seminars	To organise seminars to educate the public in One-Name Studies	Sue Thornton-Grimes (Chairman), Jane Absolom, Alison Boulton, Richard Heaton, Alan Moorhouse, Sue Swalwell, Tracy Care (ex-officio), W. Paul Featherstone (ex-officio)

Professional Advisors

Bankers:

Santander, BBAM, Bridle Road, Bootle, Merseyside L30 4GB
CCLA Investment Management Ltd., Senator House, 85 Queen Victoria Street, London EC4V 4ET

Independent Examiner:

M A Wilkes, FCA, Azets Audit Services, Delandale House, 37 Old Dover Road, Canterbury CT1 3JF.
On 7 September 2020 Group Audit Service Limited trading as Wilkins Kennedy Audit Services changed its name to Azets Audit Services Limited. The name they practice under is Azets Audit Services and accordingly they have signed their report in their new name.

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 Trustees present their report and accounts for the year ended 31 October 2020. These have been prepared in accordance with statutory requirements and Statement of Recommended Practice (SORP) issued by the Charity Commission.

Charitable Incorporated Organisation (CIO)

The Trustees have made a proposal to register the Guild of One-Name Studies as a Charitable Incorporated Organisation. A Constitution Review team made up of members who are not Trustees has been appointed to oversee this and an advisory ballot of members is being held in November 2020.

Objectives and Activities

Objectives

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

- To advance the education of members and the public in one-name studies, and

GUILD OF ONE-NAME STUDIES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

- To promote the preservation and publication of the data from one-name studies 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, the Guild 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 other activities and projects.

Activities

COVID-19 impact

The COVID-19 epidemic had a major impact on the activities of the Guild during the year following the implementation of "lockdown" measures in the United Kingdom on 23 March 2020. The key impacts were:

Annual Conference: the annual Conference, planned for April 2020, could not go ahead and was postponed until 2021.

Annual General Meeting: the AGM could not go ahead as planned at the annual Conference and was transferred to an online meeting, held on 25 April 2020.

Committee meetings and Seminar Sub-Committee meetings: Following lockdown, Committee meetings and Seminar Sub-Committee meetings were held online.

Seminars and Regional Meetings: Following lockdown, planned meetings were cancelled but, where possible, online alternatives were organised.

The Guild continues to provide various educational opportunities to both members and non-members alike regarding researching surnames and methodology in building and maintaining a study.

The Guild offers seminar, webinar and conference sessions and has continued our relationship with Pharos Tutors and Teaching.

Publications

- A quarterly Journal of One-Name Studies, available in printed and electronic formats
- An annual Register of One-Name Studies, available in printed and electronic formats
- Booklets relating to One-Name Studies, including Seven Pillars of Wisdom: The Art of One-Name Studies and Researching Surnames: A guide to One-Name Studies
- Guild publications are available for sale to members of the public.

Meetings

- An annual Conference with presentations on a range of one-name study themes
- A range of Seminars on one-name themes
- The Conference and Seminars are open to members of the public
- Local and regional meetings for general discussion of one-name study interests

Online facilities

- The Guild website www.one-name.org provides information to members and the general public
- A Members' Handbook providing guidance for members
- A Study Profile facility to enable members to create their own searchable One-Name Study web page, accessible by the general public

GUILD OF ONE-NAME STUDIES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

- The Members Website Project (MWP) and the Guild Blog Program (GBP) are providing options for members to create websites for their studies, which are accessible by the general public
- A number of communication channels, including a mailing list, a closed Facebook group and Guild Web Forum, where members can exchange ideas, discuss research and alert members to useful sources of genealogical data
- Public Facebook and Twitter pages for communicating with the public
- Guild email aliases to assist members in communicating with the public whilst shielding their private email address from public view
- Indexes of data available to members, including Births, Marriages and Deaths and Probates
- An Online Library containing digitised images of members' research.

Support

- A free / toll-free phone line in the UK, North America and Australia to enable members and the public to contact the Guild by phone
- A mailbox guild@one-name.org to enable members and the public to contact the Guild by email
- A mentoring scheme to support members with their research and studies.

Services

- A range of look-up services to members to assist in the collection of genealogical data
- Marriage Challenges, in which members volunteer to search for marriage entries in the deposited Parish Registers for a particular Registration District mainly, but not exclusively, in England and Wales
- A Newswatch project in which members volunteer to pass on published news of surnames from local newspapers and other sources to relevant members
- Advice to members on using DNA testing to support One-Name Studies
- A discount on Y-DNA and autosomal DNA kits.

Speakers

- To provide speakers who can talk on a range of one-name study related themes for meetings organised by other societies and groups.

One-Name Courses

- The Guild runs three courses in association with Pharos Teaching and Tutoring Ltd., an Introduction to One-Name Studies, Practicalities of a One-Name Study and an Advanced One-Name Studies Course. These courses are open to members and the public.

Preservation

- The Members Websites Project (MWP) is helping members with the long-term preservation of their One-Name Study websites and will continue to keep those websites available for public research when members can no longer continue their studies
- The Guild Blog Program (GBP) is helping members with the long-term preservation of their One-Name Study websites and personal family history research and will continue to keep those websites available for public research when members can no longer continue their studies. This program is also designed as a means for Guild postholders to communicate directly to the public
- An agreement with FamilySearch to enable members to load their data and be searchable by the public
- Providing support to preserve studies and research materials when a member is no longer able to continue with their studies
- Providing a Library for members to store their research material, either as a back-up for on-going research or as a preservation facility for members who have taken their study as far as they are able. It is available to all members and past members but will only hold one-name material.
- A book library of one-name study publications, made available to members on a loan basis.

GUILD OF ONE-NAME STUDIES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

Achievements and Performance

Membership

The membership of the Guild of One-Name Studies as at 31 October 2020 was 2,713 (compared with 2,789 in 2019). Details are as follows:

	UK	Australia	Canada	NZ	USA	Other	Total
Membership as at 31 October 2020	1,967	177	92	64	332	81	2,713
Membership as at 31 October 2019	2,028	182	98	66	335	80	2,789

Committee meetings

The Committee met on ten occasions during the year, details of which are provided on the Guild website. Committee meetings prior to the COVID-19 pandemic were held in London with some members from other regions or countries joining online. Since the March "lockdown" in the United Kingdom, meetings have been held online. The agenda and minutes of Committee meetings are available on the Guild website.

Annual Conference

The Guild conference planned to be held in Oxford between 24 and 26 April 2020 was postponed until 2021, due to the COVID-19 pandemic. The conference will be held in April 2021 at the same venue in Oxford.

Seminars

The Seminar Subcommittee organises seminars in the UK during the year. This year's programme was disrupted by the COVID-19 pandemic.

Only one in-person seminar was held:

22 February 2020 - Unconventional Lives (Littleton, Hampshire)

Later planned seminars were converted to online events or postponed where this was not possible:
16 May 2020 - On the Wrong Side of the Law (converted to online event)

1 August 2020 - The planned seminar, Those Who Served, was postponed until October 2021 and replaced by online event, August Allsorts, showcasing five presentations from previous seminars and conferences

October to November 2020 - Widening Horizons is a webinar series, replacing the planned seminar in Solihull, run jointly with the Local Population Studies Society (LPSS). The series consists of six weekly webinars running throughout October and November 2020.

All seminars are open to both members of the Guild and to non-members. Sessions are usually recorded and videos placed on the Guild website or on YouTube, depending on the preference of the speakers.

Events

The Guild usually plans to have stands in attendance at family history shows and fairs across the globe. In the UK, there was one event in Bristol in February 2020.

After March 2020 events were postponed due to the COVID-19 pandemic. The Guild continues to evaluate online events and has used advertising to reach the public with information about the Guild and details of its services.

GUILD OF ONE-NAME STUDIES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

Publications

The Guild continues to publish the quarterly Journal of One-Name Studies, under the editorship of Jean-Marc Bazzoni.

The Guild published the 36th edition of the annual Register of One-Name Studies which was distributed to all subscribing members and to a number of record offices and libraries.

Awards

The fellowship scheme, Master Craftsman of the Guild (MCG), was introduced in 2010 to honour members considered to be outstanding either for the depth and range of their expertise or their contribution to the running of the Guild.

A further two MCG awards were announced at the 2020 Annual General Meeting, making a total of 42 to date. All citations are available on the Guild's website.

The annual Guild Award of Excellence (GAoE) scheme acknowledges excellence in members' contributions to publications of all kinds relating to one-name studies.

In 2020, ten awards were made to members for their articles and websites, details of which are available on the Guild's website.

Preservation

The Guild continues to promote the preservation of member's study materials for the benefit of members and future researchers.

Members may deposit their one-name research, in digital or paper form, in the Guild Library. We will store the paper research prior to digitising in our Guild Store in Stockton-upon-Tees. Digitised material, including digitised files of paper research, will be subsequently placed in the Online or Offline Libraries in accordance with members' wishes. Handling and storage have been addressed and the Guild has developed a strategy to continue to store original and unique documents but to digitise the rest of studies.

During the year the Guild accepted the deposit of more research materials from members.

Representation

During the year the Guild has been represented at meetings of various national family history associations: the Australasian Federation of Family History Organisations (AFFHO), the Scottish Association of Family History Societies (SAFHS) and the Association of Family History Societies of Wales (AFHSW).

Financial Review

Financial Review

Income of £74,381 exceeded expenditure of £46,242 by £28,139. This is a larger surplus than that budgeted; income and expenditure have been significantly impacted by the Covid-19 pandemic. Income was down as we were unable to hold seminars or the annual Conference in 2020 and as a result of this expenditure also reduced. All meetings that were held in-person before switched to fully online meetings, removing the cost of hiring a meeting room and travel expenses.

Sales: The same long-term trends that we have seen in recent years have continued; sales have been steady but lower. Though still successful, the sale of DNA kits has continued a decline, but we do still receive a return on the sale of these that is greater than investing the same money in a savings account. We have also been able to adjust our prices to stay competitive by buying directly from FTDNA. We are also now an affiliate of Ancestry and earn a commission on DNA kits and subscriptions bought using our affiliate link.

GUILD OF ONE-NAME STUDIES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

VAT: 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.

Gift Aid: The Gift Aid scheme in the UK continues to provide useful income to the Guild. Gift Aid income in the year totalled £8,464 which being slightly up was comparable to the previous year. There will be further campaigns to encourage eligible members to sign Gift Aid Declarations.

Membership subscriptions: Subscriptions decreased very slightly this year but are still healthy and the Trustees do not believe there is a need to consider a further increase in the annual subscription renewal for the foreseeable future.

Reserves

The Trustees have reviewed the level of reserves the Guild needs to sustain its operations. The review concluded that a general reserve equivalent to approximately six months' unrestricted fund expenditure should continue to be set. Based on 2019/2020 this is £17,453. The fund currently stands at £77,727 (2019 - £49,184).

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, as well as marketing activities to increase membership.

In the last year the Guild's general reserves increased. £1,000 of this, though unrestricted, is designated for use to continue **digitization of member study material**. This also includes an amount of £19,048 paid in advance for **Term memberships**. The relevant income will be released to the accounts in the relevant financial year.

In 2015, in light of the **Members' Website Project**, the Trustees decided to allocate a specific reserve of £5,000 in respect of "possible future software expenditure" and to augment this by a small margin on software costs and by donations received. That restricted reserve now stands at £8,124 (2019 - £7,559). The Trustees will continue to monitor this reserve against the likelihood of it being needed.

Total unrestricted funds were £77,727 (2019 - £49,184).

Total designated funds were £4,054 (2019 - £4,735).

Total restricted funds were £17,475 (2019 - £17,198).

Total funds at 31 October 2020 were £99,256 (2019 - £71,117).

Approval

The Trustees approved this report at a meeting held on 8 March 2021, and a vote was held and carried on 16 March. It is signed on behalf of the Trustees.



W. Paul Featherstone
Chairman
16 March 2021

GUILD OF ONE-NAME STUDIES

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 OCTOBER 2020

INDEPENDENT EXAMINER'S REPORT TO THE GUILD OF ONE-NAME STUDIES (the "charity")

I report on my examination of the accounts of the charity for the year ended 31 October 2020.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 the 2006 Act; or
- the accounts did not accord with those records; or
- the accounts did not comply with the applicable accounting requirements concerning the form and content of accountys set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



M A Wilkes (FCA)

Azets Audit Services

Delandale House, 37 Old Dover Road, Canterbury, Kent, CT1 3JF

Date: 24 March 2021

GUILD OF ONE-NAME STUDIES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2020

	Notes	Unrestricted fund 2020 £	Restricted fund 2020 £	Total 2020 £	Total 2019 £
Income from:					
Donations and legacies	2	60,440	565	61,005	70,199
Charitable activities	3	5,554	-	5,554	38,393
Other trading activities	4	7,820	-	7,820	11,553
Investments	5	2	-	2	4
Total income		73,816	565	74,381	120,149
Expenditure on:					
Raising funds	6	10,473	-	10,473	20,878
Charitable activities	7	35,481	288	35,769	91,290
Total expenditure		45,954	288	46,242	112,168
Net movement in funds		27,862	277	28,139	7,981
Fund balances					
at 1 November 2019		53,919	17,198	71,117	63,136
at 31 October 2020		81,781	17,475	99,256	71,117

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

GUILD OF ONE-NAME STUDIES

BALANCE SHEET

AS AT 31 OCTOBER 2020

Company Registration No. 02010021

	Notes	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible assets	11		1,402		1,960
Current assets					
Stocks - For resale		14,652		19,605	
Debtors	12	28,841		9,412	
Cash at bank and in hand		120,128		70,758	
		<u>163,621</u>		<u>99,775</u>	
Creditors: amounts falling due within one year	13	<u>(50,441)</u>		<u>(17,929)</u>	
Net current assets			113,180		81,846
Creditors: amounts falling due within one year	14		(15,326)		(12,689)
Total assets less current liabilities			<u>99,256</u>		<u>71,117</u>
Funds					
Restricted funds	15		17,475		17,198
Unrestricted funds			81,781		53,919
	16		<u>99,256</u>		<u>71,117</u>

The financial statements were approved by the Trustees on 16 March 2021 and signed on their behalf by:



Trustee

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1. Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

The Trustees do not consider the impact of Covid-19 will affect the charity's ability to continue as a going concern.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1. Accounting policies (continued)

1.5 Expenditure

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

1.6 Tangible fixed assets

Assets costing £250 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any impairment.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and Fittings - 25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1. Accounting policies (continued)

1.9 Financial instruments

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

2. Donations and legacies	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Subscriptions Received	44,246	-	44,246	45,374
New Member Applications	2,015	-	2,015	2,063
Study Registration Fees	3,632	-	3,632	1,771
Donations	1,962	565	2,527	3,995
Donated Createspace Income	-	-	-	33
Gift Aid	8,464	-	8,464	6,782
Other	121	-	121	10,181
	60,440	565	61,005	70,199
2019	59,682	10,517	70,199	
3. Charitable activities	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Conference Income	-	-	-	34,203
Seminar Income - UK	367	-	367	4,010
Seminar Income - Canada	-	-	-	180
Other events	5,187	-	5,187	-
	5,554	-	5,554	38,393
2019	38,393	-	38,393	
4. Other trading activities	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Seven Pillars	-	-	-	201
Books	243	-	243	441
Software	396	-	396	877
FTDNA Kits (Y & FF)	6,990	-	6,990	9,697
Other	191	-	191	337
	7,820	-	7,820	11,553
2019	11,553	-	11,553	
5. Investments	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Interest Received	2	-	2	4
	2	-	2	4
2019	4	-	4	

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

6. Costs of generating voluntary income	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
<u>Marketing Activities</u>				
UK	982	-	982	3,001
USA	264	-	264	1,117
Canada	-	-	-	49
General Marketing	1,745	-	1,745	38
Webinar Platform	-	-	-	828
<u>Guild Stand Activities</u>				
UK Stand Expenses	1,016	-	1,016	514
The Genealogy Show	-	-	-	1,129
Roots Tech (UK)	-	-	-	2,282
NGS	-	-	-	369
Family Tree Live	-	-	-	669
<u>Cost of sales</u>				
Seven Pillars	-	-	-	127
Books	215	-	215	352
Software	356	-	356	771
FTDNA Kits	5,793	-	5,793	9,410
Other sales	102	-	102	222
	10,473	-	10,473	20,878
7. Expenditure on charitable activities	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Direct costs				
Conference	-	-	-	36,797
Seminar expenses - UK	1,549	-	1,549	8,139
Seminar expenses - Canada	-	-	-	189
Guild Journal and Register	18,623	-	18,623	18,295
Guild projects	3,192	-	3,192	13,086
Members handbook	175	-	175	-
Subscriptions to other societies	110	-	110	131
Website	1,926	-	1,926	1,182
Computer costs	259	-	259	259
Regional rep and coordinator expenses	-	-	-	245
Spending from Teece legacy	-	288	288	361
	25,834	288	26,122	78,684
Share of support costs (see note 8)	7,700	-	7,700	10,120
Governance costs (see note 9)	1,947	-	1,947	2,486
	35,481	288	35,769	91,290

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

8. Support costs	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Committee Meeting expenses	831	-	831	1,778
Front office / Telephone	1,418	-	1,418	1,310
Insurance	420	-	420	369
Postage	1,218	-	1,218	1,208
Printing and stationery	196	-	196	693
Finance software	-	-	-	707
Accountancy	723	-	723	-
Bank charges	1,384	-	1,384	1,172
Foreign currency exchange	(183)	-	(183)	-
Sundry expenses	82	-	82	1,915
Bad debts	749	-	749	-
Depreciation	862	-	862	968
	7,700	-	7,700	10,120

9. Governance costs	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
AGM expenses	275	-	275	1,860
Member's voting / Ballot costs	178	-	178	50
Independent Examination fee	1,494	-	1,494	576
	1,947	-	1,947	2,486

9. Trustees and employees

The company has no employees. The Trustees did not receive any remuneration, benefits or received reimbursed of expenses in either the current or previous year.

10. Related party transactions

There were no related party transaction in the year (2019 - None).

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

11. Tangible fixed assets

	Fixtures and fittings £	Total £
Cost		
At 1 July 2019	11,598	11,598
Additions	304	304
At 30 June 2020	11,902	11,902
Depreciation		
At 1 January 2019	9,638	9,638
Depreciation charged in the year	862	862
At 30 June 2020	10,500	10,500
Net book value		
At 30 June 2020	1,402	1,402
At 30 June 2019	1,960	1,960

12. Debtors

	2020 £	2019 £
Amounts falling due within one year		
Trade debtors	402	746
Other debtors	553	3,422
Prepayments and accrued income	2,858	5,244
	3,813	9,412
Amounts due after one year		
Conference expenses prepaid	25,028	-
Total debtors	28,841	9,412

13. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	4,060	5,347
Deferred income	15,430	11,936
Deferred income - Conferences	28,714	-
Other creditors	687	-
Accruals	1,550	646
	50,441	17,929

14. Creditors: amounts falling due after one year

	2020 £	2019 £
Deferred income	15,326	12,689
	15,326	12,689

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

15. Funds

	Balance at 01 Nov 19 £	Income £	Expenditure £	New designations £	Designations expensed £	Transfers £	Balance at 31 Oct 20 £
CURRENT YEAR							
Restricted funds							
Software costs	7,559	565	-	-	-	-	8,124
Brian V Teece Legacy	9,639	-	(288)	-	-	-	9,351
Total restricted funds	17,198	565	(288)			-	17,475
Designated funds							
Library Digitisation	1,000	-	-	-	-	-	1,000
Term memberships in Advance	3,735	-	-	-	(681)	-	3,054
	4,735	-	-	-	(681)	-	4,054
Unrestricted fund							
General fund	49,184	73,816	(45,954)	-	681	-	77,727
Total unrestricted funds	53,919	73,816	(45,954)	-	-	-	81,781
TOTAL FUNDS	71,117	74,381	(46,242)	-	-	-	99,256

Software costs

Preservation of Members' Websites

Library Digitisation

To digitise records and reduce storage costs

Brian V Teece Legacy

To be used as per bequest for the Teece Study

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

15. Funds

	Balance at 01 Nov 18 £	Income £	Expenditure £	New designations £	Designations expensed £	Transfers £	Balance at 31 Oct 29 £
PRIOR YEAR							
Restricted funds							
Software costs	7,042	517	-	-	-	-	7,559
Brian V Teece Legacy	-	10,000	(361)	-	-	-	9,639
Total restricted funds	7,042	10,517	(361)	-	-	-	17,198
Designated funds							
Library Digitisation	5,000	-	-	1,000	(5,000)	-	1,000
Term memberships in Advance	-	-	-	3,735	-	-	3,735
	5,000	-	-	4,735	(5,000)	-	4,735
Unrestricted fund							
General fund	51,094	109,632	(111,807)	(4,735)	5,000	-	49,184
Total unrestricted funds	56,094	109,632	(111,807)	-	-	-	53,919
TOTAL FUNDS	63,136	120,149	(112,168)	-	-	-	71,117

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

16. Net Analysis of Funds

Fund balances at 31 October 2020 are represented by:

	Unrestricted £	Restricted £	Total £
Tangible assets	1,402	-	1,402
Stocks - For resale	14,652	-	14,652
Debtors	28,841	-	28,841
Cash at bank and in hand	102,653	17,475	120,128
Creditors: amounts falling due within one year	(50,441)	-	(50,441)
Creditors: amounts falling due within one year	(15,326)	-	(15,326)
	81,781	17,475	99,256

Fund balances at 31 October 2019 are represented by:

	Unrestricted £	Restricted £	Total £
Tangible assets	1,960	-	1,960
Stocks - For resale	19,605	-	19,605
Debtors	9,412	-	9,412
Cash at bank and in hand	53,560	17,198	70,758
Creditors: amounts falling due within one year	(17,929)	-	(17,929)
Creditors: amounts falling due within one year	(12,689)	-	(12,689)
	53,919	17,198	71,117