

Guild of One-Name Studies

Annual report and Financial Statements
For the year ended 31 October 2021



Guild of One-Name Studies
Box G, 14 Charterhouse Buildings
Goswell Road
London EC1M 7BA
Tel: 0800 011 2182 (United Kingdom)
Tel: 1-800 647 4100 (North America)
Tel: 1800 305 184 (Australia)

Registered Charity No. 802048

GUILD OF ONE-NAME STUDIES

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GUILD OF ONE-NAME STUDIES

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 OCTOBER 2021

The Trustees present their report and financial statements for the year ended 31 October 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and the '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).

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
- 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 has continued to have a significant impact on the activities of the Guild during the year.

Annual Conference: the annual Conference, planned for April 2021, first postponed from April 2020, could not go ahead and was again postponed until 2022.

Annual General Meeting (AGM): the AGM could not go ahead as planned at the annual Conference and was transferred to an online meeting, held on 23 April 2021.

Committee meetings and Seminar Sub-Committee meetings: Committee meetings and Seminar Sub-Committee meetings are held online.

Seminars and Webinars: Planned seminars were converted to on-line events, with one in-person seminar taking place in October 2021. These were supplemented by a number of Webinars.

Regional Meetings: Regional meetings continued as online events.

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Summary of activities:

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 and Webinars on one-name themes
- Local and regional meetings for general discussion of one-name study interests
- Virtual Pub Crawl: a new initiative to offer a weekly social gathering to discuss matters of interest
- All meetings are open to members of the public

Online facilities

- The Guild website <https://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
- The Members Website Program (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 page and Twitter account 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, deaths and probates
- Indexes of data are also available to the public, including marriages, inscriptions and newspapers. Indexes are not only an online facility but also a means of preserving one-name study data
- An Online Library containing digitised images of members' research.

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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 offers 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 Program (MWP) is helping members with planning for the long-term preservation of their One-Name Study websites and we 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 planning for 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.

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ACHIEVEMENTS AND PERFORMANCE

Membership

The membership of the Guild of One-Name Studies as at 31 October 2021 was 2,656 (compared with 2,713 in 2020). Details are as follows:

	UK	Australia	Canada	NZ	USA	Other	Total
Membership as at 31 October 2021	1,897	173	90	71	320	105	2,656
Membership as at 31 October 2020	1,967	177	92	64	332	81	2,713

Committee meetings

The Committee met on ten occasions during the year. The agenda and minutes of Committee meetings are available to members on the Guild website.

Annual Conference

The Guild annual conference planned to be held in Oxford between 23 and 25 April 2021 was postponed until 2022, due to the ongoing COVID-19 pandemic. The conference will be held in April 2022 at the same venue in Oxford.

Seminars

The Seminar Subcommittee organises seminars in the UK during the year. Once again, this year's programme was disrupted by the COV-19 pandemic. Seminars were converted to online events, with one in-person event in October 2021.

Widening Horizons: a series of weekly online presentations in conjunction with the Local Population Studies Society looked at ways of collecting, analysing and interpreting data collected in the process of one-name or one-place studies, family history or local population analysis. (October-November 2020)

Ancestors in Print: a series of four online presentations dealing with printed sources that may be a useful resource for one-namers tracing the movements of their ancestors in this country and abroad. (January-February 2021)

Preserving Your One-Name Study: an online seminar aimed at making members aware of various ways the Guild can help preserve their studies when they can no longer carry on with them. (May 2021)

Those Who Served: the first in-person seminar since January 2020 looked at the lives and records of ancestors who served in the military on land, on the sea and in the air. (October 2021)

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.

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Webinars

The Guild organised a number of webinars.

Technology tools for your Study: a series of webinars looking at how technology can simplify the collection of data and publishing studies or family history.

Events

The Guild would usually have stands in attendance at family history shows and fairs across the globe. However, during the year most were cancelled or took place online.

The Guild was in attendance at a number of virtual events and conferences:

UK: Oxfordshire FHS ZoomFair (October), Really Useful Show (November)

United States: New England Regional Genealogical Consortium (NERGC) Conference (April/May), National Genealogical Society (NGS) Conference (May), International German Genealogy Conference (July)

Australia: Family History Downunder (March)

Presentations

Guild members provide talks to other organisations about one-name study related themes. During the year these include two radio sessions (ABC Australia), an online presentation for North Sydney Library, Australia, and talks at the Society of Genealogists in the UK.

Publications

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

The Guild published the 37th 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

Master Craftsman of the Guild (MCG): 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. The panel of judges decided that there would be no further awards this year.

Guild Award of Excellence (GAoE): This scheme acknowledges excellence in members' contributions to publications of all kinds relating to one-name studies. In 2021, eleven awards were made to members for their articles and websites, details of which are available on the Guild's website.

Guild Certificate of Attainment: This is awarded to students who have completed the assessed article assignment for the Pharos Advanced One-Name Study Course (902) and awarded grades of 80% or above. In 2021, five awards were made to students.

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

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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) and the National Genealogical Society - United States (NGS).

FINANCIAL REVIEW

Income of £66,978 (2020 - £74,383) exceeded expenditure of £51,074 (2020 - £46,242) by £15,904 (2020 - £28,141). This is a larger surplus than that budgeted; income and expenditure have continued to be significantly impacted by the Covid-19 pandemic. Income was down as we were unable to hold seminars or the annual Conference in 2021 and as a result of this expenditure also reduced.

Sales: The same long-term trends that we have seen in recent years have continued; sales have been steady. 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.

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 £6,506 which is lower than in the previous year. There will be further campaigns to encourage eligible members to sign Gift Aid Declarations.

Membership subscriptions: Subscriptions decreased 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 2020/2021 this is £25,500 (2020 - £17,453). The fund currently stands at £90,242 (2020 - £77,727).

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. £4,150 of this, though unrestricted, is designated for use to continue digitization of member study material and £9,158 of this is designated towards members' websites. This also includes an amount of £689 paid in advance for Term memberships. The relevant income will be released to the accounts in the relevant financial year.

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In 2015, in light of the **Members' Website Program**, 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 £9,158. The Trustees will continue to monitor this reserve against the likelihood of it being needed.

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 2021 eight members were proposed and seconded in the Committee nomination process. No election was required and these eight members were duly appointed to the Committee. In July, the Committee co-opted Kim Baldacchino, as allowed by the Constitution.

Membership of the Committee during the year was as follows:

Trustee Name	Dates (if not for the whole year)	Office (if any)
Kim Baldacchino	From 19 July 2021	
Marie Byatt		
Tracy Care		Treasurer
Stephen DGLISH		Secretary
W Paul Featherstone		Chairman
Julie Goucher		Vice Chairman
Christopher Gray		
John B Lisle		
Karen Rogers		
Sue Thornton-Grimes	To 23 April 2021	

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.

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.

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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 2021, the Guild had one Subcommittee:

Subcommittee	Purpose	Members
Seminars	To organise seminars to educate the public in One-Name Studies	Sue Thornton-Grimes (Chair), Alan Moorhouse (Vice Chair), Jane Absolom, Brian Audley, Alison Boulton, Denise Bright, Tracy Care (ex-officio), W. Paul Featherstone (ex-officio)

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.

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

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 2021. 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 continued to make progress with a proposal to register the Guild of One-Name Studies as a Charitable Incorporated Organisation. A draft Constitution was agreed and a Resolution put to members in a ballot in October 2021.

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Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on 22 March 2022 and signed on their behalf by



W. Paul Featherstone
Chairman

GUILD OF ONE-NAME STUDIES

INDEPENDENT EXAMINER'S REPORT TO THE GUILD OF ONE-NAME STUDIES (the 'charity') FOR THE YEAR ENDED 31 OCTOBER 2021

I report on my examination of the accounts of the charity for the year ended 31 October 2021.

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 accounts 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: 25 March 2022

GUILD OF ONE-NAME STUDIES

Statement of financial activities (Including income and expenditure account) For the year ended 31 October 2021

		Unrestricted fund 2021 £	Restricted fund 2021 £	Total 2021 £	Total 2020 £
	Notes				
<u>Income from:</u>					
Donations and legacies	2	58,244	-	58,244	61,005
Charitable activities	3	477	-	477	5,554
Other trading activities	4	8,257	-	8,257	7,820
Interest received		-	-	-	4
Total income		66,978	-	66,978	74,383
<u>Expenditure on:</u>					
Raising funds	5	12,036	-	12,036	10,473
Charitable activities	6	38,932	106	39,038	35,769
Total expenditure		50,968	106	51,074	46,242
Net income		16,010	(106)	15,904	28,141
Transfers between funds		8,124	(8,124)	-	-
Net movement in funds		24,134	(8,230)	15,904	28,141
Fund balances					
At 1 November 2020		81,781	17,475	99,256	71,117
At 31 October 2021		105,915	9,245	115,160	99,258

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

All income and expenditure derive from continuing activities.

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Comparative Statement of financial activities For the year ended 31 October 2021

		Unrestricted fund 2020 £	Restricted fund 2020 £	Total 2020 £
	Notes			
<u>Income from:</u>				
Donations and legacies	2	60,440	565	61,005
Charitable activities	3	5,554	-	5,554
Other trading activities	4	7,820	-	7,820
Investments		2	-	2
Total income		73,816	565	74,381
<u>Expenditure on:</u>				
Raising funds	5	10,473	-	10,473
Charitable activities	6	35,481	288	35,769
Total expenditure		45,954	288	46,242
Net movement in funds		27,862	277	28,139
Fund balances				
At 1 November 2019		53,919	17,198	71,117
At 31 October 2020		81,781	17,475	99,256

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

All income and expenditure derive from continuing activities.

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BALANCE SHEET

As at 31 October 2021

Company Registration No. 02010021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	10		866		1,402
Current assets					
Stocks - For resale		15,799		14,652	
Debtors	11	29,904		28,841	
Cash at bank and in hand		130,784		120,128	
		<u>176,487</u>		<u>163,621</u>	
Creditors: amounts falling due within one year	12	<u>(46,252)</u>		<u>(50,441)</u>	
Net current assets			130,235		113,180
Creditors: amounts falling due within one year	13		(15,941)		(15,326)
Total assets less current liabilities			<u>115,160</u>		<u>99,256</u>
Funds					
Restricted funds	15		9,245		17,475
<u>Unrestricted funds:</u>					
Designated funds	16	15,673		4,054	
Unrestricted general fund	17	<u>90,242</u>		<u>77,727</u>	
			<u>105,915</u>		<u>81,781</u>
	18		<u>115,160</u>		<u>99,256</u>

The financial statements were approved by the Trustees on 22 March 2022 and signed on their behalf by:



W Paul Featherstone
Trustee

GUILD OF ONE-NAME STUDIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2021

1. Accounting policies

a. 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.

b. 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.

c. 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.

d. 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.

Voluntary income including donations and gifts and conference income are included in full in the SOFA when receivable.

Term memberships are included in the SOFA in equal instalments over the length of the term. Life memberships are included in equal instalments over a period of 20 years. Subscriptions run to 31 October and are included in the SOFA for the year to which they relate.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2021

1. Accounting policies (continued)

Income from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer (usually on the dispatch of the goods), the amount of income can be measured reliably, it is probable that the economic benefits associated with the transaction will flow to the charity and the costs incurred or to be incurred in respect of the transaction can be measured reliably.

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.

e. 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.

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.

f. 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.

g. 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).

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2021

1. Accounting policies (continued)

h. 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.

i. Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows:

Financial assets

Trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash and bank balances are classified as a basic financial instrument and are measured at face value.

Financial liabilities

Trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition.

Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

j. 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 2021

2. Donations and legacies	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Subscriptions Received	42,073	-	42,073	44,246
New Member Applications	2,027	-	2,027	2,015
Study Registration Fees	4,102	-	4,102	3,632
Donations	3,175	-	3,175	2,527
Gift Aid	6,506	-	6,506	8,464
Other	361	-	361	121
	<u>58,244</u>	<u>-</u>	<u>58,244</u>	<u>61,005</u>
3. Charitable activities	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Seminar Income - UK	477	-	477	367
Other events	-	-	-	5,187
	<u>477</u>	<u>-</u>	<u>477</u>	<u>5,554</u>
4. Other trading activities	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Books	630	-	630	243
Software	605	-	605	396
FTDNA Kits (Y & FF)	6,824	-	6,824	6,990
Other	198	-	198	191
	<u>8,257</u>	<u>-</u>	<u>8,257</u>	<u>7,820</u>

GUILD OF ONE-NAME STUDIES

Notes to the financial statements For the year ended 31 October 2021

5. Costs of generating voluntary income	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
<u>Marketing Activities</u>				
UK	80	-	80	982
Europe	98	-	98	-
USA	913	-	913	264
Canada	80	-	80	-
Australia	484	-	484	-
New Zealand	80	-	80	-
General Marketing	3,120	-	3,120	1,745
<u>Guild Stand Activities</u>				
UK Stand Expenses	-	-	-	1,016
<u>Cost of sales</u>				
Books	453	-	453	215
Software	476	-	476	356
FTDNA Kits	6,187	-	6,187	5,793
Other sales	65	-	65	102
	<u>12,036</u>	<u>-</u>	<u>12,036</u>	<u>10,473</u>
6. Expenditure on charitable activities	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Direct costs				
Seminar expenses - UK	2,560	-	2,560	1,549
Guild Journal and Register	21,267	-	21,267	18,623
Guild projects	3,110	-	3,110	3,192
Members handbook	51	-	51	175
Subscriptions to other societies	156	-	156	110
Website	1,832	-	1,832	1,926
Computer costs	194	-	194	259
Spending from Teece legacy	-	106	106	288
	<u>29,170</u>	<u>106</u>	<u>29,276</u>	<u>26,122</u>
Share of support costs (see note 8)	<u>9,762</u>	<u>-</u>	<u>9,762</u>	<u>9,647</u>
	<u>38,932</u>	<u>106</u>	<u>39,038</u>	<u>35,769</u>

GUILD OF ONE-NAME STUDIES

Notes to the financial statements For the year ended 31 October 2021

7. Support costs	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Committee Meeting expenses	125	-	125	831
Front office / Telephone	1,267	-	1,267	1,418
Insurance	420	-	420	420
Postage	1,575	-	1,575	1,218
Printing and stationery	283	-	283	196
Accountancy	713	-	713	723
Bank charges	1,437	-	1,437	1,384
Foreign currency exchange	232	-	232	(183)
Sundry expenses	(278)	-	(278)	82
Bad debts	-	-	-	749
Depreciation	912	-	912	862
<u>Governance costs:</u>				
AGM expenses	800	-	800	275
Member's voting / Ballot costs	-	-	-	178
Legal fees	776	-	776	-
Independent Examination fee	1,500	-	1,500	1,494
	<u>9,762</u>	<u>-</u>	<u>9,762</u>	<u>9,647</u>

8. Trustees and employees

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

9. Related party transactions

The Trustees attend the annual conferences and pay the same delegate rate as other attendees.

There were no related party transaction in the year (2020 - None).

GUILD OF ONE-NAME STUDIES

Notes to the financial statements For the year ended 31 October 2021

10. Tangible fixed assets	Fixtures and fittings £	
Cost		
At 1 November 2020		11,902
Additions		376
At 31 October 2021		<u>12,278</u>
Depreciation		
At 1 November 2020		10,500
Depreciation charged in the year		912
At 31 October 2021		<u>11,412</u>
Net book value		
At 31 October 2021		<u>866</u>
At 31 October 2020		<u>1,402</u>
11. Debtors	2021	2020
	£	£
Amounts falling due within one year		
Trade debtors	864	402
Other debtors	601	553
Prepayments and accrued income	28,439	2,858
	<u>29,904</u>	<u>3,813</u>
Amounts due after one year		
Conference expenses prepaid	-	25,028
	<u>-</u>	<u>25,028</u>
Total debtors	<u>29,904</u>	<u>28,841</u>
12. Creditors: amounts falling due within one year	2021	2020
	£	£
Trade creditors	2,522	4,060
Deferred income - Subscriptions / Term Memberships	12,809	15,430
Deferred income - Conferences	27,015	28,714
Other creditors	2,356	687
Accruals	1,550	1,550
	<u>46,252</u>	<u>50,441</u>

GUILD OF ONE-NAME STUDIES

Notes to the financial statements For the year ended 31 October 2021

13. Creditors: amounts falling due after one year	2021	2020
	£	£
Deferred income - Subscriptions / Term Memberships	15,941	15,326
	<u>15,941</u>	<u>15,326</u>

14. Deferred income	Term Memberships		Conferences	
	2021	2020	2021	2020
	£	£	£	£
At 1 November	30,756	24,625	28,714	-
Received in year	13,424	18,068	-	28,714
Refunded in year	-	-	(1,699)	-
Transferred to SOFA	(15,430)	(11,937)	-	-
At 31 October	<u>28,750</u>	<u>30,756</u>	<u>27,015</u>	<u>28,714</u>
Due within one year (Note 12)	12,809	15,430	27,015	28,714
Due after one year (Note 13)	15,941	15,326	-	-
At 31 October	<u>28,750</u>	<u>30,756</u>	<u>27,015</u>	<u>28,714</u>

15. Restricted funds	Balance at				Balance at
	1 Nov 20	Income	Expenditure	Transfers	31 Oct 21
CURRENT YEAR	£	£	£	£	£
Software costs	8,124	-	-	(8,124)	-
Brian V Teece Legacy	9,351	-	(106)	-	9,245
Total restricted funds	<u>17,475</u>	<u>-</u>	<u>(106)</u>	<u>(8,124)</u>	<u>9,245</u>
PRIOR YEAR	£	£	£	£	£
Software costs	7,559	565	-	-	8,124
Brian V Teece Legacy	9,639	-	(288)	-	9,351
Total restricted funds	<u>17,198</u>	<u>565</u>	<u>(288)</u>	<u>-</u>	<u>17,475</u>

Software costs - Now categorised as a designated fund as there were no formal restrictions on this fund.

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 2021

16. Designated funds	Balance at 1 Nov 20	New Designations designations	Designations released	Balance at 31 Oct 21
	£	£	£	£
CURRENT YEAR				
Library Digitisation	1,000	3,150	-	4,150
Software costs	-	9,158	-	9,158
Term memberships in advance	3,054	-	(689)	2,365
Total designated funds	4,054	12,308	(689)	15,673
	£	£	£	£
PRIOR YEAR				
Library Digitisation	1,000	-	-	1,000
Term memberships in advance	3,735	-	(681)	3,054
Total designated funds	4,735	-	(681)	4,054

Software costs - Preservation of Members' websites

Library Digitisation - To digitise records and reduce storage costs

17. General unrestricted fund	2021	2020
	£	£
Balance brought forward	77,727	49,184
Income	66,978	73,816
Expenditure	(50,968)	(45,954)
Transfers	8,124	-
New designations	(12,308)	-
Designations released	689	681
	90,242	77,727

GUILD OF ONE-NAME STUDIES

Notes to the financial statements For the year ended 31 October 2021

18. Net Analysis of Funds

Fund balances at 31 October 2021 are represented by:

	Unrestricted	Restricted	Total
	£	£	£
Tangible assets	866	-	866
Stocks - For resale	15,799	-	15,799
Debtors	29,904	-	29,904
Cash at bank and in hand	121,539	9,245	130,784
Creditors: amounts falling due within one year	(46,252)	-	(46,252)
Creditors: amounts falling due within one year	(15,941)	-	(15,941)
	<u>105,915</u>	<u>9,245</u>	<u>115,160</u>

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	102,930	17,198	120,128
Creditors: amounts falling due within one year	(50,441)	-	(50,441)
Creditors: amounts falling due within one year	(15,326)	-	(15,326)
	<u>82,058</u>	<u>17,198</u>	<u>99,256</u>