

SOCIETY OF GENEALOGISTS

(A company limited by guarantee)

Report and Financial Statements

Including notice of Annual General Meeting



Year ended 31 December 2001

Charity no. 233701
Company no. 115703

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2001

The trustees (collectively referred to herein as the Executive Committee) are pleased to present their report together with the financial statements for the charity for the year ended 31 December 2001 comprising three sections:

- Review of activities and future developments
- Statements by the Executive Committee
- Legal and administrative information

The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities, 2000.

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CHAIRMAN'S OVERVIEW

The year 2001 was one of mixed fortunes for the Society, but it is pleasing to be able to draw the attention of Members to several positive achievements whilst presenting this Annual Report.

The Premises Refurbishment Project was completed and thanks to Herculean efforts by staff and volunteers, the building was re-opened to Members on the due date. There were several items still outstanding at that time - the tardy installation of the lift being a major source of irritation - but they were all completed by the year's end, with the result that we now have premises and facilities of which every Member can be proud.

The Library Catalogue Project was also completed during the year, albeit somewhat late due to computer problems, not of our making, in both hardware and software. In particular, the conversion of the 'Tinlib' database to the Windows-based 'Q' system proved to be both tedious and difficult. By the year's end, however, new Online Public Access Catalogue (OPAC) terminals were in full use throughout the Library, enabling users to conduct rapid and comprehensive searches amongst our extensive collections.

The Society's normal activities continued throughout the year, with a full programme of lectures and courses at Charterhouse Buildings, the Family History Fair in the Royal Horticultural Society's halls in May, the two-day conference 'Forward to the Past' at Imperial College in August and the sixth intermediate 'Wisdom' course held during September in Winchester. Our publishing programme was also energetically pursued.

Behind the scenes, a great deal of strategic work was accomplished, including an in-depth review of our senior staff, taking into account their duties, management needs and personal development. This coincided with the departure in September of our Director, Robert Gordon, who announced his intention to resign at last year's AGM. It was decided not to recruit a successor to Robert for the time being, our recently appointed Assistant Director June Perrin taking over the administrative management of the Society (as Acting Director) and our Genealogy Officer Else Churchill providing genealogical leadership.

On the debit side, it is disappointing to have to report that the performance of the 'English Origins' web site, run by Origins.net using data provided by the Society, has fallen far short of expectations. The level of income generated, although extremely welcome, failed to compensate for the loss of investment income resulting from the expenditure of our reserves on the Premises Refurbishment Project and was largely responsible for the fact that we finished the year in deficit.

Towards the end of the year it became apparent that, given current levels of income, full financial recovery could not be achieved in the foreseeable future and that drastic action was necessary to keep the Society on a sound business footing. It was with great reluctance that the Executive Committee decided that immediate economies in our salary bill were essential and we were extremely sorry to have to dispense with the services of three valued members of staff. It was further realised that significant increases in subscriptions would be required if we were to have any prospect of rebuilding our reserves, and a motion to that effect will be put before Members at the AGM.

I wish to express thanks to all Members of the Executive Committee for their support during my tenure of office as Chairman, to all members of the Library & Records, Publications and Lectures Committees, to the numerous working groups who tackled various questions of policy and practice, to our loyal staff and to the many other volunteers whose dedication and hard work make our Society what it is. Full details of all their activities are to be found in the main body of the Report, which I hope all Members find interesting and informative. I look forward to greeting as many of you as possible at the AGM on 25 June.

Jim Willerton

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS

PREMISES

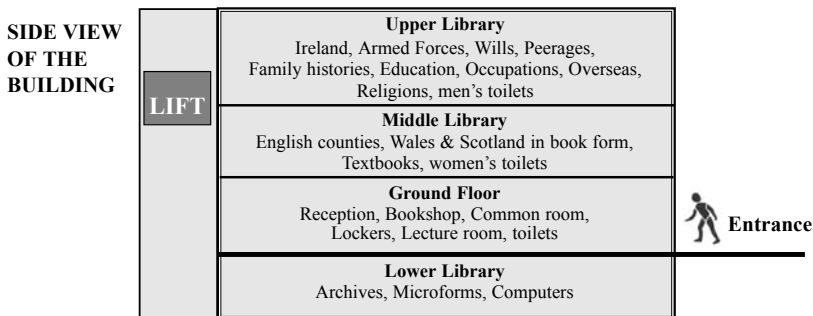
As reported last year, the Society finally completed its much welcomed refurbishment in 2001. The full 'overhaul' provided not just a better aesthetic environment for researchers, visitors and staff but it also satisfied many health and safety issues that were increasingly looming throughout the building. The Society was closed for the bulk of the extensive refurbishment work (from 5 February to 5 March) instead of the normal stocktaking week.

New equipment and additional or improved facilities were added as part of the refurbishment of the building including sophisticated burglar and fire alarms, re-vamped bookshop shelving, a swipe-card entry system, a lift to all floors, disabled access toilet, a public announcement system covering all parts of the building, air conditioning and a hearing loop in a newly equipped lecture room, seven new film readers, twenty new fiche readers (including five with image rotation), structured cabling for the computer and telephone networks, four new catalogue terminals, six computers for Internet access, a new photocopier and air conditioning for the Lower Library, metal shelving, including several rolling stacks for book stock and archives, and new seating and tables in the Library and common room. The new metal library shelving is much more adaptable and will ensure there is some expansion room and that items currently in store can be brought back to the collections.

2001 has been a year of consolidation as members, day visitors and staff become accustomed to the newly arranged building. There remains some work to be done to the store areas and lecture room and no doubt there will be some minor rearrangements in the future. The overwhelming response to the alterations has been favorable, as the refurbishments have led to improved working conditions and facilities. The Library is generally cleaner, lighter and airier. The lecture room, which previously had received much criticism, has been re-housed on the ground floor giving easier access to disabled visitors and less distraction from outside noise. The lift took longer than expected to install but is now a welcome addition to the facilities. The refurbishment has allowed for new offices to be created for staff use.

The new arrangement for fiche films and electronic media along with the transfer of the manuscript collections has significantly altered the way the Lower Library is used. This is now by far the busiest part of the Library. The internet access suite sponsored by Ancestry.com is developing and reflects how many researchers now expect to access computerised data.

The following diagram illustrates the new premises layout.



ELECTRONIC PUBLISHING

The Society's partnership with Origns.net continues. English Origins.net was launched on January 2, 2001. Whilst the initial 'take-up' of accessing records on-line was not as high as anticipated, you can see in the Annual Accounts that it has attracted a welcome addition to funds. With new data being added all the time this should rise consistently.

In addition to the initial data and extensive background information that was made available from day one (Bank of England Wills Extracts, Vicar General & Faculty Office Marriage Licence allegations, London City Apprenticeships, London Consistory Court Depositions and Archdeaconry Court of London Wills) more data has been added over the year. Boyd's marriage index for Cambridgeshire, Essex, Norfolk and Suffolk (approximately 1.5 million entries) was digitised and put up on the English Origins website. Work continues on preparing more counties from Boyd's and on other data.

The above data can be accessed on site free of charge in the Society's Library or by payment of a fee on the internet. Members have a free access session once every quarter of the year. The Society of Genealogists provides "hard copy" printouts from some of the sources and these can be ordered from the site.

STRATEGIC REVIEW

Despite a very busy year with refurbishments and new on-line and cataloguing projects, the Strategic Review continued. The major area reviewed in 2001 was a thorough analysis of the Senior Management Team. A firm of consultants carried out in-depth interviews with staff, Members, volunteers and committee members to assess the needs of the Society in terms of paid leadership.

The conclusion was that the overall leadership of the Society needed to be on a sound business footing whilst maintaining our ethos and achieving our aims and purposes.

Also during the year a major risk management exercise was carried out. The purpose was to identify any areas that may represent a risk to the Society, to categorise them in terms of likelihood and to propose countermeasures to reduce the risks. The report is continually being monitored and actions carried out as recommended. It was an extremely useful exercise and covered both operational and strategic areas.

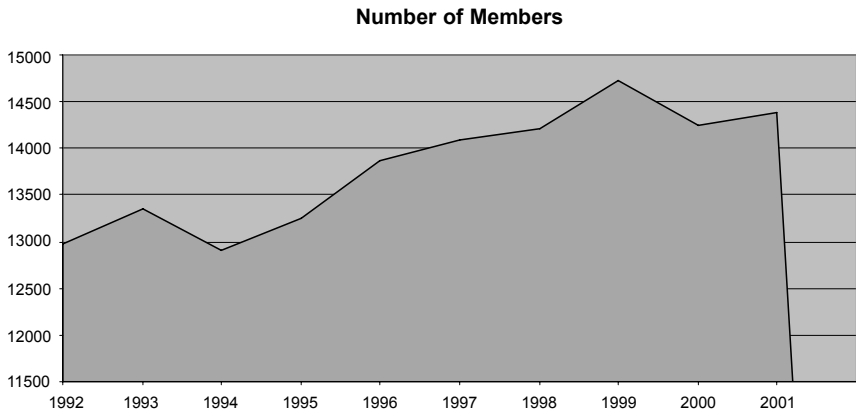
MEMBERSHIP

At the end of 2001, membership stood at 14,382 (14,243 in 2000). A membership campaign commenced towards the end of the year and the decision to reduce the initial joining fee has been well received.

Although membership fees were increased in 1999 by £3, at the same time a discount of £3 was offered for payment by direct debit so the real effect was lost, therefore no real increase has been made since 1994. Clearly no organisation can survive without adding at least an inflationary increase to income so the Society (with other items adding to the burden such as loss of covenant tax relief) has had to grasp the nettle and propose substantial increases for next year. In future, the Society proposes to increase subscriptions by an inflationary amount annually thus reducing the need for such large increases. Whilst this will undoubtedly result in the loss of some Members, trends show that this will improve over time.

Day Search fees were held for yet another year at £3 for one hour, £8 for four hours and £12 for a day.

The graph shows our membership numbers over the last 10 years.



FELLOWSHIPS and AWARDS

Members of at least five years' standing are eligible for election by the Fellows in recognition of distinguished services to the Society or to genealogy. Similarly, non-members may be elected as Honorary Fellows for very distinguished service to genealogy.

The election of one new Fellow was announced at the AGM in 2001. The distinguished candidate was Mr Richard Ratcliffe. A full list of Fellows is given at page 15.

The Executive Committee is able to recognise the contribution of Members, non-members and allied organisations through the award of a Certificate of Appreciation. HRH Prince Michael of Kent has graciously agreed that a special award may be made from time to time bearing his name. The Committee acts on the advice of an Awards Panel consisting of not more than five Fellows – currently Morris Bierbrier, Paul Blake, Michael Gandy, Frank Hardy and Richard Moore.

In 2001, the Prince Michael Award was not made, Certificates of Appreciation were awarded to four volunteers who played a major part in the Civil Service Evidences of Age Project. The recipients were Doreen Clayton, Don Halliday, Margaret Thomson and Barbara Westmucket. Sadly Margaret Thomson died shortly after the Awards Panel recommended the award, but the Executive Committee agreed that it should be confirmed and the certificate given to her next of kin.

VOLUNTEERS and STAFF

The activities of the Society are reliant upon the hard work of volunteers and the paid staff. Despite an extremely trying year (working through major upheaval of refurbishments and the redundancy of close colleagues) the staff worked hard together in supporting the Society. The Executive Committee are grateful to all for their continued support.

The year has seen many changes to the paid staff.

Catherine Martin, Accounts Assistant joined the Society in January.

In February Janet Evans took over the role of General Assistant from Barbara Alexander who left.

March saw the departure of Roger Lawson after the agreed 'handover' period with June Perrin the Assistant Director.

In April Jacky Kelly joined us as full-time Bookshop Assistant, due to Nicholas Bradshaw leaving and Ann Byrne succeeded Karen Creeke as the part-time Bookshop Assistant only to leave herself in June. Catherine Martin has since undertaken the Saturday role in addition to her Accounts Assistant post.

Jackie Whiting the Typographer left in June and Rosie Miller was appointed in the role.

In September Robert Gordon, Director since January 1998, resigned from the post of Director. Pending a new appointment as part of the Executive Committee's strategic review of paid leadership, the Assistant Director became Acting Director, assisted by the management team of Else Churchill, Genealogy Officer, and Sue Gibbons, Librarian. Dayo Akinrele was appointed to the position of Accounts Technician to deal with the financial role.

Gill Edwardes, the remaining Lottery Catalogue staff member (having been retained by the Society to help finish off the project) left in November.

In December the Society had to undertake the sad task of making three members of staff redundant. Serious consideration was taken to try and ensure the least impact on operations but it was not an easy task. As a result the following staff departed: Michael Garrad, Library Assistant; Sarah Henning, Archivist and Andrew Rylah, General Manager of Enterprises.

The Society continues to be indebted to the many Members who volunteer their time to help out on the enquiry counters, work on archive and indexing projects etc. In particular Frank Hardy, Nick Spence, Alison Ross, Elizabeth Grey and other volunteers, including a group from the LDS church, who helped with shifting and re-shelving books after the builders moved out of the Library. John Addis-Smith and Chris Broomfield, our Webmaster, did a lot of work to ensure that the Society's new Internet suite and local area network was running smoothly. New counter volunteers have been recruited to help at the busy Lower Library enquiry counter and particular appreciation is given to counter volunteers who helped familiarise readers with the new arrangements in the Library.

The SoG Enterprises Bookshop outreach volunteers Mick Mason and Tom Wood attended more than 20 Family History Fairs across England and Wales during 2001 as well as waving the SoG flag at Federation of Family History Societies and Guild of One-Name Studies conferences. Places visited include Bracknell, Bath, The Wirral, Llantrisant, Watford, Royal Leamington Spa, Preston and York.

THE LIBRARY

The three-year project - supported by a grant from the Heritage Lottery Fund - to computerise the entire Library catalogue, was finally completed by the transfer of the database to new Windows software and signed off by the Lottery monitor on 14 August. Special thanks go to Nick Newington-Irving as the co-ordinator of the volunteers who worked on this project and John Addis-Smith for the computer and software installation and Jim Willerton as the co-ordinator with the Heritage Lottery Fund. The number of people involved and the amount of the grant (over £152,000) meant that this highly successful project was the largest and most complex ever undertaken in the Society's history.

As part of the project, the data that was becoming too large to manage on the existing DOS program TINLIB was transferred to a new Windows based program called "Q" which went "live" for readers in the Library in the autumn.

A new and totally redesigned floor guide was created to coincide with the reopening of the building after its refurbishment.

Additions during the year (figures for 2000 in brackets), 2975 purchases (1720), 2912 donations (1813), 43 sponsored purchases (58), and 60 donations for review (267), total acquisitions - 5990 (3858). Of this total 1,400 were individual transcripts or copies of church registers and 523 were transcripts of monumental or tombstone inscriptions.

During the year, 443 items (of which 283 were register copies) were borrowed from the Library by members.

The Society is grateful for the generosity of individuals and family history societies who donate material to the Library or who "sponsor" the purchase of items by paying 50% of the cost. Notable additions during 2001 - showing, where appropriate, the name of the donor or sponsor - are given on page 17.

Project work continued on the indexing of the Civil Service Evidences of Age documents under the supervision of Dick Mynott. Camera operatives from the Genealogical Society of Utah continued to sort and film the Great Card Index and the Dwelly, Fawcett, Glencross, Whitehead and India indexes.

PUBLICATIONS

The Society continues to publish books and microfiche of interest to family historians. This year saw two new volumes in Cliff Webb's *London City Livery Company Apprentice Registers* series and the addition of Hampshire and the Isle of Wight to the NIPR series (compiled by Alan McGowan). Anthony Wilcox is revising Norfolk and Dorset to be published shortly. Work continues on the *County Guides at the SoG* with five counties added this year. The various SoG series editors Cliff Webb (NIPR), Neville Taylor (Library Guides) and John Titford continue to encourage their authors to bring revisions and new editions to fruition. John Titford retired as series editor of the *My Ancestor* series to take over as Chairman of the Publications Committee and Roy Stockdill has taken on his editorial role. Susan Lumas continues to edit the *Dictionary of Genealogy* and along with other volunteers, continues to help with checking, revising text and preparing publications.

This year saw eleven titles added or revised bringing the Society's total to 142 A full list of new and revised titles is shown on page 17.

With Michael Gandy as the new Editor of *Genealogists' Magazine*, came changes in the look and appearance of the Magazine. An expanded, coloured, Notes and News section, along with a separate Library accessions list, has been appreciated. The new cover is attractive and we have received favourable comments about the quality of the articles.

LECTURES and COURSES

The Lecture room was unavailable for a month during the refurbishments, nevertheless the Society continued with an extensive programme of lectures, study days and courses at its premises, along with a number of external visits. Feedback on the newly-equipped lecture room shows that it is considered to be an improvement on the previous facility, with air conditioning, comfortable seats and tables or writing tablets as required. To ensure that visitors can sit in comfort, the maximum number of attendees will be pegged at 45. There were fewer events in 2001 and sadly some were not as popular as we had hoped and were cancelled or postponed. This caused a decrease in the number of attendees (1482) attendees compared with 2,370 in the previous year. Computer tutorials and special subject study days remain popular, as do lectures on using the Library and the Catalogue. Unfortunately the special series of talks relating to sport and sportsmen was not as popular as last year's lecture series on non-conformity. However, operating costs showed a greater surplus than last year. The room was also rented by several societies and thus the lecture room was used almost every weekend and mid-week too. A full list of all the Society's events is given on page 18. The Executive Committee would like to thank all the members of the Lectures Committee, lecturers, Chairmen and organisers for their assistance throughout the year.

The ninth *Family History Fair* was held again at the Royal Horticultural Hall in Westminster on 5 and 6 May. The event will be repeated on 4 & 5 May 2002.

The Society hosted the biennial family history conference *Forward to the Past*, on 31 August to 2 September at Imperial College, London, incorporating the Federation of Family History

Societies General Meeting. The theme of the conference concentrated on the twentieth century with some 17 lectures over the weekend. Conferences in London are always expensive and sadly this was the third annual September event to make a loss. However, the Society is keen to keep up its outreach programme and intends to host a *Family History Experience* at Stoneleigh (a less expensive venue) in September 2002.

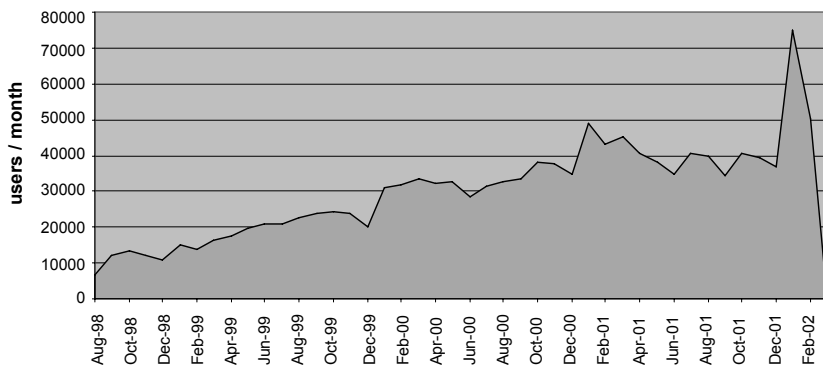
As part of the Society's outreach programme the popular residential course concluded its circuit of the country in September with the sixth intermediate level course *Wisdom in Winchester*.

COMMUNICATION

The Executive Committee remains conscious of the difficulties of communicating effectively – and at a reasonable cost – with over 14,000 members spread around the world.

The Society's web-site under the capable management of Chris Broomfield has continued to attract new, as well as returning, users. Usage has increased steadily from its inception in August 1998. The events of 11 September caused a noticeable reduction in Internet usage to which the Society's site was no exception. The 1901 Census congestion had a marked effect in the opposite direction, the dramatic increase in usage in January 2002 has resulted in a sustained increase in subsequent months. The interest from users is broadly spread, with the On-line Bookshop, the County Sources in the Library listing, the events programme and information leaflets all attracting a significant proportion of the users.

www.sog.org.uk - No. of Users



Geoffrey Stone continues to manage the Society's two mailing lists. The first is a Members' discussion group and has 455 subscribers (about 3% of the Society's membership), the second list is used to send Society news or announcements and has 1,720 subscribers.

The Society's quarterly journal includes a separate Notes and News section to keep members informed. Since this is only issued quarterly, extensive use is made of the web-site and mailing list to keep members informed on a more regular basis.

The two 'Meet the Chairmen' events held during the year (a chance to meet the Chairmen of the Society's different Committees) were not very well subscribed, but the Society will continue to hold them. It is a chance for Members to hold constructive discussion outside the formal circumstances of the Annual General Meeting.

EXTERNAL LIAISON & MEDIA

The Society continues to be an active participant in the genealogical and historical community with representation on the Federation of Family History Societies, British Genealogical Record Users Committee, Family Records Centre User Group, 1901 Census Advisory Panel, Friends of the Public Record Office, London Research Libraries in History, British Record Society, the Charity Archivists and Record Managers group (CHARM) and the inaugural meeting of the British Surname Thesaurus Project.

In addition to representation on these bodies, the Society made formal responses to discussion papers and continues to lobby on behalf of its Members.

The Genealogy Officer, Librarian and volunteers gave a number of lectures on the Society and its Library to family history societies and other organisations around the country.

Open days for prospective members were held on 3 June and 7 October. Regular Library tours were given on alternate Saturdays during the year. Twenty-two other groups were also given talks or tours of the Library including parties from Richmond, Illinois; Birmingham, Alabama; New Zealand and Alberta, Canada.

The Genealogy Officer spoke on Jewish sources in the Society's Library at the 21st International Conference on Jewish Genealogy in London in July. During the conference, she also took part as a panel member in an open forum discussing issues relating to privacy, freedom of information and data protection that relating to genealogy.

In March, the Genealogy Officer led the Family History study day at Chelmsford Library speaking about the Society and the census as part of the 200th anniversary of the first census. She also participated in an event at the National Maritime Museum in October giving a general introduction to genealogy as part of the study day on sources for seamen. In addition the Genealogy Officer spoke on various topics to a dozen local societies, WEA, U3A or extramural classes.

A growing interest in family history has been reflected in various media. The Genealogy Officer and other committee members gave several interviews to the media (Radio, Newspapers and Television) before and during the Family History Fair and the Society's conference, *Forward to the Past*. Television crews filmed in the Library for *BBC News 24* and Channel 4's *Revealing Secrets*. BBC2's *Meet the Ancestors* (featuring the SoG's research into Lawrence Spencer, Clerk of Works for Christopher Wren's St Paul's Cathedral) was screened in February and repeated in the autumn. Stephen Poliakov's BBC drama *Perfect Strangers*, screened in May and also repeated in the autumn, featured genealogy and generated enquiries to the Society and mention of the Society in the press. Prior to publication, the Society had helped the programme's researcher with some minor points. During February, the Society was the guest 'expert' on the BBC History web page answering research questions on the family history section. The Genealogy Officer compiled a series of 'lectures' on research techniques and advanced topics for the site. She also appeared on the Simon Mayo show for Radio Five Live in September.

An article by Simon Fowler giving his perspective on the surge of interest in genealogy during the Victorian period drew heavily upon the Society's collections. This was published in the September 2001 issue of *BBC History Magazine*. The Library featured in an interview for an article on 'Family History in the City' in *City Limits Magazine* and in the 'Secret City' section

of *The Guide: City Section*. The Genealogy Officer prepared a general article on family history and the Society for *Prima* magazine in June. *Family Tree Magazine* featured the Society in three articles and helped promote membership with a voucher offering a discount on the joining fee for new Members.

FINANCE

The Society's financial position has changed dramatically during 2001. The refurbishment was completed to the best standard affordable to the Society and thus the building reserve was depleted. This had been planned for and the Executive Committee was aware that reserves would be very low during 2002 and 2003. However, the anticipated cash flow from the on-line partnership with English Origins has been much lower than expected. This alone might have been manageable, but with the added problem of no longer being likely to receive tax relief on subscriptions and the likelihood of increased Value Added Tax, at the setting of the annual budget, the Executive Committee had to look closely at containing costs. This unfortunately led to the redundancy of three members of staff, along with other cost cutting measures.

The Executive Committee will put a proposal to the 2002 Annual General Meeting to increase subscriptions. In addition it will seek the power to increase subscriptions in line with inflation and other factors in subsequent years. Such a dramatic increase may have been avoided by adding inflation each year over the last few years, but while we had reserves this would have been purely building up reserves at the expense of the Members. Instead, Members have had substantial 'savings' over many years with no such increases.

The percentage increase is high and we have had to take into account that there will undoubtedly be an initial drop-out rate. Several different options have been considered by the Executive Committee as an alternative to the increase but it was decided to spread the cost of running the Society among the whole membership. Whilst it is fully appreciated that many Members cannot readily travel to the Library or the lectures, these facilities are available to all and are an integral part of our aims and purposes to make research possible and available. (Members are also reminded that the Society makes a significant portion of its material available on loan to our UK Members). The Library contents are not just for on-site research visits but form a worldwide research resource for the study of genealogy.

The financial position will remain difficult during 2002 until the effects of the higher subscriptions in 2003 reach our bank balance. Hopefully, as more data is added to the English Origins website, our income from that source will increase too.

STATEMENTS BY THE EXECUTIVE COMMITTEE

Objects of the charity

The objects of the charity are to promote, encourage and foster the study, science and knowledge of genealogy. The principal activities continue to relate to education. To achieve this the Society of Genealogists:

- maintains a specialist library
- provides a comprehensive programme of lectures, tutorials and courses
- publishes genealogical material and books
- maintains co-operative relationships with allied organisations
- makes representations to government and other interested agencies

Organisation

A Board of Trustees (known as the Executive Committee) of up to 16 elected members, an Honorary Treasurer and an Honorary Solicitor, Administer the charity. The Trustees receive no emoluments.

The Executive Committee appoints other committees as it considers expedient from time to time. There are currently three committees – Lectures, Library & Records and Publications – and the Executive Committee itself. A full list of all members of all committees for the 2001 to 2002 year is given on page 14.

A Director (currently Acting) is appointed by the Trustees to manage the day-to-day operations of the charity.

Investment powers

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit.

Trading subsidiary

The charity's wholly-owned trading subsidiary, Society of Genealogists Enterprises Limited, undertook its second year of operating the commercial trading activities of the Society. The subsidiary has covenanted to gift its profits to the charity (recently changed by legislation to Gift Aid) and additional income is now coming from pay-for-view access to the Society's data via the Internet. This 'English Origins' site went live on 2 January 2001. The Trustees' confidence that the subsidiary would show a profit in 2001 was rewarded and now additional funds will be generated to meet our charitable objectives.

Strategic review, reserves policy and risk management

As mentioned on page 3, the Executive Committee continued its Strategic review during 2001. Whilst it was not completed, much progress has been made.

As part of the strategic review, the Trustees implemented a risk management strategy, which comprised

- an annual review of the risks which the charity may face
- the establishment of systems and procedures to mitigate those risks identified in the plan, and
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

This exercise, as well as being beneficial, also complies with the requirements of the Statement of Recommended Practice – Accounting and Reporting by Charities 2000, which the charity abides by.

The Trustees have forecast the level of free reserves (that is those funds not tied up in fixed assets, and designated and restricted funds) which the charity will require to sustain its operations and make appropriate adjustments should there be a material reduction in the charity's income. The Trustees consider that the most appropriate level of free reserves is a sum equivalent to six months of the charity's running costs. The level after conclusion of the premises project is somewhat lower, and it is the Trustees' view that the balance of income and expenditure should be managed to increase the level of free reserves to the appropriate level.

Trustees' responsibilities in relation to financial statements

Company law requires the Trustees to prepare financial statements that give a true and fair view of the statement of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on an 'on-going concern' basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy, at any time, the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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.

Auditors

A resolution will be proposed at the Annual General Meeting that FW Stephens & Co be re-appointed as auditors to the charity for the ensuing year.

LEGAL and ADMINISTRATIVE INFORMATION

Constitution

The Society of Genealogists is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Charity number: 233701. Company number: 115703.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purposes of charity law and collectively comprise the charity's Executive Committee. As set out in the Articles of Association the Trustees are elected by the charity's Members, serving for a term of four years and for a maximum of two successive terms. These Trustees have the power to appoint an Honorary Treasurer and an Honorary Solicitor who *ex officio* serve as Members of the Executive Committee. No Honorary Solicitor has been appointed for many years. The Trustees also have power to elect any eligible Member of the Society to the Executive Committee to fill any casual vacancy occurring between one Annual General Meeting and another but any person so elected shall retire at the Annual General Meeting next following his election but shall be eligible for re-election.

The Trustees serving during the year 2001 –2002 were as follows:

John V Addis-Smith, FSG	
Paul A Blake, FSG	resigned 19 June 2001
Chris Broomfield	appointed 19 June 2001
Mrs Y Jeanne Bunting	
John Burnill	resigned 11 September 2001
John Hanson	
Frank C Hardy, FSG	
Susan B Lumas, FSG	
Nicholas J N Newington-Irving, FSG	
John Price	appointed 19 June 2001
Geoffrey T Stone, <i>Honorary Treasurer</i>	appointed Honorary Treasurer 3 July 2001
John S Titford	
John Townsend	appointed 19 June 2001, resigned 11 September 2001
Alec Tritton	resigned 12 February 2002
Jim Willerton, <i>Chairman since 27 June 2000</i>	
Alan Wood, <i>Honorary Treasurer</i>	not re-appointed 3 July 2001

Secretary

June M Perrin

Registered Office

14 Charterhouse Buildings, Goswell Road, London EC1M 7BA

Auditors

FW Stephens & Co, 10 Charterhouse Square, London, EC1M 6LQ

Bankers

HSBC, 74 Goswell Road, London EC1V 7DA

Solicitors

Field Fisher Waterhouse, 35 Vine Street, London EC3N 2AA

By order of the trustees

Jim Willerton (Chairman) 30 April 2002

WHO'S WHO AT THE SoG: GOVERNANCE

- President:** HRH Prince Michael of Kent, KCVO
- Vice Presidents:** Major-General the Duke of Norfolk, KG, GCVO, CB, CBE, MC,
Earl Marshal
(at 31 December 2001) The Rt Rev John Kingsmill Cavell, MA
Patric Dickinson, MA, FSG, *Richmond Herald*
President Boyd K Packer, BS, MS, EdD, *Quorum of the Twelve*
Dr Peter Spufford, MA, PhD, LittD, FRHistS, FSA, FSG, FBA
Robin Blair, LVO, WS, *Lord Lyon King of Arms*
Fergus Gillespie, MA, *Deputy Chief Herald of Ireland*
Dr Elizabeth Hallam Smith, FSA, FRSA, FRHistS

Members of the Executive and Standing Committees:

Name	Executive ¹	Lectures	Library	Publications
John Addis-Smith FSG	X – 7		X	X
Colin Allen		X		
Chris Broomfield	X – 7			X
Jeanne Bunting	X – 6	X		
John Burnill	² X – 1			
Ros Dunning			X	
Kathy Elam		X		
Michael Gandy FSG	Ex officio			Ex officio
Jan Goodwin			X	
John Hanson	X – 7	Chairman		
Frank Hardy FSG	V-Chair – 7		Chairman	
Mark Herber			X	
Dominic Johnson		X		
Susan Lumas FSG	X – 7		X	Vice-Chairman
Marjorie Moore FSG		X	X	
Nicholas Newington-Irving FSG	X – 7		Vice-Chairman	
John Price	X – 5		X	
Roy Stockdill				X
Geoff Stone	Hon. Treas. – 7	Ex officio	X	Ex officio
Dr Geoff Swinfield		X		
John Titford	X – 6			Chairman
John Townsend	² X – 1			
Alec Tritton	² X – 3	X		
Diane Waters		X		
Cliff Webb FSG			X	Ex officio
Anthony Wilcox FSG				X
Jim Willerton	Chairman – 9	Ex officio	Ex officio	Ex officio

NOTES:

- (1) The Executive Committee will meet eight times between the AGMs in 2001 and 2002. The number shown is the number of meetings attended by the Member out of the seven meetings to 30 April 2002.
- (2) Alec Tritton was a Member for four meetings, John Burnill and John Townsend were Members for one meeting.

FELLOWS OF THE SOCIETY

The Articles of Association of the Society prescribes three ‘classes’ of members. They are Ordinary Members, Fellows and Honorary Fellows. The constitution sets a maximum of 100 Fellows and just 10 Honorary Fellows. Those proposed for Honorary Fellowship do not need to be Members of the Society at the time of their nomination, but those put forward for Fellowship must have been Members for at least five consecutive years.

Candidates for either honour must be proposed by not fewer than four Fellows and a secret ballot is then held among all the Fellows. Successful nominees must secure a two-thirds majority. In weighing their vote, Fellows must judge whether those proposed for Fellowship have rendered ‘distinguished services to the Society or to genealogy’ and whether they wish to honour those proposed for Honorary Fellowship for their ‘very distinguished services to genealogy’.

At 31 December 2001 there were just three Honorary Fellows.

Anthony Camp, MBE

Jeremy Gibson

Donald Whyte

There were eighty-two Fellows.

John Addis-Smith	Frank Hardy	Prof Brian Randell
Mrs Norma Allum	John Harnden	Richard Ratcliffe
Michael Armstrong	David Hawgood	Dr Colin Rogers
Jack Baxter	David Hawkings	Alan Rolfe
Dr Morris Bierbrier	Cecil Humphery-Smith	John Rowlands
Paul Blake	Kingsley Ireland	Mrs Sheila Rowlands
John Blight	Keith Johnson	Malcolm Sainty
Brian Brooks	Dr Anthony Joseph	Mrs Pauline Saul
Michael Burchall	Charles Kidd	Dr Michael Siddons
Dr Barbara Carter, JP	Miss Patricia Kirkland	Mrs Elizabeth Simpson
Dr Colin Chapman	J M Kitzmiller II	Paul Floyd Smart
Mrs Isabelle Charlton	Frank Leeson	Dr Peter Spufford
Peter Christian	Brian Loomes	David Squire
Dr W E Church	Mrs Susan Lumas	Don Steel
Peter Wilson Coldham	Michael Maclagan, CVO	Miss Monnica Stevens
Major R M Collins	Miss Hilary Marshall	Hon Guy Strutt
Miss Stella Colwell	Miss E McDougall, MBE	Col Iain Swinnerton, TD DL JP
Harold Culling	Sir Mervyn Medlycott, Bt	Dr Andrea Tanner
Alan Dell	Mrs Marjorie Moore	Neville Taylor
Patric Dickinson	Richard Moore	Rt Hon the Lord Teviot
L W Lawson Edwards	Mrs Joy Wade Moulton	Dr Neil Thompson
F J Fone	Dick Mynott	Mrs Jean Tooke
Brian Frith, MBE	Nicholas Newington-Irving	Dr Chris Watts
Vic Gale	Derek Palgrave	Cliff Webb
Michael Gandy	Peter Park	Anthony Wilcox
David Gardner	Malcolm Pinhorn	David Williamson
Paul Gorry	Eric Probert	
Stephen Hale	Mrs Doris E Pullen	

WHO'S WHO AT THE SoG : STAFF

Staff Team as at 31 December 2001

MANAGEMENT TEAM

Acting Director
Librarian
Genealogy Officer

June Perrin
Sue Gibbons, BA, ALA
Else Churchill, BA, DipLib

LIBRARY

Librarian
Genealogy Officer
Library Assistant
Library Assistant
Library Assistant
Professional Secretary
Cataloguer (part-time)
General Assistant (part-time)

Sue Gibbons, BA, ALA
Else Churchill, BA, DipLib
Claire Bullen, BA
Nick Fogg, MA, DipLib
Tim Lawrence, BA
Marie Hickey
Angela Thomson, BA, ALA
Lori Weinstein

ADMINISTRATION

Acting Director
Accounts Technician
Administrator
Membership Secretary
Events Co-ordinator
General Assistant

June Perrin
Dayo Akinrele
Sheila Marshall, BA
Helen Marsh, BSc
Julia English, BSc
Janet Evans

SOCIETY OF GENEALOGISTS ENTERPRISES LIMITED

Acting Chief Executive
Shop Manager
Typographer
Accounts Assistant
Retail Assistant
Saturday Retail Assistant
Saturday Retail Assistant

June Perrin
Ken Divall
Rosie Miller, BA (Hons)
Catherine Martin
Jacky Kelly
Sheila Marshall, BA
Catherine Martin

NEW PUBLICATIONS

London Apprentices volume 35, Cutlers' Company	<i>Cliff Webb</i>
London Apprentices volume 36, Brewers' Company	<i>Cliff Webb</i>
My Ancestors were English Presbyterians or Unitarians	<i>Alan Ruston</i>
NIPR, Suffolk	<i>Anthony Wilcox</i>
NIPR, Cambridgeshire	<i>Anthony Wilcox</i>
NIPR, Hampshire & Isle of Wight	<i>Alan McGowan</i>
County Sources at the SoG	<i>Neville Taylor</i>
• Herefordshire/Worcestershire	
• Lincolnshire	
• Sussex	
• Essex	
• Kent	

NOTABLE ADDITIONS TO THE LIBRARY

Army roll of honour WWII: soldiers died in the 2nd World War (CD-ROM)
Bertram Merrell's marriage index of Cheshire, 2nd edn. (CD-ROM)
BIG R (British Isles Genealogical Register) 2000 (CD-ROM)
Bradford Cathedral registers (Fiche) S: Hillyard, Binns, Wiseman & Jones
A compendium of Pevsner's buildings of England (CD-ROM)
Coventry parish registers (Film)
Devon register transcripts (mainly 1813-37)
GEC's Complete peerage (Facsimile reprint of 1910-59 edns.)
General index to Siebmacher's heraldry books 1605-1961
IGI (International Genealogical Index) addendum version 4 (CD-ROM)
Master name index to Tamblin's HO27 criminal register indexes (Fiche)
National burial index (CD-ROM) D: FFHS.
National roll of the Great War, vols. 9-10 (Facsimile reprints)
Passenger and immigration lists index 2002 (passengers to North America including Canada)
Ruvigny's Roll of honour: a biographical record of members of His Majesty's naval and military forces who fell in the Great War 1914-18 (Facsimile reprint)
Scotland 1881 census transcription and index (CD-ROM)
Tithe applotment books (Ireland) 1823-38 (CD-ROM)

LECTURES AND COURSES

(This table is referred to in the section headed Lectures and Courses on page 7)

Day	Title	Speaker	Memb	Non-Mem	Total
13-Jan	400 Million names. The FamilySearch database	Jeanne Bunting & John Hanson	7	1	8
20-Jan	Research abroad: sources for the USA	Marjorie Moore	19		19
20-Jan	Using Legacy Family Tree software	Alec Tritton	10	1	11
27-Jan	More London Ancestors	Berlin, Freeth, Harvey & Tanner	32	11	43
31-Jan	Family Tree Maker software for beginners	Jeanne Bunting	33	7	40
31-Jan	Visit: Hackney Archives	Visit	23	2	25
26-Feb	Visit: Bethlem Royal Hospital Museum & Archives	Visit	8	2	10
7-Mar	Using the Society's Library	Sue Gibbons	26	33	59
8-Mar	Visit: Museum of London & Library & Archives	Visit	11	1	12
10-Mar	Research Abroad: sources for Canada	Pat Wilson	29	6	35
14-Mar	Scanning & retouching photographs	Jeanne Bunting	41	10	51
15-Mar	Roman Catholic Military Record Office	M K Day	9		9
17/24-Mar	Beginners Course (two day)	Audrey Collins & Peter Park	13	4	17
22-Mar	FH skills course Second Stage-Intermediate Level	Various	11		11
5-Apr	Visit: Marylebone Cricket Club & Library	Visit	12	4	16
7-Mar	Research abroad: sources for New Zealand	Marie Hickey	15		15
11-Apr	Using Brothers Keeper software	Neville Taylor	14	2	16
21-Apr	Advanced use of Family Tree Maker software	Helen Williams	39	2	41
25-Apr	This Sporting Life: sport & it's players through history	CANCELLED			0
27-Apr	Visit: St John's Library & Museum	Visit	17		17
28-Apr	Cramming for the Genealogy exams	Geoff Swinfield	5		5
9-May	My ancestors were English Presbyterians	Alan Ruston	9	1	10
12-May	Using Generations for Beginners software	John Hanson	18	8	26
17-May	Visit: Bethlem Royal Hospital Museum & Archives	Visit	9	1	10
19-May	Using title deeds	David Smith	10	0	10
23-May	Using genealogy packages	CANCELLED			0
1-Jun	What's in it for me?	Various	9		9
6-Jun	This sporting life: records of football & Footballers	Dave Twydell	9	5	14
13-Jun	Multimedia & Video conferencing	CANCELLED			0
13-Jun	Repeat Visit: Hackney Archives	Visit	8		8
14-Jun	Visit: University of Sussex, Mass Observation Archives	Visit	8		8
16-Jun	Scottish Ancestry	Elizabeth Mortimer	36	3	39
23-Jun	Emigrants & travellers by sea	Gordon Read	11	1	12
28-Jun	Repeat Visit: Museum of London	Visit	9		9
30-Jun	Internet for genealogy	Various	37	5	42
4-Jul	This sporting life: Records of cricket & cricketers	Chris Harte	11	2	13
5-Jul	Visit: St Bartholemew's Hospital, Museum & Archives	Visit	27	4	31
11-Jul	Getting the best from the 1881 census on CD-ROM	John Hanson	38	3	41
14-Jul	Genealogy on the Internet	Peter Christian	23	3	26
21-Jul	Bantling, Base-born or Misbegot?	Clark, Harris, Paley & Tanner	27	3	30
28-Jul	Computer programmes for family historians	Various	21	4	25
4-Aug	My ancestors were civil servants	POSTPONED			0
8-Aug	Using Family Origins software	John Hanson	10		10
11-Aug	Researching in the Oriental & India Office...	Hedley Sutton & Tim Thomas	21	5	26
15-Aug	Using the Society's online public access catalogue	POSTPONED			0
18-Aug	Using Custodian software	John Hanson	18	5	23
7-Sep	Wisdom in Winchester	Various	23	3	26
8-Sep	Maps/Plans/tithes/enclosures/poverty maps	Peter Park	42	3	45
12-Sep	This Sporting life: Records of Rugby Union	Jed Smith	3	5	8
20-Sep	Visit: University of Sussex, Mass observation Archives	Visit	6	3	9
22-Sep	Introducing Palaeography	Hilary Marshall	17	5	22
26-Sep	Generations software for Advanced Users	Tim Powys-Libbe	19	4	23
27-Sep	FH Skills Course: Third Stage-Advanced Level	Various	9		9
29-Sep	Using PAF5 software	David Lumley	10		10
3-Oct	This Sporting Life: Rugby League	CANCELLED			0
5-Oct	What's in it for me?	Various	23	1	24
6-Oct	The GRO births, marriages & deaths indexes	POSTPONED			0
10-Oct	Using the Society's online public access catalogue	Sue Gibbons	30	2	32
11-Oct	Visit: Wimbledon Lawn Tennis Museum & Ritchie Library	CANCELLED			0
13-Oct	Digging in MH 12	Marjorie Moore	13	3	16
17-Oct	Visit: Public Record Office Induction Day	Visit	15	5	20
20-Oct	LDS CD resources	John Hanson	12	1	13
27-Oct	Basic guide to computers	Jeanne Bunting	11	1	12
27-Oct	Paying for pleasure: History & sources on prostitution	Ruth Paley & Brian Joyce	5	3	8
31-Oct	Mobile computing	Jeanne Bunting & John Hanson	10	4	14
1-Nov	Visit: St Bride's printing Library, St Bride's Institute	Visit	10		10
3-Nov	London Diaspora. Records of Jewish community	POSTPONED			0
3-Nov	Genealogy on the Internet	Peter Christian	33	6	39
10-Nov	Seamen and their lives and families	Gordon Read	24	3	27
14-Nov	Getting the Best from the 1881 Census	John Hanson	24	6	30
17-Nov	Court records, assizes, quarter & petty sessions	Jill Barber	24	5	29

28-Nov	Using computers for Genealogy	Eric Probert	26	4	30
29-Nov	Visit: St Bride's printing Library, St Bride's Institute	<i>Visit</i>	8	2	10
1-Dec	My Ancestors were civil servants (repeat)	Alan Ruston	6	2	8
5-Dec	Further Palaeography	Hilary Marshall	10	3	13
8-Dec	Radicalism & unrest in Britain 1790-1918	Paul Carter	10	1	11
12-Dec	Visit: Public Record Office Induction Day	<i>Visit</i>	16	3	19
15-Dec	Scanning & Retouching photographs	Jeanne Bunting	21	10	31
17-Dec	Visit: Candlelight tour of The Dennis Severs House	<i>Visit</i>	38	13	51
	TOTAL		1241	241	1482

REPORT OF THE AUDITORS

To the Members of the Society of Genealogists

We have audited the financial statements on pages 21-37 which have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on page 26.

Director's Responsibilities

Company law requires the directors, who are members of the Executive Committee, to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business;

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and the group and to enable the Directors to ensure that the financial statements comply with the Companies Act 1985. The Directors are also responsible for safeguarding the assets of the company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Respective responsibilities of Directors and Auditors

The company's Directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also included an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and whether the accounting policies are appropriate to the group's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statement.

Opinion

In our opinion the financial statements give a true and fair view of the state of the affairs of the company and the group as at 31st December 2001 and of the group's incoming resources and application of resources, including income and expenditure of the the group for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

F W STEPHENS & CO
CHARTERED ACCOUNTANTS
REGISTERED AUDITORS
10 Charterhouse Square
London EC1M 6LQ

30 April 2002