

**REGISTERED CHARITY NUMBER: 0288805**

**Report of the Trustees and  
Financial Statements for the Year Ended 31 December 2012  
for  
Oral History Society**

Prestons & Jacksons Partnership LLP  
364 - 368 Cranbrook Road  
Ilford  
Essex  
IG2 6HY

# Oral History Society

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## **Oral History Society**

### **Report of the Trustees for the Year Ended 31 December 2012**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

0288805

##### **Principal address**

National Sound Archive  
British Library  
96 Euston Road  
London  
NW1 2DB

##### **Trustees**

##### **Independent examiner**

Prestons & Jacksons Partnership LLP  
364 - 368 Cranbrook Road  
Ilford  
Essex  
IG2 6HY

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **ON BEHALF OF THE BOARD :**

.....  
Trustee

Date: .....

## **Independent Examiner's Report to the Trustees of Oral History Society**

I report on the accounts for the year ended 31 December 2012 set out on pages four to eight.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

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

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

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Independent Examiner's Report to the Trustees of  
Oral History Society**

Anwer Patel  
BA ACA  
Prestons & Jacksons Partnership LLP  
364 - 368 Cranbrook Road  
Ilford  
Essex  
IG2 6HY

Date: .....

# Oral History Society

## Statement of Financial Activities for the Year Ended 31 December 2012

	Notes	31.12.12 Unrestricted funds £	31.12.11 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		1,581	1,435
Activities for generating funds	2	36,981	32,459
Investment income	3	1,769	1,766
		<hr/>	<hr/>
<b>Total incoming resources</b>		40,331	35,660
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income		34,364	31,005
<b>Charitable activities</b>			
General		2,670	642
<b>Governance costs</b>		2,853	2,621
		<hr/>	<hr/>
<b>Total resources expended</b>		39,887	34,268
		<hr/>	<hr/>
<b>NET INCOMING RESOURCES</b>		444	1,392
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		56,412	55,020
		<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		56,856	56,412
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

**Oral History Society**

**Balance Sheet  
At 31 December 2012**

	Notes	<b>31.12.12 Unrestricted funds £</b>	31.12.11 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		66,574	67,007
<b>CREDITORS</b>			
Amounts falling due within one year	5	(9,718)	(10,595)
<b>NET CURRENT ASSETS</b>		<u>56,856</u>	<u>56,412</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		56,856	56,412
<b>NET ASSETS</b>		<u><u>56,856</u></u>	<u><u>56,412</u></u>
<b>FUNDS</b>	6		
Unrestricted funds		<u>56,856</u>	<u>56,412</u>
<b>TOTAL FUNDS</b>		<u><u>56,856</u></u>	<u><u>56,412</u></u>

The financial statements were approved by the Board of Trustees on .....  
and were signed on its behalf by:

.....  
Trustee

## Oral History Society

### Notes to the Financial Statements for the Year Ended 31 December 2012

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Taxation

The charity is exempt from tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	<b>31.12.12</b>	31.12.11
	£	£
Income from Conferences	10,960	6,540
Sale of Back Issues	352	204
Subscription Income	22,886	23,659
Sundries	2,149	1,793
Advertising	580	155
Other Generating Funds	54	108
	<u>36,981</u>	<u>32,459</u>



## Oral History Society

### Notes to the Financial Statements - continued for the Year Ended 31 December 2012

#### 3. INVESTMENT INCOME

	<b>31.12.12</b>	31.12.11
	£	£
Deposit account interest	1,769	1,766
	<u>          </u>	<u>          </u>

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2012 nor for the year ended 31 December 2011 .

##### Trustees' expenses

	<b>31.12.12</b>	31.12.11
	£	£
Trustees' expenses	1,737	1,505
	<u>          </u>	<u>          </u>

#### 5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>31.12.12</b>	31.12.11
	£	£
Other creditors	9,718	10,595
	<u>          </u>	<u>          </u>

#### 6. MOVEMENT IN FUNDS

	<b>At 1/1/12</b>	<b>Net movement in funds</b>	<b>At 31/12/12</b>
	£	£	£
<b>Unrestricted funds</b>			
General fund	56,412	444	56,856
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>56,412</u>	<u>444</u>	<u>56,856</u>

## Oral History Society

### Notes to the Financial Statements - continued for the Year Ended 31 December 2012

#### 6. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	40,331	(39,887)	444
	_____	_____	_____
<b>TOTAL FUNDS</b>	<u>40,331</u>	<u>(39,887)</u>	<u>444</u>

## Oral History Society

### Detailed Statement of Financial Activities for the Year Ended 31 December 2012

	<b>31.12.12</b>	31.12.11
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	42	86
Gift aid	1,539	1,349
	<hr/>	<hr/>
	1,581	1,435
<b>Activities for generating funds</b>		
Income from Conferences	10,960	6,540
Sale of Back Issues	352	204
Subscription Income	22,886	23,659
Sundries	2,149	1,793
Advertising	580	155
Other Generating Funds	54	108
	<hr/>	<hr/>
	36,981	32,459
<b>Investment income</b>		
Deposit account interest	1,769	1,766
	<hr/>	<hr/>
<b>Total incoming resources</b>	40,331	35,660
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Subscription Services	5,025	4,924
Printing and Publishing	16,023	15,882
Conference Costs	11,386	6,992
Regional Works	1,433	1,110
Training	497	2,097
	<hr/>	<hr/>
	34,364	31,005
<b>Charitable activities</b>		
Travel and Subsistence	1,399	45
Stationary and Printing	391	29
Bank Charges	732	512
Carried forward	2,522	586

This page does not form part of the statutory financial statements

## Oral History Society

### Detailed Statement of Financial Activities for the Year Ended 31 December 2012

	<b>31.12.12</b>	31.12.11
	£	£
<b>Charitable activities</b>		
Brought forward	2,522	586
Sundries	148	56
	<hr/>	<hr/>
	2,670	642
<b>Governance costs</b>		
Trustees' expenses	1,737	1,505
Accountancy	1,116	1,116
	<hr/>	<hr/>
	2,853	2,621
	<hr/>	<hr/>
<b>Total resources expended</b>	39,887	34,268
<b>Net income</b>	<hr/> <hr/> 444	<hr/> <hr/> 1,392

This page does not form part of the statutory financial statements