

**Report of the Trustees and
Financial Statements for the Year Ended 31 December 2017
for
Oral History Society**

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

Oral History Society

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for the Year Ended 31 December 2017**

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Oral History Society

Report of the Trustees for the Year Ended 31 December 2017

The trustees present their report with the financial statements of the charity for the year ended 31 December 2017. The trustees have adopted the provisions of 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) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Oral History Society (OHS), founded in 1973, is a national charity dedicated to the collection and preservation of oral history. It aims to offer both encouragement and practical advice to those conducting oral history, through its training courses run in conjunction with the British Library National Sound Archive, yearly conferences, and the twice-yearly publication of its journal Oral History. From the first edition Oral History has also provided a forum for oral historians to discuss the methods and challenges involved in the collection, interpretation and dissemination of oral testimonies. The journal has long maintained a news section that includes reports from community projects as well as a reviews section. This reflects the Society's policy of representing oral historians no matter where they work whether it is in education, community organisations or the media.

Activities

Current activities include providing more than 300 training places each year; supporting over 40 experienced oral historians as locally based Regional Networkers - a point of contact for anyone interested in oral history; offering technical, legal and ethical advice; providing information on the funding of oral history work; and publishing two editions of Oral History each year. Members may also receive a free e-newsletter several times a year with briefings and news items.

Additional objectives and activities

A key structure of the Society is the Regional Network consisting of oral historians who offer a first point of contact in localities throughout Britain and Northern Ireland. The Trustees' sub-committees reflect the priority areas and include a Nominations Committee, Higher Education Group, Schools and Young People's Group, Trainers Group and an Archives Sub-Committee. The journal has its own Editorial Committee. There are a number of Special Interest Groups which are a recent innovation of the Society, in response to increasing interest among members for ways to develop networks and facilitate discussion and activities with others who share common interests and concerns. There are currently the following Special Interest Groups:

- Environment and Climate Change
- Migration
- Psycho-Social Therapies and Care Environments
- Lesbian, Gay Bisexual, Transgender and Queer (LBGTQ)

Oral History Society

Report of the Trustees for the Year Ended 31 December 2017

ACHIEVEMENT AND PERFORMANCE

I was delighted to be elected Chair at the AGM in June 2017. My predecessor, Graham Smith, did much to build the standing of the OHS as a leading authority on oral history in the UK. He first joined the committee in 1983 and was elected as Chair in June 2004 in succession to Beth Thomas. He led the Society through a period of enormous change, not least the expansion of community oral history activity funded through the Heritage Lottery Fund and the resulting growth of the training programme, but also a shift in thinking about oral history in the higher education sector. Graham worked tirelessly as an advocate for change and as a humorous, energetic and enthusiastic Chair.

A review of the year underlines the importance of engaging both members and interested practitioners across the UK and of promoting diversity in oral history, in part through support for our Special Interest Groups (SIGs). Our continuing success in training and education provision does much to maintain and merit our national and international reputation and this is evident in a range of events, the OHS journal and members' publications and initiatives taken during 2017. Finally, we have been keeping a watchful eye on our financial position in part to inform our discussions of the new strategic plan to run from 2019-2021.

The annual Conference, 'Remembering Beliefs', held at Leeds Trinity in June 2017, provided an important forum for a consideration of some highly topical projects and research. There was a well-attended community workshop, an important themed set of papers from the LBGT SIG, some highly engaging plenary speakers and overall, to paraphrase some feedback, the OHS lived up to its warm and welcoming reputation! We look forward to our next annual conference in Belfast in June 2018 on 'Dangerous Oral Histories'.

Similarly, we should not underestimate the importance of our regional networkers in supporting activities and events in all corners of the UK. The Society was delighted to offer additional financial support for the annual regional network conference held in Glasgow on the theme of Oral History and Performance, which proved a productive and enjoyable event and again attracted some excellent feedback.

Special Interest Groups are another way of engaging diverse communities with a shared interest in oral history. A number of the SIGs have held meetings throughout the year, notably a highly successful conference run by the LBGTQ group in conjunction with the London Metropolitan Archive. In addition, lively and informative meetings were organised by the Psycho-Social and Environment SIGs.

Education and research, training and advice are at core of OHS activities. The OHS continues to support the enormously significant project run by the British Library with funding from HLF, 'Unlocking Our Sound Heritage'. The Life Stories/OHS training courses attracted 846 participants to a total of 94 training courses run in 2017, with a new course in digital editing proving popular. Our partnership with the Archives and Records Association for a course aimed at the archive sector again booked up quickly and tailored versions were also held in Preston, Glasgow and Inverness. The Higher Education Group ran another well-attended spring school aimed at postgraduate students interested in using oral history in their research. The journal published two issues in 2017, including a special issue on Cuba. In keeping with its tradition, the journal continues to showcase a wide range of articles on oral history practice and theory as well as highly engaging summaries of community-based and international projects.

We were sorry to lose both Sarah Lowry and Anne Gulland, who stepped down as trustees in 2017. I would like to thank them both for their respective contributions over a number of years and at the same time welcome a new member to the Board, Cai Parry-Jones, who is our new Publicity Officer.

As the accounts indicate, the OHS made a loss of £6k for the year. With reserves of around £90k, this is not cause for great alarm. However, in the light of this shortfall, the organisation agreed to bring forward our strategic review weekend, originally planned for September 2018 to March. This will allow us to review our spending priorities and if we wish to maintain and expand our activities we will be looking to attract new sources of income. The result of our deliberations will be discussed at the AGM in June 2018.

Oral History Society

Report of the Trustees for the Year Ended 31 December 2017

ACHIEVEMENT AND PERFORMANCE

Finally, I would like to thank all those responsible in very different ways for the activities above as well as those whose contributions will be more fully documented in the more detailed reports which follow. I would also like to thank the British Library for their continuing hospitality, to our members for their continued loyalty, which is invaluable. To Eleanor Lowe, we extend our congratulations on the birth of Nicholas and our thanks for her continued administrative support, also to Liz Ison, our Journal Editorial Assistant, and Polly Owen, our Conference Administrator, and finally to fellow officers and trustees for their enormous efforts, all of them undertaken willingly and on a voluntary basis, on behalf of the organisation.

John Gabriel (Chair)

FINANCIAL REVIEW

Financial position

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The financial statements have been prepared implementing the Charities Act 2011 and the Charities Financial Reporting Standard SORP FRS 102. As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities show incoming resources for the year of £52,914 (prior year £46,373) and outgoing resources of £58,928 (prior year £36,033), making net overall deficit of £6,014, (prior year £10,340).

Free unrestricted reserves amounted to £80,564 (prior year £86,578).

The Society had a deficit for the year mainly due to a loss on the Annual Conference and a fall in subscription income but nevertheless ended the year with strong financial reserves and cash balances. Overall income increased as the Society managed its annual conference which in the previous year had been managed by a third party on a profit/loss sharing basis. Consequently Conference costs were also increased.

FUTURE PLANS

The trustees review the aims, objectives and activities of the charity on a regular basis. They look at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report on the success of each key activity. This can be seen on the Oral history web site www.ohs.ac.uk. The review also helps the trustees ensure the Society's aims and objectives and in planning its future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives that have been set.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity. Details can be seen on the OHS web site at www.ohs.ac.uk.

Trustee Selection

The Trustees meet four times a year. The Trustees are responsible for the governance of the Society and are elected at the Society's Annual General Meeting which is held at the Society's annual conference. Officers' positions of the Society include a Chair, Vice-Chair, Secretary and Treasurer who are also elected annually.

Oral History Society

Report of the Trustees for the Year Ended 31 December 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

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. For more information visit the OHS web site at www.ohs.ac.uk

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

0288805

Principal address

Dept of History Royal Holloway
University of London
Egham Hill
Egham
TW20 0EX

Trustees

Angela Bartie
Joanna Bornat
Padmini Broomfield
Cynthia Brown
Verusca Calabria
Nicholas Chalmers (Treasurer)
Fiona Cosson
Alan Dein
Craig Fees
Cai Jones (co-opted) - Appointed 8 December 2017
John Gabriel(Chair) - Appointed July 2017
Anne Gulland - Resigned September 2017
Jenny Harding
Kate Melvin
Sarah Lowry - Resigned December 2017
Robert Perks (Secretary)
Julian Simpson
Graham Smith
Mary Stewart
Beth Thomas (Vice Chair)
Amy Tooth-Murphy
Shelley Trower
Juliana Vandegrift
Robert Wilkinson
Michelle Winslow
Hilary Young

Independent examiner

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Essex
IG2 6HY

Oral History Society

**Report of the Trustees
for the Year Ended 31 December 2017**

STATEMENT OF TRUSTEES RESPONSIBILITIES


The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to 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.

Approved by order of the board of trustees on 8 June 2018 and signed on its behalf by:


.....
Trustee: Nick Chalmers

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

Independent examiner's report to the trustees of Oral History Society

I report to the charity trustees on my examination of the accounts of the Oral History Society (the Trust) for the year ended 31 December 2017.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



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

Date: 25/6/18

Oral History Society

**Statement of Financial Activities
for the Year Ended 31 December 2017**

	Notes	31.12.17 Unrestricted fund £	31.12.16 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		4,077	(29)
Other trading activities	2	48,152	45,929
Investment income	3	685	473
Total		52,914	46,373
EXPENDITURE ON			
Raising funds		49,060	28,776
Charitable activities			
General		9,868	7,257
Total		58,928	36,033
NET INCOME/(EXPENDITURE)		(6,014)	10,340
RECONCILIATION OF FUNDS			
Total funds brought forward		86,578	76,238
TOTAL FUNDS CARRIED FORWARD		80,564	86,578
CONTINUING OPERATIONS			
All income and expenditure has arisen from continuing activities.			

The notes form part of these financial statements

Oral History Society

**Statement of Financial Position
At 31 December 2017**

		31.12.17	31.12.16
		Unrestricted	Total
		fund	funds
	Notes	£	£
CURRENT ASSETS			
Debtors	6	472	1,867
Cash at bank		<u>89,464</u>	<u>96,925</u>
		89,936	98,792
CREDITORS			
Amounts falling due within one year	7	<u>(9,372)</u>	<u>(12,214)</u>
NET CURRENT ASSETS			
		<u>80,564</u>	<u>86,578</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>80,564</u>	<u>86,578</u>
NET ASSETS			
		<u>80,564</u>	<u>86,578</u>
FUNDS			
Unrestricted funds	8	<u>80,564</u>	<u>86,578</u>
TOTAL FUNDS			
		<u>80,564</u>	<u>86,578</u>

The notes form part of these financial statements


Oral History Society

**Statement of Financial Position - continued
At 31 December 2017**

The financial statements were approved by the Board of Trustees on 8 Jun 2018 and were signed on its behalf by:


.....
Trustee : N. Chalmers


.....
Trustee : J. Gabriel


.....
Trustee : R. Wilkinson

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 December 2017**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those condition is wholly within the control of the charity and is probable that those conditions will be fulfilled in the reporting period.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 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.

Irrecoverable VAT is charged as cost against the activity for which the expenditure was incurred.

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.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

1. ACCOUNTING POLICIES - continued

Debtors

Basic financial assets, including trade and other debtors, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Such assets are subsequently carried at amortised cost using the effective interest method, less any impairment.

Creditors

Basic financial liabilities, including trade and other creditors, loans from third parties and loans from related parties, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Such instruments are subsequently carried at amortised cost using the effective interest method, less any impairment.

Related Party Note

The charity discloses related party transactions in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

	31.12.17	31.12.16
	£	£
Income from Conferences	14,014	5,109
Sale of Back Issues	56	-
Subscription Income	27,232	31,196
Sundries	3,160	2,702
Advertising	40	326
Other Generating Funds	3,650	6,596
	<u>48,152</u>	<u>45,929</u>

3. INVESTMENT INCOME

	31.12.17	31.12.16
	£	£
Deposit account interest	685	473
	<u>685</u>	<u>473</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

Trustees' expenses

	31.12.17	31.12.16
	£	£
Trustees' expenses	6,085	3,650
	<u>6,085</u>	<u>3,650</u>

All expenses incurred in the year were solely for the travelling and training purposes.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

5. KEY MANAGEMENT PERSONNEL

The Trust considers its key management personnel comprise of the trustees.

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.17	31.12.16
	£	£
Trade debtors	200	386
Other debtors	272	1,481
	<u>472</u>	<u>1,867</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.17	31.12.16
	£	£
Other creditors	<u>9,372</u>	<u>12,214</u>

8. MOVEMENT IN FUNDS

	At 1/1/17	Net movement in funds	At 31/12/17
	£	£	£
Unrestricted funds			
General fund	86,578	(6,014)	80,564
	<u>86,578</u>	<u>(6,014)</u>	<u>80,564</u>
TOTAL FUNDS	<u>86,578</u>	<u>(6,014)</u>	<u>80,564</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	52,914	(58,928)	(6,014)
	<u>52,914</u>	<u>(58,928)</u>	<u>(6,014)</u>
TOTAL FUNDS	<u>52,914</u>	<u>(58,928)</u>	<u>(6,014)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/1/16 £	Net movement in funds £	At 31/12/16 £
Unrestricted Funds			
General fund	76,238	10,340	86,578
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>76,238</u>	<u>10,340</u>	<u>86,578</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	46,373	(36,033)	10,340
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>46,373</u>	<u>(36,033)</u>	<u>10,340</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2017.

Oral History Society

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2017**

	31.12.17 £	31.12.16 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gift aid	4,077	(29)
Other trading activities		
Income from Conferences	14,014	5,109
Sale of Back Issues	56	-
Subscription Income	27,232	31,196
Sundries	3,160	2,702
Advertising	40	326
Other Generating Funds	3,650	6,596
	<u>48,152</u>	<u>45,929</u>
Investment income		
Deposit account interest	685	473
	<u>52,914</u>	<u>46,373</u>
Total incoming resources		
	<u>52,914</u>	<u>46,373</u>
EXPENDITURE		
Raising donations and legacies		
Subscription Services	5,474	4,443
Printing and Publishing	18,224	17,437
Conference Costs	21,088	2,837
Regional Works	2,124	1,978
Training	62	776
Website	2,088	1,305
	<u>49,060</u>	<u>28,776</u>
Charitable activities		
Stationary and Printing	391	31
Bank Charges	759	472
Sundries	101	522
Travel	202	395
Administrator	1,080	937
	<u>2,533</u>	<u>2,357</u>
Support costs		

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 2017**

	31.12.17	31.12.16
	£	£
Governance costs		
Trustees' expenses	6,085	3,650
Accountancy and legal fees	1,250	1,250
	<hr/>	<hr/>
	7,335	4,900
	<hr/>	<hr/>
Total resources expended	58,928	36,033
	<hr/>	<hr/>
Net (expenditure)/income	(6,014)	10,340
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements