

**THE OXFORDSHIRE RECORD SOCIETY**  
**TRUSTEES' ANNUAL REPORT**  
**&**  
**FINANCIAL STATEMENTS**  
**For the year ended 31<sup>st</sup> December 2024**

**Charity No. 209808**

**THE OXFORDSHIRE RECORD SOCIETY  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
For the year ended 31 December 2024**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Charity Registration Number</b>	<b>209808</b>
<b>Registered office:</b>	9 Pymore Road, Bridport DT6 3XE
<b>Trustees:</b>	Prof William Gibson (Chairman) Dr Thomas Dobson Christopher Fance MA Deborah Hayter MA Dr Matthew Holford Ian Johnson (appointed 24/3/2024) Lindsay McCormack Dr Keith Parry Dr Anthony Reid Dr Adrienne Rosen Dr Simon Townley
<b>Bankers:</b>	Barclays Bank Plc 7 Juniper Drive Maidenhead SL6 8RE
<b>Independent Examiner:</b>	Sue Kowszun BA FCA DChA, Harlequin Accounting & Financial Services Ltd Bancroft, Mill Road West Chiltington, West Sussex RH20 2PZ

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## **REPORT OF THE TRUSTEES**

The Trustees of The Oxfordshire Record Society (ORS) present their Annual Report and Financial statements for the year ended 31 December 2024. These comply with the governing documents of the Charity, the relevant Statement of Recommended Practice (the Charities SORP 2015), Financial Reporting Standard 102 and the Charities Act 2011.

The ORS was founded in 1919, and its constitution was adopted on 6<sup>th</sup> October 2010, as amended by resolutions dated 2<sup>nd</sup> September 2011 and 6<sup>th</sup> September 2015. It was founded to advance the education of the public in the subject of history, and to facilitate historical research by the publication and distribution and interpretation of records relating to the history of the County of Oxfordshire.

It was registered with the Charity Commission in England and Wales as Charity No. 209808.

### **OBJECTS OF THE CHARITY**

- To make primary sources for the history of Oxfordshire's people and places accessible
- To raise awareness and understanding of this legacy
- To encourage research and links between researchers

### **PUBLIC BENEFIT**

The Trustees have complied with their duty to have due regard to the Charities Commission's public benefit guidance when exercising their powers and duties to which that guidance is relevant. The following section describes how they have done this.

### **GOVERNANCE AND MANAGEMENT**

The Charity is governed by a constitution drawn up in consultation with the Charity Commission of England and Wales and approved by the ORS in October 2010 as amended in September 2011 and September 2015.

No staff are employed by the Charity, which is entirely reliant upon volunteers.

#### **Trustees' responsibilities in the preparation of financial statements**

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

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 Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

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- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Society will continue on that basis.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Society and enable them to ensure that the financial statements comply with the applicable law. 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Risk management**

The major risks to which the Trustees believe the ORS is exposed are discussed at Trustee meetings and are reviewed on a regular basis. The Trustees believe that, as far as is practical, these risks are managed in an appropriate manner.

The ORS governing documents and policies are reviewed regularly to ensure that they keep pace with developments in best practice.

### **Grant making policy**

At present, the Charity only awards grants in support of projects with which it is engaged.

### **Reserves**

The ORS's policy with regards to reserves is to make suitable expenditure on the ongoing activities, whilst maintaining adequate funds to deal with current and medium-term needs and having the necessary provision to deal with unforeseen circumstances. As at 31 December 2024, the Charity's free reserves were £16,947 (2023: £16,967).

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

### **Independent examiner**

In view of the scale of the Charity's activities and net assets, neither an independent audit nor an independent examination of the Financial Statements is required. However, the Trustees have resolved to have an independent examination, and this has been carried out by Sue Kowszun BA FCA DChA.

### **Statement of disclosure of information to the Independent Examiner**

The Trustees and Executive Committee at the date of approval of this Trustees' annual report confirm that, so far as each of them is aware, there is no relevant examinable information of which the Charity's independent examiner is unaware, and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant.

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**On behalf of the Trustees:**

A handwritten signature in black ink, appearing to read 'Ian Johnson', followed by a period.

Ian Johnson, *Treasurer*

10<sup>th</sup> June 2025

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE OXFORDSHIRE RECORD SOCIETY**

I report to the trustees on my examination of the financial statements of The Oxfordshire Record Society (the Charity) for the year ended 31 December 2024.

**Responsibilities and basis of report**

As the trustees of the Charity 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 Charity's accounts carried out under section 145 of the 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act;  
or
2. the financial statements do not accord with those records

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 accounts to be reached.



Sue Kowszun BA FCA DChA  
Harlequin Accounting and Financial Services Limited  
Bancroft, Mill Road, West Chiltington, West Sussex RH20 2PZ

10th June 2025

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**STATEMENT OF FINANCIAL ACTIVITIES**

	Note	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOME</b>					
Donations and legacies	2	7,500	3,178	10,678	18,665
Income from charitable activities	3	-	1,295	1,295	918
Investment Income		-	951	951	329
<b>Total income</b>		<b>7,500</b>	<b>5,424</b>	<b>12,924</b>	<b>19,912</b>
<b>EXPENDITURE</b>					
Expenditure on charitable activities	4	5,585	5,444	11,029	23,633
<b>Net income for the year before gains and losses</b>		<b>1,915</b>	<b>(20)</b>	<b>1,895</b>	<b>(3,721)</b>
Total funds brought forward		13,928	16,967	30,895	34,616
<b>Total funds carried forward</b>		<b>15,843</b>	<b>16,947</b>	<b>32,790</b>	<b>30,895</b>

**BALANCE SHEET**

	Notes	2024 £	2023 £
<b>Current Assets</b>			
Debtors	7	750	500
Cash at bank		33,475	30,395
		<b>34,225</b>	30,895
Creditors: amounts due within one year	8	1,435	-
<b>Total current assets</b>		<b>32,790</b>	30,895
Total unrestricted funds	9	16,947	16,967
Total restricted funds	9	15,843	13,928
<b>Total funds</b>		<b>32,790</b>	30,895

The accompanying accounting policies and notes form an integral part of these financial statements. These financial statements and notes on pages 8 to 12 were approved and authorised for issue by the Trustees on 10 June 2025 and signed on their behalf by:

Ian Johnson, Treasurer



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## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. ACCOUNTING POLICIES**

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention, and they have been prepared in accordance with 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)". They also comply with the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS 102.

These unaudited financial statements have been subjected to independent examination. See report on page 7.

The principal accounting policies of the Charity have remained unchanged from the previous year and are set out below.

#### **Going Concern**

The financial statements have been prepared on the going concern basis.

#### **Income**

Incoming resources are included gross, without netting off any related expenditure.

Incoming resources, including legacies, are generally recognised when the society received them:

- Donations are included in the Statement of Financial Activities (SOFA) gross of any related tax claim received
- Income relating specifically to a future accounting period is deferred
- Interest on funds on deposit is included when receivable

Gift Aid is included based on the amount recoverable at the accounting date

#### **Expenditure**

Expenditure is included by the Charity on an accruals basis and is allocated between:

- Expenditure incurred directly in the furtherance of the Charity's objectives
- Expenditure incurred directly in the management and administration of the Charity
- Expenditure incurred directly on activities necessary for the Charity to comply with its statutory obligations

#### **Taxation**

No provision for taxation, deferred or otherwise, has been made in the financial statements of the Charity, as it is a charity in accordance with the Charities Act 2011 and is exempt from taxation except for value added tax (VAT), provided that income and gains are applied for charitable purposes under s505 of the Income and Corporation Taxes Act 1988 and s252 of the Taxation of Chargeable Gains Act 1992. VAT is included in the cost of those items to which it relates.

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**2. DONATIONS AND LEGACIES**

	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Subscriptions	-	2,728	2,728	4,165
Donations	7,500	450	7,950	14,500
	<b>7,500</b>	<b>3,178</b>	<b>10,678</b>	<b>18,665</b>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds 2024 £	Total Funds 2023 £
Sale of publications & merchandise	185	657
Royalties	1,110	261
	<b>1,295</b>	<b>918</b>

**4. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Printing & reproduction	4,591	1,902	6,493	18,036
Mailing costs		1,680	1,680	2,760
Digitalisation	994	-	994	2,217
Honorariums	-	500	500	500
Promotional activities & website	-	811	811	16
Activities undertaken directly	<b>5,585</b>	<b>4,893</b>	<b>10,478</b>	<b>23,529</b>
Support costs - (see note 5)	-	356	356	-
Governance costs (see note 6)	-	195	195	104
Total charitable activities	<b>5,585</b>	<b>5,444</b>	<b>11,029</b>	<b>23,633</b>

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**5. SUPPORT COSTS**

	<b>Unrestricted Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Accountancy and taxation	200	-
Software support costs	91	-
Bank charges	15	-
Subscriptions	50	-
	<b>356</b>	<b>-</b>

**6. GOVERNANCE COSTS**

	<b>Unrestricted Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Independent Examination	150	4
Trustee expenses	45	100
AGM		
	<b>195</b>	<b>104</b>

**7. DEBTORS**

	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Gift Aid claims receivable	750	500
	<b>750</b>	<b>500</b>

**8. CREDITORS: amounts falling due within one year**

	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Accruals	1,085	-
	<b>1,085</b>	<b>-</b>

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**9. MOVEMENT OF FUNDS**

	<b>Restricted Funds 2024 £</b>	<b>General Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Cash at bank	16,837	16,638	33,475	30,395
Other net assets	(994)	309	(685)	500
<b>Net assets</b>	<b>15,843</b>	<b>16,947</b>	<b>32,790</b>	<b>30,895</b>
	<b>1st Jan 24</b>	<b>Income</b>	<b>Expenditure</b>	<b>31st Dec 24</b>
Digitalisation Fund	1,783	-	994	789
History Atlas Fund	12,145	7,500	4,591	15,054
	<b>13,928</b>	<b>7,500</b>	<b>5,585</b>	<b>15,843</b>
Unrestricted	16,967	5,424	5,444	16,947
	<b>30,895</b>	<b>12,924</b>	<b>11,029</b>	<b>32,790</b>