

# Friends of Edinburgh University Library

## Trustees' Report and Accounts for the year ended 31 July 2019

Scottish Charity Number SC001518

### Contact address

The University of Edinburgh, Main Library, George Square, Edinburgh EH8 9LJ

### Trustees

The *Friends of Edinburgh University Library* is managed by its committee, the members of which are the charity trustees for the purposes of charity law. The people who served as committee members during the period from the start of the year reported on to the date of approval of this report are as follows. They served for the whole of that period unless indicated otherwise opposite their names.

#### *Elected members*

Joyce, Lady Caplan	<i>President</i>	
Mr Richard Battersby	<i>Treasurer</i>	(elected 14 November 2018)
Mr Peter Freshwater	<i>Secretary</i>	
Professor Ian Campbell	<i>Talks &amp; Events Officer</i>	
Dr Andrew Grout	<i>Web Editor</i>	
Mrs Fiona Graham	<i>Editor of the Piper and Talks &amp; Events Officer</i>	
Dr Ann Matheson		
Dr Tom Mole		
Mrs Louise Gardiner		
Professor Steve Yearley		
Dr Murray Simpson		(resigned 14 November 2018)
Lord Cameron of Lochbroom		(resigned 14 November 2018)

#### *Members ex officio*

Dr Joseph Marshall (Head, Centre for Research Collections, University of Edinburgh)
Mr Gavin McLachlan (Chief Information Officer and Librarian to the University of Edinburgh)
Mr Jeremy Upton (Director of Library & University Collections, University of Edinburgh)

### Governing document

The *Friends* is a charitable unincorporated association with a constitution that sets out its purposes and administration arrangements. The constitution was last revised on 12 March 2014.

### Recruitment and appointment of trustees

The constitution specifies that elected members of the committee are to be elected at Annual General Meetings, makes provision for three ex-officio members of the committee, and gives the committee power to co-opt no more than two additional members, to invite individuals to attend meetings, and to fill committee vacancies until the next AGM. Elected members other than office-bearers and ex officio members are elected for three-year periods and can be re-elected for a further three-year period. On completion of two consecutive periods they are not eligible for election for one year.

### **Charitable purposes**

To bring together persons with an interest in the Library of the University of Edinburgh; to act as a channel for gifts to the Library; to receive subscriptions and gifts of money for the purchase of rare or valuable books, collections of papers, manuscripts, documents, photographs or other rare or valuable items for the Library; to enhance the resources and reputation of the Library; and to do all such other things as are incidental or conducive to the attainment of the foregoing objects or any of them.

In pursuance of the foregoing objects the Friends will aim to support the Library in the development of its activities, in particular by:

- (i) contributing to the acquisition or preservation of materials for the Library through a financial contribution.
- (ii) producing a programme of talks and events of interest to the membership of the Friends.
- (iii) producing a newsletter.
- (iv) supporting the programme of exhibitions in the Library.
- (v) being advocates and supporters for the work of the Library.
- (vi) encouraging donations and bequests to the Library.

### **Activities and Achievements**

To encourage people to become and continue to be Friends, there was the usual programme of talks, private views and visits during the year, as well as the continuing production of a twice-yearly newsletter, *The Piper*. All of the events and visits were particularly well-attended.

As reported last year, the Friends contributed towards the purchase of a copy of Ben Jonson's *Workes*. A private viewing of the item was arranged during this year for those Friends who had contributed.

Towards the end of the year, the Committee was informed of a major appeal, led by the University of Edinburgh, for the 294 geological notebooks of Sir Charles Lyell (1797-1875). The Committee agreed to pledge £10,000 from the Friends' funds in the next financial year to the appeal. Members of the Friends were contacted by letter and asked whether they would be willing to pledge support. The outcome of this appeal will not be known until later in 2019 and will therefore feature in next year's report.

The Committee authorised the printing of a redesigned Friends leaflet and also the purchase of a promotional banner as part of its ongoing efforts to increase membership of the Friends. Throughout the year, the Friends' website was regularly updated.

### **Financial Review and Reserves**

At the end of the year there were reserves of £20,294 in bank accounts and cash and £68,043 of investments, all of which are available to support future Library purchases. The Friends had a surplus of £26 this year (after deducting the £940 of Gift Aid that reimbursed unrestricted funds for a payment made in the previous year, as explained in Note 5 to the accounts).

No payments were made to Edinburgh University Library for the purchase of books and manuscripts this year because of the planned large donation next year to the Lyell appeal mentioned above.

As mentioned in previous annual reports, the Friends' Reserves Policy sets out the following financial strategy. The trustees are actively trying to boost income so that income from all sources (including investment income) is in balance with expenditure of all kinds (including funding Library purchases).

Currently, expenditure excluding Library purchases is normally more or less in balance with income, which means that Library purchases result in a deficit. In these circumstances the trustees will permit an annual deficit of up to £2,000 resulting from funding Library purchases, and if an exceptionally important purchase presents itself then an annual deficit of up to £5,000 is permissible.

Approved by the trustees on 1 October 2019 and signed on their behalf

**Richard Battersby**  
**Trustee**

**Statement of Receipts and Payments**

<b>Receipts</b>	Note	2018-19	2018-19	2018-19	<b>2017-18 Total</b>
		Unrestricted Funds	Restricted Funds	Total	
		£	£	£	£
<b>Voluntary Income</b>					
Donations	2	703	-	703	9,317
Subscriptions	2	1,635	-	1,635	1,620
Gift Aid: tax reclaimed	5	1,406	-	1,406	496
Interest and Dividends		3,570	-	3,570	3,387
<b>Total receipts</b>		<b>7,314</b>	-	<b>7,314</b>	<b>14,820</b>
<b>Payments</b>					
Payments for charitable activities					
Purchases of books and manuscripts (Edinburgh University Library):					
General		-	-	-	6,750
Ben Jonson's <i>Workes</i>		-	-	-	13,500
<i>The Piper</i> : designing and editing	3	1,600	-	1,600	1,600
<i>The Piper</i> : printing		824	-	824	794
Advertising and promotion		1,366	-	1,366	-
Postage		419	-	419	491
Stationery		63	-	63	42
Fee for Administrator		1,800	-	1,800	1,800
Refreshments at meetings		46	-	46	7
Bank charges		30	-	30	30
<b>Total payments for charitable activities</b>		<b>6,148</b>	-	<b>6,148</b>	<b>25,014</b>
Governance costs					
Independent Examination		200	-	200	200
<b>Total payments</b>		<b>6,348</b>	-	<b>6,348</b>	<b>25,214</b>
<b>Surplus/(Deficit) for year</b>		<b>966</b>	-	<b>966</b>	<b>(10,394)</b>

**Statement of Balances**

<b>Bank and cash balances</b>	Note	2018-19		2018-19 Total	2017-18 Total
		Unrestricted Funds £	Restricted Funds £		
Balance at start of year		19,328	-	19,328	29,722
Surplus/(Deficit) for year		966	-	966	(10,394)
Balance at end of year	4	20,294	-	20,294	19,328

<b>Investments</b>	Fund	Market		Market Value 31/07/18
		Purchase Cost £	Value 31/07/19 £	
M&G Charifund (4,263 units)	Unrestricted	20,800	68,043	69,631

Approved by the trustees on 1 October 2019 and signed on their behalf

**Richard Battersby**  
**Trustee**

## Notes to the accounts

- Funds.** Unrestricted funds are funds available for use for the general purposes of the charity. Restricted funds are funds that are subject to conditions imposed by the donors. This year all funds are unrestricted. In the prior year there was one restricted fund (the Ben Jonson Restricted Fund).
- Subscriptions and donations.** Membership of the Friends is available as an annual membership or life membership, with new life memberships currently restricted to persons aged 60 or over. Life members currently constitute approximately 70% of the total membership. Annual and life membership subscriptions are recorded in full as receipts in the year in which they are received. A number of annual and life members make payments to the Friends additional to their subscriptions. Such additional payments are recorded as donations in the year in which they are received.
- Trustees and connected parties.** Mrs Fiona Graham, who is a trustee, received payments totalling £700 for her professional services as Editor of *The Piper* (2018: £700). The trustees have complied with the terms of Section 67 of the Charities and Trustee Investment (Scotland) Act 2005 in respect of these payments. No other trustee or person connected to a trustee received remuneration or expenses during the year (2018: the same).

### 4. Analysis of bank and cash balances at end of year.

	2018-19	2018-19	2018-19	2017-18 Total
	Unrestricted Funds	Restricted Funds	Total	
	£	£	£	£
Bank current account	975	-	975	778
Bank savings account	19,292	-	19,292	18,522
Cash in hand	27	-	27	28
Total	20,294	-	20,294	19,328

- Gift Aid.** This year the tax reclaimed under Gift Aid was £1,406. This included £940 relating to donations received in 2017-18 towards the purchase of a copy of Ben Jonson's *Workes*. As explained in the 2017-18 accounts, all donations received for that purpose, including the £940, were paid to Edinburgh University Library during 2017-18 even though the £940 had not yet been received from HMRC. In order to do that, £940 was transferred from unrestricted funds to the Ben Johnson Restricted Fund. Unrestricted funds have been reimbursed this year for that transfer by crediting to unrestricted funds the £940 now received.

### **Independent Examiner's Report to the Trustees of Friends of Edinburgh University Library**

I report on the accounts of Friends of Edinburgh University Library ("the charity") for the year ended 31 July 2019 which are set out on pages 4 to 6.

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

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under Section 44(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent Examiner's statement**

In the course of my examination no matter has come to my attention

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - (a) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - (b) to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.

Dr Neil K Dickson FICB ACIE  
Full Member of the Association of Charity Independent Examiners  
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4 October 2019