

# Friends of Edinburgh University Library

## Trustees' Report and Accounts for the year ended 31 July 2020

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>
Mr Peter Freshwater	<i>Secretary</i>
Mrs Louise Gardiner	<i>Talks &amp; Events Officer</i>
Dr Andrew Grout	<i>Web Editor</i>
Dr Ann Matheson	
Professor Tom Mole	
Professor Steve Yearley	
Lord Matthew Clarke	(elected 12 November 2019)
Dr Margaret Mackay	(elected 12 November 2019)
Professor Ian Campbell	(resigned 12 November 2019)
Mrs Fiona Graham	(resigned 12 November 2019)

#### *Members ex officio*

Mr Daryl Green (Head of Special Collections, University of Edinburgh) (from March 2020)
Mr Gavin McLachlan (Chief Information Officer and Librarian to the University of Edinburgh)
Mr Jeremy Upton (Director of Library & University Collections, University of Edinburgh)
Dr Joseph Marshall (Head of the Centre for Research Collections, University of Edinburgh)
(until September 2019)

The Administrator of the *Friends* is Ms Alason Roberts (who is not a trustee) and the Editor of *The Piper* is Mrs Fiona Graham (who ceased to be a trustee on 12 November 2019).

### 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**

The Covid-19 pandemic significantly curtailed the usual programme of events, although several were held in the first half of the year and were very successful. Two issues of the newsletter, *The Piper*, were issued to members.

As noted in last year's report, in early Summer 2019 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 notebooks were due to be sold abroad. However, a temporary export bar was imposed by the UK government, giving the University and supporters the opportunity to raise the necessary funds to purchase them. The final purchase price was £966,000 and the University announced in the Autumn that the appeal had been successful. This was a major achievement given the tight timescale of the appeal, and the notebooks arrived in the Library towards the end of the year. The Committee had already agreed to pledge £10,000 from the Friends' funds and this payment was duly made in the Autumn. Members of the Friends had been asked whether they would be willing to pledge support and the Committee was delighted to learn that eighteen Friends had subsequently contributed £30,650. Together with Gift Aid, the total contribution from the Friends therefore amounted to £42,846.

The Friends' redesigned leaflet was distributed and two promotional banners were put on display in the Main Library in George Square and in the Murray Library at the King's Buildings. Both are aimed at the Committee's ongoing efforts to increase significantly 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 £13,087 in bank accounts and cash and £53,184 of investments, all of which are available to support future Library purchases. The Friends had a deficit of £7,207 this year. This was because of the large donation made to the University of Edinburgh's Lyell appeal.

The global financial implications of the Covid-19 pandemic have had a significant negative impact on the Friends' investments and this is expected to continue well into the next financial year.

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.

The trustees decided that the Lyell appeal was of such an exceptional nature as to justify a departure from the limit on the size of the annual deficit set out in the above policy.

Approved by the trustees on 8 September 2020 and signed on their behalf

**Richard Battersby**  
Trustee

**Statement of Receipts and Payments**

	Note	2019-20 £	2018-19 £
<b>Receipts</b>			
Voluntary Income			
Donations	2	928	703
Subscriptions	2	2,570	1,635
Gift Aid: tax reclaimed		437	1,406
Interest and Dividends		3,622	3,570
Total receipts		7,557	7,314
<b>Payments</b>			
Payments for charitable activities			
Purchases of books and manuscripts (Edinburgh University Library):			
General		-	-
Lyell appeal		10,000	-
<i>The Piper</i> : designing and editing	3	1,600	1,600
<i>The Piper</i> : printing		640	824
Advertising and promotion		-	1,366
Postage		387	419
Stationery		57	63
Fee for Administrator		1,800	1,800
Refreshments at meetings		-	46
Bank charges		30	30
Total payments for charitable activities		14,514	6,148
Governance costs			
Independent Examination		250	200
Total payments		14,764	6,348
Surplus/(Deficit) for year		(7,207)	966

**All funds are unrestricted**

**Statement of Balances**

<b>Bank and cash balances</b>	<b>Note</b>	<b>2019-20</b>	<b>2018-19</b>
		£	£
Balance at start of year		20,294	19,328
Surplus/(Deficit) for year		(7,207)	966
Balance at end of year	4	13,087	20,294

<b>Investments</b>	<b>Purchase Cost</b>	<b>Market Value</b>	<i><b>Market Value</b></i>
		31/07/20	<i>31/07/19</i>
	£	£	£
M&G Charifund (4,263 units)	20,800	53,184	68,043

**All funds are unrestricted**

Approved by the trustees on 8 September 2020 and signed on their behalf

**Richard Battersby**  
**Trustee**

**Notes to the accounts**

- Funds.** All funds are unrestricted, that is they are available for use for the general purposes of the charity (2019: the same).
- 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 was a trustee for part of the year, received payments totalling £350 during the period when she was a trustee for her professional services as Editor of *The Piper* (2019: £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, benefits or expenses during the year (2019: the same).

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

	31/07/20	31/07/19
	£	£
Bank current account	2,146	975
Bank savings account	10,914	19,292
Cash in hand	27	27
<b>Total</b>	<b>13,087</b>	<b>20,294</b>

### **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 2020 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  
57 Wallaceneuk, Kelso TD5 8BF  
14 September 2020