



Friends of Edinburgh University Library

Scottish Charity No: SC001518

Annual Report & Financial Statements

For the year ended

31 July 2025

Friends of Edinburgh University Library is a Scottish Charity, SC001518, regulated by the Scottish Charity Regulator (OSCR)



Friends of Edinburgh University Library

Annual Report & Statement of Account

For the year ended 31 July 2025

Contents	Page
Trustees' Annual Report	3 - 6
Independent Examiner's Report	7
Statement of Receipts and Payments	8
Statement of Balances	9
Notes to the Accounts	10 – 11

Friends of Edinburgh University Library

Trustees' Annual Report

For the year ended 31 July 2025

The charity trustees present their report together with the financial statements and the Independent Examiner's report for the year 31 July 2025.

Reference & Administrative Information

Charity Name: Friends of Edinburgh University Library

Charity Number: SC001518

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

Trustees:

The Friends of Edinburgh University Library (hereafter *The Friends*) 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

Lady Joyce Caplan	<i>President</i>	<i>(Resigned 20 Nov 2024)</i>
Mrs Louise Gardiner	<i>President</i>	<i>(Elected 20 Nov 2024) *</i>
Mr Richard Battersby	<i>Treasurer</i>	
Vacant	<i>Secretary</i>	
Dr Kit Baston	<i>Interim Web Editor</i>	<i>(From 19 May 2025) *</i>
Dr Simon Burton		<i>(Elected 20 Nov 2024)</i>
Dr Lucinda Byatt	<i>Piper Editor</i>	<i>(From 19 May 2025) *</i>
Ms Rachel Cadell		
Professor John Cairns		
Dr Margaret MacKay		<i>(Resigned 20 Nov 2024)</i>
Mr John Scott Moncrieff		
Dr Shenxiao Tong		<i>(Elected 20 Nov 2024)</i>

** Trustees from 1 August 2024*

Co-opted members

Ms Antonia Clark	<i>(From 1 Jan 2025)</i>
Professor Lesley McAra	
Mr David McClay	<i>(Until 31 Dec 2024)</i>
Professor Alex Thomson	

Friends of Edinburgh University Library

Trustees' Annual Report

For the year ended 31 July 2025

Members ex officio

Mr Daryl Green, Associate Director Heritage Collections (Research & Curatorial), University of Edinburgh

Mr Gavin McLachlan, Chief Information Officer and Librarian, University of Edinburgh

Mr Jeremy Upton, Director of Library & University Collections, University of Edinburgh

Other attendees

Ms Alason Roberts

Administrator of the Friends

Mrs Fiona Graham

Piper Editor

(until 19 May 2025)

Ms Anne Donnelly

Web Editor

(until 20 Nov 2024)

None of these three individuals are Trustees.

Independent Examiner:

Chris Smith BSc (Hons) FCIE

Structure, Governance & Management

The *Friends* is a charitable unincorporated association with a Constitution that sets out its purposes and administration arrangements. The Constitution was revised on 15 November 2022.

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.

Objectives & Activities

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.

Friends of Edinburgh University Library

Trustees' Annual Report

For the year ended 31 July 2025

- (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 of and supporters for the work of the Library.
- (vi) encouraging donations and bequests to the Library.
- (vii) maintaining an online presence, especially by a website.

Achievements & Performance

The 2024 AGM was held in the impressive surroundings of the recently refurbished Edinburgh Futures Institute and marked the resignation of Lady Joyce Caplan, who had been the *Friends'* President since 2001. An event for members to mark her departure was held in January in the Main Library. Lady Caplan had been an enthusiastic and dedicated President during a period which had seen huge change in the library and information world and in the University. Mrs Louise Gardiner, one of the existing Trustees, was elected as the new President.

Lord Penrose, President of the Friends from 1994 until 2001, passed away in May 2025. During his eight-year tenure the *Friends* actively continued to purchase materials for the Library and helped fund much-needed new exhibition cases for the Main Library's refurbished exhibition hall.

A number of interesting talks were held during the year, in the Main Library and one in the Edinburgh Futures Institute, and there was a visit to the *Library of Mistakes* in Edinburgh during the Summer. Members were also invited to attend the opening of various exhibitions in the Main Library, and to several events held by the Friends of St Cecilia's Hall and Museum.

Two issues of the newsletter, *The Piper*, were issued to members. Fiona Graham's term of office as *Piper* Editor came to an end in the Spring and the Trustees expressed their thanks for her dedication to the role which she had assumed in 2008. An existing Trustee, Dr Lucinda Byatt took over as Editor in the Spring. Back issues of *The Piper*, dating from 2008, are available via the *Friends'* website

Another existing Trustee, Dr Kit Baston took on the role of Web Editor on an interim basis while the Trustees review options for the *Friends'* website during the coming year.

The Trustees are keen to fill the vacant posts of Honorary Secretary and Events Coordinator.

The Trustees continued to discuss ways of increasing membership. This will include looking at opportunities of working with other "Friends" groups in the University of Edinburgh. These are the Friends of St Cecilia's Hall and Museum and the Friends of Edinburgh University Visual Arts.

Friends of Edinburgh University Library

Trustees' Annual Report

For the year ended 31 July 2025

Dr Kit Baston served on the judging panel for the David Laing Student Book Collecting Prize. This prize is intended to encourage collecting by undergraduate and postgraduate students of the University by recognising a collection formed by a student. Once again, the Trustees contributed £250, allowing the prize winner to choose a book for the Library's Heritage Collections. A winner and runner-up were duly selected and given free *Friends'* membership for a year.

The Trustees continue to review the balance of the bequest received several years ago from the estate of Stanley and Andrena Dobbin. Andrena had been a Life Member of the *Friends* and was an Alumna of the University of Edinburgh. It was decided to provide funding for the purchase of a collection of Italian decorated papers and towards a project to conserve and digitise New College Library photographic archives. Decisions on further expenditure will be taken in the context of the wider financial situation.

Financial Review

At the end of the year there were reserves of £39,323 in bank accounts and cash and £68,583 of investments, all of which are available to support future Library purchases and the work of the *Friends* generally. The *Friends* had a deficit of £7,442 this year. Fluctuations in the value of the *Friends'* investments continued throughout the 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). Current expenditure, excluding Library purchases and funding for internships, is normally more or less in balance with income, which means that Library purchases and funding for internships 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 deficit of £12,500 last year and the deficit of £7,442 this year are a consequence of the unexpected receipt of the two bequests received in 2021/22 and 2022/23, as noted in previous reports. Expenditure on Library purchases and funding for internships has followed in subsequent years. The Trustees took the decision to spend a significant amount of the bequest funding rather than simply investing it. This approach will continue in a prudent and responsible manner, whilst recognising the need to ensure that there continues to be sufficient funding for the annual running costs of the *Friends*.

Approved by the charity trustees on 24 September 2025 and signed on their behalf by:

.....
Richard Battersby - Trustee

Friends of Edinburgh University Library

Independent Examiner's Report

I report on the accounts of Friends of Edinburgh University Library for the year ended 31 July 2025, which are set out on pages 8 to 11.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("the 2006 Regulations").

I have satisfied myself that the charity is not subject to audit under Regulation (10)(1)(d) of the 2006 Regulations and is eligible for independent examination. I have therefore examined the charity's accounts as required under section (44)(1)(c) of the 2005 Act and Regulation 11 of the 2006 Regulations. In carrying out my examination I have followed the guidance issued to independent examiners by the Office of the Scottish Charity Regulator (OSCR).

My role is to state whether any material matters have come to my attention giving me cause to believe that:

1. the accounting records were not kept as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Regulation 9 of the 2006 Regulations; or
4. there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and I have no concerns in respect of any of the above and I have found no other matters that require drawing to your attention.

Chris Smith BSc (Hons) FCIE
Glascairn Cottage
Aytounhill
Cupar
Fife KY14 6JH

Date:

Friends of Edinburgh University Library

Statement of Receipts & Payments

For the year ended 31 July 2025

Receipts	Note	2025 Total £	2024 Total £
Donations	3	283	308
Subscriptions	3	2,270	2,216
Gift Aid: tax reclaimed		462	526
Interest and dividends		4,028	3,731
Total receipts		7,043	6,781
Payments			
Purchases of books and manuscripts for Edinburgh University Library		5,886	11,400
Internships		903	-
The Piper: designing and editing	4	2,100	1,700
The Piper: printing		432	661
Postage	5	523	74
Stationery		15	19
Friends' 60th anniversary		-	-
Advertising and promotion	6	330	588
Speakers' fees		-	323
Software (Zoom subscription)		-	144
Fee for Administrator		4,000	4,000
Bank charges		46	45
Membership refunds		-	20
Independent examination		250	250
Total payments		14,485	19,224
Surplus/(deficit)		(7,442)	(12,443)

All funds are unrestricted.

Friends of Edinburgh University Library

Statement of Balances

At 31 July 2025

	<u>Note</u>	<u>2025 Total</u> £	<u>2024 Total</u> £
Opening bank & cash balances		46,765	59,208
Surplus/(deficit)		(7,442)	(12,443)
Closing bank and cash balances	7	<u>39,323</u>	<u>46,765</u>
Assets		<u>£</u>	<u>£</u>
Gift Aid claim	8	509	462
<u>Investments</u>		<u>Market value 31/07/2025</u> £	<u>Market value 31/07/2024</u> £
	<u>Purchase cost</u> £		
M&G Charifund (4263 units)	20,800	68,583	66,875
All funds are unrestricted			

Approved by the charity trustees on 24 September 2025 and signed on their behalf by:

.....
Richard Battersby
Trustee

Friends of Edinburgh University Library

Notes to the Financial Statements

For the year ended 31 July 2025

1. Accounting Policies

These accounts have been prepared on the Receipts & Payments basis in accordance with:-

- (a) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended).

Income and expenditure is recognised when received or disbursed.

The Charity maintains:-

- (a) A general unrestricted fund for the day-to-day running of the charity which is expendable at the discretion of the management committee in furtherance of the charity's objects, and
- (b) A restricted fund that consists of monies received from donors which relate to a specific project and are donated to fund a particular purpose.

During the year no restricted funds were held and all funds were unrestricted.

2. Trustee Remuneration & Expenses

No remuneration from the charity was paid to any of the trustees or connected persons during the year.

No out-of-pocket expenses were paid to the trustees during the year.

3. Subscriptions and donations

Membership of the Friends is available as an annual membership or life membership, with new life memberships restricted to people 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.

4. The Piper editing

Trustees took the decision to increase the payment to the Editor to £600 per issue.

Friends of Edinburgh University Library

Notes to the Financial Statements

For the year ended 31 July 2025

5. Postage

Increase in 2025 was due to purchasing a supply of stamps before price increases came into effect.

6. Advertising and promotion

Cost of reprinting membership leaflet in 2025; costs of a pull-up display banner in 2024.

7. Analysis of bank and cash balances at end of year.

	<u>31/07/2025</u>	<u>31/07/2024</u>
	£	£
Bank current account	20,792	32,262
Bank savings account	18,504	14,476
Cash in hand	27	27
Total	<u>39,323</u>	<u>46,765</u>

8. Gift Aid claim

A debtor of £509 has been included for the gift aid to be claimed on donations received during 2024/25. The previous year's gift aid debtor of £462 was received during the 2024/25 financial year and appears in the Statement of Receipts and Payments on page 8.