

Friends of Edinburgh University Library

Trustees' Report and Accounts for the year ended 31 July 2018

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 were:

Elected members

Joyce, Lady Caplan	<i>President</i>
Dr Murray Simpson	<i>Treasurer</i>
Mr Peter Freshwater	<i>Secretary</i>
Professor Ian Campbell	<i>Talks & Events Officer</i>
Dr Andrew Grout	<i>Web Editor</i>
Mrs Fiona Graham	<i>Editor of the Piper</i>
Lord Cameron of Lochbroom	
Dr Ann Matheson	
Dr Tom Mole	
Mrs Louise Gardiner	(elected 28 November 2017)
Professor Steve Yearley	(co-opted January 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

During this year, the Friends' Committee authorised the disbursement of an exceptional sum for the purchase of books and manuscripts for Edinburgh University Library. This was partly made possible by three bequests received in the financial year 2016-17. £6,750 was spent on miscellaneous items, and £13,500 was the Friends' contribution towards the purchase of a copy of Ben Jonson's *Workes* (1640) with almost unique contemporary stage directions. The Friends mounted a special appeal to its members for funds to help secure this item, the total cost of which was going to be £48,000. Individual members contributed no less than £8,500, which is an extremely impressive sum, given the comparatively small number of Friends. Gift Aid added a further £940 to that, and £4,060 was paid from the Friends' general funds to bring the total contributed to £13,500. In the end, the Library was indeed able to purchase the item, the national importance of which had been recognised by the refusal of an export licence by the Government.

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*.

Financial Review and Reserves

At the end of the year there were reserves of £19,328 in bank accounts and cash, and £69,631 of investments, all of which are available to support future Library purchases. The Friends incurred a deficit of £10,394 this 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.

This year, the presence of money from recent unforeseen bequests, coupled with the prospective purchase of a type which appears very rarely indeed, as outlined in the previous section of this report, persuaded the Friends' Committee to depart from its Reserves Policy and permit a very substantial deficit.

Approved by the trustees on 2 October 2018 and signed on their behalf

Murray Simpson
Trustee

Statement of Receipts and Payments

	Note	2017-18 Unrestricted Funds £	2017-18 Restricted Funds £	2017-18 Total £	2016-17 Total £
Receipts					
Voluntary Income					
Donations	2,6	817	8,500	9,317	813
Bequests		-	-	-	12,500
Subscriptions	2	1,620	-	1,620	1,860
Gift Aid: tax reclaimed		496	-	496	394
Interest and Dividends		3,387	-	3,387	3,112
Total receipts		6,320	8,500	14,820	18,679
Payments					
Payments for charitable activities					
Purchases of books and manuscripts (Edinburgh University Library):					
General		6,750	-	6,750	4,000
Ben Jonson's <i>Workes</i>	6	4,060	9,440	13,500	-
<i>The Piper</i> : designing and editing	4	1,600	-	1,600	1,600
Printing		794	-	794	809
Postage		491	-	491	343
Stationery		42	-	42	31
Refreshments at meeting		7	-	7	6
Administration	3	1,800	-	1,800	-
Reimbursement of salary costs	3	-	-	-	1,749
Bank charges		30	-	30	30
Total payments for charitable activities		15,574	9,440	25,014	8,568
Governance costs					
Independent Examination		200	-	200	200
Total payments		15,774	9,440	25,214	8,768
Net receipts/(payments)		(9,454)	(940)	(10,394)	9,911
Transfers	6	(940)	940	0	-
Surplus/(Deficit) for year		(10,394)	0	(10,394)	9,911

Statement of Balances

	Note	2017-18 Unrestricted Funds £	2017-18 Restricted Funds £	2017-18 Total £	2016-17 Total £
Bank and cash balances					
Balance at start of year		29,722	0	29,722	19,811
Surplus/(Deficit) for year		(10,394)	0	(10,394)	9,911
Balance at end of year	5	19,328	0	19,328	29,722

	Fund	Purchase Cost £	Market Value 31/07/18 £	Market Value 31/07/17 £
Investments				
M&G Charifund (4,263 units)	Unrestricted	20,800	69,631	68,866

Approved by the trustees on 2 October 2018 and signed on their behalf

Murray Simpson
 Trustee

Notes to the accounts

1. **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 there was one restricted fund (the Ben Jonson Restricted Fund), details of which are in Note 6. In the prior year all funds were unrestricted.
2. **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 75% 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.
3. **Administration and salary costs.** In previous years the Friends had an arrangement with the University of Edinburgh that the Friends' administrator was an employee of the University, with the salary costs of her work for the Friends being reimbursed to the University by the Friends. From this year the Friends are making payments direct to the administrator for her services. These payments are the payments described as administration.
4. **Trustees and connected parties.** Mrs Fiona Graham, who is a trustee, received payments totalling £700 for her professional services as Editor of *The Piper* (2017: £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 (2017: the same).

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

	2017-18 Unrestricted Funds £	2017-18 Restricted Funds £	2017-18 Total £	2016-17 Total £
Bank current account	778	-	778	3,558
Bank savings account	18,522	-	18,522	26,135
Cash in hand	28	-	28	29
Total	19,328	-	19,328	29,722
<i>Total for 2016-17</i>	<i>29,722</i>	<i>-</i>	<i>29,722</i>	

6. **Ben Jonson Restricted Fund.** During the year, as explained in the Trustees' Report, £8,500 of donations were received towards the purchase of a copy of Ben Jonson's *Workes*, which together with £940 of associated tax reclaimable under Gift Aid meant that £9,440 was raised from donations for that restricted purpose. At the time that the £9,440 was paid to Edinburgh University Library, the £940 had not been received from HMRC. The Statement of Receipts and Payments therefore shows a transfer of £940 from unrestricted funds to restricted funds to make up that shortfall. After the year end, the £940 was received from HMRC as part of a larger Gift Aid claim. It will be treated in the 2018-19 accounts as an unrestricted receipt to recompense unrestricted funds for the transfer.

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

I report on the accounts of the charity for the year ended 31 July 2018 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 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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9 October 2018