

**THE SCOTTISH TEXT SOCIETY
(Scottish Charity Number SC021308)**

COUNCIL'S REPORT

AND

FINANCIAL STATEMENTS

for the year ended 31 December 2009

Scottish Text Society (Scottish Charity Number SC021308)

COUNCIL OF THE SCOTTISH TEXT SOCIETY 2009

Honorary President

Professor R.J. Lyall

President

Dr S. Mapstone (2009-12)

Vice-Presidents

Professor P. Bawcutt (2008-11)

Professor G.C. Caie (2009-12)

Professor A.A. MacDonald (2007-10)

Professor H.L. MacQueen (2008-11)

Honorary Treasurer

Mr I.C. Cunningham (2008-11)

Editorial Secretary

Dr N. Royan (2007-10)

Ordinary Members

Professor A.S.G. Edwards (2008-11)

Professor J.A. Glenn (2009-12)

Professor W. Gillies (2006-9) (to September 2009)

Professor R.J. Goldstein (2008-11)

Professor L.A.J.R. Houwen (2009-12)

Dr J. Hadley Williams (2007-10)

Mr T. van Heijnsbergen (2007-10)

Dr B. Hillyard (2008-11)

Professor J. McGavin (2008-11)

Dr J. Martin (2008-11)

Dr R. Purdie (2008-11)

Professor J. Smith (2007-10)

Dr S. Verweij (2009-12)

Non-Council Member being paid Office Bearer

Administrative Secretary

Mr J. Archer

Scottish Text Society (Scottish Charity Number SC021308)

Council's Report

The Society was founded in 1882 as an unincorporated association. The most recent constitution is dated 20 March 2007. The Society is recognised by the Inland Revenue as a charity, and is registered with the Office of the Scottish Charity Regulator (OSCR). The affairs of the Society are managed by its Council whose members are elected by those present at the Annual General meeting. Members of Council serve for terms of three years but may be re-elected for further terms without restriction on the number of terms they may serve.

The Members of Council present their report and financial statements for the year to 31 December 2009.

Members of Council as at 31 December 2009

Professor P. Bawcutt (Vice-President)
 Professor G.D. Caie (Vice-President)
 Mr I.C. Cunningham (Honorary Treasurer)
 Professor A.S.G. Edwards
 Professor W. Gillies (to September 2009)
 Professor J.A. Glenn
 Professor R.J. Goldstein
 Dr J. Hadley Williams
 Mr T. van Heijnsbergen
 Dr B. Hillyard
 Professor L.A.J.R. Houwen
 Professor R.J. Lyall (Honorary President)
 Professor A.A. MacDonald (Vice-President)
 Professor J. McGavin
 Professor H.L. MacQueen (Vice-President)
 Dr S. Mapstone (President)
 Dr J. Martin (Minute Secretary)
 Dr R. Purdie
 Dr N. Royan (Editorial Secretary)
 Professor J. Smith
 Dr S. Verweij

Mr J. Archer, Administrative Secretary,
 being paid part-time staff, is not a Member of Council.

Office

25 Buccleuch Place, Edinburgh EH8 9LN

Scottish Text Society (Scottish Charity Number SC021308)

Objects of the Society

The Society is established for charitable objects and purposes only. Its main purpose is to further the study and teaching of Scottish literature, its language and history, particularly by producing editions of original texts.

Principal activity and review of business development

The principal purpose of the Society remains the publishing of editions of original texts. The Society had no new publications in 2009, having brought out three publications in the previous year. However, reprints were published of *The Poems of Walter Kennedy*, edited by Nicole Meier, and *Golagros and Gawane*, edited by Ralph Hanna. Its next publication, as 5th series, vol.8, will be *The Ballad Repertoire of Anna Gordon, Mrs Brown of Falkland* edited by Sigrid Rieuwerts.

In 2006 the Society set up a fund to establish a biennial public lecture in memory of its former President and Honorary President, Professor Angus McIntosh. The second lecture in the series is to be delivered by Dr Caroline Macafee in Edinburgh in March 2010

Statement of Council's responsibilities

Law applicable to charities in Scotland requires the Council to prepare financial statements for each financial year which give a true and fair view of the Society's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, Council should follow best practice, and

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Society will continue in business

Council is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Society, which enable it to ascertain the financial position of the Society, and which enable it to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, and the terms of the Society's constitution. It is also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Scottish Text Society (Scottish Charity Number SC021308)

Council has reviewed the material risks to which the Society is exposed, and systems have been established to mitigate those risks.

Financial Results and Reserves policy

The Society showed an overall surplus of £2,540 for the year (2008: deficit of £8,579). The resultant unrestricted fund of £49,197 remains available for fulfilling the objects of the society, and in particular the publication of editions of original texts. Restricted funds of £3,077 are reserved for the McIntosh lecture.

Council keeps the reserves policy under constant review and considers that minimum reserves of £20,000 are necessary for ensuring the continued work of the Society. The publication of the DVD of *The Chepman and Myllar Prints: Digitised facsimiles with introduction, headnotes, and transcription* in cooperation with the National Library of Scotland was a new venture last year, and other avenues are being actively pursued to widen the scope of the Society's publications.

Independent examination

Under the terms of its constitution, the Society employed Marjory J. B. Williamson, CA, to carry out an independent examination of its accounts.

By order of the Council

Sally Mapstone (signed)

Dr S. Mapstone (President)
Edinburgh 2010

Scottish Text Society (Scottish Charity Number SC021308)**Independent Examiner's Report to the Trustees of the Scottish Text Society**

I report on the accounts of the charity for the year ended 31 December 2009

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 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 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 Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these 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 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:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts 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.

Marjory J. B. Williamson

Non-practising member of the Institute of Chartered Accountants of Scotland
2 Laburnum Road Abronhill Cumbernauld G67 3AB

Signed Marjory J B Williamson
22 March 2010

Scottish Text Society: (Scottish Charity Number SC021308)

Receipts and Payments Account for the year to 31 December 2009

	Notes	Restricted Funds £	Unrestricted Funds £	Total £	2008 £
Receipts					
Subscriptions			6,373	6,373	5,998
Book sales	2		1,577	1,577	3,443
DVD sales			60	60	2,270
Interest		12	171	183	1,862
Donation					500
Total receipts		<u>12</u>	<u>8,181</u>	<u>8,193</u>	<u>14,073</u>
Payments					
Direct charitable expenses					
Publications volumes			3,626	3,626	13,820
DVD production costs	5c				5,907
Boydell and Brewer – charges			85	85	85
Scottish Book Source (final)					65
Scottish Publishers Association sub			201	201	194
			<u>3,912</u>	<u>3,912</u>	<u>20,071</u>
Administrative expenses					
Membership secretary	3		375	375	375
Treasurer's honorarium	3		375	375	375
Administrative expenses	3		929	929	1,094
Independent Examiner Fee			50	50	50
Lecture expenses					687
			<u>1,729</u>	<u>1,729</u>	<u>2,219</u>
Total Payments			<u>5,641</u>	<u>5,641</u>	<u>22,652</u>
Surplus (Deficit) for year		<u>12</u>	<u>2,540</u>	<u>2,552</u>	<u>(8,579)</u>

Scottish Text Society: (Scottish Charity Number SC021308)

Statement of Assets at 31 December 2009

		Notes	£
Monetary assets	Treasurer's account		7,488
	McIntosh Lecture Fund		3,077
	Corporate Investment account		230
	National Savings Investment account		41,083
	Paypal account	5a.	396
			<u>52,274</u>
Funds at 31 December 2009			<u>52,274</u>
Funds at 31 December 2008			49,722
Surplus for year			2,552
Funds at 31 December 2009			<u>52,274</u>

All funds are unrestricted apart from the McIntosh Lecture Fund

Approved by Council Edinburgh 22 March 2010

Signed by order of Council Sally Mapstone (President)

Scottish Text Society: (Scottish Charity Number SC021308)

Notes to the Accounts for the year ended 31 December 2009

1. ACCOUNTING POLICIES**Accounting Convention and Basis of Accounting**

The financial statements are prepared under the historical cost convention as modified for the exclusion of a value for stocks of unsold books and are in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

Taxation

As a Scottish charity recognised by the Inland Revenue under Scottish Charity number SC021308, no charge is required for taxation.

The organisation is not registered for Value Added Tax and accordingly any such tax incurred is included in the expenditure concerned.

Subscriptions

Income in the form of Members' Subscriptions is only recognised when received.

Book Sales

Income from book sales is recognised both when cash is received by the distributor from the customer and the receipt is advised to the Society, and when received by the Society directly from the member.

Allocation of expenditure

Where possible expenditure is allocated to the charitable activity involved, the balance remaining as management and administration.

Publication costs

Costs of production of publications are written off as incurred in the year of publication. Expenditure incurred in advance for future publications is deferred until the year of publication, being treated as a payment in advance until then.

Stocks of publications

The Society and distributors hold stocks of undistributed publications, but, because their costs are written off on publication, no value appears for stocks in the Society's accounts.

Scottish Text Society (Scottish Charity Number SC021308)

Notes to the Accounts for the year ended 31 December 2009 (continued)

2. BOOK SALES

The Society's publications are sold, at an agreed charge, through distributor, Boydell and Brewer Ltd, who are based in Woodbridge in Suffolk.

Income from book sales are recognised in the Society's accounts when received by Boydell and Brewer from the customer and the receipt advised to the Society.

The value of gratis copies is not included in these accounts. The cost of gratis copies is included in the total cost of publications and written off at the time of publishing.

3. EMPLOYMENT AND TRUSTEE COSTS

The Administrative Secretary is a paid Office Bearer and receives an honorarium for his work for the Society, but, if relevant, not as a Trustee.

During the year, the former Treasurer and Membership Secretary, Mr. Aitken was paid £563 for his roles as Treasurer and Membership Secretary from 1 January until 15 September 2008. His successor, Mr. Archer, the new Administrative Secretary was paid £187 for the remainder of the year. Neither Mr. Aitken nor Mr. Archer were members of Council ('Trustees') of the Society during the period under review.

No member of Council - the 'Trustees' - has received an emolument. The only payments to members of Council have been reimbursement of expenses totalling £751 (2008: £607) incurred on behalf of the Society.

4. STOCKS

Boydell and Brewer will print a limited number of volumes when stock of a title is running low, so containing warehousing charges. Of an initial publication run of 500 copies of the DVD, some copies remain and these are held by the distributor at the end of the financial year. Thus the notional value of the Society's stock held is modest, and will remain so.

Council continues to review the net realisable value of all stocks held.

5. MATERIAL ITEMS OF NOTE

- a. Monies paid into the Society's PayPal account are transferred periodically to the main bank account. A balance of £396 was held at the year end.

Scottish Text Society (Scottish Charity Number SC021308)

Notes to the Accounts for the year ended 31 December 2009 (continued)

- b. A donation of £1500 was received in 2006 in memory of Professor Angus McIntosh to finance a biennial memorial lecture. The Trustees contributed an equivalent amount. The proportion of interest earned on the fund is added to the fund each year. The first lecture was held in 2008 at a cost of £687. The second lecture will be held early in 2010.

- c. In 2008 the Society produced the DVD of the Chepman and Myllar prints, published in conjunction with the National Library of Scotland. The Society had agreed to subsidise this latter to a maximum of £6500, the amount paid in the year being £5,907. This is not part of the main series but members were offered a discount on the purchase price until the end of 2008. By arrangement, the National Library of Scotland was permitted to sell copies in its shop at a similar discount.

6. UNRESTRICTED FUNDS

Unrestricted Funds, being surpluses from membership subscriptions, sale of books, and bank interest received, are available to Council to pursue the Society's objectives.