

THE SCOTTISH TEXT SOCIETY
(Scottish Charity Number SC021308)

COUNCIL'S REPORT

AND

FINANCIAL STATEMENTS

for the year ended 31 December 2011

COUNCIL OF THE SCOTTISH TEXT SOCIETY 2011

Honorary President

Professor R.J. Lyall

President

Dr S. Mapstone (2009-12)

Vice-Presidents

Professor G.C. Caie (2009-12)

Professor A.A. MacDonald (2010-13)

Professor H.L. MacQueen (2011-14)

Honorary Treasurer

Mr I.C. Cunningham (2011-14)

Editorial Secretary

Dr N. Royan (2010-13)

Ordinary Members

Professor A.S.G. Edwards (2011-14)

Professor J.A. Glenn (2009-12)

Professor R.J. Goldstein (2011-14)

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

Dr J. Hadley Williams (2010-13)

Dr T. van Heijnsbergen (2010-13)

Dr B. Hillyard (2011-14)

Professor J. McGavin (2011-14)

Dr J. Martin (2011-14)

Professor D.J. Parkinson (co-opted; 2011-14)

Dr R. Purdie (2011-14)

Professor J. Smith (2010-13)

Dr S. Verweij (2009-12)

Non-Council Member being paid Office Bearer

Administrative Secretary

Mr J. Archer

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 2011.

Members of Council as at 31 December 2011

Professor G.D. Caie (Vice-President)
Mr I.C. Cunningham (Honorary Treasurer)
Professor A.S.G. Edwards
Professor J.A. Glenn
Professor R.J. Goldstein
Dr J. Hadley Williams
Dr 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)
Professor D.J. Parkinson
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

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 one publication in 2011: *The Ballad Repertoire of Anna Gordon, Mrs Brown of Falkland*, edited by Sigrid Rieuwerts, as 5th series, vol.8. It is anticipated that there will be several publications in 2012.

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. It is anticipated that the third lecture in the series will be delivered in the autumn of 2012

In July 2011 the Society funded two bursaries of £250 each to enable current editors to take part in a session on Editing for the Scottish Text Society at the 13th International Conference on Medieval and Renaissance Scottish Language and Literature in Padua. The Society hosted a reception at the conference with the aim of promoting the work of the Society and encouraging membership. At that reception the Society also marked the retirement from Council of one of its most distinguished and longest serving members and Vice-Presidents, Professor Priscilla Bawcutt.

The Administrative Secretary has continued to produce newsletters to members, keeping them informed about activities and publications, news of which is also displayed on the Society's website.

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 (as amended), 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.

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 loss of £4,024 for the year 2011 (2010: surplus £2,463). The resultant unrestricted fund of £48,075 remains available for fulfilling the objects of the Society, and in particular the publication of editions of original texts. Restricted funds of £2638 are reserved for the McIntosh lecture. Council keeps the reserves policy under constant review and considers that the minimum reserve of £20,000 is necessary for ensuring the continued work of the Society.

Independent Examination

Under 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 2012

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 2011

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 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 2006Regulations. 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

Date 13 April 2012

Receipts and Payments Account for the year to 31 December 2011

| | Notes | Restricted Funds £ | Unrestricted Funds £ | Total £ | 2010 £ |
|--|-------|--------------------------|----------------------------|----------------|--------------|
| Receipts | | | | | |
| Subscriptions | | | 5,010 | 5,010 | 4,762 |
| Book sales | 2 | | 1,363 | 1,363 | 927 |
| DVD sales | | | 20 | 20 | 0 |
| Interest | | 8 | 128 | 136 | 140 |
| Donation | | | 30 | | 0 |
| Total receipts | | <u>8</u> | <u>6,551</u> | <u>6,559</u> | <u>5,829</u> |
| Payments | | | | | |
| Direct charitable expenses | | | | | |
| Publications volumes | | | 6,541 | 6,541 | 283 |
| Boydell and Brewer – charges | | | 108 | 108 | 85 |
| Scottish Publishers Association subscription | | | | | |
| | | | 210 | 210 | 205 |
| | | | <u>6,859</u> | <u>6,859</u> | <u>573</u> |
| Administrative expenses | | | | | |
| Administrative Secretary's honorarium | 3 | | 750 | 750 | 750 |
| Expenses and administrative costs | 3 | | 2,924 | 2,924 | 1,537 |
| Independent Examiner Fee | | | 50 | 50 | 50 |
| Lecture expenses | | | — | — | 456 |
| | | | <u>3,724</u> | <u>3,724</u> | <u>2,793</u> |
| Total Payments | | | <u>10,583</u> | <u>10,583</u> | <u>3,366</u> |
| Surplus (Deficit) for year | | <u>8</u> | <u>(4,032)</u> | <u>(4,024)</u> | <u>2,463</u> |

Statement of Assets at 31 December 2011

Notes £

Scottish Text Society (Scottish Charity Number SC 021308)

| | | |
|---------------------------|-------------------------------------|---------------|
| Monetary assets | Treasurer's account | 4,177 |
| | McIntosh Lecture Fund | 2,638 |
| | National Savings Investment account | 41,787 |
| | Paypal account | 5a. 85 |
| Prepayments | Prepaid publication costs | 2,026 |
| Funds at 31 December 2011 | | <u>50,713</u> |
| Funds at 31 December 2010 | | 54,737 |
| Deficit for year | | (4,024) |
| Funds at 31 December 2011 | | <u>50,713</u> |

All funds are unrestricted apart from the McIntosh Lecture

Approved by Council Edinburgh 13 April 2012

Signed by order of Council Sally Mapstone

Notes to the Accounts for the year ended 31 December 2011

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 (as amended).

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.

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 work in the respective roles, but, if relevant, not as a Trustee.

Mr. Archer was not a member of Council ('Trustee') 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 incurred on behalf of the Society totalling £1,119 (2010: £826).

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, produced in 2008, some copies remain and 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 £85 was held at the year end.
- b. The second Angus McIntosh lecture was held in 2010 at a cost of £456. The proportion of interest earned on the fund is added to the fund each year

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.

7. SUBSIDIES FOR CONFERENCE ATTENDANCE

In July 2011 the Society funded two bursaries of £250 each to enable current editors to take part in a session on Editing for the Scottish Text Society at the 13th International Conference on Medieval and Renaissance Scottish Language and Literature in Padua. The Society also hosted a reception at the conference with the

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aim of promoting the work of the Society and encouraging membership. The cost of the reception, £638, is included in administrative and general costs.