

UKSG

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Charity number: 1093946

Company number: 4145775

CONNECTING THE KNOWLEDGE COMMUNITY

UKSG

**UKSG**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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UKSG

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

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## Section 1:

### Reference and Administrative Details of the Charity, Its Trustees and Advisers

a) Charity name: UKSG

b) Charity Registration No.: 1093946

Company Registration No.: 4145775

c) Principal and Registered office: Witney Business & Innovation Centre, Windrush House, Windrush Industrial Park, Burford Road , Witney, Oxon OX29 7DX

d) Names of the charity's trustees (who are also directors of the company) on the date the report was approved:

Yann Amouroux (elected 2017)

Andrew Barker (elected 2015; Chair- Second Year)

Joanna Ball (elected 2018)

Dominic Broadhurst (elected 2017)

Colleen Campbell (elected 2018)

Lorraine Estelle (elected 2017)

Adam Gardner (co-opted; Treasurer – Second Year)

Anna Grigson (elected 2019)

Helle Lauridsen (co-opted; Secretary – Second Year)

Ross MacIntyre (elected 2018)

Charlie Rapple (elected 2019)

Katherine Rose (elected 2019)

Sara Roughley Barake (co-opted)

Gareth Smith (co-opted)

Hugh Murphy (co-opted)

Kelly Nicholls (co-opted)

Ola Agboola (co-opted)

Chris Balmforth (co-opted)

e) Names of any others who served as a charity trustee in the financial year in question (i.e. during January to December 2019):

Laura Wilkinson (Resigned 9 April 2019)

f) Staff responsible for day-to-day management:

Bev Acreman (Executive Director – full time)

Samira Koelle (Events Assistant – part-time following maternity leave)

Vicky Drew (Events Executive – part time)

Chris Miller (Accounts Administrator – full time)

Ally Souster (Publications Associate – part time)

Brian Lewis (Digital Marketing – part time, contract)

g) Other relevant organisations:

Bank: The Co-operative Bank plc, 13 New Road, Oxford OX1 1LG

Accountant: The M Group, 4 Witan Way, Witney, Oxfordshire OX28 6FF

Auditor: Just Audit & Assurance Ltd, 37 Market Square, Witney, Oxon OX28 6RE

Solicitor: Blake Morgan LLP, New Kings Court, Tollgate, Chandler's Ford, Eastleigh SO53 3LG

## Section 2:

### Structure, Governance and Management Public Benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### Governing Document

UKSG is a company limited by guarantee and not having a share capital. It was incorporated on 23 January 2001 and is governed by its Memorandum and Articles of Association, which were updated and formally adopted in 2010. UKSG has been registered as a charity with the Charity Commission since 26 September 2002.

UKSG is a professional interest group for the information resources community. The objects for which the company was established are laid out in the Memorandum as:

The advancement of education in the art and science of librarianship and data recall with particular reference to the management and classification of serials and similar periodicals, both nationally and internationally, and the conduct of research into the said subject, and to publish the useful results of such research.

Membership of the organisation is obtained by application to the Executive Director. Most members are corporate/institutional but there are a few memberships held by individuals. At December 31<sup>st</sup> 2019, there were 462 members (468 in 2018) each of whom will have been requested to agree to contribute £1 in the event of the charity being wound up. UKSG does not act as an industry pressure group, its main strength being perceived as its unique function of bringing together all parties in the scholarly information communication chain.

### Organisational Structure

The Board of Trustees, which is made up of a maximum of 18 members, administers the charity:

- Three Honorary Officers - Chair, Treasurer and Honorary Secretary
- Nine Elected Members
- Up to six co-options, appointed by the Board. Co-option is an optional process which assists with balancing the mix of representation from the various sectors of the information resources industry.

There are four Board meetings per year, one of which is dedicated to planning the organisation's annual conference for the following year. Subcommittees are in place to cover Education, Insights, Outreach and Engagement and Research & Innovation. Chairs of these subcommittees are elected from within the Board and are currently:

- Chair of the Education Subcommittee: Anna Grigson
- Chair of the Insights Editorial Board: Joanna Ball
- Chair of the Outreach and Engagement Subcommittee: Yann Amouroux and Sarah Roughley
- Chair of the Research and Innovation Committee: Dominic Broadhurst

Staff Structure: all staff report in to Bev Acreman, whose appointment as Executive Director was confirmed in 2019. Vicky Drew was confirmed as a permanent appointment in May 2019.

The organisation relies on bought-in services for the editing and hosting of Insights, production of UKSG eNews (the fortnightly electronic newsletter for members), and for attracting advertising and sponsorship revenue in connection with UKSG eNews and the annual conference.

### Recruitment and Appointment of Trustees

Each year all members of UKSG are invited to submit one candidate to stand for election to the Board of Trustees. The relevant information, which includes a fact sheet about the responsibilities of Trustees, is posted to our website and the link emailed to members, together with details of the organisation's AGM, which is always held at the annual conference and at which the newly elected Board members are formally announced. Potential candidates are also discussed at meetings of the Board and on occasion a direct approach will be made to someone who the Board considers will bring to the organisation a particularly

valuable range of knowledge, experience or expertise. All members of UKSG are encouraged to cast their votes to elect Board members, a process now conducted securely online, and it is expected that those elected will have been selected for their knowledge of, enthusiasm for and commitment to the information resources industry.

#### Trustee Induction and Training

All those on the Board will be working within a sector of the information resources industry, be it in libraries, publishing, intermediate services, database provision, system design or consultancy, and should therefore be well equipped with a good understanding of the general environment in which UKSG operates.

New trustees benefit from a period of informal mentoring from an existing Board member, and there are formal induction guidelines which are intended to help new trustees to feel welcomed, to understand the proactive culture of UKSG, and to be able to make a positive contribution to the work of the organisation quickly and effectively.

Trustees are provided with the minutes of the Board meetings held during the previous year, as well as useful reference material from the Charity Commission about the duties of Trustees. Apart from attending Board meetings, all Trustees are actively encouraged to become involved in one or more of UKSG's standard activities, for example sitting on one of the subcommittees or being involved in the planning of major events.

#### Decision Making

Significant items that have an impact on UKSG's governance, budget, overall mission and annual conference are always discussed at a meeting of the full Board of Trustees and, wherever possible, a decision is made based on an overall consensus. With a Board that is highly representative of the membership in terms of the different sectors represented, the Trustees are confident that major decisions are taken with the interests of the full membership as its prime focus.

Changes to the Memorandum and Articles of Association are presented to the membership at the Annual General Meeting for discussion and approval. The annual subscription rates for members are also presented to the AGM and approved by those in attendance.

New ideas and developments that are discussed at any of the subcommittee meetings and which are likely to have an impact on any of the factors mentioned in the first paragraph of this section are always referred to the main Board of Trustees for consideration and approval.

The strategic goals are detailed in the objectives and mission on the UKSG website and reflect the feedback from UKSG members and others, in addition to informing the organisation's priorities over the next few years. (See also Sections 3, 4 and 6.)

A Remuneration Subcommittee, comprising the Chair, Treasurer and Honorary Secretary, meets once a year to consider the performance and salaries of the organisation's employees and to approve any changes that are felt necessary.

#### Risk Management

UKSG reviews annually its Risk Management Policy. The associated Risk Register, managed by the Secretary, itemises the major areas of risk facing the organisation in fulfilling its charitable aims. Each risk is accorded a priority rating, based on the likelihood of occurrence and the severity of impact. The

appropriate management responsibility and a brief description of how UKSG attempts to mitigate each risk are detailed. The retained net risk is listed, together with any further action required, and a date for review.

Each subcommittee also reviews on a regular basis the risks associated with its area of work, with new risks added when the organisation moves into new areas of activity, and risks that have become irrelevant removed.

Where appropriate, the financial risk is quantified. The single biggest risk remains the funds committed to UKSG's Annual Conference ahead of the event. The appropriate insurances are in place to cover this risk and others that UKSG could potentially face. In addition, the organisation aims to retain a sum of money in reserve to cover one year's operating costs.

#### The Impact of COVID-19 on our charitable activities

While not impacting on our 2019 numbers, the recent pandemic has had a major impact on the expected outturn for 2020. At the end of March 2020 we made the decision to cancel our Annual Conference which is the major driver of revenue for the charity. As a result, our projected income was revised downward from £762.7K to £146.5K and our projected result from a surplus of £82.8K to a deficit of £297.7K.

We have been protected somewhat by strong levels of cash in the bank, and from our members donating their conference fees (£38K at the time of writing), or rolling them over to next year's annual conference (£110K at the time of writing), money which has been ring-fenced into a deposit account for release when bookings open for the 2021 Annual Conference later this year.

We have also moved our Spring Seminar programme to Autumn and are looking at ways of delivering them electronically if required.

## Section 3:

### Objectives and Activities

The mission of UKSG is: 'To connect the knowledge community and encourage the exchange of ideas on scholarly communication. In a dynamic environment, UKSG works to:

- facilitate community integration, networking, discussion and exchange of ideas
- improve members' knowledge of the scholarly information sector and support skills development
- stimulate research and collaborative initiatives, encourage innovation and promote standards for good practice
- disseminate news, information and publications, and raise awareness of services that support the scholarly information sector.

Following a wide-ranging member survey and strategic discussions amongst staff and committee members, we reaffirmed the values of UKSG in 2016 as:

- cross-community involvement and parity/equality
- analysis rather than advocacy

- objective facilitation.

#### Research and Innovation sub-committee

Facilitating research and innovation is a key theme and activity area for UKSG and we have often been at the heart of collaborative research initiatives which have developed solutions to industry- wide issues and promoted standards for best practice. In 2019 we reasserted our commitment to research activities through the re-configuring of the Research and Innovation sub-committee into a smaller, more agile working group. The group is currently developing a series of initiatives.

The sub-committee aims to:

- stimulate research and collaborative initiatives
- encourage innovation
- promote standards for best practice
- instigate projects to research or develop new solutions

In particular, the research undertaken should facilitate an efficient information chain and a better information experience. In many cases, the work initiated by UKSG is developed and implemented by other industry bodies.

In 2019 the Research and Innovation Sub-committee instigated the following actions

#### 1. Sponsored conference award

Candidates had to write a submission stating how attending their chosen conference would have a positive impact on their career. The winner, Amy Stubbing, attended ALA conference in June 2019. Significant social media presence and reach was achieved using hashtag #uksgatala. Amy also undertook a series of video diaries and tweeted extensively during her time there, and afterwards wrote for our website and newsletter. Amy has subsequently been announced as the President-elect for SLA Europe (Special Library Association).

#### 2. White Paper Series

Following consultation with main committee it was decided to postpone this and review potential activity to 2020 with a view to possibly revisiting this.

#### 3. Innovation awards

We recently announced the winners of these awards. Working with the Society of Young Publishers and the New Librarians Professional Network the UKSG innovation award offers financial support to new professionals to develop ideas and proposals for the wider benefit of our sector. For 2019/20 we have, following an open competition, offered 5 awards totalling £4,000. These are divided between the publisher and librarian sectors with one award per sector. Underpinning the awards are four key elements;

- \* To offer tangible support for new professionals in the scholarly communications sector
- \* To develop “start- up” ideas and concepts which offer a range of benefits to the community
- \* To demonstrate UKSG’s commitment to new professionals and innovation within our sector
- \* To increase and promote diversity and inclusion in our sector



The four winners of these awards are:

**Publisher - General Award: Tony Xu - STEM Fellowship**

<http://rabbitholeofknowledge.com/>

Promotion and dissemination of the "Rabbit Hole of Knowledge" tool to lower the barrier to entry into academic literature.

The Rabbit Hole of Knowledge is a starting point to finding original scholarly publications and consequently, encourage students to engage with libraries as active learning spaces in which they can develop their own enquiries and follow their own learning path. Initial work will start in Canada.

**Publisher - Diversity Awards:**

**Emily Bird - Taylor & Francis**

Development of a scheme whereby young people from traditionally underrepresented groups are invited to learn about the sector, inviting all academic publishers to participate. Publishers would sponsor and host groups for a day of education and discussion around academic publishing, showcasing the different roles available and the skills needed in the various entry level roles.

**Sotiria Kal - UCL Publishing Graduate**

To develop a proposal to track and investigate the career trajectories of the BAME people entering BAME-only internship schemes, BAME-only writing prizes and the networks revolving around BAME in publishing which have been established. This will include a standardized feedback procedure that will help the participating publishers to improve their introductory BAME schemes and, at the same time, understand their effectiveness towards change.

**Librarian - General Award**

**Hannah Boroudjou and Claire Delahunty - London School of Economics**

Establishment of a career development-focused network for early career librarians in London and the South East of England. This network will be primarily focused on providing career development opportunities by facilitating meetings between peers, the exploration of ideas and career paths and engagement with senior members of the profession.

**Librarian - Diversity Award**

**Jennifer Bayjoo - University of Salford & DILON (Diversity in Libraries of the North)**

Development of an engagement plan with library schools to support a two-stage process of engagement, reaching out to emerging BAME library workers and seeking to educate the library student community.

DILON plans to create packs to send to the list of CILIP accredited courses, containing information about issues surrounding ethnic diversity in the profession and the resources available to them, including UKSG.

DILON will also identify links with the library schools and local DILON members so that a BAME librarian can go in to a cohort and give a presentation, talk, or answer questions the students may have.

#### Outreach & Engagement sub-committee

Parallel to the reconfiguring of the Research and Innovation group, the newly created Outreach & Engagement sub-committee focuses on looking after UKSG members and their interests, to ensure we raise awareness of UKSG activities and member benefits.

The Outreach and Engagement Committee is in its second year and has started delivering tangible benefits to UKSG as a whole.

There have been some slight changes in the composition of the Committee since its inception, notably a reduction in its number from 19 to 15, but the current spread of members is still representative of the UKSG profile with a committee made up of four publishers, six librarians, and three intermediaries (as of December 2019).

The committee meets in person and virtually three times per year and virtually to discuss ongoing projects. Key areas of development are expanding promotion of the students and early career professionals award for attendance at UKSG, and the Merriman Award which offers expenses paid attendance to both UKSG and NASIG, expansion of the student roadshows to embed UKSG's work in the curriculum of library and publishing courses through a series of workshops and webinars, and the mapping of UKSG membership so we can better understand their needs. The group is also working on a UKSG elevator pitch to help explain the important work the organisation carries out, as well as recruiting UKSG champions in member organisations who can act as a conduit to disseminate UKSG events and opportunities and provide feedback to us from their colleagues.

Sarah Roughley Barake from the University of Liverpool joined as Co-Chair in 2019.

#### Education and Events Subcommittee

In addition to the Annual and One-Day Conferences, the work of the Education and Events Subcommittee is central to UKSG's objectives of encouraging professional awareness and realising public benefit by providing a programme of affordable seminars and workshops, some of which are located in the regional centres of the UK and Ireland, as well as in London.

The events vary from introductory level seminars aimed at those new to the information community, to intermediate and advanced seminars and workshops on specific themes for those who wish to further their professional development. The Subcommittee continues to consider new themes for seminars, in response to demand from both members and non-members. Although the landscape for staff development in terms of both budget and available staff time continues to be challenging, we have seen an increase in the numbers of delegates registering for our events in 2019. Further details of events run in 2019 are outlined in Section 4. The group continues to actively capture and reflect on feedback following events and it uses this information to inform future decisions concerning course development and planning.

UKSG is also aware of the requirements of its membership beyond the UK and the difficulties of meeting their training needs and a freely available webinar series continues to attract high numbers of registrations from both within and beyond the UK. The Webinar Officer develops a programme of online events on a range of professional topics, working in conjunction with the members of other UKSG Subcommittees to gather ideas for topics and speakers. The Events Assistant leads the organisation of, and technical support

for, the webinar programme. The registration process continues to help the Webinar Officer understand the profile of webinar participants and inform future webinar planning.

### Insights

The journal's aim is to disseminate news, information and publications, and raise awareness of services that support the scholarly information sector. Insights is peer-reviewed, open access and offers a mix of research articles, case studies, commentaries and opinion pieces.

The journal is managed by the *Insights* Editorial Board. The 2019 members of the Board are Bev Acreman (UKSG), Daniel Albertsson (Swedish University of Agricultural Sciences - SLU), Rick Anderson (University of Utah), Helen Dobson (University of Manchester), Jessica Edwards (Gale Cengage), Jill Emery (Portland State), Victoria Gardner (Taylor & Francis), Roy Kaufman (Copyright Clearance Center), Charlie Rapple (Kudos) and Graham Stone (Jisc). The Board is keen to extend membership to groups currently under-represented, and invited Lucy Sinclair (Royal College of Surgeons) as an early career librarian, and Rosie Higman (University of Sheffield) as a student member, to join in July 2019.

Joanna Ball (Royal Danish Library) is in her second year as Chair of the Editorial Board, and Lorraine Estelle (COUNTER) and Steve Sharp (Sheffield Hallam University) are now in their ninth year as joint editors of Insights.

*Insights* has now completed its second year of continuous publication, with 32 articles published during the course of 2019 on a wide range of topics from authors across the sector. Moving to continuous publication has enabled a more strategic approach, including the publication in February 2019 of our first Special Collection on the subject of Gold Open Access Post Finch. The highlight of the collection was a research article by Rob Johnson on the topic of Plan S and the future of scholarly communications, which has already been downloaded over 2,500 times.

Throughout 2019, we continued our two-year pilot partnership with Kudos, a cloud-based toolkit to help authors of scholarly content explain and share their publications with the aim of broadening reach and impact.

We continued to work closely with Ubiquity, our platform provider in 2019 to make improvements to the service.

### UKSG eNews

The UKSG eNews member newsletter is published every two weeks and provides up-to-the-minute news of current issues and developments within the global knowledge community, sent to more than 2,100 member contacts.

The issues include an editorial, UKSG news, industry news and company news.

## Section 4:

### Achievement and performance

Andrew Barker is now in his second year as chair having been elected in 2018.

The process for electing members to the committee for 2019/20 saw 19 people stand for election. Voting was once again conducted through a secure online system in advance of the AGM, with the turnout of members increasing from 133 votes to 165 out of an electorate of 408 (those members with Authorised Representatives) = 40.4% (36.3% in 2018/2019).

The appointment of three successful candidates was bolstered by eight selective co-options to provide a balance of representation of the different UKSG main 'stakeholder' groups/communities: Libraries, Publishers, and Intermediaries.

#### Conferences held in 2019

April 8-10 42nd UKSG Annual Conference and Exhibition: Telford

Nov 13 UKSG One-Day Conference - " Shifting power centres in scholarly communications": London (a joint initiative with ALPSP)

We had 372 organisations across 26 countries for our Annual Conference with nearly 1,000 delegates attended these two events.

#### Seminars and training events held in 2019

We ran five one-day seminars run during 2019, attended by 175 delegates:

- June 2019, Introduction to E-Resources (Manchester), 18 delegates
- June 2019, Resource Discovery and Delivery (London), 40 delegates
- September 2019, Licensing Skills (London), 37 delegates
- October 2019, Usage Statistics for Decision-making (London), 46 delegates
- December 2019, Financial Planning for Librarians (London), 34 delegates

#### Webinars held in 2019

We ran two webinars in 2019. Those that had registered were able to either attend the live webinar or watch a recording at a later date:

- October 2019, Working with Open Access, presented by Rebecca Evans (SAGE Publishing) and Claire Sewell (University of Cambridge)
- November 2019, Better together: building services for public good on top of content from the global network of open repositories, presented by Petr Knoth and Nancy Pontika (CORE)

#### Membership Support & Member Inclusion

UKSG continues to offer a wide range of benefits to its members, for example:

- UKSG eNews – a fortnightly round-up of our own news, plus that of our members and others in the sector, with guest editorials – sent to over 2,100 member contacts
- free attendance to our webinar programme
- discounted rates for UKSG seminars and events including the annual conference
- free student workshops
- awards and bursaries to support attendance at various UKSG events.

Income received from membership fees and events is used responsibly by UKSG in its not-for-profit capacity for the benefit of the wider knowledge community and future generations of professionals working in scholarly communications. Still proving popular and well attended, the programme of webinars has continued to be run free of charge for everyone in the community.

The Outreach and Engagement sub-committee is set to address the need for UKSG to increase its connections with its own community.

We have seen with other membership-based organisations similar to UKSG that they can become a little detached from their membership, losing that link between what is important at Main Committee level and what its membership actually would like to see happening. This however has not been the case with UKSG so far - but it was felt that UKSG could do better to ensure it was serving its extensive and varied profile of member types that are engaged with UKSG. For example, we would want to actively encourage more early career professionals to be involved, see more participation from Further Education institutions to name but two immediate objectives of the committee. To do this we offer sponsored or free places to many of our events, with 13 places taken up in 2019.

The committee is mixed with representatives from libraries, publishing houses, vendors and FE librarians and led by Yann Amouroux and Sarah Roughley Barake both Main Committee members.

### Member Inclusion

*To improve members' knowledge of the scholarly information sector and support skills development*

We continued to run a series of one-day seminar events throughout 2019. In June we ran a comprehensively revised version of the Resource Discovery and Delivery seminar in London, as well as delivering the popular entry-level 'Introduction to E-resources' seminar in Manchester. Later in the year we also re-ran the popular Usage Statistics for Decision-making seminar, following a sell-out event in 2018. Average attendance across the seminar series increased in 2019, and we continue to receive positive feedback from delegates:

*"It was a really excellent session: the presentations were really interesting and prompted some thought-provoking questions. I came away with many ideas to pursue."* Delegate feedback from 'Usage Statistics for Decision-making' seminar, October 2019

UKSG continued to offer a programme of webinars in 2019 which allowed us to engage with our members both in the UK and internationally. Sessions aim to cater for all levels, running more practical and information-delivering sessions alongside opinion pieces, and providing a way for practitioners to keep up with new topics. As well as listening in live, registrants can listen to a recording of the session later, giving the opportunity to reach an audience regardless of time zone. In 2019 we appointed a new Webinar Officer, Sarah Pittaway (University of Worcester), who will be redeveloping the webinar programme and expanding the number of webinars in 2020.

## To facilitate community integration, networking, discussion and exchange of ideas

### *Annual Conference*

The principle means of fulfilling this aim, and a core activity for UKSG, is the Annual Conference, which in 2019 was held at Telford, a new venue for us. Attendance levels were slightly lower than previously with a total of 840 international delegates from across the community.

The annual conference provides perspectives from all sectors of the scholarly information community, which is a unique and highly valued feature of this event. An open call for topics and speakers resulted in 126 suggestions being received in May 2019, which were then blind scored and carefully shaped into a programme for 2020 by the Main Committee.

In our 2019 event, 213 of delegates were first timers. Overall, 84% of delegates rated the conference as Excellent or Very Good.

One delegate commented:

*“Interesting and thought proving as always. I had a great time in Telford and I hope to be back in Brighton next year!”*

The conference includes actions which support UKSG's core mission to facilitate networking and the exchange of ideas, and which are aligned with the association's charitable remit, including a number of existing conference awards which allow students and early career professionals to attend with all expenses paid.

Membership benefits remain substantial in terms of discounted attendance at events (free in the case of the UKSG Forum which will be re-instated in 2020), communications and more.

Previously we have reported that UKSG will embark on greater involvement and inclusion, both of a wider spread of our community and of more people within current member organisations. To that end, we continually monitor and review pricing for events and we have continued our series of webinars that enable greater inclusion, particularly for international members.

We are also founder members and on the steering committee for C4Disc – Coalition for Diversity and Inclusion in Scholarly Communication and Think.Check.Submit where we actively promote their education programme aimed at helping researchers find the best outlets for their work.

The remainder of this section gives more details on activities in particular areas.

## To facilitate community integration, networking, discussion and exchange of ideas

The Ninth Joint UKSG/NASIG John Merriman Award was granted to two professionals in non-managerial positions relating to the management of e-resources, allowing them to visit the UKSG Annual Conference and that of our sister organisation, NASIG, in the US.

Katherine Stephan, Liverpool John Moores University was the UKSG winner and Sara K Hills, St Edward's University Austin, Texas was the NASIG winner and they wrote on the topic *“What is the biggest challenge facing you in your current job and how, in an ideal world, would you address it?”* providing a paragraph describing what they hoped to achieve by attending the UKSG and NASIG conference.

UKSG is grateful to its Merriman Award sponsor, member Taylor & Francis Group, which continues to make a generous contribution toward the costs of travel, accommodation and associated expenses for the UK winner.

## To improve members' knowledge of the scholarly information sector and support skills development

Our wide range of seminars and webinars saw increases in attendance in 2019 due to an overhaul of their content and the processes for marketing them. We saw good usage of the articles within *Insights* and are constantly reviewing the make-up of our output in this area.

*Thank you for a really enjoyable and well run conference, I got a lot out of it :)*

*I am already keen to come again in 2020.*

*I thought it was a really well balanced conference this year and included lots of thought provoking sessions, with a mixture of immediately practical information (eg around Counter 5 and Plan S) plus some 'bigger picture' themes that will lead to further exploration back at my institution.*

*I thought the overall standard was excellent this year - I learnt something from all of them and they were all thought provoking in a variety of ways*

## Marketing

Our social media presence continues to grow and have impact. The UKSG LinkedIn group has 310 followers, and our Facebook group has 540 followers. Twitter (5,505 followers) is particularly active and is very busy during the big events with both commentary and practical information which benefits absent colleagues as well as those attending. We continue to use IET.tv event webcast for broadcasting the plenary sessions of the annual conference, an event app, and SlideShare for post-event content. We have also been utilising Twitter to promote individual articles published within Insights to great effect.

We continue to run surveys following each event to ensure that we are meeting member needs and take any ideas for future activities into consideration. Survey data shows satisfaction is consistently high.

## Membership Support and Marketing

Marketing activities will continue to support UKSG's main areas of work defined by Education, Insights, Outreach and events, in particular the Annual Conference, One-Day Conference and UKSG Forum. They will also focus on priorities identified by the Main Committee such as:

- communications that reflect the inclusive, dynamic nature of UKSG and its unique role within the knowledge community
- engaging more with our members and publicising member benefits - for example, developments to our members-only newsletter, UKSG eNews
- a gap analysis to try to encourage new memberships among those organisations that are not UKSG members but that regularly make use of UKSG events and webinars.

## Section 5

### Financial Review Year end overview

The financial plan for 2019 was for continued prudence and cost control following three consecutive years of deficit. We had a very clear goal of returning a surplus and beginning to replenish our cash reserves, and to do that we had pledged to consolidate our activities and focus on the basics.

The Annual Conference remains our largest income generator and also our largest area of risk, and in 2019 we visited Telford for the first time. This had been booked and planned many years in advance, but worked well for us in a consolidation year as the event costs were considerably lower than in previous years. Although the event income was down this year (see discussion elsewhere) the cost savings were greater and we improved our surplus by 14% on the prior year.

Similarly the One Day Conference broke new ground in 2019 as it was run jointly with ALPSP on a profit share arrangement. The event was a resounding success both practically and financially, and we retained a significant surplus even after sharing the proceeds with ALPSP.

Financial prudence extended to a review of our bank accounts in order to ensure our security in the event of the banks' failure and also to avail ourselves of better interest rates on savings. This was achieved in the second half of the year and we are now benefiting from more favourable rates across multiple accounts.

The year end accounts for 2019 show a surplus of £104K, which surely brings to an end the period of financial stress we have endured in recent years. Our retained surplus at the bank has also grown by 30% to £782K,

Adam Gardner steps down from the position of Treasurer this year happy that UKSG has been restored to a position of financial stability. This has been achieved by tremendous hard work by the permanent staff, and puts UKSG in a strong position to grow and serve its members in the future. We look forward to a continued healthy financial position, as we enter 2020 with impressive plans for our activities and the resources to support them.

## Section 6:

### Future Plans

UKSG is fortunate to be able to rely on so many willing volunteers, as well as on the dedication of its paid staff – Bev Acreman, UKSG Executive Director (Interim Executive Director to August 2019, permanent Executive Director from August 2019), Vicky Drew (Events Executive), Samira Koelle (Events Assistant), Brian Lewis (Digital Communications Associate), Chris Miller (Accounts Administrator), Ally Souster (Publications Associate), and others, notably Catherine Jamieson, Elaine Koster and Karen Sadler who carry out specialised tasks for the group.

Following on from a governance structures review throughout 2019, and following the adoption of revised Articles of Association, in 2020, we will embed a new governance structure, this will include

- Creation of a new Board of Trustees to replace the previous Main Committee to focus on governance and strategy
- Creation of a new Conference Planning sub-committee to take a strategic and planned approach to UKSG conference planning
- Replacement of the Secretary role with an elected Vice-Chair who will serve a two-year term before becoming Chair
- Recruitment of a new Publications Associate following the retirement of Ally Souster
- Recruitment of a new Events Assistant following the resignation of Samira Koelle

*To facilitate community integration, networking, discussion and exchange of ideas*

The coming year's Annual Conference will be held at the Brighton Centre from 30<sup>th</sup> March -1st April 2020. The sustainability of the organisation depends on the maintenance of a successful conference, required to support its other research and educational commitments, and this must be balanced over several years, given the varying costs associated with different venues. In 2021, we will return to the Harrogate



Convention Centre, ahead of considering new approaches to selecting conference venues to ensure we get value for money for the organisation and its members.

*To improve members' knowledge of the scholarly information sector and support skills development*

For 2020 the Education and Events Subcommittee plans to:

- run a programme of seven more one-day seminars on a range of topics, including those events that have been successful in the past.
- devise and run a new event covering intermediate open access issues, to include transformative deals.
- continue to actively review the viability of events including marketing, locations, and programmes so that they fit as closely as possible the requirements of potential delegates and mitigate any risks for UKSG.

For 2020 the Insights Editorial Board plans to:

- publish a new *Insights* special collection on metadata
- develop a series of targeted marketing action plans for new professionals, Library and Publisher 'School' students and academics, Further Education librarians, and the international community.

For 2020 the Outreach and Engagement Subcommittee plans to:

- create a registry of volunteer speakers to attend student roadshows and other UKSG events.
- revamp student roadshows and exploring the potential of using webinars to connect with international library schools.

## Section 7:

### Audit

The audit of the 2019 accounts was successfully completed by Just Audit & Assurance Ltd, who are pleased to continue as auditors for the year ended 31 December 2020.

## Section 8:

### Statement of Trustees' Responsibilities

The charity trustees (who are also the directors of UKSG for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including the net income or expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- observe the methods and principles in the Charities SORP
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements

- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Statement as to disclosure to our auditors**

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have each taken all steps that they are obliged to take as a director to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

By order of the Board of Trustees

A handwritten signature in black ink, appearing to read 'A C Barker', written over a horizontal line.

A C Barker

Chair:

Date: 24 April 2020

## Independent Auditors' Report to the members of UKSG

### Opinion

We have audited the financial statements of UKSG for the year ended 31 December 2019, which comprise the Statement of Financial Activities, Balance Sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company, the Charitable Company's members as a body, and the Charitable Company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report.

We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard as applied to public interest entities, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.; or
- the charity has not kept sufficient accounting records; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

## Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement (set out on pages 15-16), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

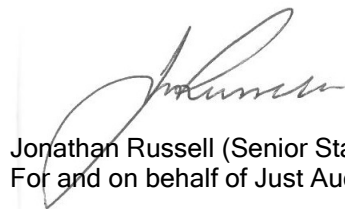
## Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Jonathan Russell (Senior Statutory Auditor)  
For and on behalf of Just Audit & Assurance Ltd, Statutory Auditor

37 Market Square  
Witney  
Oxfordshire  
OX28 6RE

Date: 27th April 2020

## UKSG

**STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2019 £	Total Funds 2018 £
<b>INCOME</b>					
Income from charitable activities	4	-	692,166	692,166	715,382
Income from generated funds: Investment income	4	-	3,273	3,273	1,513
<b>Total income</b>	<b>4</b>	<b>-</b>	<b>695,439</b>	<b>695,439</b>	<b>716,895</b>
<b>EXPENDITURE</b>					
Charitable activities	5	-	573,786	573,786	764,091
Governance costs	5	-	18,074	18,074	27,924
<b>Total expenditure</b>	<b>5</b>	<b>-</b>	<b>591,860</b>	<b>591,860</b>	<b>792,015</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>-</b>	<b>103,579</b>	<b>103,579</b>	<b>(75,120)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	15	-	441,178	441,178	516,298
Total funds carried forward	15	-	544,757	544,757	441,178

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

## UKSG

**BALANCE SHEET  
AS AT 31 DECEMBER 2019**

	Notes	2019 £	2018 £
<b>CURRENT ASSETS</b>			
Debtors	9	157,567	138,754
Cash at bank and in hand		782,067	515,655
		<u>939,634</u>	<u>654,409</u>
<b>CREDITORS:</b> Amounts falling due within one year	10	394,877	213,231
		<u>544,757</u>	<u>441,178</u>
<b>NET CURRENT ASSETS</b>		<u>544,757</u>	<u>441,178</u>
<b>NET ASSETS</b>		<u><u>544,757</u></u>	<u><u>441,178</u></u>
<b>FUNDS OF THE CHARITY:</b>			
Unrestricted income funds	14	544,757	441,178
Restricted income funds	14	-	-
		<u>544,757</u>	<u>441,178</u>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard 102 Section 1A smaller entities.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of the board of trustees



Andrew Barker  
Trustee - Chair

Date approved by the board: 24 April 2020

**UKSG****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**1 GENERAL INFORMATION**

UKSG is a registered charity and company limited by guarantee incorporated in England and Wales. Its registered office and principal office is:

Windrush House  
Windrush Park  
Burford Road  
Oxon  
OX29 7DX

The financial statements are presented in Sterling, which is the functional currency of the charity.

The charity has no share capital and in the event of winding-up each member is limited to £1.

The charity is a public benefit entity.

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****Basis of preparation of the financial statements**

These financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard 102 Section 1A smaller entities, Financial Reporting Standard 102 Section 1A smaller entities 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' ("FRS 102"), the Companies Act 2006 and the Charities Act 2011.

**Going concern**

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity. Ample reserves are held to meet the minimum funding obligations.

However, we wish to draw attention to the impact that COVID-19 is expected to have against the Charity's performance within the following year, see note 13.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2 STATEMENT OF ACCOUNTING POLICIES (continued...)****Incoming resources***Charitable trading activities*

Income from conference and seminar event admission charges is included in incoming resources in the period in which the relevant event takes place.

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

*Interest receivable*

Interest is included when receivable by the charity.

**Expenditure**

All expenditure is recognised when a liability is incurred and has been classified under headings that aggregate all costs related to that heading. They are included in the Statement of Financial Activities on an accruals basis, exclusive of VAT.

Costs of charitable activities are expenses directly incurred in achieving the objectives of the charity.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

**Tangible fixed assets**

Tangible fixed assets are not capitalised and are instead written off through the income and expenditure account.

**UKSG****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2 STATEMENT OF ACCOUNTING POLICIES (continued...)****Financial instruments**

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets are measured at cost and are assessed at the end of each reporting period for objective evidence of impairment. Where objective evidence of impairment is found, an impairment loss is recognised in the statement of financial activities.

The impairment loss for financial assets measured at cost is measured as the difference between an asset's carrying amount and the best estimate, which is an approximation, of the amount that the charity would receive for the asset if it were to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the balance sheet when there is an enforceable right to set off the recognised amount and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**Debtors**

Short term debtors are measured at transaction price, less any impairment.

**Creditors**

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and subsequently at amortised cost.

**Funds**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

Designated funds are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

**UKSG****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2 STATEMENT OF ACCOUNTING POLICIES (continued...)****Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Defined contribution pension obligation**

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

**3 CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS**

No significant accounting estimates and judgements have had to be made by the directors in preparing these financial statements.

## UKSG

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**
**4 INCOMING RESOURCES**

The incoming resources included on page 1 consist of the following sources of income:

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2019 Total</b>	<b>2018 Total</b>
<b>Income from Charitable Activities</b>				
Conference and seminar fees	-	634,646	634,646	658,100
Subscriptions	-	55,422	55,422	54,325
Other income	-	2,098	2,098	2,957
	-	692,166	692,166	715,382
<b>Investment Income</b>				
Interest received	-	3,273	3,273	1,513
<b>Total Income</b>	-	695,439	695,439	716,895

**5 EXPENDITURE**

The resources expended included on page 1 consist of the following sources of expenditure:

	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>2019 Total £</b>	<b>2018 Total £</b>
<b>Charitable activities</b>				
Conference expenditure	-	281,175	281,175	355,775
Seminars expenditure	-	36,706	36,706	39,741
Administration	-	255,905	255,905	368,575
	-	573,786	573,786	764,091
<b>Governance costs</b>				
Audit of the financial statements	-	1,829	1,829	1,325
Accountancy costs	-	5,379	5,379	5,090
Committee expenses	-	10,866	10,866	21,509
	-	18,074	18,074	27,924
<b>Total expenditure</b>	-	591,860	591,860	792,015

**UKSG****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019****6 EMPLOYEES**

The average number of persons employed by the charity during the year was:

	<b>2019</b>	<b>2018</b>
Average number of employees	6	9

**7 STAFF COSTS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Staff costs during the year amounted to:		
Salaries	149,441	217,832
Employer's National Insurance contributions	10,607	20,553
Pension costs	7,237	9,079
	<u>167,285</u>	<u>247,464</u>

No trustees received any remuneration during the year or received any other benefits from an employment with the charity or a related entity.

General unpaid volunteers are also used as part of the numerous committees which help with the running of the charity.

12 (2018 - 16) trustees were reimbursed for travel and accommodation costs, totalling £5,861 (2018 £11,951).

One member of staff earned in excess of £60,000 during the year (2018:one).

**UKSG****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019****8 RELATED PARTY TRANSACTIONS**

During the year there have been no related party transactions in the reporting period that require disclosure.

**9 DEBTORS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade debtors	115,861	62,196
Prepayments and accrued income	41,706	76,558
	<u>157,567</u>	<u>138,754</u>

**10 CREDITORS: amounts falling due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade creditors	390	3,952
Taxation and social security	55,935	32,695
Accruals	9,825	-
Deferred income	328,472	176,584
Other creditors	255	-
	<u>394,877</u>	<u>213,231</u>

**11 DEFERRED INCOME**

The provision for deferred income of £328,472 relates to 2020 income received in advance during 2019. In the accounts for the year ended 31 December 2018 £176,584 was deferred and has been released in the current year.

**12 COMMITMENTS**

Amounts falling due next year under licences for land and buildings:	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Expiring in less than one year	9,840	9,840
	<u>9,840</u>	<u>9,840</u>

## UKSG

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**
**13 MATERIAL UNCERTAINTY: COVID-19**

Subsequent to the year end and further to the escalation of the Coronavirus pandemic the decision was taken to cancel the 2020 conference and as such the projected income stream was revised downwards from £762,716 to £146,547, consequent to which the forecast result for 2020 is predicted to be a deficit of £297,706. The impact of the pandemic is expected to impinge upon the reserves of the Charity as set out below but not its ability to operate going forwards.

	<b>£</b>
Reserves at 31 December 2019	544,757
(Deficit) predicted for the year ended 31 December 2020	(297,706)
	<hr/>
Forecast reserves at 31 December 2020	247,051
	<hr/> <hr/>

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2019 Total</b>	<b>2018 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Debtors	-	157,567	157,567	138,754
Cash at bank and in hand	-	782,067	782,067	515,655
Current liabilities	-	(394,877)	(394,877)	(213,231)
	<hr/>	<hr/>	<hr/>	<hr/>
	-	544,757	544,757	441,178
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

## UKSG

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

## 15 MOVEMENT IN FUNDS

	At 1 January 2019 £	Incoming resources £	Outgoing resources £	Transfers	As at 31 December 2019 £
<b>Unrestricted funds:</b>					
General funds	441,178	695,439	(591,860)	-	544,757
Total unrestricted funds	441,178	695,439	(591,860)	-	544,757
<b>Restricted funds</b>	-	-	-	-	-
<b>Total funds</b>	441,178	695,439	(591,860)	-	544,757
<b>Movement in funds (previous year)</b>					
	At 1 January 2018 £	Incoming resources £	Outgoing resources £	Transfers	As at 31 December 2018 £
<b>Unrestricted funds:</b>					
General funds	516,298	716,895	(792,015)	-	441,178
Total unrestricted funds	516,298	716,895	(792,015)	-	441,178
<b>Restricted funds</b>	-	-	-	-	-
<b>Total funds</b>	516,298	716,895	(792,015)	-	441,178