

The British Society for Eighteenth Century Studies

Index to the financial statements

	Page
Annual report of the executive committee	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6
Schedules to the statement of financial activities	7 – 8

The British Society for Eighteenth Century Studies

Annual report of the Executive committee for the year ended 30 November 2003

The Society

The British Society for Eighteenth Century Studies is an unincorporated society and is a registered charity, number 299756. A formal constitution was drafted by the Society and approved at an Annual General Meeting of the Society on 4 January 1989.

The officers

The officers of the Society during the year were:

President:	Professor Derek Hughes
Vice President:	Professor Frank O’Gorman
Secretary:	Dr Mark Ledbury/Dr Gavin Budge since summer
Treasurer:	Dr Brian Norman

The officers are elected at each Annual General Meeting and are eligible for re-election, except that the President shall not normally be eligible for re-election on more than two successive occasions.

Executive committee

The following individuals were members of the executive committee during the year:

President:	Professor Derek Hughes
Past President:	Professor Janet Todd
Vice President:	Professor Frank O’Gorman
Hon Secretary:	Dr Mark Ledbury/Dr Gavin Budge
Hon Treasurer:	Dr Brian Norman
Journal Editor:	Professor John Dunkley
Bulletin Editor:	Dr Glynis Ridley/Dr Michael Burden since summer
Ordinary Members:	Dr Chris Mounsey Dr Philip Smallwood Professor Diana Donald Professor Penelope Carfield

The British Society for Eighteenth Century Studies

**Annual report of the Executive committee for the year ended 30 November 2003
(continued)**

Object of the Society

The object of the Society is the advancement of public education in particular by the promotion of study of the cultural history of the eighteenth century.

Principal activities

In furtherance of its objectives the Society engaged in the following main activities during the year:

- 1 Completed the production of volumes 26.1 and 26.2 of its journal;
- 2 Held a conference at Oxford;
- 3 Held full committee meetings in March and October and arranged for the 2004 conference at Oxford.

Review of activities and financial position

The executive committee were pleased with the activities arranged and managed by the Society during the year.

The surplus for the year is set out in the statement of financial activities on page 4.

The Society's unrestricted reserves at 30 November 2003 amounted to £68,368 and restricted reserves were £3,639 making total reserves of £72,007.

The executive committee consider the financial position of the Society at 30 November 2003 to be satisfactory.

Dr Brian Norman
Honorary Treasurer

23 December 2003

The British Society for Eighteenth Century Studies

Independent examiner's report to the Executive committee of The British Society for Eighteenth Century Studies

I report on the financial statements of the Society for the year ended 30 November 2003 which are set out on pages 4 to 8.

Respective responsibilities of executive committee

As the Society's executive committee you are responsible for the preparation of the financial statements; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as the executive committee concerning 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 opinion on the view given by the financial statements.

Independent examiner's statement

In connection with 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 41 of the Act; and
- to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Brian Collins
on behalf of
Reeves & Neylan
Chartered Accountants
Chatham Maritime

23 December 2003

The British Society for Eighteenth Century Studies

Statement of financial activities for the year ended 30 November 2003

	Unrestricted Funds £	Restricted Funds £	2003 Total £	2002 Total £
Income				
Subscriptions received	10,692	-	10,692	11,946
Less: Bank charges	<u>(502)</u>	<u>-</u>	<u>(502)</u>	<u>(568)</u>
	10,190	-	10,190	11,378
Deposit account interest	1,553	140	1,693	1,229
Surplus/(deficit) on Conference account (schedule 3)	15,372	-	15,372	(70)
	<u>27,115</u>	<u>140</u>	<u>27,255</u>	<u>12,537</u>
Direct charitable expenditure				
Affiliation fees (schedule 1)	850	-	850	550
Journal/bulletin (schedule 2)	11,514	-	11,514	9,731
Postage and telephone	80	-	80	52
Accountancy fees	546	-	546	529
ASECS for ISECS Bursary – Los Angeles Conference	1,500	-	1,500	-
I T expenses	1,684	-	1,684	2,727
Sundry expenses	1,063	-	1,063	1,881
	<u>17,237</u>	<u>-</u>	<u>17,237</u>	<u>15,470</u>
Net movements in funds	9,878	140	10,018	(2,933)
Fund balances 1 December 2002	58,490	3,499	61,989	64,922
Fund balances 30 November 2003	<u>68,368</u>	<u>3,639</u>	<u>72,007</u>	<u>61,989</u>

The British Society for Eighteenth Century Studies

Balance sheet As at 30 November 2003

	2003 £	2002 £
Current assets		
Deposit account	90,755	61,248
Current account	19,317	32,382
Building society account	3,639	3,469
Other debtors	340	336
	<hr/>	<hr/>
	114,051	97,435
	<hr/>	<hr/>
Current liabilities		
Creditors and accruals	7,026	6,188
Deferred income (note 2)	35,018	29,258
	<hr/>	<hr/>
	42,044	35,446
	<hr/>	<hr/>
Net current assets	72,007	61,989
	<hr/> <hr/>	<hr/> <hr/>
Funds		
Restricted fund – Mason lecture	3,639	3,499
Unrestricted fund	68,368	58,490
	<hr/>	<hr/>
	72,007	61,989
	<hr/> <hr/>	<hr/> <hr/>

On behalf of the executive committee I approve these financial statements and confirm that I have made available all relevant records and information for their preparation.

Dr Brian Norman
Honorary Treasurer

23 December 2003

The British Society for Eighteenth Century Studies

Notes to the financial statement for the year ended 30 November 2003

1) Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities.

Income

Subscriptions are credited to the statement of financial activities in the year in which they are received.

Income received in respect of conferences is credited to the statement of financial activities in the year in which the conference takes place.

2) Conference fund (deferred income)	2003 £	2002 £
January 2004 conference in Oxford		
Conference fees received	35,617	30,847
Less: Expenses incurred	(599)	(1,589)
	<hr/>	<hr/>
Total taken to balance sheet	35,018	29,258
	<hr/> <hr/>	<hr/> <hr/>

The British Society of Eighteenth Century Studies

Notes to the financial statements for the year ended 30 November 2003 (continued)

Schedule 1	2003	2002
	£	£
ISECS affiliation fees		
Paid in the year	550	500
Less: Creditor at 1 December 2002	(600)	(550)
	—	—
	(50)	(50)
Add: Creditor at 30 November 2003	900	600
	—	—
Charge for year per statement of financial activities	850	550
	—	—

Schedule 2	2003	2002
	£	£
Journal		
<u>BJECS 26.1</u>		
Paid in the year	10,993	9,323
Less: Creditor at 1 December 2002	(5,059)	(5,000)
	—	—
	5,934	4,323
<u>BJECS 26.2</u>		
Add: Creditor at 30 November 2003	5,580	5,059
	—	—
Net cost of journal for the year	11,514	9,382
	—	—

The British Society of Eighteenth Century Studies

Notes to the financial statements for the year ended 30 November 2003 (continued)

Schedule 2 (continued)	2003	2002
	£	£
Bulletin		
Paid in the year	-	349
Less: Creditor at 1 December 2002	-	-
	<hr/>	<hr/>
	-	349
Add: Creditor at 30 November 2003	-	-
	<hr/>	<hr/>
Net cost of bulletin for the year	-	349
	<hr/> <hr/>	<hr/> <hr/>
Net cost of journal and bulletin for the year	11,514	9,731
	<hr/> <hr/>	<hr/> <hr/>
Schedule 3	2003	2002
	£	£
Conference account – Oxford 2003		
Fees	37,543	34,166
Expenses	(22,171)	(34,236)
	<hr/>	<hr/>
Surplus/(deficit) taken to statement of financial activities	15,372	(70)
	<hr/> <hr/>	<hr/> <hr/>

Schedule 4

ISECS affiliation fees

A creditor of £900 has been included in respect of the outstanding affiliation fees due to ISECS for 2003, which will be paid in 2004.

Journal

A creditor of £5,580 has been included in respect of the production and mailing cost of volume 26.2 of the journal.

Sundry expenses

Sundry expenses per the statement of financial activities consist primarily of committee meeting expenses and the reimbursement of the committee members' travelling expenses incurred in representing the Society.

The British Society for Eighteenth Century Studies

**Financial statements
For the year ended 30 November 2003**