

THE NATIONAL LIFE STORY COLLECTION

COMPANY NUMBER 2172518

REPORT AND ACCOUNTS

YEAR ENDED 31 DECEMBER 2004



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Charity Number 327571

THE NATIONAL LIFE STORY COLLECTION
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2004

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THE NATIONAL LIFE STORY COLLECTION

COMPANY INFORMATION

DIRECTORS AND TRUSTEES

Sir Nicholas Goodison (Chairman)
Eric de Bellaigue
Bob Boas
Sir John Craven
Crispin Jewitt
Penelope Lively OBE
Dr Robert Perks
Dorothy Sheridan MBE
Jonathan Taylor
Professor Paul Thompson
Jennifer Wingate

HONORARY POSTS

Lord Briggs (President)
Martyn Goff OBE (Past Chairman)

SECRETARY/TREASURER

Eric de Bellaigue

COMPANY NUMBER

2172518 (England and Wales)

CHARITY NUMBER

327571

REGISTERED OFFICE

British Library Sound Archive
96 Euston Road
London
NW1 2DB

BANKERS

Barclays Bank plc
2 The Square
Abingdon
Oxon
OX14 5AS

AUDITORS

Parker Cavendish
28 Church Road
Stanmore
Middlesex
HA7 4XR

THE NATIONAL LIFE STORY COLLECTION

TRUSTEES' REPORT

The directors and trustees present their report together with the audited financial statements for the year ended 31 December 2004. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Report by Charities' issued in October 2000 in preparing the annual report and financial statements of the charity.

CONSTITUTION

The National Life Story Collection was incorporated under the Companies Act 1985 as a company limited by guarantee, and not having a share capital. Each of the members of the company has undertaken to contribute an amount not exceeding £5 to the assets of the company in the event of its being wound up while they are members, or within one year after they cease to be a member.

OBJECTS

The object of the charity as stated by its constitution is to advance the education of the public by the establishment of a national biography in sound consisting of a national collection of autobiographical and other life story records.

ORGANISATION

The Charity operates from the offices of the British Library Sound Archive at The British Library and there is close co-operation between the two organisations. The Charity is organised so that the executive members of the trustees meet regularly to manage its affairs. There is one full time administrator who manages the day to day administration of the Charity. A number of unpaid volunteers also assist in the general affairs of the Charity. In 2003, the Executive Committee adopted a Corporate Governance document which regularised the business of the Charity and established an Audit Committee and a Remuneration Committee.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, 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 company will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REVIEW OF DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

Work continues on all the current projects as ongoing funds are received. Efforts continue to be made in opening up new areas within the constraints of the financial situation.

THE NATIONAL LIFE STORY COLLECTION

TRUSTEES' REPORT

REVIEW OF TRANSACTIONS AND FINANCIAL POSITION

The statement of Financial Activities shows income for the year of £126,007 and expenditure of £182,021. The net deficit results from restricted expenditure exceeding restricted income by £76,369 but this is just a question of timing. Donations for specific projects are shown as income in the year of receipt whereas the related expenditure is shown when incurred which is often in a subsequent year. As regards activities not related to specific projects, unrestricted income exceeded unrestricted expenditure by £20,355. The reserves at the year end amounted to £534,782.

Donations include £30,796 from the Institute of Masters of Wine, £15,000 from the Unwin Foundation, £10,400 from The Wyfold Foundation and £10,000 from the Rootstein Hopkins Foundation.

DIRECTORS AND TRUSTEES

All directors of the company are also trustees of the Charity and are listed on the company information page 1. Appointment of trustees is governed by the Constitution of the Charity. The Board of Trustees is authorised to appoint new trustees to fill the vacancies arising until the next following Annual General Meeting when the new trustees are eligible for re-election.

The following directors and trustees retire by rotation and offer themselves for re-election:

Bob Boas
Crispin Jewitt
Jonathan Taylor
Professor Paul Thompson
Jennifer Wingate

Lord Briggs, Martyn Goff OBE and Professor Mary Chamberlain retired on 2 June 2004. Lord Briggs and Martyn Goff retain Honorary roles as President and Past Chairman respectively.

RESERVES

The Charity maintains two funds. Restricted funds are to be used for the purpose specified by the donor. Unrestricted funds are intended to provide sufficient resources to maintain the general activities of the Charity.

RISK MANAGEMENT

The trustees actively review the major risks which the Charity faces on a regular basis and believe that maintaining reserves at current levels, combined with a review of controls over key financial areas, will provide sufficient resources in the event of adverse conditions. The trustees also examine other operational and business risks faced by the Charity and have established systems to mitigate the significant risks.

AUDITORS

The present auditors, Messrs Parker Cavendish have indicated their willingness to remain in office and a resolution to re-appoint them will be proposed at the Annual General Meeting.

Approved by the Board of Directors and Trustees on 9th June 2005 and signed on its behalf.



Sir Nicholas Goodison
Chairman of Trustees

THE NATIONAL LIFE STORY COLLECTION

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF THE NATIONAL LIFE STORY COLLECTION

We have audited the financial statements of The National Life Story Collection for the year ended 31 December 2004 on pages 5 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

This report is made solely to the company's members, as a body, in accordance with S.235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described on page 2 the Charity's trustees who are also the directors of The National Life Story Collection for the purposes of company law are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the report of the trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the report of the trustees and consider the implications for our report if we become aware of any apparent misstatements within it.


BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

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 2004 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.


PARKER CAVENDISH
Chartered Accountants
& Registered Auditor

28 Church Road
Stanmore
Middlesex HA7 4XR

THE NATIONAL LIFE STORY COLLECTION

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2004

	Notes	Restricted	Unrestricted	Total	
		£	£	2004	2003
		£	£	£	£
INCOMING RESOURCES					
Donations	2	82,321	15,936	98,257	208,580
Bank interest receivable		-	8,410	8,410	6,320
Investment income	3	-	17,940	17,940	17,377
Miscellaneous income	4	-	1,400	1,400	2,402
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL INCOMING RESOURCES		82,321	43,686	126,007	234,679
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
EXPENDITURE					
Direct expenditure		158,690	-	158,690	120,806
Management and administration	5	-	23,331	23,331	58,298
Loss on disposal of investments	6	-	-	-	383
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURE		158,690	23,331	182,021	179,487
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET (EXPENDITURE)/INCOME FOR THE YEAR		(76,369)	20,355	(56,014)	55,192
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
STATEMENT OF OTHER RECOGNISED GAINS AND LOSSES					
Net (expenditure)/income for the year		(76,369)	20,355	(56,014)	55,192
Unrealised investment gains		-	32,658	32,658	23,286
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net movement in funds for the year		(76,369)	53,013	(23,356)	78,478
Total funds:					
Brought forward	12	263,951	294,187	558,138	479,660
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Carried forward		187,582	347,200	534,782	558,138
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

The notes on pages 7 to 11 form part of these accounts.

THE NATIONAL LIFE STORY COLLECTION

BALANCE SHEET AT 31 DECEMBER 2004

	Notes	£	2004 £	2003 (restated) £
FIXED ASSETS				
Tangible assets	8	670		1,185
Investments	9	324,648		291,990
			325,318	293,175
CURRENT ASSETS				
Debtors	10	5,560		8,030
Cash at bank and in hand		211,098		269,341
			216,658	277,371
CREDITORS: Amounts falling due within one year	11	(7,194)		(12,408)
NET CURRENT ASSETS			209,464	264,963
TOTAL ASSETS LESS CURRENT LIABILITIES			534,782	558,138
CAPITAL				
Unrestricted fund	12		347,200	294,187
Restricted fund	12		187,582	263,951
			534,782	558,138

Approved by the Board of Directors and Trustees on 4 June 2005 and signed on its behalf by:



Sir Nicholas Goodison
Chairman of Trustees

The notes on pages 7 to 11 form part of these accounts.

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2004 ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The financial statements are prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, SORP Update Bulletin 1 issued in December 2002, applicable accounting standards and the Companies Act 1985. The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement.

1.2 Incoming resources

Incoming resources represent donations received together with interest and dividends receivable from investments.

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. Expenditure which is directly attributable to specific projects has been included in these cost categories.

1.4 Depreciation

Tangible fixed assets all stated at cost less depreciation.

Depreciation is provided at a rate calculated to write off the cost of fixed assets over their expected useful lives on the following basis:

Fixtures, fittings and equipment 20% straight line basis

1.5 Investments

Investments are stated at market value. Realised and unrealised gains and losses on investments are dealt with in the statement of financial activities. Investment income plus associated tax recoverable is credited to income on an accruals basis.

2. DONATIONS

	Restricted	Unrestricted	Total	
	£	£	2004 £	2003 £
Artists' lives	15,775	-	15,775	23,494
Post Office	-	-	-	4,300
Book trade lives	15,000	-	15,000	35,025
Crafts	6,450	-	6,450	50,650
Food: from source to sales point	4,200	-	4,200	44,900
Wine trade	30,796	-	30,796	10,168
Eltham Palace	-	-	-	10,000
Wolff Olins	-	-	-	16,393
British Fashion	3,600	-	3,600	-
Pentagram	-	-	-	8,250
Other	500	-	500	5,300
Pioneer in Charity and Social Welfare	6,000	-	6,000	-
Core funds	-	15,936	15,936	100
	<u>82,321</u>	<u>15,936</u>	<u>98,257</u>	<u>208,580</u>

Restricted funds are limited to expenditure on specific projects; unrestricted funds have no such limitations. The balance on restricted funds represents donations received, the expenditure of which has not been incurred yet.

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2004 ACCOUNTS

3. INVESTMENT INCOME	2004 £	2003 £
Treasury and Bonds	2,975	3,623
Managed fund	-	291
Charifund	13,317	9,626
Charibond	1,648	3,837
	<hr/>	<hr/>
	17,940	17,377
	<hr/>	<hr/>
4. MISCELLANEOUS INCOME		
Sundry income	1,400	2,402
	<hr/>	<hr/>
5. ADMINISTRATION EXPENDITURE		
Administration staff and secretarial (see note 7)	8,424	18,439
Interviewing and consultancy	133,556	127,953
Training and recruitment cost	1,903	8,043
Travelling expenses	981	479
Insurance	789	477
Transcriptions	23,411	14,909
Printing, postage and stationery	1,075	985
Publications and subscriptions	122	258
Audit fees	1,000	1,250
Accountancy	7,666	1,041
Depreciation	515	613
Other administrative expenses	2,579	4,657
	<hr/>	<hr/>
	182,021	179,104
Less: Allocated to direct expenditure on projects	(158,690)	(120,806)
	<hr/>	<hr/>
	23,331	58,298
	<hr/>	<hr/>
6. LOSS ON DISPOSAL OF INVESTMENTS		
Market value at 1 January	-	91,455
Cost of investments acquired in the year	-	37,000
	<hr/>	<hr/>
	-	128,455
Disposal proceeds	-	(128,072)
	<hr/>	<hr/>
Loss on disposal	-	383
	<hr/>	<hr/>

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2004 ACCOUNTS

7. STAFF COSTS	2004 £	2003 £
No remuneration was paid to the trustees. The staff costs of the remaining staff were:		
Wages and salaries	6,911	14,824
Social security costs	538	1,115
Pension costs	975	2,500
	<hr/>	<hr/>
	8,424	18,439
	<hr/>	<hr/>

The average monthly number of staff employed by the charity during the year was as follows:

	2004 Number	2003 Number
Administrative	1	1
	<hr/>	<hr/>

The staff are employed by The British Library and the cost is re-charged to the Charity. There were no staff on the payroll from May 2004 to December 2004.

8. TANGIBLE ASSETS	Fixtures, fittings and equipment £
Cost	
At 1 January 2004 and 31 December 2004	23,062
	<hr/>
Depreciation	
At 1 January 2004	21,877
Provided during the year	515
	<hr/>
At 31 December 2004	22,392
	<hr/>
Net book value	
At 31 December 2004	670
	<hr/>
At 31 December 2003	1,185
	<hr/>

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2004 ACCOUNTS

9.	INVESTMENTS	2004 £	2003 £
	Market value		
	At 1 January	291,990	269,159
	Net additions	-	128,000
		<hr/>	<hr/>
		291,990	397,159
	Disposals	-	(128,455)
	Unrealised net investment gains/(losses)	32,658	23,286
		<hr/>	<hr/>
	At 31 December	324,648	291,990
		<hr/>	<hr/>
	Made up of:		
	Listed investments		
	- UK Gilts	24,525	24,664
	- UK Bonds	20,000	18,500
	- UK Unit Trust (Charifund)	252,250	220,953
	- UK Unit Trust (Charibond)	27,873	27,873
		<hr/>	<hr/>
		324,648	291,990
		<hr/>	<hr/>

The historic cost of listed investments on 31 December 2004 was £258,841 (2003: £258,841).

10.	DEBTORS		
	Donations receivable	-	5,000
	Prepayments and accrued income	5,560	3,030
		<hr/>	<hr/>
		5,560	8,030
		<hr/>	<hr/>
11.	CREDITORS: Amounts falling due within one year		
	Accruals and deferred income	7,194	12,408
		<hr/>	<hr/>

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2004 ACCOUNTS

12. FUNDS BROUGHT FORWARD

An adjustment has been made to the opening balances to correct the allocation of overhead costs to the restricted funds. This adjustment relates to the period from 1998 to 2002 during which the appropriate percentage of overhead costs were not applied to the expenditure of restricted funds.

	Restricted funds £	Unrestricted funds £	Total funds £
Balances as originally stated			
At 1 January 2004	334,053	224,085	558,138
Adjustment of overheads	(70,102)	70,102	-
	<hr/>	<hr/>	<hr/>
As restated	263,951	294,187	558,138
	<hr/>	<hr/>	<hr/>