



CHAIRMAN'S ANNUAL REPORT 2023/4

The Calligraphy and Lettering Arts Society (CLAS)
is a Charity registered with the Charity Commission No 1046526

The following were Trustees / Committee Members in 2023/4:

Management Committee

Chairman	Tony Woodhams	Trustee 1
Treasurer	Jenny Wholley	Trustee 2
Membership Secretary	Meg Chapman	Trustee 3
Exhibition Officer	Jeffrey Bailey	Trustee 4
CSIG Representative	Alejandra Gonaldi	Trustee 5
Social Media Officer	Satvinder Nandhra	Trustee 6
AGM Coordinator	Sarah Walker	Trustee 7
Webmaster	Anne-Marie Delaney	Trustee 8
Regional Affiliated Group Officer	Barbara Alldred	Trustee 9
Administrative Secretary	Dave Cowan	Trustee 10
CASB Chair	Josie Brown	Trustee 11
Editorial Board Representative	Jane John	Trustee 12
Archivist	Alison Allan	Co-opted 1
Festival Director	Lou Goolnik	Co-opted 2
Festival Administrator	Charm Brown	Co-opted 3
Festival Director 2025	Donna Deeks	Co-opted 4
Art & The Letter Officers	Julie Tallant & Nicky Walker	Ex officio

Structure, Governance and Management

The Society is constituted by a Deed of Trust agreed by the Charity Commission. Membership is open to all over the age of 18 who support the aims of the Society.

Within the membership are Honoured Fellows who are calligraphers and lettering artists of high attainment and others of experience and high repute who have made a significant contribution to calligraphy and lettering; Fellows who are calligraphers and lettering artists who have achieved a high level of technical competence and have been successful when submitting their work for assessment; students in full time education who pay a reduced subscription; Honorary Members who are honoured by invitation; and Group Affiliation for Local Calligraphy Groups who wish to affiliate to the Society.

The Society is run by the Management Committee, which is the decision-making body with decisions being taken by majority votes. The 2023/24 Management Committee was made up of 12 Trustees, plus 4 co-options, all given specific roles and additional ex-officio members with specific remits.

Co-opted and ex-officio members of the Management Committee are voted in by the Trustees of the Society. The Management Committee appoints the members of the CLAS Academic Standards Board (CASB) which meets twice a year to oversee all educational aspects of the Society and submits proposals to the Management Committee for approval.

The members elected to the Management Committee at the AGM are Trustees of the Society. They may be approached by the Chairman to take a specific position on the Committee or they may have volunteered. On

becoming Trustees, they are acquainted with Charity Commission's documentation on their duties and responsibilities, as well as the Society's management documentation. The Trustees of the Management Committee are proposed, seconded, and elected by ballot at the AGM meeting in March each year at which the quorum is one twentieth (5%) of the membership. Election to the Committee is for three years. Potential Trustees are often co-opted to the Committee prior to their election so that they may become familiar with the operation of the Committee.

See Appendix B for a full list of members with specific roles for 2024/5. It is also recognised, and greatly appreciated, that so many of our members volunteer their time and skills in many ways to make CLAS a vibrant and active society.

Objectives, Activities and Achievements

The Aims and Objectives of the Society shall be to advance the education of the public in the practice, appreciation, and the use of all forms of calligraphy and lettering arts.

- a) The Society shall maintain and improve access to good teaching of calligraphy and lettering for all who want it and to establish an accreditation system for those who teach it.
- b) Establish and maintain a National Register of Teachers of calligraphy and lettering. This is done on the CLAS Website and a small booklet.
- c) Provide a national context of events, resources and representation and support for individuals, regional groups and other related societies.
- d) Increase public awareness by organising frequent exhibitions, establishing links with commerce and industry and by encouraging the commissioning, buying and using of calligraphy and lettering.
- e) Publish literature and provide support material to assist in the promotion and teaching of calligraphy and lettering.

The Trustees have regard to the guidance on public benefit issued by the Charity Commission when exercising their powers and duties to which the guidance is relevant.

These objectives have been fully met by planning and holding events and initiatives open to both members and non-members of the Society.

General Administration

CLAS has GDPR, Privacy & Cookies policies in place and is accessible to the public online or upon request.

Volunteers & Vacancies

At the time of writing, there are two vacancies for social media and marketing. These would be co-opted roles. There will be upcoming vacancies for the Edge later this year. Please contact Jane or look for details in the next Edge. We are always happy to take expressions of interest for any future vacancies. Expressions of interest to me by email please chairman@clas.co.uk or via our website www.clas.co.uk/volunteering

CLAS Chairman – Tony Woodhams

Thank you all for joining us at Regent's University for our 2024 Annual General Meeting and celebrating thirty years of CLAS. Our AGM serves several purposes; from an administrative stance, we are required to present our reports and accounts, vote on any constitutional changes, and appoint our trustees. For the past few years CLAS have sent out AGM packs with these reports and propositions by email, and so you will have had a chance to read through these in advance of the meeting. Printed packs are still available to any members who do not have email addresses.

Aside from the administrative side, our AGM is a chance to showcase the work of our members and Fellows, through Art & The Letter and our Fellow's exhibition, through the demonstrations and presentations, through displays of work from our educational programmes of the Certificates of Calligraphy, Specialist Skills Awards and Diplomas. It is an opportunity to catch up with fellow lettering aficionados, to get inspiration, and to purchase books and supplies in person rather than just online. It allows us to showcase our activities and for our members to talk to our committee members.

This year we are hosting a "Royal Room" with Tim Noad FCLAS and Ewan Clayton FCLAS, and our keynote speaker after lunch is Paul Antonio Attong on 3500 years of the Western Alphabet. Our demonstrators are Joy Daniels and Janet Smith, focusing on copperplate and family trees, respectively, and our Fellow in Residence is Cathy Stables FCLAS.

I would like to highlight a few areas from the committee reports, and Josie will later provide an overview of CASB's activities.

Looking back on the past 12 months, a few more regional groups have unfortunately closed. Where possible, we have offered help and support to affiliated groups, including matching mentors who can help and guide volunteers and organisers. And we realise that calligraphy groups are evolving, with some meeting exclusively online or not having a regional focus, and others which may be classed as 'micro' groups or not having a regular committee. To this end, we have recently reclassified "Regional Affiliated Groups" to be "CLAS Affiliated Groups", which we hope will strengthen our offering and reach more calligraphers. Should anyone wish to start a specialist group which could fall under this wider scope, or reform an old society, or would like to find a mentor if you're considering volunteering for a society and would like some advice, please do reach out to Barbara.

The Copperplate Special Interest Group will be stepping away from CLAS' Management Committee. The SIG has its own membership, accounts, newsletter, and programmes, and with the reclassification of CLAS' Affiliated Groups, it felt the right time for this change. They have been a great asset and highly skilled at promoting Copperplate, and we will continue to support each other. Copperplate is now an intrinsic part of our offerings, with the option to submit work for the Certificate of Calligraphy, a dedicated Specialist Skills Award, LiveOnline, and inclusion in the National Diploma for Calligraphy.

Our Festival was another success, with such variety of work produced, which you will have seen in the Edge. Although there will be no Festival in 2024, this allows plenty of time to prepare for 2025, with much of this already underway.

Our touring exhibition, Letters Hand Made starts in London next month, before moving to Wells in Somerset, Shrewsbury, and finally Halifax in the Autumn.

The Edge continues to offer interesting, inspiring, and educational articles, highlighting the work of many different styles of calligraphy and lettering arts; and updates on other activities through our email CLASNews. Our website continues to provide a useful resource of information about 'all things CLAS', and social media allows us to interact with a wider base, promoting CLAS and calligraphy in general.

This is a special year for CLAS and as a committee we offer our gratitude to all those who have gone before us; in particular those with the vision and ability to set up our society 30 years ago, those who have served on the various committees or volunteered and promoted CLAS for the past three decades. I was not around at the start, but some of you were here in the early days and know that you are all appreciated. We have commissioned Tim Noad to produce a commemorative work honouring 30 years of CLAS, which you can see here today.

On a personal note, I would like to offer my sincere thanks to everyone who contributes to the success of this amazing society; the management committee, CASB members, subcommittees, volunteers, tutors, Fellows, and members. It has been a pleasure working with you over the past 3 years.

I hope that everyone continues to support the organisation for many years yet and wish the incoming Chair and committee all the very best for a successful tenure.

Treasurer – Jenny Wholley

Receipts & payments for the year are shown in Appendix A, the position shows a net in year deficit of £6155. Despite 2023 being a year of increased cost across the board we remain in a good place financially. A balance of funds of £91k will support a full year of expenditure and allow for fluctuating receipts.

Our accounts package Xero continues to work well and the GoCardless Direct debit payments now sync automatically.

The introduction of Card payment to be implemented for membership renewals as the year goes on, through PayPal straight from the renewal email. (Members do not need a PayPal account to do this). I hope cheque paying members will consider using this option. Trying to find a bank to pay cheques in or queuing for ages in a Post office is very time consuming and the bank charges costly. Direct debit or bank transfer remain our preferred payment options.

The introduction of a card payment machine helped increase sales at the AGM and was also useful at Festival. It will now travel the country with the Exhibition.

The collection of the accommodation fees by festival venue leaving us just the course fees to process has continued work well. Despite a good festival, it still ran at a loss.

Zoom continues to be a very useful tool, enabling LiveOnline classes and removing the need for the Management committee to travel for meetings, thus saving money.

We would like to thank Jo Sheehan who has kindly stepped up to be our Independent Examiner.

A summary of the balance sheet, payments and receipts will be submitted to the Charity Commission.

ELECTION OF TRUSTEES

All Officers are elected to serve for three years. Elected Officers become Trustees of the Society under the Charity Commission's rules.

Nomination for Trustees from AGM 2024

1. Chair	Sue Hodgkinson
2. Treasurer	Jenny Wholley
3. CLAS Academic Standards Board (CASB)	Josie Brown
4. Festival Director	Donna Deeks
5. Assistant Festival Director	Janice McLelland
6. AGM Coordinator	Sarah Walker
7. Exhibition Officer	Jeffrey Bailey
8. Membership	Meg Chapman
9. Affiliated Groups Officer	Barbara Alldred
10. Administrator	Dave Cowan
11. Archivist	Alison Allan
12. Webmaster	Mapet Enriquez

Co-options

- | | |
|-------------------|-----------|
| 1. The Edge | Jane John |
| 2. Social Media 1 | TBC |
| 3. Social Media 2 | TBC |
| 4. TBC | TBC |

Ex-officio Officers / Other Management Committee specific roles

- | | |
|--------------------------------|------------------------------|
| 1. Art & The Letter Organisers | Julie Tallant & Nicky Walker |
|--------------------------------|------------------------------|

Co-options and ex-officio members are appointed by the Management Committee



Receipts and Payment Accounts with Prior Year Comparison
Year Ending 31st December 2023

Calligraphy & Lettering Arts Society (CLAS)			
Receipts and Payment Accounts with prior year comparison			
Year ended 31 December 2023			
RECEIPTS	Notes	Jan - Dec 23	Jan - Dec 22
A Voluntary income			
<i>Subscriptions</i>			
Non Gift Aided		15,186	16,058
Gift Aided		16,790	17,010
Gift Aid Tax Credit	1	4,401	<u>4,364</u>
		36,377	37,432
<i>Donations</i>			
Non Gift Aided		330	679
Gift Aided		24	<u>74</u>
		354	<u>753</u>
Total Voluntary Income		36,731	<u>38,185</u>
B Charitable Activities			
<i>Festivals</i>			
Fest' of Calligraphy 22		-	10,094
Fest' of Calligraphy 23	2	16,630	3,220
		16,630	13,314
<i>AGMs</i>			
AGM 22		-	1,895
AGM 23		2,075	270
AGM 24		390	2,465
<i>EXHIBITION</i>			
Exhibition 2024		765	
		765	2,165
<i>Member Services</i>			
Art & The Letter		745	-
Specialist Skills		-	150
Certificate fees	3	2,100	2,105
Diploma fees	4	1,252	1,236
Liveonline Courses	5	2,815	3,160
Tutor Accred' fees			
Unidentified Misc income			
		6,913	<u>6,651</u>
Total Charitable Activities		26,773	<u>22,130</u>
C Fund generating activities			
Affiliated Groups' PLI	6	1,789	1,968
Sale of goods		606	2,121
Total Fund generating activities		2,395	<u>4,089</u>
D Investment income			
CAF interest		614	45
CC Interest		233	232
COIF interest		2,259	<u>585</u>
Total Investment income		3,106	<u>862</u>
Total Receipts for the year		<u>69,005</u>	<u>65,266</u>
Payments for the year		75,160	71,083
Net of receipts /(payments)		<u>(6,155)</u>	<u>(5,816)</u>

Calligraphy & Lettering Arts Society (CLAS)
Receipts and Payment Accounts with prior year comparison
Year ended 31 December 2023

PAYMENTS	Notes	Jan - Dec 23	Jan - Dec 22
A Charitable activities			
Art & The Letter		443	141
CLAS Academic Standards Board		-	230
Certificate fees	3	1,773	1,054
Specialist Skills		2,629	
Copying & printing		383	252
Depreciation		-	
Diploma	4	1,920	1,792
Edge		14,450	13,456
Edge postage		10,009	8,147
Fest' of Callig 21		-	1,546
Fest' of Callig 22	7	2,080	17,997
Fest' of Callig 23	2	20,197	582
Exhibition 2024		1,138	139
Free calligraphy courses	8	-	-
Liveonline Courses	5	1,250	2,124
PLI (CLAS) insurance		682	648
Regional Day		-	
Stationery		46	85
General Expenses		1,347	
RAG Bursaries returned	-	634	7,000
Total Charitable activities		57,712	55,192
B Fundraising costs			
Goods for resale		255	279
Affiliated Groups' PLI premiums		1,861	1,967
Total Fundraising costs		2,116	2,246
C Costs of generating voluntary income			
Bank charges & Fees			
CAF		109	272
PayPal, Sumup & GoCardless		642	581
		752	853
Internet, Postage etc			
Internet - Other	9	1,980	2,130
Postage		915	1,337
Presentations		419	261
		3,315	3,727
Total Cost of generating vol income		4,066	4,580
D Governance costs			
AGM 22 exp	10	83	5,935
AGM 23 exp	11	7,786	3,130
AGM 24 exp	12	3,398	
Management Committee mtgs		-	-
Total Governance costs		11,266	9,064
Total Payments		75,160	71,083
Receipts for the year		69,005	65,266
Net of receipts/(payments)		(6,155)	(5,816)

Calligraphy & Lettering Arts Society
Balance Sheet with prior year comparison
As at 31 December 2023

	Notes	Jan - Dec 23		Jan - Dec 22	
ASSETS					
A Cash at bank and in hand					
CAF Current Account	13	3,543		6,682	
set aside bursary fund		-	3,543	2,500	9,182
CAF Gold		12,645		6,387	
CC Bank	14	20,465		<u>20,232</u>	
Revolut Prepaid card		<u>61</u>			
			36,714		35,800
COIF charities deposit account	15	40,345		46,604	
Exhibition Fund	16	8,862		10,000	
Sponsorship for beginners' class	17	<u>3,975</u>		<u>3,975</u>	
			53,182		60,579
PayPal		1,423	<u>1,423</u>		<u>923</u>
Total Cash at bank and in hand			91,318		97,303
B Other Current Assets					
Stock of Good for Sale		539	<u>539</u>		<u>794</u>
Total Current Assets			91,857		98,097
Total Value of Assets			<u>91,857</u>		<u>98,097</u>
CAPITAL RESERVES					
Opening balance of funds		98,097		103,913	
Net inflow / outflow of funds for the year		<u>(6,155)</u>		<u>(5,816)</u>	
Closing balance of funds			<u>91,942</u>		<u>98,097</u>
Value of funds at year end			<u>91,942</u>		<u>98,097</u>

NOTES TO ACCOUNTS

Year ended 31 December 2023

Accounting basis

Cash accounting method has been adopted as the basis for reporting from the year 2017 onwards. The figures in the financial statements represent the receipts and payments made during the year. Receipts and payments in relation to events taking place in a different accounting year are noted under the relevant headings. For the year ending 31 December 2023 total receipts were £69,005 and total payments £75,160, giving an in-year deficit of £6,155. In the year 2022, the position for the year was a deficit of £5,816. Funds available as at 31 December 2023 are £91,942.

Statement of Receipts

1. Gift-aid tax credit claim is made annually in January to HM Revenue and Customs for the accounting year ended in December previous. The two components in the claim are the tax credit due on the subscriptions from members who are taxpayers and have made a gift-aid declaration, and on sundry donations to CLAS that have been gift-aided.
2. For Festival 2023 income received of £16,630 with related outgoings of £20,197.
3. Fees for Certificate accreditation assessment of £2,100 were received from candidates, with related outgoings of £1,773.
4. Fees for Diploma accreditation assessment of £1,252 were received from candidates, with related outgoings of £1,920. The loss is due to new videos where expenses were paid.
5. Receipts of £2,815 have been received for The LiveOnline Certificate of Calligraphy courses and £1,250 has been paid to tutors.
6. Affiliated Groups PLI (Public Liability Insurance) of £1,789 represents the contributions from regional groups affiliated to CLAS towards the insurance premium borne by the Society.

Statement of Payments

7. Festival 2022. There were additional costs of £2,080.
8. No free calligraphy courses were run this year.
9. Costs for "Internet and Others" include the fees for maintaining the Society's website, and the purchase of a Pro-Zoom Licence with televised storage capacity for launching the LiveOnline courses. Zoom also is used for the quarterly Management Committee meetings.
10. AGM 22 late expenditure outgoings of £83.
11. AGM 23 income received of £2,075 with related outgoings of £7,786.
12. AGM 23 expenses of £3,398 represent the deposit and travel and subsistence costs for the management committee, helpers and speakers for the AGM gathering and deposit for the venue, Regent's Conferences & Events, Hyde Park.

Balance Sheet

13. CAF Accounts are historically the main operating and savings accounts for CLAS.
14. CC Bank Fixed term deposit account was reinvested at Maturity date 29/08/2023 for another 2 years. Expected Interest over Account Term: £2,100.56. This was opened to ensure all banks accounts were under the £85k FSCS limit and to get a better rate of interest.
15. COIF deposit account is the main account for holding funds due to slightly higher rate of interest earned on the deposits compared to holding funds with the CAF accounts. Attempts to find better interest rates came to nothing.
16. £8862 is left set aside for the 30th Anniversary Exhibition 2024. Expenses of £1,138 have already incurred.
17. CLAS sponsorship for beginners of £3,975 represents the balance after sponsorship of free courses of £375 were taken up in 2021. The fund is set up to assist beginners in taking part in calligraphy courses.

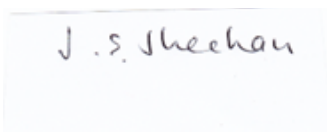
Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008, other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Joanna Sheehan

Relevant professional qualification or membership of professional bodies (if any): IPFA

Address: Silver Howe Marlborough Grove Ilkley LS29 8QE

Date: 22 January 2024