

## **Business Enterprise Heritage Trust**

### **Chairperson's Report, 2020-21**

The period was dominated by the COVID restrictions, which meant that the library premises were closed to visitors for much of the time. A visitor protocol was developed for safe use of the premises, which allowed work by the trustees to proceed: namely completing the re-ordering of the collection following the installation of new shelving in Unit 5, and continuing to catalogue the collection.

With respect to cataloguing, many of the books are so old that they do not carry an ISBN. Although these books can often be matched to titles in the British Library or the Library of Congress catalogues, the editions held by these libraries often differ from the editions held by the Trust. In the light of this difficulty, experience has shown that cataloguing is best conducted as a two-stage procedure; the first stage is to record the details of a book, allocate an accession number, paste in a barcode, and re-shelve; the second is to enter the book on the online Heritage Catalogue. The first stage is more difficult than the second; it requires more skill and expertise, and so this stage has taken priority.

The Trust has received three major donations of books and ephemera during the remission of lock-down. Rev. Dr. Margaret Yates of the University of Reading donated 500 books on economic history, including major sub-collections on industry and trade in the Home Counties, and on urban and rural history generally. Dr. John Aldrich of the University of Southampton donated a similar number of books on the history of economics and statistics, including some interesting nineteenth century publications. Mr. Neville Bridger, a specialist bookdealer, donated some important items of railways ephemera, including the financial records of some major railway companies, including the Great Western Railway, and a number of large-scale maps and plans. Other acquisitions continued to be made, mainly through purchases by the chairman made from charity bookshops that specialise in academic books.

The meetings of trustees have been conducted by e-mail, as not everyone has access to Teams or Zoom. It was resolved to ask the Charity Commission to authorise amendments to the foundation Trust deed that would allow the Trust to continue to accumulate a capital fund which will generate sufficient annual income to cover the basic running expenses of the Trust. Although the Trust has substantial capital investments, interest rates are now so low that a much larger capital is required to generate a given amount of income than was the case when the Trust was established 21 years ago. Subject to this qualification, the Trust remains in a strong financial position, owning the leasehold on both its properties (valued at £400,000), and having capital funds in excess of £250,000.

The main advantage of the Trust over other research libraries is the fact that visitors can browse (under supervision) in the main stacks as well as in the designated Reading Room. Because shelving in the stacks is organised by topic, the visitor can see all the books held on a given topic shelved adjacent to each other. Thus a visitor seeking to consult a specific book can immediately see a full range of books on the relevant topic, browse these books, and order specific books for consultation in the Reading Room.

Another advantage of the Trust is that readers' access is fully inclusive. Readers do not need to belong to some organisation, or pay a subscription, in order to use the Library. The combination of fully inclusive access and the opportunity to browse in the stacks is quite exceptional among specialist research libraries the UK.

Although the Library has been closed to visitors, interest in using the Library appears to be increasing, and we are looking forward to welcoming more visitors after restrictions have been lifted. Academic researchers and history enthusiasts have so far been the main users, but an important objective of the Trust is to actively encourage wider access, as indicated above.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name **BUSINESS ENTERPRISE HERITAGE TRUST** No (if any) **1084610**

## Receipts and payments accounts

CC16a

For the period from	Period start date <b>06-04-20</b>	To	Period end date <b>05-04-21</b>
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
GIVE AS YOU EARN	17880-00	-	-	-	17880-00
GIFT AID	30000-00	-	-	-	26704-30
BOOK SALES	332-32	-	-	-	451-52
TAX REBATE	6676-08	-	-	-	6327-26
INTEREST (SWEEP)	13-24	-	-	-	53-16
INTEREST (LETD)	1187-63	-	-	-	1744-37
REFUND BUSINESS RATE	1541-29	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>57630-56</b>	-	-	-	<b>53160-61</b>
<b>A2 Asset and investment sales, (see table).</b>					
	123774-09	-	-	-	302190-61
	-	-	-	-	-
<b>Sub total</b>	<b>123774-09</b>	-	-	-	<b>302190-61</b>
<b>Total receipts</b>	<b>181404-65</b>	-	-	-	<b>355351-22</b>
<b>A3 Payments</b>					
RECURRENT	10215-26	-	-	-	8543-37
TRAVEL	264-00	-	-	-	508-50
BOOKS PURCHASED	219-77	-	-	-	6536-14
LIBRARY AND COMPUTING	2342-24	-	-	-	2939-96
AGM EXPENSES	-	-	-	-	36-30
PURCHASE UNIT 5	-	-	-	-	137611-40
PURCHASE RECONSTRUCTION	-	-	-	-	25194-00
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>13041-27</b>	-	-	-	<b>181369-67</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	152961-72	-	-	-	209856-75
	-	-	-	-	-
<b>Sub total</b>	<b>152961-72</b>	-	-	-	<b>209856-75</b>
<b>Total payments</b>	<b>166002-99</b>	-	-	-	<b>391226-42</b>
<b>Net of receipts/(payments)</b>	<b>15401-66</b>	-	-	-	<b>-35875-20</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>52750-52</b>	-	-	-	<b>88625-72</b>
<b>Cash funds this year end</b>	<b>68152-19</b>	-	-	-	<b>52750-52</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	LLOYDS (Current)	3000-00	-	-
	LLOYDS (BUS BANK INSTANT)	65152-18	-	-
		-	-	-
	<b>Total cash funds</b>	<b>68152-18</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
TAX rebate due on Gpfx And	7500-00	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	SANTANDER K09679795	unrestricted	-	57559.32
	SANTANDER K09679765	unrestricted	-	55645.06
	LFTD 15409786LS	unrestricted	-	34667.21
	LFTB 15452017LS	unrestricted	-	30874.80
	LFTD 15502504LS	unrestricted	-	59419.71
	LFTD 15991071LS	unrestricted	-	28000.00

B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
Details	BOOKS		-	-
	UNIT 4 PREMISES		-	-
	UNIT 5 PREMISES		-	-
	UNIT 4 EQUIPMENT		-	-
	UNIT 5 EQUIPMENT		-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name \_\_\_\_\_

Date of approval

J. P. Carson  
RBT

JANET PENELOPE CASSON
RONALD BRIAN TURNER

16 <sup>th</sup> August 2021
16 August 2021



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

BUSINESS ENTERPRISE HERITAGE TRUST

On accounts for the year  
ended

5 APRIL 2021

Charity no  
(if any)

1084610

Set out on pages

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 5 APRIL 2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention ~~(other than those disclosed below)~~ in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

John Davies

Date:

22 August 2021

Name:

JOHN DAVIES

Relevant professional  
qualification(s) or body  
(if any):

N/A

Address:

RIFLEMAN COTTAGE

SHIRVELLS HILL

GORING HEATH RG8 7SP

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A.