



UKSG

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

Charity number: 1093946

Company number: 04145775

CONNECTING THE KNOWLEDGE COMMUNITY

**UKSG**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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UKSG

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

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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.: 04145775

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:

Charlie Rapple (re-elected 2019, Chair – first year)

Jennifer Bayjoo (elected 2024)

Liam Bullingham (elected 2023)

Rob Johnson (elected 2021; Vice Chair – first year)

Tasha Mellins-Cohen (elected 2023; Treasurer – first year)

Bethany Logan (elected 2023)

Katherine Rose (elected 2022)

Josh Sendall (elected 2022)

Magaly Taylor (elected 2024)

e) Names of any others who served as a charity trustee in the financial year in question (i.e. during January to December 2024):

Joanna Ball (resigned 2024)

Claire Grace (resigned 2024)

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

Bev Acreman (Executive Director – full time)

Vicky Drew (Events Executive – part time)

Elaine Koster (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

## 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 November 2024. 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> 2024, there were 425 members (December 31<sup>st</sup> 2023: 425) 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 9 members, administers the charity:

- Three Honorary Officers - Chair (automatically appointed after a term of two years as Vice Chair), Vice Chair (elected for a term of two years) and Treasurer (appointed from within Trustee membership).
- Six ordinary members, elected or co-opted.

There are a minimum of three meetings per year. Subcommittees are in place to cover Education, *Insights*, Outreach and Engagement and the Annual Conference. Chairs of these subcommittees are elected from within the membership (with the exception of the Chair of the Conference Subcommittee who is appointed from within the Trustee membership) and are currently:

- Chair of the Education Subcommittee: Anna Franca
- Chair of the *Insights* Editorial Board: Jill Emery
- Chair of the Outreach and Engagement Subcommittee: Bethany Logan
- Chair of the Conference Planning Subcommittee: Josh Sendall

Staff Structure: all staff report to Bev Acreman, Executive Director.

The organisation relies on bought-in services for the editing and hosting of *Insights*, and for attracting advertising and sponsorship revenue in connection with the seminars 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, held online in 2024, 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 whom the Board considers will bring to the organisation a particularly valuable range of knowledge, experience or expertise. All Authorised Representatives within member institutions 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 informal support from the existing Trustees, and formal induction guidelines and a job description which are intended to help new trustees to feel welcome, to understand the proactive culture of UKSG, and to be able to make a positive contribution to the leadership of the organisation quickly and effectively.

Trustees are provided with access to the minutes of the Board meetings held during previous years, 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, or at an Extraordinary General Meeting. The annual subscription rates for members are also presented to the AGM and approved by those in attendance.

Our 2024 AGM was held online in March 2024, 34 members registered to attend (2023: 55 members).

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 vision is available on the UKSG website and reflects a consultation with the membership about the organisation, its values and direction. This informs the organisation's priorities over the next few years. (See also Sections 3, 4 and 6.)

A Remuneration Subcommittee, comprising the Chair, Treasurer and Vice Chair, 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 its Risk Management Policy annually. The associated Risk Register, managed by the Vice Chair, 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. We seek the appropriate insurances to cover the risk, however pandemics are specifically excluded.

## Section 3:

### Mission and Strategy

The mission of UKSG is: 'To connect the knowledge community and encourage the exchange of ideas on scholarly communication.' Our vision comprises four themes – include, connect, innovate and deliver – which reflect UKSG's role as a meeting point for the scholarly communications community.

Include: UKSG will represent the diversity of the global knowledge community

- To represent all sections of our community in our activities and deliver a road map of change to resolve areas of under-representation
- To provide a voice for all members of our community from sector leaders to new entrants to our community
- To share our knowledge and expertise
- To collaborate internationally and include global perspectives

Connect: UKSG will bring together different voices and perspectives

- To provide a community of practice for professional development, exchanging ideas and sharing expertise, solutions and best practice
- To value plurality of opinions and practices, and not shy away from challenging topics
- To encourage and facilitate transparent, meaningful dialogue and constructive, respectful discussions

- To create a cross-sectoral space to enable understanding of each other's values, perspectives and goals

Innovate: UKSG will be the forum for creating and nurturing new ideas

- To enable our members to keep pace with our changing landscape
- To identify tomorrow's challenges and trends today
- To act as a catalyst for initiatives that benefit and develop our community
- To collaborate with other organisations to find solutions to the faultlines within our sector

Deliver: UKSG will deliver improvements to the flow of scholarly knowledge

- To support the delivery of practical solutions and not just ask questions
- To invest in initiatives and resource projects to enhance and improve our sector
- To highlight the value of scholarly communications to an enquiring society
- To be transparent about our governance, operations and finances

### Conference planning sub-committee

The Conference Planning Sub-Committee received a significant quantity of high-quality proposals and is on course to deliver another strong programme for the 2025 Annual Conference and Exhibition in Brighton. Five Plenary Sessions will cover topical thematic areas, including Artificial Intelligence, Cyber Security, Empowering Neurodivergent Staff, Gender Equitable Research Culture, and Open Access. Thirty breakout sessions covering a wide range of subjects will be held twice during the Conference. In 2024, we delivered a Workshop pilot. Workshops ran for two hours, enabling delegates and facilitators to explore topics in more detail, incorporating interactive and practical elements. Following the pilot's success and positive delegate feedback, we will run another series of Workshops at our 2025 Conference. This year, Conference Planning Sub-Committee members will support Breakout sessions as moderators and microphone runners; this will improve the accessibility of our programme. We are committed to fostering a welcoming atmosphere for all delegates. Therefore, we are also exploring mechanisms to increase the visibility of this group and encouraging them to reach out to any delegates who may appear to be isolated (and who are not displaying a red 'no contact' badge). e.g., during intervals and the social elements of the Conference. The Chair of the Conference Planning Sub-Committee and Trustee, Josh Sendall, would like to thank the Planning Sub-Committee, UKSG staff and everybody who submitted a proposal.

### Outreach & Engagement sub-committee

The Outreach and Engagement Committee focuses on raising awareness of UKSG activities and member benefits, with a view to supporting current UKSG member interests and attracting new members.

The Committee is currently made up of ten members; half of those volunteers represent libraries with the other half representing publishers and intermediaries. There is a proposal to recruit two additional volunteers with a particular focus on identifying individuals who are early career professionals. Volunteers meet virtually three times per year to discuss ongoing projects.

The Merriman and Early Career conference awards for 2024 were successfully managed by the Committee, and to support UKSG's commitment to diversity and inclusion the number and scope of the awards was significantly expanded. In addition to the Merriman award, ten sponsored places were available for early career practitioners, first time attendees, students and those who self-identify as underrepresented within the sector or their organisation. This has been continued for the 2025 sponsored places.



The committee continues to explore opportunities to work with universities to deliver roadshow events showcasing the myriad career pathways the sector can offer. The podcast remains successful, with over 20 published episodes since its launch in 2023 and extremely positive feedback from listeners.

#### 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. All seminars during 2024 took place as online events.

The events vary from introductory-level seminars aimed at those new to the information community, to intermediate and advanced seminars 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 as well as developing and evolving current themes. For example, during 2024 we introduced a new seminar focused on understanding data visualisation in response to delegate feedback.

Although the landscape for staff development in terms of both budget and available staff time continues to be challenging, the numbers of delegates registering for our events in 2024 remained strong. This may be due to the reduced costs and time commitment for attendees with events being run online and at a lower cost compared to previous "in-person" seminars. Delivering seminars online increases the reach of the events across the UK regions and from non-UK delegates as well as enabling seminar speakers to be located outside of the UK. We have also continued with the delivery of a webinar series aimed at the Further Education sector and have plans to expand this further for 2025.

Further details of events run in 2024 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. Following feedback from members we explored opportunities for re-introducing one of our seminars as an in-person event in 2024. Unfortunately, take up was very low and therefore we have decided that all events during 2025 will continue to be online.

During the course of the year there were a number of changes to the Subcommittee membership, which currently stands at 18 with a mix of representatives from libraries, publishers and intermediaries.

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. UKSG 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.

During the course of 2024 a total of 1,500 people attended a UKSG conference or seminar, and an additional 1,093 people registered for one of our three free webinars.

## *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 and opinion pieces.

The journal is managed by the *Insights* Editorial Board. The 2024 members of the Board were Bev Acreman (UKSG), Jonathan Agbenyega (ACS), Rick Anderson (Brigham Young University), Joanna Ball (Directory of Open Access Journals), Jill Emery (Portland State University), Victoria Gardner (Wiley), Siobhan Haime (Birkbeck, University of London), Rosie Higman (The London School of Economics and Political Science), Roy Kaufman (Copyright Clearance Center), Sam Nesbit, (University of Sussex), Beth Montague-Hellen (The Francis Crick Institute) and Charlie Rapple (Kudos). After twelve years as joint editors of *Insights* with Steve Sharp (Sheffield Hallam University), Lorraine Estelle (Information Power) has announced her retirement. The Editorial Board extend their heartfelt thanks to Lorraine for her invaluable contributions to *Insights* and wish her all the best in her future endeavours.

*Insights* is a 'diamond' open access journal, which does not charge authors fees and is free to read. Publication costs are paid in full by UKSG. While *Insights* only published 19 articles in 2024 (2023: 25), the articles published had some of the highest readership and downloads in the past few years.

Articles continue to be well-received and with good usage, social media comments and an increasing amount of citations. *Insights* continues to receive an increasing number of unsolicited submissions, which is an indication of the continued success of the journal.

## 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 3,010 member contacts. The issues include an editorial, UKSG news, industry news and people news.

## Section 4:

### Achievement and performance

Charlie Rapple is in her first year as chair having been elected as Vice Chair in 2022.

The process for electing members to the committee for 2024/2025 saw 7 people stand for election (2023: 6).

The appointment of two successful candidates provided a balance of representation of the different UKSG main 'stakeholder' groups/communities: Libraries, Publishers, and Intermediaries.

### Conferences held in 2024

Annual Conference – 759 delegates attended our annual conference in person in Glasgow from 26 countries (2023: 761 delegates from 22 countries).

November 2024: UKSG November Conference – "Cybersecurity and Censorship". While the number of delegates attending – 121 – represented a fall on the previous year (2023: 175 delegates) we had excellent feedback on the content and delivery.

UKSG Forum – “Our profession in 2030: publishing, sharing and curating content now and in the future”. This is an in-person event for UKSG members (non-members pay a small fee) - 164 delegates (2023: 176)

#### Seminars and training events held in 2024

We ran six seminars during 2024, attended by 457 delegates (2023: 386). For all the seminars that were run as online events there was an option to attend on demand rather than live, although the majority attended as live events:

- February: Licensing skills for librarians
- June: An introduction to e-resources
- July: Bridging the divide between the media and research
- August: An introduction to open access
- November: Usage data for decision-making
- November: Understanding data visualisation

#### Webinars held in 2024

We ran a programme of three webinars in 2024 (2023: two webinars), including presentations on metadata, education transitions and open access funding.

Those that had registered were able to either attend the live webinar or watch a recording at a later date:

- October: Getting out from the back of the sofa: Or, how can we achieve sustainable funding for Open Access books?
- November: Further Education Webinar Series: The next step: How FE and HE libraries can work together to improve the transition of students from one to the other
- December: MarcEdit through the lens of a Metadata Librarian working for a publisher

A total of over 1,569 (2023: 881) people registered to attend one or more of our webinars in 2024. Recordings for the webinars are available for viewing after the event for registered delegates

#### 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 3,010 member contacts (2023: 2,986 member contracts).
- 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 responsible for increasing UKSG's connections with its own community.

In 2024 we provided 389 free places (2023: 61) at our events for those who are unemployed, students, early career and librarians in low-income countries.

## Member Inclusion

We continued to run a series of seminar events throughout 2024 and all seminars were delivered online. Attendance across the seminar series was higher in 2024 than in 2023, and we continue to receive positive feedback from delegates:

*"It was good to see many attendees from other countries, as it widens perspectives and there is a sense that issues and potential solutions need to factor the publishing landscape in more widely, i.e. cannot be just UK-centric."* (Annual Conference)

*"As a team we were delighted with what we learnt, who we met and the meetings we had with providers. It was very well organised. The arrangements for food and drink were very well planned and executed."* (Annual Conference)

UKSG continued to offer a programme of webinars in 2024 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 live, registrants can listen to a recording of the session later, giving the opportunity to reach an audience regardless of time zone.

## Annual Conference

Our annual conference is the principal driver of our finances (see Section 5). In 2024 we delivered an in-person conference with 759 delegates in total (2023: 761 delegates), and a positive response rate of 96% describing the conference as "excellent" or "good" (2023: 94%). After the summer in 2024, we made all of the conference content freely available.

*"I thought this year's conference was fantastic... topical and relevant content, great venue, brilliant speakers and delegates, and excellent entertainment and food"*

*"I want to thank the organizing committee again for an excellent conference; I always enjoy the UKSG meetings and it is a good opportunity to start the renegotiation talks with publishers, learn about all kind of developments in our area and talk to many colleagues. A big applause for Bev and all the other colleagues for this annual event!"*

Membership benefits remain substantial in terms of discounted attendance at events, 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 free webinars that enable greater inclusion, particularly for international and underfunded 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 the 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 represent the diversity of the global knowledge community

UKSG has members in 32 countries (2023: 28 countries).

The 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.

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.

As part of its strategic vision launched in 2022, UKSG committed to embracing and representing the diversity of the global knowledge community in its activities and addressing areas of under-representation throughout the organisation. During 2023, UKSG worked with a consultant to conduct a Equity, Diversity and Inclusion Audit of its organisation, activities and services to identify areas of existing good practices as well as where changes could be made to enhance inclusion and minimise under-representation across the organisation. A new UKSG EDI working group will be launched in 2025 with membership from across under-represented groups and allies, and libraries, publishers and vendors who will lead on progressing these EDI recommendations. Next steps include revisiting the collection of relevant EDI data and using this to inform the diversification of the Board and committees through a talent pipeline.

## To provide a community of practice for professional development, exchanging ideas and sharing expertise, solutions and best practice

Our wide range of seminars and webinars again saw strong attendance in 2024. We continue to see strong usage of the articles within *Insights*. Citations of *Insights* articles continue to grow, which is evidence of value to the wider scholarly information sector.

### Marketing

Our social media presence continues to grow and have impact. The UKSG LinkedIn group has 1,496 followers (2023: 1,097), and our Facebook group has 643 followers (2023: 628). Twitter (6,102 followers in 2024, compared with 6,330 in 2023) remains a key communication mechanism for UKSG but we also established a presence on Bluesky in 2024, acquiring 1,300 followers. We have continued utilising social media 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 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 Trustees 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 post of Treasurer was held in January to April 2024 by Rob Johnson, and from April until December 2024 by Tasha Mellins-Cohen.

A strong outturn in 2023 allowed us to continue to invest in UKSG's mission and strategy during 2024, including support for the free, in-person Forum which supports our long-term relevance by engaging those who are earlier in their careers.

The Annual Conference was once again held in Glasgow in 2024, representing our largest source of income at £552,070 (2023: £564,647) against costs of £362,065 (2023: £329,561). Conference income is under pressure as institutions and publishers cut costs to manage difficult financial circumstances, with some UKSG members reporting reduction or removal of conference registration fees and associated travel costs from their institutional budgets. At the same time, inflationary pressures pushed up our costs. This left UKSG with a Conference surplus of £190,306 in 2024, £44,780 less than the £235,086 surplus realised in 2023. Our seminar revenues were similarly affected, falling to £33,114 in 2024 (2023: £39,910). Careful financial management, however, allowed us to achieve a surplus in 2024 of £19,765 (2023: £75,048).

We continue to spread our financial risk by holding our cash in multiple accounts; at the end of 2024, our cash at bank and in hand was £805,022 (2023: £737,136). The majority of our cash reserves are held in the CAF Charity Deposit Platform, provided by Flagstone Investment Management, which reduces the administrative overhead of running multiple bank accounts and maximises the interest earned on our cash reserves.

In 2024 we paid off the balance of our coronavirus bounce back loan (2023: £24,944).

**Financial Control and Investment Policy:** Our finances are managed in line with our Financial Control and Investment Policy, which was adopted at a Trustees meeting held on the 4 December 2022. The policy codifies our approach to financial management and reflects our primary investment objectives of maintaining liquidity and minimising risk and a secondary objective of minimising the impact of inflation on the value of our cash reserves.

**Reserves Policy:** our Reserves Policy was last updated at a Trustees meeting held on the 17 February 2022 and requires us to hold sufficient reserves to cover 80% of the costs of the annual conference (£289,652 based on 2024 outcomes) and 35% of our operating costs (£228,720). This requirement was met throughout the year.

## 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, Vicky Drew (Events Executive), Brian Lewis (Digital Communications Associate), Elaine Koster (Publications Associate), and others who carry out specialised tasks for the group.

For 2025 the Education and Events Subcommittee plans to:

- Run a programme of seven one-day seminars on a range of topics, including those events that have been successful in the past. All seminars will continue as online events.
- Continue with the online format of a series of webinars aimed at the Further Education sector.

For 2025 the *Insights* Editorial Board plans to:

- Engage an equitable process to find a new co-editor to onboard, with Lorraine Estelle stepping down as Co-Editor.
- Continue to develop our internal Publications Manual to help with onboarding of new editorial board Members.
- Build on our increasing rate of unsolicited submissions to the journal.

For 2024 the Outreach and Engagement Subcommittee plans to:

- Expand the scope of the podcast to bring in more mid-career voices with a focus on collaborative working and learning from peers.
- Explore hybrid delivery options for roadshow events, enabling multiple Library and Publishing cohorts to engage with sessions.
- Recruit more volunteers that represent our early career membership

## Section 7:

### Audit

The audit of the 2024 accounts was successfully completed by Just Audit & Assurance Ltd, who are pleased to continue as auditors for the year ended 31 December 2025.

## 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



Chair: Charlie Rapple

Date: 2 May 2025



## Independent Auditors' Report to the members of UKSG

### Opinion

We have audited the financial statements of UKSG for the year ended 31 December 2024, which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

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 2024 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, and the provisions available for small 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

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information.

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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 page 15), 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud  
Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members.

We obtained an understanding of the legal and regulatory frameworks within which the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, and the Charities Act together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company for fraud. The laws and regulations we considered in this context were the General Data Protection Regulation (GDPR), Anti-fraud, bribery and corruption legislation, Taxation legislation and Employment legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of conference income and expenditure, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, including senior management, sample testing on the posting of entries, including journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

#### Use of our report

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

  
Martin Wright (Senior Statutory Auditor)

For and on behalf of Just Audit & Assurance Ltd, Statutory Auditor

37 Market Square  
Witney  
Oxfordshire  
OX28 6RE

Date: 23 May 2024

# UKSG

## STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOME</b>					
Income from grants	4	12,000	-	12,000	11,676
Income from charitable activities	4	-	643,973	643,973	659,901
Income from generated funds:	4				
Investment income		-	17,717	17,717	13,674
<b>Total income</b>	<b>4</b>	<b>12,000</b>	<b>661,690</b>	<b>673,690</b>	<b>685,251</b>
<b>EXPENDITURE</b>					
Charitable activities	5	12,000	603,542	615,542	573,657
Governance costs	5	-	38,383	38,383	36,546
<b>Total expenditure</b>	<b>5</b>	<b>12,000</b>	<b>641,925</b>	<b>653,925</b>	<b>610,203</b>
<b>NET INCOME</b>		<b>-</b>	<b>19,765</b>	<b>19,765</b>	<b>75,048</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	16	-	599,198	599,198	524,150
Total funds carried forward	16	-	618,963	618,963	599,198

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

All income and expenditure derive from continuing activities.

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2024**

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
Intangible assets	6	25,423	10,568
<b>CURRENT ASSETS</b>			
Debtors	10	224,011	239,214
Cash at bank and in hand	17	805,022	737,136
		<u>1,029,033</u>	<u>976,350</u>
<b>CREDITORS:</b> Amounts falling due within one year	11	435,493	372,918
		<u></u>	<u></u>
<b>NET CURRENT ASSETS</b>		593,540	603,432
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>618,963</u>	<u>614,000</u>
<b>CREDITORS:</b> Amounts falling due after more than one year	12	-	14,802
		<u></u>	<u></u>
<b>NET ASSETS</b>		<u>618,963</u>	<u>599,198</u>
<b>FUNDS OF THE CHARITY:</b>			
Unrestricted income funds	15 & 16	618,963	599,198
Restricted income funds	15 & 16	-	-
		<u>618,963</u>	<u>599,198</u>

**UKSG**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2024**

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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

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

Charlie Rapple  
Trustee - Chair

Date approved by the board:

2 May 2025

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

	<b>Notes</b>	<b>2024</b> <b>£</b>	<b>2023</b> <b>£</b>
<b>Cash flows from operating activities</b>			
Net income for the reporting period (as per the SOFA)		19,765	75,048
Movements in working capital			
Decrease / (increase) in debtors		15,203	(73,075)
Increase / (decrease) in creditors		72,717	(36,054)
Amortisation of intangible assets		1,494	-
Net cash generated by operating activities		<u>89,414</u>	<u>(109,129)</u>
<b>Cash flows from investing activities</b>			
Payments to acquire intangible assets		(16,349)	(10,568)
Net cash used in investing activities		<u>(16,349)</u>	<u>(10,568)</u>
<b>Cash flows from financing activities</b>			
Repayment of borrowings		(24,944)	(9,891)
Net cash used in financing activities		<u>(24,944)</u>	<u>(9,891)</u>
<b>Net increase / (decrease) in cash and cash equivalents</b>		67,886	(54,540)
<b>Cash and cash equivalents at the beginning of the year</b>	<b>17</b>	<u>737,136</u>	<u>791,676</u>
<b>Cash and cash equivalents at the end of the year</b>	<b>17</b>	<u>805,022</u>	<u>737,136</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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**1 GENERAL INFORMATION**

UKSG is a registered charity and private 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and 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.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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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 membership subscriptions is included in incoming resources for the period in which the membership occurs.

*Grant income*

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.

**Grants**

The company received total grant income of £12,000. All of this related to income received from Glasgow City Council to support UKSG's activities in delivery of the Annual Conference.

**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.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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

**Tangible fixed assets**

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

**Intangible fixed assets**

Intangible fixed assets, other than goodwill, are stated at cost less accumulated amortisation and any accumulated impairment losses. Amortisation is calculated on a straight-line basis over their estimated useful economic life, which is generally three years.

Included in intangible fixed assets is the website. It has a remaining amortisation period of two years and ten months and the amortisation is included under the heading for charitable activities in unrestricted funds.

**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.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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

**Bank borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the company has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

**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.

**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 an employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment. All pension costs are included in unrestricted expenditure.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**3 CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS**

The directors have made key assumptions in determining the useful economic life of intangible assets.

**4 INCOMING RESOURCES**

The incoming resources included in the Statement of Financial Activities consist of the following sources of income:

	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>2024 Total £</b>	<b>2023 Total £</b>
<b>Income from charitable activities</b>				
Conference and seminar fees		585,185	585,185	604,557
Subscriptions	-	56,363	56,363	52,907
Grants and donations received	12,000	-	12,000	11,676
Other income	-	2,425	2,425	2,437
	<u>12,000</u>	<u>643,973</u>	<u>655,973</u>	<u>671,577</u>
<b>Investment income</b>				
Interest received	-	17,717	17,717	13,674
<b>Total income</b>	<u>12,000</u>	<u>661,690</u>	<u>673,690</u>	<u>685,251</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**5 EXPENDITURE**

The resources expended included in the Statement of Financial Activities consist of the following sources of expenditure:

	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>2024 Total £</b>	<b>2023 Total £</b>
<b>Charitable activities</b>				
Conference expenditure	12,000	350,065	362,065	329,561
Seminars expenditure	-	21,030	21,030	18,669
Administration	-	232,447	232,447	225,427
	<u>12,000</u>	<u>603,542</u>	<u>615,542</u>	<u>573,657</u>
<b>Governance costs</b>				
Audit of the financial statements	-	3,750	3,750	4,000
Accountancy, bookkeeping and payroll costs	-	31,228	31,228	30,955
Committee expenses	-	3,405	3,405	1,591
	<u>-</u>	<u>38,383</u>	<u>38,383</u>	<u>36,546</u>
<b>Total expenditure</b>	<u>12,000</u>	<u>641,925</u>	<u>653,925</u>	<u>610,203</u>

**6 INTANGIBLE FIXED ASSETS**

	<b>Website costs £</b>
<b>Cost</b>	
At 1 January 2024	10,568
Additions	16,349
At 31 December 2024	<u>26,917</u>
<b>Accumulated amounts written off</b>	
Charge for year	1,494
At 31 December 2024	<u>1,494</u>
<b>Net book value</b>	
At 1 January 2024	10,568
At 31 December 2024	<u>25,423</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**7 EMPLOYEES**

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

	<b>2024</b>	<b>2023</b>
Average number of employees	4	5

**8 STAFF COSTS**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Staff costs during the year amounted to:		
Salaries	129,105	129,667
Employer's National Insurance contributions	6,833	6,722
Pension costs	4,918	5,130
	<u>140,856</u>	<u>141,519</u>

No other trustee received any remuneration during the year or received 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.

7 trustees (2023 - 4) were reimbursed for travel, meeting and accommodation costs and gifts to employees, totalling £2,512 (2023 - £2,831).

1 member of staff earned in excess of £70,000 but less than £80,000 during the year (2023 - 1 in excess of £70,000 but less than £80,000).

**9 RELATED PARTY TRANSACTIONS**

During the year there have been no related party transactions in the reporting period that require disclosure other than that disclosed in note 8.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**10 DEBTORS**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	71,224	77,281
Prepayments and accrued income	152,611	161,933
Other debtors	176	-
	<u>224,011</u>	<u>239,214</u>

Included within prepayments and accrued income are amounts considered to be due after more than one year of £11,272 (2023 - £27,750) in relation to conference venue deposits.

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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Bank loans and overdrafts	-	10,142
Trade creditors	74,298	4,890
Taxation and social security	34,744	36,318
Accruals	11,669	11,676
Deferred income	314,782	309,892
	<u>435,493</u>	<u>372,918</u>

Included in Bank loans and overdrafts is a loan under the coronavirus Bounce Back Loan Scheme (see Note 12).

**12 CREDITORS: amounts falling due after more than one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Bank loans and overdrafts	-	14,802

Included in Bank loans and overdrafts is a loan under the coronavirus Bounce Back Loan Scheme. The loan is underwritten by the Government as part of the COVID-19 crisis with fees and first year's interest being met by the Government as part of that initiative. Interest is fixed at 2.5%. The loan balance was settled on 8 October 2024 so that the carrying value at the year end was nil (2023 - £24,944). Interest charged to the financial statements within the year was £438 (2023 - £758).

**13 DEFERRED INCOME**

The provision for deferred income of £314,782 is for income relating to 2025 received in 2024. In the accounts for the year ended 31 December 2023, £309,892 was deferred and has been released in the current year.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**14 COMMITMENTS**

Amounts falling due next year under licences for land and buildings:	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Expiring in less than one year	7,420	7,628
	<u>7,420</u>	<u>7,628</u>

Lease payments of £11,388 (2023 - £13,826) in relation to licences for land and buildings have been recognised as an expense in the statement of financial activities in the year.

**15 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2024 Total</b>	<b>2023 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Intangible assets	-	25,423	25,423	10,568
Debtors	-	224,011	224,011	239,214
Cash at bank and in hand	-	805,022	805,022	737,136
Current liabilities	-	(435,493)	(435,493)	(372,918)
Non-current liabilities	-	-	-	(14,802)
	<u>-</u>	<u>618,963</u>	<u>618,963</u>	<u>599,198</u>



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**16 MOVEMENT IN FUNDS**

	<b>At 1 January 2024 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Transfers</b>	<b>As at 31 December 2024 £</b>
<b>Unrestricted funds:</b>					
General funds	599,198	661,690	(641,925)	-	618,963
<b>Total unrestricted funds</b>	<b>599,198</b>	<b>661,690</b>	<b>(641,925)</b>	<b>-</b>	<b>618,963</b>
<b>Restricted funds</b>	<b>-</b>	<b>12,000</b>	<b>(12,000)</b>	<b>-</b>	<b>-</b>
<b>Total funds</b>	<b>599,198</b>	<b>673,690</b>	<b>(653,925)</b>	<b>-</b>	<b>618,963</b>

**Movement in funds (previous year)**

	<b>At 1 January 2023 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Transfers</b>	<b>As at 31 December 2023 £</b>
<b>Unrestricted funds:</b>					
General funds	524,150	673,575	(598,527)	-	599,198
<b>Total unrestricted funds</b>	<b>524,150</b>	<b>673,575</b>	<b>(598,527)</b>	<b>-</b>	<b>599,198</b>
<b>Restricted funds</b>	<b>-</b>	<b>11,676</b>	<b>(11,676)</b>	<b>-</b>	<b>-</b>
<b>Total funds</b>	<b>524,150</b>	<b>685,251</b>	<b>(610,203)</b>	<b>-</b>	<b>599,198</b>

**Restricted funds**

Funds of £12,000 were received from Glasgow City Council to support UKSG's activities in delivery of the Annual Conference.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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**17 ANALYSIS OF CASH AND CASH EQUIVALENTS**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Cash in hand	805,022	737,136
<b>Total cash and cash equivalents</b>	<b>805,022</b>	<b>737,136</b>