

THE P. D. JAMES MEMORIAL FUND
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE
YEAR ENDED 31 DECEMBER 2020

CHARITY No. 212401

THE P. D. JAMES MEMORIAL FUND

Charity Information

Trustees	The Management Committee of The Society of Authors
Charity Number	212401
Charity Offices	c/o The Society of Authors 24 Bedford Row London WC1R 4EH
Independent Examiner	Simon Goodridge FCA Knox Cropper LLP Chartered Accountants 65 Leadenhall Street London EC3A 2AD
Bankers	HSBC The Peak 333 Vauxhall Bridge Road Victoria London SW1V 1EJ
Investment Managers	Aberdeen Standard Capital Bow Bells House 1 Bread Street London EC4M 9HH

THE P. D. JAMES MEMORIAL FUND

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REPORT OF THE TRUSTEES OF
THE P. D. JAMES MEMORIAL FUND
YEAR ENDED 31 DECEMBER 2020

The name of the Fund was changed on 25th November 2015 to The P. D. James Memorial Fund from its original name, The Society of Authors Pension Fund.

The Trustees present their report and financial statements for the year ended 31st December 2020. The Trustees have adopted the provisions of the Accounting and Reporting by Charities, Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019).

Trustees

The appointment of Trustees is governed by the Trust Deed of the charity. From 25th November 2015, by a change in the trust deed, The Society of Authors is now the sole Corporate Trustee and the previous Trustees retired from office.

Investment powers and Risk Management

The Trust Deed authorises the Trustees to make and hold investments using the Capital Funds of the charity. These are shown in detail in the notes to the financial statements. The principal area of risk concerns the management of the investments, the income from which provides the main source of funds from which the awards are paid. The investments are therefore kept under constant review by the investment managers.

Public Benefit

In reviewing the charity's aims and objectives and in planning future activities, the Trustees refer to the Charity Commission's general guidance on public benefit.

Constitution, objects and policies

This charity was originally constituted under a Trust Deed dated 18th October 1900 and amended in 1980 and 2015. The Fund is in the nature of a benevolent fund to provide pensions to members of the Society of Authors over 60 years of age or totally incapacitated for work, who have been members for at least ten years, and whose circumstances warrant such a benefit. Benefits are paid at the discretion of the Trustees for life or until the recipient's circumstances change such that he or she no longer qualifies for the benefit. The policy of The P.D. James Memorial Fund continues to be to pay benefits in accordance with the terms of the Trust Deed out of the income generated by the investments, subscriptions and donations.

Reserves Policy

The Trustees policy is to operate on the basis of being able to continue to generate sufficient incoming resources to use toward meeting their charitable objectives and to accord with their principal terms. The Trustees are of the opinion that the funds remain sufficient to enable them to continue this ongoing objective. The charity has sufficient but not excessive funds to service its objective of making future charitable distributions.

Financial Review

The results for the year ended 31st December 2020 are attached and show a Net decrease in funds of £44,200 (2019: £42,218 decrease) before adding the realised losses on sale of investments of £923 (2019: £2,575 gain) and unrealised increase in market value of investments amounting to £3,227 (2019: £124,757). Benefits were paid during the year to 24 beneficiaries (2019: 25) and amounted to £51,150 (2019: £55,000), and other expenditure totalled £19,500 (2019: £20,831). The investments appear in the Balance Sheet at their market value of £993,951 (2019: £1,017,152). The Accumulated Fund carried forward at the year-end stands at £1,005,622 (2019: £1,047,518) and the Trustees consider that the charity has sufficient income and capital to meet its obligations in the foreseeable future.

The Covid-19 pandemic has affected the way the charity and the Society of Authors works. The value of the charity's investment portfolio has recovered the losses suffered in March/April 2020 and has increased in value over the course of the whole year before disposals as set out in the notes to the financial statements. The charity anticipates being able to maintain its existing support for writers.

**REPORT OF THE TRUSTEES OF
THE P. D. JAMES MEMORIAL FUND
YEAR ENDED 31 DECEMBER 2020**

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The law applicable to charities in England and Wales, the Charities Act 2011, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and the principles of the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of Trustees on 27 May 2021 and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'Joanne Harris', written over a light blue rectangular stamp.

Joanne Harris – Chair of the Management Committee, The Society of Authors

THE P. D. JAMES MEMORIAL FUND
YEAR ENDED 31st DECEMBER 2020

Independent Examiner's Report to the Trustees of The P. D. James Memorial Fund.

I report to the trustees on my examination of the accounts of The P. D. James Memorial Fund for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity trustees 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 as required under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination which give me cause to believe that in any material aspect:

- a) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- b) the accounts do not accord with those records; or
- c) 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 the 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.



Simon Goodridge FCA
Knox Cropper LLP
Chartered Accountants
65 Leadenhall Street
London
EC3A 2AD

Date: 1 June 2021

THE P. D. JAMES MEMORIAL FUND
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31st DECEMBER 2020

		-----Unrestricted Funds-----	
	Notes	2020 £	2019 £
Income			
Donations and Legacies		-	174
Investment Income - Dividends	2	22,777	29,640
- Bank Interest		6	20
Other income	4	3,667	3,779
Total		26,450	33,613
Expenditure			
Raising funds:			
Investment Management Fees		6,347	8,032
Charitable activities	3	64,303	67,799
Total		70,650	75,831
Net income/(expenditure) before Investment gains/(losses)		(44,200)	(42,218)
Net gains/(losses) on investments	7	2,304	127,332
Net income/(expenditure)		(41,896)	85,114
Reconciliation of funds:			
Total funds brought forward		1,047,518	962,404
Total funds carried forward		<u>£1,005,622</u>	<u>£1,047,518</u>

THE P. D. JAMES MEMORIAL FUND

BALANCE SHEET

31st DECEMBER 2020

	Notes	2020	2019
		£	£
FIXED ASSETS			
Quoted Investments	5	993,951	1,017,152
CURRENT ASSETS			
Debtors	8	873	-
Cash held by Investment Managers		2,113	17,679
Cash at bank		<u>13,507</u>	<u>16,092</u>
		16,493	33,771
CURRENT LIABILITIES			
Amounts due within one year	9	<u>(4,822)</u>	<u>(3,405)</u>
Net Current Assets		11,671	30,366
TOTAL NET ASSETS		<u>1,005,622</u>	<u>£1,047,518</u>
Represented by:			
ACCUMULATED FUND			
Total Unrestricted Funds		1,005,622	1,047,518
TOTAL UNRESTRICTED FUNDS		<u>£1,005,622</u>	<u>£1,047,518</u>

Approved by the Trustees on 27 May 2021 and signed on their behalf by:



Joanne Harris – Chair of the Management Committee, The Society of Authors

The notes form part of these Financial Statements

THE P. D. JAMES MEMORIAL FUND
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

- a) These financial statements have been prepared in accordance with the Financial Reporting Standard 102 and the Charities SORP (FRS102 second edition) and in compliance with the Charities Act 2011.

The charity is a public benefit entity under FRS102.

- b) The income from investments and bank interest received represent the actual income receivable in the year.
- c) Awards paid include all amounts payable in the year in accordance with the terms of the Trust Deed.
- d) Other expenditure is included on the basis of amounts payable for the year.
- e) The quoted investments are included in the Financial Statements at market value to comply with the Statement of Recommended Practice.
- f) The UK economy has been seriously affected by the Covid-19 pandemic. The charity's income is derived from its investment portfolio whose value has recovered the losses suffered in March/April 2020. The trustees believe that its investments will continue to provide sufficient resources in the foreseeable future to enable the charity to maintain its activities and that there are no other material uncertainties about the charity's ability to continue as a going concern.

2. INCOME FROM INVESTMENTS

	Gross Income 2020	Gross Income 2019
	£	£
NON GOVERNMENT BOND FUNDS		
ASC (Offshore) Global Fixed Interest Fund Z Income	3,958	4,381
ASC (Offshore) Sterling Fixed Interest Fund Z Income	2,937	3,054
	<u>6,895</u>	<u>7,435</u>
 MULTI ASSET CHARITY INVESTMENT FUND		
BNY Mellon Funds	15,882	22,205
 TOTAL	 <u><u>£22,777</u></u>	 <u><u>£29,640</u></u>

THE P. D. JAMES MEMORIAL FUND
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

3. CHARITABLE ACTIVITIES

	2020	2019
	£	£
DIRECT		
Awards paid	51,150	55,000
Vouchers for pensioners	1,320	1,380
INDIRECT		
Administration costs	8,335	7,938
Other expenses	1,890	1,993
GOVERNANCE		
Independent Examination Fee – current year	1,560	1,488
– prior year	48	-
	<u>£64,303</u>	<u>£67,799</u>

4. OTHER INCOME

Royalties	<u>3,667</u>	<u>3,779</u>
	<u>£3,667</u>	<u>£3,779</u>

5. INVESTMENTS

	Cost	Market Value
	£	£
NON GOVERNMENT BOND FUNDS		
ASC (Offshore) Global Fixed Interest Fund Z Income	92,232	97,469
ASC (Offshore) Sterling Fixed Interest Fund Z Income	85,070	98,132
	<u>177,302</u>	<u>195,601</u>
MULI ASSET CHARITY INVESTMENT FUND		
BNY Mellon - Newton Growth & Income for Charities	<u>494,478</u>	<u>798,350</u>
TOTALS at – 31st December 2020	<u>£671,780</u>	<u>£993,951</u>
31 st December 2019	<u>£692,563</u>	<u>£1,017,152</u>

THE P. D. JAMES MEMORIAL FUND
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

6. MOVEMENT IN COST OF INVESTMENTS

	2020	2019
	£	£
Cost at 1 January 2020	692,563	709,250
Disposals		
ASC(Overseas) Global Fixed Interest Fund Z Income	(5,120)	-
ASC (Overseas) Sterling Fixed Interest Fund Z Income	(7,165)	-
BNY Mellon Funds	<u>(8,498)</u>	<u>(16,687)</u>
	(20,783)	(16,687)
Cost at 31 December 2020	<u><u>£671,780</u></u>	<u><u>£692,563</u></u>

7. MOVEMENT IN MARKET VALUES OF INVESTMENTS

	2020	2019
	£	£
Market Value at the beginning of the year	1,017,152	916,163
Disposal Proceeds	(25,505)	(26,343)
Investment Gains/(losses)	<u>2,304</u>	<u>127,332</u>
	(23,201)	100,989
Market Value at End of Year	<u><u>£993,951</u></u>	<u><u>£1,017,152</u></u>
Realised gains/(losses)	(923)	2,575
Unrealised gains/(losses)	3,227	124,757
	<u><u>£2,304</u></u>	<u><u>£127,332</u></u>

8. DEBTORS

	2020	2019
	£	£
Debtors	813	-
Prepayments	60	-
	<u><u>£873</u></u>	<u><u>£-</u></u>

9. CREDITORS AND ACCRUALS

	2020	2019
	£	£
Investment Managers' Fees	1,445	1,953
Professional Fees	1,560	1,452
The Society of Authors	<u>1,817</u>	<u>-</u>
	<u><u>£4,822</u></u>	<u><u>£3,405</u></u>

THE P. D. JAMES MEMORIAL FUND
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

10. RELATED PARTY DISCLOSURES

The Society of Authors, which is the corporate Trustee of the charity, carried out management services for the charity and charged a management fee for the year amounting to £8,335 (2019: £7,938). There were no other related party transactions in the year.