DIRECTORS REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 1999



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COMPANY NUMBER: 1157814

DIRECTORS REPORT

FOR THE YEAR ENDED 31ST MARCH 1999

The directors submit their annual report and the audited accounts of the company for the year ended 31st March 1999.

Activities

The principal activity of the company is that of publisher.

Results for the Year

Turnover decreased by £11,463 and cost of sales increased by £1,460 resulting in a decrease in gross profit from £285,588 to £283,509. After distribution, administration and promotion costs of £272,927 (a decrease of £12,062) the loss for the year was £759 compared with a profit of £599 for 1997/98.

Directors and their Interests

The members of the Board of Directors during the year were:

| Helen Alexander | Ursula Owen | |
|----------------------------|-------------------|---------------------------------|
| Louis Blom-Cooper QC | Lord Palumbo | (resigned 8th March 1999) |
| Ajay Chowdhury | Martin Nield | (appointed 15th May 1998) |
| Sue Woodford (Chairperson) | Anthony Smith | (resigned 26th February 1999) |
| Caroline Moorehead | Elizabeth Twining | (appointed 12th September 1998) |

As the company is limited by guarantee there are no share interests to disclose. No distributions to members are permitted.

Director's Responsibilities

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 company and of the profit or loss of the company for that period. In preparing those financial statements the directors are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Auditors

A resolution to re-appoint the auditors, Sayers Butterworth, will be proposed at the Annual General Meeting.

By Order of the Board

Secretary

Date: 20th July 1999

REPORT OF THE AUDITORS

FOR THE YEAR ENDED 31ST MARCH 1999

We have audited the financial statements on pages 3 to 7 which have been prepared under the historical cost convention and the accounting policies set out on page 5.

Respective Responsibilities of Directors and Auditors

As described in the directors' report, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of Opinion

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

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

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 1999 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

SAYERS BUTTERWORTH Chartered Accountants and Registered Auditors 18 Bentinck Street London W1M 5RL

20th July 1999

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 1999

| | Notes | 1: | 1999 | | 1998 | |
|---|-------|-----------------------------|-----------|---|-----------|--|
| | | £ | £ | £ | £ | |
| Turnover | 1 | | | | | |
| Fees, subscriptions and sales Grants and donations | | 285,850 269,551 | | 283,834 283,030 | | |
| | | | 555,401 | | 566,864 | |
| Cost of Sales | | | | | | |
| Printing, design and authorship Employee costs | 2 | 96,557 188,412 | | 93,429 190,080 | | |
| | | | (284,969) | | (283,509) | |
| Gross Profit | | | 270,432 | | 283,355 | |
| Distribution costs Administration expenses Promotion Less administration expenses charged to Projects | | 76,215 75,776 120,936 | | 73,007 85,894 138,764 (12,676) | | |
| | | | (272,927) | | (284,989) | |
| Operating Loss | 3 | | (2,495) | | (1,634) | |
| Interest receivable | | | 1,736 | | 2,233 | |
| (Loss)/Profit for Financial Year | | | (759) | | 599 | |
| Retained Profit Brought Forward | | | 994 | | 395 | |
| Retained Profit Carried Forward | | | £ 235 | | £ 994 | |

There are no recognised gains or losses in the year other than those included in the profit and loss account.

BALANCE SHEET

AS AT 31ST MARCH 1999

| | Notes | 19 | 1999 | | 1998 | |
|---|-------|---|---------|--|---------|--|
| | | £ | £ | £ | £ | |
| Fixed Assets | | | | | | |
| Tangible assets | 5 | | 26,816 | | 32,701 | |
| Current Assets | | | | | | |
| Debtors due within one year - Trade debtors - Prepayments - Sundry debtors Cash at bank and in hand Writers and Scholars Educational Trust | | 68,959 8,312 11,254 101,218 178,606 | | 12,689 11,415 60 50,166 199,772 274,102 | • | |
| Creditors: amounts falling due within one year | | | | | | |
| Trade creditors Accruals Deferred income - Subscriptions - Fund for special subscriptions Unexpended Grants for projects carried forward | 6 | 49,512 9,308 115,448 101,974 3,730 279,972 | | 26,418 7,285 144,727 10,639 4,851 | | |
| | | | 88,377 | | 80,182 | |
| Total Assets Less Current Liabilities | | | 115,193 | | 112,883 | |
| Creditors: amounts falling due after more than one year | | | | | | |
| Deferred income - Subscriptions Loan: Writers & Scholars Educational Trust | 7 | 14,958 100,000 | 114,958 | 11,889 100,000 | 111,889 | |
| Net (Liabilities)/Assets | | | £ 235 | | £ 994 | |
| Profit and Loss Account | | | | | | |
| Surplus | | | £235 | | £994 | |

Approved by the Board on 20 July 1999

SUE WOODFORD Director

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 1999

1 Accounting Policies

a) Basis of Accounting

The accounts are prepared in accordance with applicable accounting standards and under the historical cost basis of accounting.

b) Fixed Assets

Depreciation is provided on all fixed assets at rates calculated to write off their cost evenly over their estimated life at the following rates:

Computers
Fixtures and fittings

- 20-33% p.a.

- 10% p.a.

c) Stocks

Stocks, where applicable, comprise raw materials and items held for re-sale. No value is assigned to these items and the amounts concerned are immaterial.

d) Capital Grants

Grants for the purchase of fixed assets are held on the capital grants provision and written off to revenue at the same rate at which the assets are depreciated.

e) Research

Research and library material is written off as incurred.

f) Foreign Currencies

Assets and liabilities denominated on foreign currencies are translated at the rate of exchange ruling at the balance sheet date.

g) Turnover

Turnover comprises subscriptions, sales, fees, grants and donations. Subscriptions including donated subscriptions are treated as deferred income until publication date.

| 2 | Employee Costs | 1999 | 1998 |
|---|--------------------------------|--------------|----------|
| | Employee costs comprise: | £ | £ |
| | Salaries | 168,409 | 168,328 |
| | Social Security costs | 15,909 | 16,197 |
| | Other pension costs | 4,094 | 5,555 |
| | | £188,412 | £190,080 |
| | | | |
| | Average number of employees: | *11 | 0 |
| | 11.0.050 manioox of omproyees. | 11 | 9 |
| | | = | = |

NOTES TO THE ACCOUNTS – CONTINUED

FOR THE YEAR ENDED 31ST MARCH 1999

| 3 | Profit on Ordinary Activities for the Year | | 1999 | 1998 |
|---|--|--------------|---------------------------|--------------------------|
| | The profit for the year is after charging | | £ | £ |
| | Auditors remuneration Directors remuneration Depreciation | | 2,000 18,909 11,529 | 2,000 18,304 7,879 |
| 4 | Taxation | | | |
| | The Company has no liability to taxation on the results for the year | | | |
| 5 | Tangible Assets | Fixtures | | |
| | Office Equipment | and Fixtures | Computers | Total |
| | Cost | £ | £ | £ |
| | At 1st April 1998 Additions during the year | 9,263 276 | 57,617 5,368 | 66,880 5,644 |
| | At 31st March 1999 | 9,539 | 62,985 | 72,524 |
| | Depreciation | | | |
| | At 1st April 1998 Charge for the year | 762 945 | 33,417 10,584 | 34,179 11,529 |
| | At 31st March 1999 | 1,707 | 44,001 | 45,708 |
| | Net Book Value | | | |
| | At 31st March 1999 | £7,832 | £18,984 | £26,816 |
| | At 31st March 1998 | £8,501 | £24,200 | £32,701 |
| 6 | Projects | | £ | £ |
| | Unexpended balances, brought forward Income for the year | | | 4,851 - |
| | Expenditure for the year - | | | |
| | Direct costs Support and administration | | 488 633 | |
| | Unexpended balances, carried forward | | | £3,730 |

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NOTES TO THE ACCOUNTS - CONTINUED

FOR THE YEAR ENDED 31ST MARCH 1999

7 Loan - Writers & Scholars Educational Trust

The loan is interest free and repayable as and when it is financially feasible without prejudice to the other creditors of the company.

8 Related Parties

Control

The company is controlled by The Writers and Scholars Educational Trust.

Transactions

Six of the eight directors of Writers and Scholars International Limited are also Trustees of The Writers and Scholars Educational Trust. During the year Writers and Scholars International received grants totalling £49,400 (1998: £237,000) from Writers and Scholars Educational Trust in the normal course of business. At the balance sheet date the amount due from Writers and Scholars Educational Trust was £178,606 (1998: £199,772).

SCHEDULE TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 1999

| | 1999 | | 1998 | |
|---|-----------------|----------|-----------------|------------------|
| Turnover | £ | £ | £ | £ |
| Fees, Subscriptions and Sales | | | | |
| Lower rate subscriptions – | | | | |
| Funds received and applied for lower rate subscriptions | | | | |
| - Danish Foreign Ministry | - | | 8,977 | |
| - Fritt Ord | 16,550 | | 16,550 | |
| - EU | 21,492 | | 4,458 | |
| - NORAD | 8,750 58,050 | | 6,000 44,550 | |
| - Open Society - Ford | 50,000 | | 19,528 | |
| - Other | 49 | | 2,540 | |
| - Outer | | 154,891 | | 102,603 |
| Add: Deferred subscriptions as at 31st March 1998 | | 41,851 | | 49,937 |
| Less: Deferred subscriptions as at 31st March 1999 | | (69,326) | | (41,851) |
| | | | | |
| | | 127,416 | | 110,689 |
| Subscriptions (ordinary) | | 137,307 | | 130,097 |
| Fees, office and shop sales | | 21,127 | | 43,048 |
| | | | | |
| | | 285,850 | | 283,834 |
| Grants and Donations | | | 11.900 | |
| Prince Claus Award | - | | 11,800 538 | |
| The Arts Council Ford Foundation | <u>-</u> | | 31,917 | |
| Writers and Scholars Educational Trust | 49,400 | | 237,000 | |
| SIDA | 80,231 | | - | |
| Neda Min Buit Laken | 4,144 | | _ | |
| Inst Fritt Ord | 40,000 | | - | |
| Norwegian Ministry of Human Rights | 23,342 | | - | |
| Danish Foreign Ministry | 9,586 | | - | |
| European Roma Rights | 16,300 | | - | |
| UNESCO | 2,745 | | - | |
| NORSK Forum | 31,498 | | - | |
| Danish Centre for Human Rights | 10,000 | | - | |
| Portuguese Foreign Ministry | 1,608 | | 1 275 | |
| Other grants and donations | 697 | 260 551 | 1,775 | 202 020 |
| I Accord December 3 | | 269,551 | | 283,030 2,233 |
| Interest Received | | 1,736 | | 2,233 |
| | | £557,137 | | £569,097 |
| | | | | ==== |
| Cost of Sales | | | | |
| Printing, Design and Authorship | | | | |
| Printing | 58,194 | | 51,799 | |
| Design | 4,052 | | 4,225 | |
| Author fees | 34,311 | | 37,405 | |
| | | 96,557 | | 93,429 |
| Employee Costs | | | | |
| Salaries, National Insurance and pension contribution | | 188,412 | | 190,080 |
| | | 5004.060 | | 6282.500 |
| | | £284,969 | | £283,509 |
| Distribution Costs | | | | |
| Distribution Costs Subscription servicing | | £76,215 | | £73,007 |
| engorthmon servioura | | 270,213 | | ===== |
| | | | | <u>— — — </u> |

SCHEDULE TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 1999

| | 1999 | | 1998 | |
|--|---|---------|--|---------|
| | £ | £ | £ | £ |
| Administration Expenses | | | | |
| Premises Rent Rates Service charges Gas and electricity Insurance Cleaning | 7,367 1,746 2,221 1,267 283 1,505 | | 6,800 2,117 1,978 1,533 90 1,552 | |
| | | 14,389 | | 14,070 |
| Communications | | | | |
| Printing, stationery and office equipment maintenance Postage Telephone and fax Transport, travel and entertainment | 4,697 3,777 11,033 12,223 | | 6,682 5,588 8,512 17,339 | |
| | <u></u> | 31,730 | | 38,121 |
| Financial | | | | |
| Legal fees Audit and accountancy Bank charges and interest Loss on exchange Sundry expenses Computer expenses Computer depreciation Fixtures and fittings depreciation Staff recruitment Library | 575 8,700 3,585 459 1,281 1,281 10,584 945 1,706 1,249 | | 350 9,128 3,116 1,344 1,375 3,777 5,395 762 5,866 2,590 | |
| | <u>-</u> _ | 30,365 | <u></u> | 33,703 |
| | | 76,484 | | 85,894 |
| Administration charged to Projects | | 708 | | 12,676 |
| | | 75,776 | | 73,218 |
| Promotions | | 120,936 | | 138,764 |
| | | £ (759) | | £ 599 |

PROJECTS

| | Internet | Cohen Conference | Total |
|----------------------------|----------|---------------------|--------|
| Balance brought forward | 3,573 | 1,278 | 4,851 |
| Income | 3,573 | 1,278 | 4,851 |
| Expenditure | | | |
| Direct costs | 488 | - | 488 |
| Support and administration | 1,121 | | 1,121 |
| Balance carried forward | £2,452 | £1,278 | £3,730 |