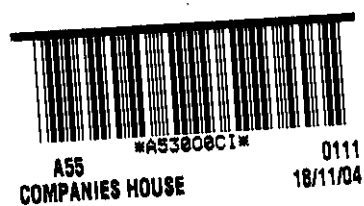


THE NATIONAL LIFE STORY COLLECTION

COMPANY NUMBER 2172518

REPORT AND ACCOUNTS

YEAR ENDED 31 DECEMBER 2003



Charity Number 327571

THE NATIONAL LIFE STORY COLLECTION
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2003

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THE NATIONAL LIFE STORY COLLECTION

COMPANY INFORMATION

DIRECTORS AND TRUSTEES

Lord Briggs (President)
Sir Nicholas Goodison (Chairman)
Eric de Bellaigue
Bob Boas
Professor Mary Chamberlain
Sir John Craven
Martyn Goff OBE
Crispin Jewitt
Penelope Lively OBE
Dr Robert Perks
Dorothy Sheridan MBE
Jonathan Taylor
Professor Paul Thompson
Jennifer Wingate

SECRETARY/TREASURER

Eric de Bellaigue

COMPANY NUMBER

2172518 (England and Wales)

CHARITY NUMBER

327571

REGISTERED OFFICE

British Library Sound Archive
96 Euston Road
London
NW1 2DB

BANKERS

Barclays Bank plc
2 The Square
Abingdon
Oxon
OX14 5AS

AUDITORS

Parker Cavendish
28 Church Road
Stanmore
Middlesex
HA7 4XR

THE NATIONAL LIFE STORY COLLECTION

TRUSTEES' REPORT

The Trustees present their report and accounts for the year ended 31 December 2003.

CONSTITUTION

The National Life Story Collection was incorporated under the Companies Act 1985 as a company limited by guarantee, and not having a share capital. Each of the members of the company has undertaken to contribute an amount not exceeding £5 to the assets of the company in the event of its being wound up while they are members, or within one year after they cease to be a member.

OBJECTS

The object of the charity as stated by its constitution is to advance the education of the public by the establishment of a national biography in sound consisting of a national collection of autobiographical and other life story records.

ORGANISATION

The Charity operates from the offices of the British Library Sound Archive at The British Library and there is close co-operation between the two organisations. The Charity is organised so that the executive members of the trustees meet regularly to manage its affairs. There is one full time administrator who manages the day to day administration of the Charity. A number of unpaid volunteers also assist in the general affairs of the Charity. On 23 September 2003, the Executive Committee adopted a Corporate Governance document. This regularises the business of the Charity and establishes an Audit Committee and a Remuneration Committee.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law 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 company and of the surplus or deficit of the company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company 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 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.

REVIEW OF DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

Work continues on all the current projects with major work being done on artists' lives, book trade lives and food: from source to sales point. The oral histories of Wolff Olins and the Post Office were completed successfully during the year. Progress continues to be made in opening up new areas within the constraints of the financial situation.

THE NATIONAL LIFE STORY COLLECTION

TRUSTEES' REPORT

REVIEW OF TRANSACTIONS AND FINANCIAL POSITION

The statement of Financial Activities shows income for the year of £234,679 and expenditure of £179,487. The reserves at the year end amounted to £558,138.

Donations include the receipt of £50,000 from The Lisbet Rausing Trust, £35,000 from The Max Reinhardt Charitable Trust and £20,000 from Tesco.

DIRECTORS AND TRUSTEES

All directors of the company are also trustees of the Charity and are listed on the company information page 1. Appointment of trustees is governed by the Constitution of the Charity. The Board of Trustees is authorised to appoint new trustees to fill the vacancies arising until the next following Annual General Meeting when the new trustees are eligible for re-election.

The following directors and trustees retire by rotation and offer themselves for re-election:

Eric de Bellaigue
Sir John Craven
Sir Nicholas Goodison
Penelope Lively OBE
Dr Robert Perks
Dorothy Sheridan MBE

Professor Mary Chamberlain retires by rotation and does not offer herself for re-election.

Mark Fisher MP resigned on 22 May 2003.

RESERVES

The Charity maintains two funds. Restricted funds are to be used for the purpose specified by the donor. Unrestricted funds are intended to provide sufficient resources to maintain the general activities of the Charity.

RISK MANAGEMENT

The trustees actively review the major risks which the Charity faces on a regular basis and believe that maintaining reserves at current levels, combined with a review of controls over key financial areas, will provide sufficient resources in the event of adverse conditions. The trustees also examine other operational and business risks faced by the Charity and have established systems to mitigate the significant risks.

AUDITORS

The present auditors, Messrs Parker Cavendish have indicated their willingness to remain in office and a resolution to re-appoint them will be proposed at the Annual General Meeting.

Approved by the Board of Directors and Trustees on 2 June 2004 and signed on its behalf.



Sir Nicholas Goodison
Chairman of Trustees

THE NATIONAL LIFE STORY COLLECTION

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF THE NATIONAL LIFE STORY COLLECTION

We have audited the financial statements of The National Life Story Collection for the year ended 31 December 2003 on pages 5 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described on page 2 the Charity's trustees who are also the directors of The National Life Story Collection for the purposes of company law are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the report of the trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the report of the trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 misstatement, 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 charitable company's affairs as at 31 December 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



PARKER CAVENDISH
Chartered Accountants
& Registered Auditor

2 June 2004

28 Church Road
Stanmore
Middlesex
HA7 4XR

THE NATIONAL LIFE STORY COLLECTION

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2003

| | Notes | Restricted | Unrestricted | Total | |
|---|-------|-------------------|-------------------|-------------------|-------------------|
| | | £ | £ | 2003 £ | 2002 £ |
| INCOMING RESOURCES | | | | | |
| Donations | 2 | 208,480 | 100 | 208,580 | 126,865 |
| Bank interest receivable | | - | 6,320 | 6,320 | 7,785 |
| Investment income | 3 | - | 17,377 | 17,377 | 22,675 |
| Miscellaneous income | 4 | - | 2,402 | 2,402 | 794 |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| TOTAL INCOMING RESOURCES | | 208,480 | 26,199 | 234,679 | 158,119 |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| EXPENDITURE | | | | | |
| Direct expenditure | | 120,166 | 640 | 120,806 | 94,089 |
| Management and administration | 5 | - | 58,298 | 58,293 | 51,755 |
| Loss on disposal of investments | 6 | - | 383 | 383 | 41,825 |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| TOTAL EXPENDITURE | | 120,166 | 59,321 | 179,487 | 187,669 |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| NET INCOME/(EXPENDITURE) FOR THE YEAR | | 88,314 | (33,122) | 55,192 | (29,550) |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| STATEMENT OF OTHER RECOGNISED GAINS AND LOSSES | | | | | |
| Net income/(expenditure) for the year | | 88,314 | (33,122) | 55,192 | (29,550) |
| -Unrealised investment gains/(losses) | | - | 23,286 | 23,286 | (7,616) |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Net movement in funds for the year | | 88,314 | (9,836) | 78,478 | (37,166) |
| Total funds: | | | | | |
| Brought forward | | 251,228 | 228,432 | 479,660 | 516,826 |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Carried forward | | 339,542 | 218,596 | 558,138 | 479,660 |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

The notes on pages 7 to 10 form part of these accounts.

THE NATIONAL LIFE STORY COLLECTION

BALANCE SHEET AT 31 DECEMBER 2003

| | Notes | £ | 2003 £ | £ | 2002 £ | £ |
|---|-------|----------|-----------|---------|-----------|---------|
| FIXED ASSETS | | | | | | |
| Tangible assets | 8 | 1,185 | | | 824 | |
| Investments | 9 | 291,990 | | | 269,159 | |
| | | | | 293,175 | | 269,983 |
| CURRENT ASSETS | | | | | | |
| Debtors | 10 | 8,030 | | | 13,840 | |
| Cash at bank and in hand | | 269,341 | | | 201,440 | |
| | | | 277,371 | | 215,280 | |
| CREDITORS: Amounts falling due within one year | 11 | (12,408) | | | (5,603) | |
| NET CURRENT ASSETS | | | 264,963 | | 209,677 | |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | 558,138 | | 479,660 | |
| CAPITAL | | | | | | |
| Unrestricted fund | | | 218,596 | | 251,228 | |
| Restricted fund | | | 339,542 | | 228,432 | |
| | | | 558,138 | | 479,660 | |

Approved by the Board of Directors and Trustees on 2 June 2004 and signed on its behalf by:



Sir Nicholas Goodison
Chairman of Trustees

The notes on pages 7 to 10 form part of these accounts.

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2003 ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The financial statements are prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985.

1.2 Incoming resources

Incoming resources represent donations received together with interest and dividends receivable from investments.

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. *Expenditure which is directly attributable to specific projects has been included in these cost categories.*

1.4 Depreciation

Tangible fixed assets all stated at cost less depreciation.

Depreciation is provided at a rate calculated to write off the cost of fixed assets over their expected useful lives on the following basis:

Fixtures, fittings and equipment 20% straight line basis

1.5 Investments

Investments are stated at market value. Realised and unrealised gains and losses on investments are dealt with in the statement of financial activities. Investment income plus associated tax recoverable is credited to income on an accruals basis.

2. DONATIONS

| | Restricted | Unrestricted | 2003 | Total |
|----------------------------------|------------|--------------|---------|---------|
| | £ | £ | £ | 2002 |
| | | | | £ |
| Architects' lives | - | - | - | 5,600 |
| Artists' lives | 23,494 | - | 23,494 | 23,284 |
| Post Office | 4,300 | - | 4,300 | 30,600 |
| Book trade lives | 35,025 | - | 35,025 | 13,583 |
| Crafts | 50,650 | - | 50,650 | 5,600 |
| Food: from source to sales point | 44,900 | - | 44,900 | 12,530 |
| Wine trade | 10,168 | - | 10,168 | - |
| Eltham Palace | 10,000 | - | 10,000 | - |
| Wolff Olins | 16,393 | - | 16,393 | 16,038 |
| British Fashion | - | - | - | 16,000 |
| Pentagram | 8,250 | - | 8,250 | - |
| Other | 5,300 | - | 5,300 | - |
| Core funds | - | 100 | 100 | 3,630 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 208,480 | 100 | 208,580 | 126,865 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

Restricted funds are limited to expenditure on specific projects; unrestricted funds have no such limitations.

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2003 ACCOUNTS

| 3. INVESTMENT INCOME | 2003 | 2002 |
|---|-------------|-------------|
| | £ | £ |
| Treasury and Bonds | 3,623 | 12,012 |
| Managed fund | 291 | 7,656 |
| Charifund | 9,626 | 2,957 |
| Charibond | 3,837 | - |
| | <hr/> | <hr/> |
| | 17,377 | 22,625 |
| | <hr/> | <hr/> |
| 4. MISCELLANEOUS INCOME | | |
| Sundry income | 2,402 | 794 |
| | <hr/> | <hr/> |
| 5. ADMINISTRATION EXPENDITURE | | |
| Administration staff and secretarial (see note 7) | 18,439 | 26,291 |
| Interviewing and consultancy | 127,953 | 93,497 |
| Training and recruitment cost | 8,043 | 342 |
| Travelling expenses | 479 | 989 |
| Insurance | 477 | 359 |
| Transcriptions | 14,909 | 8,278 |
| Printing, postage and stationery | 985 | 7,593 |
| Publications and subscriptions | 258 | 50 |
| Audit fees | 1,250 | 1,250 |
| Accountancy | 1,041 | 806 |
| Depreciation | 613 | 463 |
| Other administrative expenses | 4,657 | 5,926 |
| | <hr/> | <hr/> |
| | 179,104 | 145,844 |
| Less: Allocated to direct expenditure on projects | (120,806) | (94,089) |
| | <hr/> | <hr/> |
| | 58,298 | 51,755 |
| | <hr/> | <hr/> |
| 6. LOSS ON DISPOSAL OF INVESTMENTS | | |
| Market value at 1 January | 91,455 | 157,273 |
| Cost of investments acquired in the year | 37,000 | 5,547 |
| | <hr/> | <hr/> |
| | 128,455 | 162,820 |
| Disposal proceeds | (128,072) | (120,995) |
| | <hr/> | <hr/> |
| Loss on disposal | 383 | 41,825 |
| | <hr/> | <hr/> |

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2003 ACCOUNTS

| 7. STAFF COSTS | 2003 £ | 2002 £ |
|---|-----------|-----------|
| No remuneration was paid to the trustees. The staff costs of the remaining staff were: | | |
| Wages and salaries | 14,824 | 19,880 |
| Social security costs | 1,115 | 1,496 |
| Pension costs | 2,500 | 4,915 |
| | <hr/> | <hr/> |
| | 18,439 | 26,291 |
| | <hr/> | <hr/> |

The average monthly number of staff employed by the charity during the year was as follows:

| | 2003 Number | 2002 Number |
|----------------|----------------|----------------|
| Administrative | 1 | 1 |
| | <hr/> | <hr/> |

The staff are employed by The British Library and the cost is re-charged to the Charity.

| 8. TANGIBLE ASSETS | Fixtures, fittings and equipment £ |
|--------------------------|--|
| Cost | |
| At 1 January 2003 | 22,088 |
| Additions | 974 |
| | <hr/> |
| At 31 December 2003 | 23,062 |
| | <hr/> |
| Depreciation | |
| At 1 January 2003 | 21,264 |
| Provided during the year | 613 |
| | <hr/> |
| At 31 December 2003 | 21,877 |
| | <hr/> |
| Net book value | |
| At 31 December 2003 | 1,185 |
| | <hr/> |
| At 31 December 2002 | 824 |
| | <hr/> |

THE NATIONAL LIFE STORY COLLECTION

NOTES TO THE 2003 ACCOUNTS

| 9. INVESTMENTS | 2003 £ | 2002 £ |
|--|-------------------|-------------------|
| Market value | | |
| At 1 January | 269,159 | 318,623 |
| Net additions | 128,000 | 120,972 |
| | <hr/> | <hr/> |
| | 397,159 | 439,595 |
| Disposals | (128,455) | (162,820) |
| Unrealised net investment gains/(losses) | 23,286 | (7,616) |
| | <hr/> | <hr/> |
| At 31 December | 291,990 | 269,159 |
| | <hr/> | <hr/> |
| Made up of: | | |
| Listed investments | | |
| - UK Gilts | 24,664 | 117,238 |
| - UK Bonds | 18,500 | 18,925 |
| - UK Unit Trust (Charifund) | 220,953 | 132,996 |
| - UK Unit Trust (Charibond) | 27,873 | - |
| | <hr/> | <hr/> |
| | 291,990 | 269,159 |
| | <hr/> | <hr/> |

The historic cost of listed investments on 31 December 2003 was £258,841 (2002: £276,501).

10. DEBTORS

| | | |
|--------------------------------|-------|--------|
| Donations receivable | 5,000 | 7,253 |
| Prepayments and accrued income | 3,030 | 6,587 |
| | <hr/> | <hr/> |
| | 8,030 | 13,840 |
| | <hr/> | <hr/> |

11. CREDITORS: Amounts falling due within one year

| | | |
|------------------------------|--------|-------|
| Accruals and deferred income | 12,408 | 5,603 |
| | <hr/> | <hr/> |