

Company number 4261702

BRIEF DETAILS OF THE DIRECTORS AND TRUSTEES**Russell Edwards**

Age 75, retired headmaster. A collector of Penguins since schooldays, a member of the Society since almost the beginning and an officer since 1978. Secretary of the Society from 1993, he was in 2001 persuaded by his colleagues in the interests of continuity to become the first chairman of the company. Retiring by rotation and standing for re-election.

Michael Fowle CBE

Age 64, chartered accountant; formerly senior partner of KPMG London office; now Chair of Place to Be and director of a building society and a public company. Treasurer since 1996 and Company Secretary since 2001.

Tim Graham

Age 57, a publisher for fifteen years and a bookseller for 20. Started collecting Penguins with his father to add to the latter's original 6d purchases and has now spread his interest to most series. Membership Secretary since 2000.

Steve Hare

Age 52. A collector for 30 years and a distinguished author on Penguin history. The Society's Editor from 1993 to 2000 and still an enthusiastic supporter as Publisher, with personal responsibility for special publications. Retiring by rotation and standing for re-election.

Jo Lunt

Age 56, former teacher and a book-dealer since 1993. Eclectic life-long collector, an enthusiastic promoter of matters Penguinary and of the well-being and growth of the Society. Editor since 2000.

Joe Pearson

Age 51, currently teaching SEN students. Has a continuing interest in graphics, English modernism, the roots of American music and country pubs – with an extraordinary ability to find old and rare Penguin books. Researching a biography of Noel Carrington. Retiring by rotation and standing for re-election.

Jim Rayner

Age 57, a teacher until 1997, joined Oxfam 1998, still working for them. Interests: sport, the arts and books about books.

Martin Yates

Age 60, former management consultant. A collector since the early 1970s, PCS member since the early 1980s, contributor to PCS publications since the early 1990s and publications officer since 2002.

PENGUIN COLLECTORS SOCIETY CHAIRMAN'S STATEMENT

As is our custom, this report is reserved for the formal financial and legal information that we need to circulate – things about study, research and books and preservation will be in the *Collector*.

The formal annual general meeting notice is the first page of this leaflet – the venue details are in the *Collector*. Please note that the time of the formal agm is 1.00pm.

One third of the trustees retire by rotation at the annual general meeting and are entitled to stand for re-election. Those retiring this year (chosen by lot) are Russell Edwards, Joe Pearson and Steve Hare and they are standing for re-election.

The Society's objectives

The Society is a charity, its objectives being the advancement of education and the preservation of archive and similar historical material in public collections.

We have no intention of becoming a fundraising charity. Our funds come from three sources: the *pro bono* work of our trustees and other volunteers which does our research, creates our books, runs our events and provides our administration; members' subscriptions; and the sale of publications to members and others.

On 17 May 2003 we held a most successful and scholarly Penguin Study Day on at the Artworkers' Guild, the majority of delegates not being members. A full report appeared in the June 2003 *Collector*.

Membership

The basic subscription was increased from £12 to £16 during the year – we do not expect another increase for several years. The increase probably contributed to a fall in membership, though the increased income was far more than that lost through resignations and was necessary to ensure that we could continue to produce quality publications. The numbers of paid up members in recent years have been:

2004	382	1999	377
2003	404	1998	406
2002 April	361	1997	429
2001 July	383	1996	420
2000	325		

There are about 50 members who paid a subscription in 2003 who have not yet rejoined for 2004.

245 members, over two thirds, have sent in new standing orders for their subscription at the new level. Many thanks. This benefits the Society, the Treasurer and themselves.

Finances

The financial result for the year has been good. In comparison with last year, we have smaller gift aid income as well as fewer members; two thirds of the benefit of the subscription increase is carried forward to next year. Publication and sales and similar income have been strong. Printing costs are up, partly as a result of increasing the size and quality of the *Collector* and partly because this year's *Miscellany*, Tim Graham's magnificent *Penguin in Print*, cost much more than last year's simple *Tributes*.

We remain in excellent shape financially. Our cash position is good and funds not currently needed remain invested in the COIF Deposit Fund, which provides charities with money market rates.

Russell Edwards, 16 May 2004

Penguin Collectors Society

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 APRIL 2004

This is the formal report of the Society's directors and trustees. The Society was founded in 1974 by a small band of enthusiasts and was re-organised in 2001 as a charitable company limited by guarantee (registered number under the Company's Act 1985 4261702). On 30 September 2002 the Company was entered by the Charity Commission on the Central Register of Charities (number 1093965).

The directors (who are the charity trustees and are referred to as 'the trustees') are:

Russell Edwards – Chairman	Jo Lunt – Editor
Michael Fowle – Secretary & Treasurer	Joe Pearson
Tim Graham – Membership Secretary	Jim Rayner
Steve Hare – Publisher	Martin Yates – Publications Officer

There are two classes of members of the company: Companies Act members and annual members. The directors are the only Companies Act members and have each guaranteed that if the company is wound up he/she will contribute a sum of £10 each if it is insolvent. All other members are annual members. The rights of Companies Act members and annual members are identical and are limited to voting at general meetings. Since the company is limited by guarantee having no share capital, none of the directors has an interest in the company.

Activities and Objectives

The Society has no staff. It depends entirely on the trustees and other volunteers to pursue its objectives, including publishing a twice-yearly magazine, *The Penguin Collector*, as well as other occasional works. Its objectives are:

- to encourage and promote the study of and research into the design, history and content of printed books and other art in the twentieth century, particularly paperback books and books and art published by Penguin Books Limited and by Sir Allen Lane and
- to acquire and assist the acquisition of archive and similar historical material, particularly relating to paperback design, printing and publishing, for gift or long term loan to university libraries and collections and similar institutions where they will be available for educational and research purposes.

Organisation and policies

The trustees are responsible for the governance and management of the Society and ensure that Penguin Collectors Society pursues the objectives for which it was founded. The trustees are responsible for selecting the policies of the Society including the accounting policies. The accounting policies are included in Note 1 to the financial statements.

Risk management

The trustees have considered the risks to which the Society is subject and are satisfied that they are properly managed.

Directors' responsibilities

The following statement is made in order to set out the responsibilities of the directors and trustees in relation to the accounts. Company law requires the trustees to prepare accounts for each financial period which give a true and fair view of the Society's state of affairs at the end of the year and of the results for that period. In preparing those accounts, the trustees are required to: select suitable accounting policies and apply them consistently; make judgements and estimates that are reasonable and prudent; follow applicable accounting standards, subject to any material departures as explained in the accounts; and prepare the accounts on the going concern basis unless it is inappropriate to presume that the Society will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Society and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that the Society is operating efficiently and effectively, that its assets are safeguarded against unauthorized use or disposition and that the Society complies with relevant laws and regulations.

Because of the size of the Society, there is no obligation to appoint auditors. The members confirmed at the 2002 annual general meeting that they do not wish to do so.

Funds and results for the period

The Society's funds are unrestricted. The trustees have decided that it is proper to set aside a sum of £5,000, being approximately one year's expenses, as a base fund to ensure that the Society has adequate resources to fulfill its mission. The Chairman's statement comments on the results for the period.

The directors and trustees have taken advantage of the special exemptions applicable to small companies conferred by Part VII of the Companies Act 1985 in the preparation of the directors' report.

By order of the Board of Trustees



Michael Fowle CBE FCA, Secretary, 16 May 2004

Penguin Collectors Society
(a company incorporated by guarantee)

Statement of financial activities for the year ended 30 April 2004

	<i>Note</i>	2004 £	2003 £
<i>Incoming resources during the period</i>			
Subscriptions etc receivable	<i>1</i>	7,795	7,476
Publications sales and other income from meeting charitable objectives	<i>2</i>	2,528	1,614
Interest receivable		564	285
		<u>10,887</u>	<u>9,375</u>
<i>Resources expended during the period</i>			
Costs of furthering charitable activities	<i>3</i>	6,816	3,832
Management and administration	<i>4</i>	1,070	631
		<u>7,886</u>	<u>4,463</u>
Net incoming (outgoing) resources for the period		3,001	4,912
Balance brought forward		5,079	5,167
Transfer to Base Fund	<i>1</i>		<u>(5,000)</u>
Balance on income and expenditure account at closing		<u>8,080</u>	<u>5,079</u>

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Balance sheet

	<i>Note</i>	2004 £	2003 £
Publications stock (token value)	<i>1</i>	250	250
Debtors and payment in advance		250	40
Investments – COIF Deposit Fund		18,500	16,000
Cash at bank		2,080	1,371
		<u>21,080</u>	<u>17,661</u>
Creditors due within one year	<i>1</i>	400	482
Amounts payable			
Accrual for printing & posting	<i>1</i>	3,400	3,400
Subscriptions received in advance		4,200	3,700
		<u>8,000</u>	<u>7,582</u>
<i>Net assets</i>		<u>13,080</u>	<u>10,079</u>
Unrestricted funds			
Balance on income and expenditure account		8,080	5,079
Base fund		5,000	5,000
		<u>13,080</u>	<u>10,079</u>

For the year ended 30 April 2004 the company was entitled to exemption under section 249A Companies Act 1985. No members have required the company to obtain an audit of its accounts for that year in accordance with section 249(B)2. The directors acknowledge their responsibility for (i) ensuring that the company keeps accounting records which comply with section 221; and (ii) preparing accounts which give a true and fair view of the state of affairs of the company at 30 April 2004 and of its surplus for the financial year ended on that date in accordance with section 226, and which otherwise comply with the requirements of the Companies Acts relating to accounts so far as applicable to the company.

Approved by the board and signed on its behalf on 16 May 2004

Signed

Russell Edwards – *Chairman*



Michael Fowle CBE FCA – *Treasurer*

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Notes to the 2004 financial statements

1. Accounting policies

In accordance with Section 226 Companies Act 1985 the trustees have departed from the standard descriptions of the profit and loss account as set out in schedule 4 of that Act on the grounds that it is appropriate to give all the information required in the income and expenditure account in the format of a statement of financial affairs as required by the Statement of Recommended Practice for charities. The Society has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

The accounts are prepared under the historical cost convention. Income is taken to credit only if in the Treasurer's hands by the balance sheet date. Subscriptions receivable are those related to the period of the statement of financial affairs arrived at by time apportionment. Printing and postage costs for a twelve-month period normally include two *Penguin Collectors* and one *Miscellany*. Publications stock represents the backlist and is stated at a token figure.

The trustees have set aside a sum of £5,000, being approximately one year's expenses, as a base fund to ensure that the Society has adequate resources to fulfill its mission.

2. Publications sales and other income from meeting charitable objectives

	2004	2003
	£	£
The Buildings of England – a Celebration	190	168
The Buildings of England, Ireland, Scotland & Wales	15	217
Mary Starts to Cook	77	148
The Penguin Modern Painters – A History	251	514
A Collector's Companion	142	82
Other back list & sundry	1,264	485
Penguin Study Day income	589	-
	<u>2,528</u>	<u>1,614</u>

3. Costs of furthering charitable activities

	2004	2003
	£	£
Printing and similar costs	4,959	2,704
Postage, packing & stationery	1,505	1,128
Expenses of Penguin Study Day	352	-
	<u>6,816</u>	<u>3,832</u>

4. Management and administration

	2004	2003
	£	£
AGM and meeting costs	316	147
Printing membership papers etc	371	449
Other corporate expenses	15	15
Website & IT costs	368	20
	<u>1,070</u>	<u>631</u>

The trustees receive no remuneration but provide *pro bono* services to the Society. Total expenses re-imbursed to trustees amounted to £1,773 (2002 £633), being mostly editorial expenses, postage, packaging and stationery (included in costs of furthering charitable activities) and IT costs (included in management and administration). The Society does not suffer income tax or corporation tax.