

Society of Glass Technology

Report and Financial Statements

Year ended 31 December 2016

Registered Charity Number: 237438

Society of Glass Technology

Year ended 31 December 2016

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Society of Glass Technology

Year ended 31 December 2016

Charity Reference and Administrative Details

Charity Registration Number 237438

Officers and Council Members

Dr E Barney	Professor J M Parker
M C Brew - Vice President (retired May 2016)	Dr R Penlington
W L Brookes - Vice President	Dr K A Richardson
Dr R J Hand - President	I Robertson
A Hannon	N Simpson
J Henderson - Honorary Secretary	C K Somany
Dr R Hulme - Vice President	A Stephens - Honorary Treasurer
S Jamieson	H M West
Dr D Martlew	C Windle
B McMillan	Professor A C Wright - Vice President
J Osborn	

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Chapelton
Sheffield
S35 2PY

Independent Examiners Hawsons Limited
Chartered Accountants
Pegasus House
463a Glossop Road
Sheffield
S10 2QD

Bankers Barclays Bank plc
PO Box 493
Sir Frank Whittle Road
Derby
DE1 9UU

Solicitors hlw Keeble Hawson LLP
Old Cathedral Vicarage
St James' Row
Sheffield
S1 1XA

Investment Advisers Walker Crips
Finsbury Tower
103-105 Bunhill Row
London
EC1Y 8LZ

Society of Glass Technology

Report of the Council for the year ended 31 December 2016

The Council Members present their Report and the Financial Statements for the year ended 31 December 2016. The Council Members have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the report and financial statements of the charity.

Objectives and Activities

The Society was founded to advance the study of glass technology through the publication of books and journals, the forming and maintaining of a library, to be the organising body of meetings, conferences and exhibitions and to collaborate with other organisations in the pursuit of any common objectives. To do this it:-

- publishes bi-monthly journals *Glass Technology* and *Physics and Chemistry of Glasses*
- issues various other publications from time to time
- organises conferences, meetings and workshops
- purchases books and periodicals for the library

Public Benefit

In planning the activities for the year the Council Members have kept in mind the Charity Commissions guidance on public benefit. The focus of the activities is the production of journals and the organisation of meetings to ensure that the public benefit from any updates in glass technology and to encourage young people into the industry so that valuable skills are not lost.

Achievements and Performance

The Society has been successful in achieving an increase in membership numbers and subscriptions.

2016 was the Centenary year of the Society which was marked by the SGT Centenary meeting which incorporated the 13th European Society of Glass Science and Technology (ESG 2016) conference. The ESG conference which traditionally has a strong industrial focus together with a packed scientific programme brought people from all parts of the glass community together. A number of eminent speakers delivered presentations which helped attract 420 delegates over the four days of the meeting. 177 of the delegates were UK based with representation from 29 other countries. A Sheffield Alumni event also ensured that delegates represented graduates from the current and previous five decades.

The Society is building on the success of the Centenary meeting with an additional international meeting in July 2017 and is aiming to bid for an external biennial international meeting.

The Council Members have examined the major business and operational risks which the Society faces and confirm that systems have been established to monitor and control these risks so that the necessary steps can be taken to mitigate any impact.

Financial Review

Total income for the year was £361,690 (2015: £199,981) an increase of £161,709. This increase was due to the success of the Centenary meeting of the Society which generated income of £193,346. Total expenditure for the year was £300,863 (2015: £195,585) an increase of £105,278 which included the costs related to the Centenary meeting.

Report of the Council - continued

The net gain on the disposal and revaluation of investments totalled £31,650 (2015: net loss £19,949). Overall the results show a net income for the year of £92,477 (2015: net expenditure £15,553).

There are no restrictions on the Society's power to invest. The investment strategy is set within an overall policy that funds are invested in low and moderate risk investments, with a view to seeking capital appreciation of the funds, together with income sufficient to support expenditure on direct and support costs.

Reserves Policy

The Council members aim to maintain a minimum level of reserves which are equivalent to six months average expenditure. At the balance sheet date the level of reserves, after the deduction of amounts held as tangible fixed assets, amounted to £318,556. Where possible surplus funds not required for the day to day running of the Society are held in fixed asset investments with the aim of generating investment income which is a vital contribution to enable the Society to meet its annual expenditure on management, administration and support costs.

Structure Governance and Management

The Society of Glass Technology operates under Rules and Regulations which constitute its governing document.

In accordance with Rule 18 of the governing document, the council consists of the President, President-Designate, five past Presidents, up to six Vice-presidents, Honorary Secretary, Honorary Treasurer and up to fifteen Councillors together with, as *ex officio* Members, the Chairman of the Board of Fellows, Presidents of Overseas Sections and Chairmen of Executive Committees of Local Sections and of Technical Committees who are not already members of the council.

Under Rule 28, the President shall hold office for one year, but shall be eligible for re-election for a further consecutive year. The Honorary Secretary and Honorary Treasurer may each hold office for five years and shall be eligible for re-election.

Each year group of Vice-Presidents and Councillors shall retire annually and shall not be eligible for re-election to the same office until after an interval of one year, and a Vice-President shall not after retirement be eligible for re-election as a Councillor until after an interval of one year.

The Council Members who have served during the year and since the year end are set out on page 1. The Council Members meet half yearly, but a Steering Committee, which meets at least four times a year, handles the main business affairs of the Society, and accounts for its actions to the Council meetings. The Steering Committee is also responsible for supervising the activities of the Standing Committees, which cover finance, technical and corporate activities, membership interests and professional issues.

Approved by the Council on 29 March 2017



A Stephens
Honorary Treasurer

Independent Examiner's Report to the Trustees of

Society of Glass Technology

I report on the Financial Statements of the Society for the year ended 31 December 2016, which are set out on pages 5 to 11.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the Financial Statements. The Charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011(the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the Financial Statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare Financial Statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Financial Statements to be reached.

Pegasus House
463a Glossop Road
Sheffield, S10 2QD
DATE 8 May 2017



SIMON BLADEN ACA
Hawsons Limited
Chartered Accountants

Society of Glass Technology
Statement of Financial Activities
Year ended 31 December 2016

	note	2016 £	2015 £
Income			
Charitable activities			
- Journal Sales	2	74,173	86,349
- Subscriptions from Members	3	28,567	26,979
- Meetings		222,869	54,351
- Local Section Events		6,886	7,117
Other trading activities			
- Sale of Publications		4,208	2,299
- Sale of Specimens		5,607	4,302
- Miscellaneous Income		5,315	6,865
Investments	4	<u>14,065</u>	<u>11,719</u>
Total Income		<u>361,690</u>	<u>199,981</u>
Expenditure			
Charitable activities	5	267,161	165,204
Other	6	<u>33,702</u>	<u>30,381</u>
Total Expenditure		<u>300,863</u>	<u>195,585</u>
Net Gains (Losses) on Investments	9	31,650	(19,949)
Net Income / (Expenditure)		<u>92,477</u>	<u>(15,553)</u>
Net Movement in Funds		<u>92,477</u>	<u>(15,553)</u>
Fund Balance brought forward		<u>232,856</u>	<u>248,409</u>
Fund Balance carried forward		<u>325,333</u>	<u>232,856</u>

All income and expenditure derive from continuing activities.

Society of Glass Technology

Balance Sheet at 31 December 2016

	note	2015 £	2015 £
Fixed Assets			
Tangible	8	6,777	7,020
Investments	9	<u>311,483</u>	<u>217,832</u>
		318,260	224,852
Current Assets			
Stock		6,909	6,994
Debtors	10	28,197	37,100
Cash at Bank and in Hand		<u>42,934</u>	<u>39,336</u>
		78,040	83,430
Creditors: amounts falling due within one year	11	<u>70,967</u>	<u>75,426</u>
Net Current Assets (Liabilities)		<u>7,073</u>	<u>8,004</u>
Net Assets		<u>325,333</u>	<u>232,856</u>
The Funds of the Charity			
Unrestricted Funds		<u>325,333</u>	<u>232,856</u>

Approved by the Council on 29 March 2017



A Stephens



J Henderson

Society of Glass Technology
Notes to the Financial Statements
Year ended 31 December 2016

1 Accounting Policies

(a) Basis of Preparation

The Financial Statements are prepared under the historical cost convention, as modified by the inclusion of investments at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (FRS 102) effective January 2015. The charity adopted SORP (FRS 102) in the current year.

(b) Fund Accounting

The General Fund is an unrestricted fund arising on the carrying out of the general activities of the Society.

(c) Income and Expenditure

Income is recognised in the period in which the Society is entitled to receipt and the amount can be quantified with reasonable accuracy. Income is deferred only when the Society has to fulfil conditions before becoming entitled to the income.

Resources expended are included in the Statement of Financial Activities on an accruals basis, and are recognised when there is a legal or constructive obligation to pay for expenditure and have been classified under headings that aggregate all costs relative to the category.

Charitable expenditure comprises all expenditure directly relating to the charitable objectives. Management and administration costs include a proportion of the salaries of staff for time spent on management and administration matters and an apportionment of establishment expenses calculated on the office space occupied by those staff.

(d) Tangible Fixed Assets

Depreciation has been charged to write off the assets over their estimated useful economic lives at the following annual rates:

Office Equipment, Furniture and Fittings	20% on cost
Computer Equipment and Website Development Costs	25% on cost

(e) Investments

Investments are included in the Balance Sheet at fair value. The fair value of quoted investments has been provided by the Society's investment advisers.

The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals during the year.

The historical cost of investments appears by way of note.

Notes continued...

1 Accounting Policies - continued

(f) Stock

Stock has been valued at the lower of cost and net realisable value after making due allowance for any obsolete or slow-moving items.

(g) Pension Scheme

The Society operates a defined Contribution Pension Scheme. The pension cost charge represents contributions payable by the Society to the Scheme in respect of the year.

(h) Lease Contracts

Instalments due under Operating Lease Contracts are charged against the income of the Society during the period when payment is made.

	2016	2015
	£	£
2 Journal Sales		
Glass Technology	25,300	28,910
Physics and Chemistry of Glasses	34,802	34,793
European Journal of Glass Science and Technology	3,010	10,615
Copyright Royalties	10,366	11,431
Open Access	300	600
Back Issues	395	-
	<u>74,173</u>	<u>86,349</u>
3 Subscriptions from Members		
Current - Collective	4,548	5,713
- Personal	22,193	18,687
	<u>26,741</u>	<u>24,400</u>
Arrears	611	1,395
	<u>27,352</u>	<u>25,795</u>
Tax Recoverable	1,215	1,184
	<u>28,567</u>	<u>26,979</u>
4 Investment Income and Interest		
Dividends - UK Equities	10,848	9,049
Interest - UK Fixed Interest Securities	3,203	2,597
- UK Variable Interest Securities	-	68
- Cash Deposits	14	5
	<u>14,065</u>	<u>11,719</u>

Notes continued...

5

Analysis of expenditure on charitable activities	2016	2015
	£	£
Editorial Salaries and National Insurance	63,047	62,060
Editorial Staff Honoraria	-	3,342
Other Salaries and National Insurance	21,064	17,055
Pension Scheme Contributions	3,455	3,376
Editorial Expenses	491	645
Journal Printing	7,091	7,600
Electronic Publishing / Website Costs	7,814	7,645
Royalties on Sale of Publications	1,018	139
Carriage and Despatch of Journals	5,548	4,414
Meetings	128,727	33,827
Establishment Expenses	12,631	11,077
Other office costs	4,930	4,430
Scholarships, Awards and Prizes	2,790	2,000
Local Sections	8,555	7,594
	<u>267,161</u>	<u>165,204</u>

6 **Analysis of other costs**

Salaries & National Insurance	22,466	20,449
Pension Scheme Contributions	875	854
Establishment Expenses	3,353	2,940
Independent Examiner's Fee	1,300	1,200
Professional Charges	2,525	1,800
Bank & Credit Card Charges	3,310	1,786
Incidental Expenses	421	184
Foreign Exchange Rate Gains/(Losses)	(548)	1,168
	<u>33,702</u>	<u>30,381</u>

Professional charges relate to fees in respect of accounting and other services payable to the Independent Examiner.

7 **Emoluments**

Total Staff Costs comprised:

Salaries	102,194	96,744
Employers National Insurance	5,499	6,162
Pension Scheme Contributions	4,330	4,230
	<u>112,023</u>	<u>107,136</u>

The average number of employees in the year, calculated on a full time equivalent basis was 4 (2015: 4). Four employees are members of the defined contribution pension scheme.

No employee received remuneration amounting to more than £60,000 in either year.

No Council Members received or waived any remuneration during the year (2015 : £3,100 for provision of editorial services).

Council Members did not receive any re-imbursed expenses during either year.

The total amount of employee benefits received by key management personnel, which Council considers to comprise the Managing Editor and the Finance and Events Manager, was £68,145.

Notes continued...

8 Tangible Fixed Assets	Equipment Furniture & Fittings
Cost	
1 January 2016	21,179
Additions	<u>557</u>
31 December 2016	<u>21,736</u>
Depreciation	
1 January 2016	14,159
Charge for the year	<u>800</u>
31 December 2016	<u>14,959</u>
Net Book Value	
31 December 2015	<u>7,020</u>
31 December 2016	<u>6,777</u>

In addition to the capitalised fixed assets the Society owns certain historic assets. These are irreplaceable originals for which there is no ascertained cost or valuation; accordingly these assets have not been capitalised in the Financial Statements.

	2016 £	2015 £
9 Fixed Asset Investments		
Valuation		
At 1 January	216,922	274,233
Additions	66,032	31,487
Disposals	(29,292)	(68,849)
Realised gains in the Year	4,708	3,641
Unrealised gains (losses) in the Year	<u>26,942</u>	<u>(23,590)</u>
At 31 December	<u>285,312</u>	<u>216,922</u>
Cash at Bank awaiting investment	<u>26,171</u>	<u>910</u>
	<u>311,483</u>	<u>217,832</u>
Investments at Market Value comprised:		
UK Equities	229,931	166,482
UK Fixed Interest Securities	<u>55,381</u>	<u>50,440</u>
	<u>285,312</u>	<u>216,922</u>
Historical Cost at 31 December	<u>307,057</u>	<u>268,418</u>

Notes continued...

	2016	2015
	£	£
10 Debtors		
Trade Debtors	17,077	22,621
Other Debtors	9,619	4,298
Prepayments	191	8,781
Accrued Income	1,310	1,400
	<u>28,197</u>	<u>37,100</u>
11 Creditors: amounts falling due within one year		
Trade Creditors	17,686	16,695
Other Creditors	2,428	4,493
Accruals	4,069	3,402
Deferred Income	46,784	50,836
	<u>70,967</u>	<u>75,426</u>

Deferred Income comprises subscriptions and other income received in advance.

12 Lease Commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2016	2015
	£	£
Later than five years	45,000	50,000

13 First-time adoption of SORP (FRS 102)

The charity has adopted the SORP (FRS 102) for the first time in the year ended 31 December 2016.

The effect of transition from SORP 2015 (FRSSE) to SORP (FRS 102) has not resulted in any change in accounting policies or restatement of prior year results.

