

The Society of Scribes & Illuminators

Income and Expense – 31 st December 2020			2020	2019
1		Subscriptions received	14,947	15,475
		Number of members paid	394	418
2		Membership expenses	(592)	(599)
Membership revenue			14,355	14,876
Legacies/Donations received			-	100
3		ATS Student Income	1,470	11,139
4		ATS Accommodation & Tutor Fees	(3,310)	(15,123)
5		CCC Student Income	11,620	14,045
6		CCC Expenses and Tutor Fees	(10,560)	(7,672)
7		Writing & Design Course Income	-	1,950
8		Writing & Design Course Venue & Tutor Fees	(8)	(3,132)
9		Study Day Student Income	950	5,337
10		Study Day Expenses	(728)	(5,124)
Education			(566)	1,420
11		LMD Income Tickets sold: 0	-	3,369
12		LMD Expenses	(39)	(4,333)
Lay Members' Day			(39)	(964)
13		RTD/SID Income Tickets sold: 0	-	-
14		RTD/SID Expenses	-	-
Research & Technical Day/Skills & Ideas Day			-	-
15		Income from Sales	1,303	1,967
16		Cost of sales	(590)	(1,811)
Sales Sales profit margin: 55%			713	156
17		Journal print and post	(3,415)	(4,690)
18		Journal honorarium	(1,900)	(1,650)
19		Newsletter print and post	(475)	(577)
20		Newsletter honorarium	(700)	(500)
21		Website honorarium	(660)	(721)
Editorial			(7,150)	(8,138)
22		Public Liability Insurance	(347)	(347)
23		Accountancy Fees	-	-
24		Donations/Support Payments	-	(372)
25		AGM	(126)	(1,507)
26		Credit Card Terminal Hire Charges	-	-
27		ExCo & Fellows' Meetings	(2,056)	(1,759)
28		Library Expenses	(2,049)	-
29		Honoraria	(2,000)	(2,000)
30		General admin expenses	(475)	(309)
31		Website	(266)	(163)
32		Tax	(18)	(19)
Administration			(7,337)	(6,475)
Interest on Deposit Accounts (gross)			38	97
Excess of Income over Expenditure			15	1,072

Total Income 2020	30,328	53,479
Total Expenditure 2020	(30,314)	(52,407)
Excess of Income over Expenditure 2020	15	1,072

Accruals from previous periods		
Accruals from 2019	399	(1,883)

Prepayments for future periods	2021	2020
Prepayments for 2021	(13,880)	(399)

Cashflow

Cash in Hand: 1 January	67,552	68,762
Stripe	281	7
PayPal	303	370
Current Account	4,620	18,331
Deposit Accounts	48,882	48,844
Cash in Hand: 31 December	54,087	67,552

Treasurer's report

The global pandemic in 2020 has had a significant impact on the finances of the Society. Membership receipts were down compared to 2019, the Education programme was significantly curtailed or cancelled, as was the Lay Members Day. Shop receipts were below 2019 numbers. On the expenses side, Editorial expenses were lower than 2019 and Administration expense showed an increase. Despite this the historically prudent management of expenses throughout 2019 and the deferment of LMD-related expense has enabled the Society to end the year with a small surplus of £15. Our cash position going into 2021 remains positive.

Membership subscription receipts were £14,497 a reduction of £528 compared to £15,475 in 2019 (£14,991 in 2018). Total membership numbers were 420 of which 394 were paying members - a reduction of 24 compared to 2019 (2018 was 405 paying members). Payments are mainly collected via PayPal (61%) which is a similar profile to previous years and the most efficient method from an administrative perspective. At the end of August 2021 membership receipts are tracking slightly behind the seasonal trend for the previous three years.

Education made an overall loss of £566 compared to a surplus of £1,420 in 2019 (£1,066 in 2018). Activities, especially ATS were impacted by the adverse economic conditions caused by the pandemic. CCC maintained profitability but with a significantly reduced margin. We aim to make Education self-sufficient overall. Previous years' trends show that ATS/Writing & Design/Study Days run at a loss with profits from CCC subsidising the deficit.

Calligraphy Correspondence Course (CCC) sales in 2020 were £11,620 and expenses £10,560 leaving a small profit of £1,060 which is significantly below that of previous years (£6,373 in 2019 and £4,942 in 2018).

Advanced Training Scheme (ATS) 2020 sales were £1,470 and expenses £3,310 showing a loss of £1,840 compared to a 2019 loss of £3,984 (£3,176 in 2018). There was no **Writing and Design Course** income during the year. The **Study Day/Master Class** also suffered from reduced ticket sales and made a small profit, which while similar to 2019 there is little point in making meaningful comparisons due to the economic circumstances.

Lay Member's Day (LMD) was cancelled in 2020 and has been cancelled again in 2021. There are £1,300 of ticket sales pre-purchased for 2022 which is equivalent to over 30% of the 2019 sales and 9 refunds were requested. Expenses and future ticket sales have been accrued in the accounts for 2022.

Research & Technical Day/Skills & Ideas Day (RTD/SIB) was discontinued prior to the 2020 accounting period.

Sales for the online Shop were £1,303 a reduction of £664 from 2019 (£1,967) and a decrease from 2018 (£2,950). Stock purchase expenses were also down (£590 compared to £1,811 in 2019) resulting in an improved profitability of £713 (£156 in 2019). Stock purchases are running higher in 2021 partially due to the need to restock vellum from Cowleys. Centenary Exhibition catalogue sales are currently strong. Goose feathers remained the most popular purchase in 2020.

Editorial expenses for 2020 were £7,150 a reduction of £988 compared to £8,138 in 2019 (£5,450 in 2018). This was in line with the budget forecast.

Administration expenses were £7,337 compared to £6,475 in 2019 (£7,982 in 2018). While significant savings were made in 2019 through reducing costs related to accountancy fees (£720), credit card terminals (£170) and the Letter Exchange (£620), additional costs of £2,049 were incurred under Library expenses, due to the acquisition of the Joan Pilsbury manuscript.

Interest on Deposits was £38 on which tax is incurred.

Total **Income** for 2020 was £30,328 and **Expense** was £30,314 leaving a small surplus of £15. While this is significantly below the 2019 surplus of £1,072 (and £1,148 in 2018) we weathered the 2020 pandemic year in a relatively positive position compared to many other societies and charities.

Our **Cash in Hand** at Barclays at the end of 2020 was £54,087 down from £67,552 for the same period in 2019. Our current cash position in September 2021 is £53,500 after the deduction of approximately £20,000 of forward disbursements related to the Centenary Exhibition and Capital Letters.

The value of the 2008 Fogg legacy (£75,000 was invested with the PruFund Protected Growth Fund) was £146,770 as at February 2021. This currently remains untouched in line with the wishes of the Fellows.

As reported to the 2020 AGM by the outgoing Honorary Treasurer, the SSI finances were expected to break even at year end. As can be seen from the report above this objective was achieved. The most important source of income, Subscription revenue, ended up on a slightly downward trend compared to the previous year. While we are tracking approximately 13% behind the same point last year on a seasonal basis (and in general similarly below the same point for the previous two years), we typically get a pick-up in membership payments in the final months of the year. But this will need monitoring. We have seen a small number of cancellations (less than 5) in recent months.

Editorial and Administration expenses were largely as forecast although the anticipated Exco meeting expenses were not substantial compared to 2019, while AGM expenses were substantially reduced for the same period. Each ExCo meeting in London costs around £500 to fund and the AGM £1,500. We have benefitted from online usage of collaboration tools such as Zoom.

As stated previously, LMD 2020 was cancelled (and its successor Capital Letters has been cancelled for 2021). This resulted in a positive impact on profitability for 2020, the same will also be true for 2021. The average annual loss for exhibitions over the previous 5 years was between £1,000-£1,500 pa and this as well as some inflation of the original budget (under discussion by the organisers) will have a negative impact in 2022.

The Society's finances in 2021 are broadly tracking to the budget prepared by the outgoing Treasurer in 2020 and at this stage we anticipate making a surplus at year end, due to the deferral of exhibition expenses as explained above. A similar budgeting exercise will be adopted going into 2022. Cash reserves have been set aside for the major 2022 expenditure commitments, namely the Centenary Exhibition and Capital Letters (previously LMD). As these events and other anticipated calls on funds (such as the website refresh under discussion and re-writing of the CCC modules) will not be self-funding, we anticipate making an accounting loss in 2022. With this in mind, we will endeavour to observe the following assumptions for budgeting purposes:

- Subscriptions should cover the editorial and administration expenses
- Education activities should be self-sufficient and cash positive
- Capital Letters losses should not be higher than the excess of revenue from the Education activities
- The Centenary Exhibition will be funded from current cash reserves
- Other major expenditure (eg: the website refresh) will require an alternative source of funding

This prudent approach has enabled the Society's finances to run at an annual average surplus of over £1,000 for the previous three years. However, the events of the last twelve months have heralded an uncertain future and we will need to remain vigilant across all areas of the Society's activities.

I would like to register my thanks to the outgoing Treasurer who has bequeathed a detailed accounting model and associated documentation and who very graciously continues to provide invaluable advice and guidance to his non-accountant successor.

Stephen Overton

Honorary Treasurer

October 2021