

THE BURGON SOCIETY

Founded to Promote the Study of Academical Dress

**TRUSTEES' ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

For the year ended 31 December 2019

Charity Number 1137522

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Registration Number	1137522
Registered Office	9 Pymore Road Bridport Dorset, DT6 3XE
Trustees	Jonathan Cooper Graham Deans Colin Fleming (Chairman retired 13 April 2019)†* William Gibson† Thomas Goodman (Appointed 13 April 2019) Nicholas Jackson (Appointed 13 April 2019)† Ian Johnson (Treasurer)†* Alex Kerr (Secretary)†* Andrew North (Chairman from 13 April 2019)* Michael Powell (retired 13 April 2019)† Sandra Wearden Stephen Wolgast * Honorary Officers of the Charity † Previously a member of the Society's Council
Bankers	HSBC 102 Brompton Road London, SW3 1JJ KS Bank PO Box 69 Manhattan, KS 66505-0069 USA
Independent Examiner	Sue Kowszum BA FCA DChA Harlequin Accounting and Financial Services Limited Bancroft, Mill Road West Chiltington, West Sussex, RH20 2PZ

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

REPORT OF THE TRUSTEES

The Trustees of the Burgon Society (Society) present their Annual Report and Financial Statements for the year ended 31 December 2019. These comply with the governing documents of the Charity, the relevant Statement of Recommended Practice (the Charities SORP 2015), Financial Reporting Standard 102 and the Charities Act 2011.

The Burgon Society was founded in 2000 in response to a growing interest in the subject of academical dress. The Society was registered with the Charity Commission in England and Wales in 2009 as Charity No. 1137522.

OBJECTIVES OF THE CHARITY

The objects of the Society are the furtherance of education in particular through the study of academical dress in all its aspects and the publication and dissemination of research concerning academical dress. It does this through:

- coordinating the study of academical dress in all its aspects of design, history and practice, leading to the Society's Fellowship (FBS);
- preserving details of the past and present practices of institutions regarding academical dress;
- acting in an advisory capacity to those who wish to ensure correctness in the usage of academical dress in any capacity.

PUBLIC BENEFIT

The Trustees have complied with their duty to have due regard to the Charities Commission's public benefit guidance when exercising their powers and duties to which that guidance is relevant. The following section describes how they have done this.

ACTIVITIES AND OPERATIONS FOR THE YEAR ENDED 31 DECEMBER 2019

The Society's activities and operations focus on various aspects of its charitable obligations, in particular the advancement of scholarly study of various aspects of academical dress and related matters; holding conferences to present such research; publishing edited collections of historical documents related to the subject and acquiring, cataloguing and curating a collection of academical dress and related historical documents. The particular activities of 2019 are summarised in the following sections.

Studies

Four fellows were elected after successfully completing the Society's examination and were ceremonially admitted in October 2019:

Valentina Grub – *A Brief History of Academic Dress in the Middle East and the Maghreb*;

David Quy – *An Overview of the History of Academic Dress of the University of Exeter since its Foundation by Royal Charter in 1955*;

**THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019**

Byron Rangiwai – *Kakahu and Gown: The Incorporation of Kakahu into Academical Dress in Aotearoa New Zealand with an Example of a Kakahu Worn at a City University of New York Graduation Ceremony in 2006—An Interview with Sarah Smith;*

Alexander Yen – *Lumen ex Oriente: Academic Dress of the University of Hong Kong, 1911–1941.*

One person, Chris Bottley, was admitted to the Fellowship *honoris causa*, in recognition of his many years of experience in academic dress design at William Northam & Co.

Nine prospective fellows are on the Society's register; a further seven members have applications in process.

Publications

Volume 18 of the *Transactions of the Burgon Society* was published in October 2019 and distributed to members. It included five articles over 128 pages, a decrease of one article and the same number of pages as Volume 17. The Society printed 225 copies.

Articles from the *Transactions* are posted online by New Prairie Press, a service provided by the library of Kansas State University to host scholarly journals. During 2019, our articles were downloaded 8,076 times, an increase of 21% over the previous year. The top three countries by downloads were: USA (3,645), UK (1,460), and Canada (324). 65% of downloads were made at educational institutions; 26% at commercial concerns; 4% by governments; 2% at charities. As we upload content about fifteen months after it is printed in the journal, the articles from Volume 16 were posted online in early January 2019 at <www.newprairiepress.org/burgonsociety>.

Burgon Notes continues to be published quarterly. It contains summaries of Society activities and short articles related to academical dress.

The History of Lambeth Degrees: Sources and Studies, edited by Professor William Gibson FBS, published in the Burgon Society Historical Reprints Series in January 2019. By 31 December 2019 it has sold 49 copies although further sales have been made directly through the printer's website.

Collection and archive

In October 2019 the Executive Committee established a new working group to care for the Archive. The Archive Oversight Group (AOG) consists of Dr Andrew North FBS, Mr Chris Williams, Ms Alice Hynes FBS, and Mr Terry Barcock. Chris, Alice, and Terry bring with them experience in fabric conservation, archive curation, and database management. Andrew, as Chairman of the Society, acts as a point of contact between the AOG and the Executive Committee.

Chris Williams also took over the role as Curator of the Collection and with his advice and time the Society has invested in new storage materials for the gowns in the Collection so that they are preserved to the highest achievable standard. Chris also has been updating the catalogue and entering new acquisitions.

The Collection has accessioned nearly 100 items into the archive during 2019. It should be noted that a significant number of these were donations. Below is a brief list:

- Malcolm Ellis donated his father's CNAAs doctoral robes (Dr Alec Ellis)

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

- Rosa Rogerson donated her husband's Victoria (Manc) doctorate set, plus other hoods (Revd Prof John Rogerson)
- Clare Barlow donated the London PhD set belonging to Prof David Crighton FRS
- We received Clifford Dunkley's collection of academic dress (8 hoods and 2 gowns)
- The family of Alan Carrington, FRCS, FRS, donated AD relating to his time at Southampton and Cambridge
- The academic dress of Bruno Neveu was catalogued - many items had been in a box in the unit for a considerable time. It is now fully catalogued, including items added to the paper archive.
- We were given 26 Liverpool hoods by Martin Lewis. These included a number of duplicates. They have all been catalogued awaiting a decision on sale of duplicates
- We were given a Cranfield DSc set by Cambridge University to sell to raise funds
- We were donated a Cambridge undergraduate gown and a Newcastle bachelor's gown by a non-member, Denis Ripley, who had viewed our catalogue online and decided to offer us these items to fill gaps.

The Society then purchased the following items:

- A Birmingham bonnet - this was a "crowdfunding" initiative
- A St Andrews PhD hood from EBay
- A Cambridge PhD hood from EBay
- A Cambridge MA Gown from EBay and made by John Parfitt

This last item is one of the most significant acquisitions by the Society and is an important historical item.

The past year has seen time and money invested in the correct storage and preservation of the Archive, especially the Material Archive. The Curator has hung all items which need to be hung and appropriate storage materials are now used to best preserve the items. This has been coupled with the Curator re-cataloguing the collection for an up-to-date inventory of our holdings.

The Society will seek to dispose of items in the Archive if they do not relate to the aims of the Charity or are duplicates. In such cases, items are usually offered for sale to members for a period before being sold to the public. This raises funds for the Society and creates space in the Archive for new acquisitions.

Access to the Archive is by appointment with the Curator. The Society also aims to hold an annual Archive Open Day where members may browse the collection *in situ*. Additionally, select items from the Archive are brought to Society events where they aid the topics or research discussed.

Conferences and other events

13 April, Spring Conference and AGM

OFFICES OF DELOITTE LLP, ATHENE PLACE, 66 SHOE LANE, LONDON

Programme included the AGM and the following talks:

John Balsdon — The DMus (Lambeth) Robes Worn by Drs A. Herbert Brewer, Herbert W. Sumsion and John D. Sanders

Stephen Wolgast — Faculty Attitudes Towards Academic Dress at a US Land-Grant University: The Case of Kansas State University

**THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019**

Sandra Wearden — The Global Expansion of Degree Ceremonies and Implications for the Perpetuation of Academic Dress

David Parker — University of Leeds Academic Dress

William Gibson — Lambeth Degrees

28 September, Archive Visit

THE BURGON SOCIETY ARCHIVE, BEDFORD

Hosted by Martin Lewis, FBS

Members could explore the archive before hearing a presentation by Martin Lewis on some designs of academic dress his company had made.

12 October, Congregation

THE SENATE CHAMBER, UNIVERSITY OF BIRMINGHAM

Admission to the Fellowship of the Burgon Society:

Valentina Grub (by submission)

David Quy (by submission)

Byron Rangiwai (by submission)

Alexander Yen (by submission)

Chris Bottley (*honoris causa*)

Programme included the following:

Jayne Ball — *Designing New Academic Dress*

Alex Kerr — *University of Birmingham Academic Dress*

Arthur Casey — *Reminiscences of Degree Days at Birmingham*

A display of Birmingham Academic Dress

25–26 October, Association of Dress Historians Conference

Three members of the Burgon Society spoke at the 2019 ADH international conference. Their papers formed a panel on aspects of academic dress related to the conference theme, *The Victorian Age: A History of Dress, Textiles, and Accessories, 1819–1901*: Bruce Christianson, ‘Something up their Sleeve: Evolving Distinctions between Graduates’ Gowns during the Victorian Era’; Paul Coxon, ‘Academic Robe Makers in Nineteenth-Century Durham, England’; Nicholas Groves, ‘“Clergy in the Hood”: The Robes of Anglican Theological Colleges, 1820–1900’.

30 October, Cosprop Working Party

COSPROP OFFICES, LONDON

Five members (Prof. Bruce Christianson FBS, Dr Paul Coxon, Alice Hynes FBS, Dr Nicholas Jackson FBS, and Dr Alex Kerr FBS) visited corporate member Cosprop to aid in the identification of academic dress in their costume collection. Over fifty gowns were catalogued during the visit.

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

Membership

At 31 December 2019

	<u>UK</u>	<u>Non-UK</u>	<u>Total</u>	<u>2018</u>
Subscribing Fellows	44	16	60	56
Other individual members (subscribing)	<u>101</u>	<u>36</u>	<u>137</u>	<u>134</u>
Total subscribing individual membership	145	52	197	190
Corporate members			13	12
Non-subscribing Fellows	20	8	28	28

In the course of 2019, 13 new individual members and 1 corporate member joined the Society. 11 individual members lapsed for non-payment of their subscriptions, resigned or died.

Stakeholder engagement

Following a strategic review in 2018 the Executive Committee agreed that one of its main aims was to raise awareness about academic dress amongst key stakeholder groups.

Vice-Chancellors of universities in Great Britain constitute a core stakeholder group of the Burgon Society, and it was decided that a personal letter should be sent to each Vice-Chancellor to bring the Burgon Society and its charitable objectives to their attention. Furthermore, this would be accompanied by a copy of the Society's redesigned leaflet, and a one-page introduction to academic dress that universities could use for non-commercial purposes. The letter to Vice-Chancellors and these further enclosures are now completed and ready to go to print once they have been approved by the President. The President will then personally sign each letter and the printer will then arrange the mailing which we hoped would happen before the spring conference in April 2020, since delayed owing to coronavirus.

In the meantime, Stephen Wolgast has been adapting the letter and introduction to academic dress to suit a North American audience. Our aim going forward in 2020 is to organise a similar mailing campaign across universities in the USA and Canada.

Social media and online presence

Dr Paul Coxon was appointed the Society's Social Media Officer in 2018. He has overall responsibility for maintaining the Society's presence on social media platforms, in this case only Twitter. Dr Nicholas Jackson FBS also assists in posting content on the Society's Twitter page. Our Twitter presence allows the Society to reach and engage with a large cross-section of people and thus increase the profile of the Society and its activities.

In 2019, the Executive Committee also commissioned a new website to be built. The Society's previous website had been designed in 2000 and in the Executive Committee's opinion no longer presented an effective and up-to-date public face of the Society. Bridport Radio was commissioned to undertake the redesign and the new website was handed over to the Society in October 2019.

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

General Data Protection Regulation

In May 2018, the General Data Protection Regulation (GDPR) came into effect. It represented a significant change and consolidation of existing Data Protection law. The Trustees carefully reviewed the extent to which the GDPR would affect the Society and adopted an appropriate revised Privacy Policy that complies with the GDPR in April 2018. All members were notified of the change, and the revised policy is available on the Society's website <www.burgon.org.uk>

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

GOVERNANCE AND MANAGEMENT

The Society is governed by a Constitution drawn up in consultation with the Charity Commission of England and Wales and approved by the Society in October 2009.

The Executive Committee, all of whom act also as Trustees of the Charity, meet at least three times a year. As required by the Charity's Constitution, the Trustees are re-elected annually by the Subscribing Fellows.

No staff are employed by the Society, which is entirely reliant upon volunteers.

Trustees' and Executive Committee's responsibilities in the preparation of financial statements

The Trustees (who are also the Executive Committee of the Charity) are responsible for preparing the Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, 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 Society will continue on that basis.

The Trustees and Executive Committee are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Society and enable them to ensure that the financial statements comply with the applicable law. 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Risk Management

The major risks to which the Trustees believe the Charity is exposed are discussed at Trustee meetings and are reviewed on a regular basis. The Trustees believe that, as far as is practical, these risks are managed in an appropriate manner.

The Charity's governing documents and policies are reviewed regularly to ensure that they keep pace with developments in best practice.

Grant making policy

At present, the Charity only awards grants in support of projects with which it is engaged and no grants were made during 2019. (2018: Nil)

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

Reserves

The Trustees' policy with regard to reserves is to make suitable expenditure on the ongoing activities of the Charity, whilst maintaining adequate funds to deal with current and medium-term needs, and having the necessary provision to deal with unforeseen circumstances. As at 31 December 2019, the Charity's free reserves were £15,204 (2018: £15,210).

Going Concern

After making appropriate enquiries, the Trustees have reasonable expectation that the Society has adequate resources to continue to adopt the going concern basis in preparing the financial statements.

Independent examiner

In view of the scale of the Society's activities and net assets, neither an independent audit nor an independent examination of the Financial Statements is required. However, the Trustees have resolved to have an independent examination and this has been carried out by Sue Kowszun BA FCA DChA.

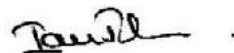
Statement of disclosure of information to the Independent Examiner

The Trustees and Executive Committee at the date of approval of this Trustees' annual report confirm that, so far as each of them is aware, there is no relevant examinable information of which the Charity's independent examiner is unaware, and the Trustees and directors have taken all steps that they ought to have taken to make themselves aware of any relevant

On behalf of the Trustees:



Andrew North, FBS, *Chairman*



Ian Johnson, FBS, *Treasurer*

24 August 2020

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BURGON SOCIETY

I report to the trustees on my examination of the financial statements of the The Burgon Society (the Society) for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity trustees of the Society you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Society's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination'.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sue Kowszun BA FCA DChA
Harlequin Accounting and Financial Services Limited
Bancroft, Mill Road, West Chiltington, West Sussex RH20 2PZ

24 August 2020

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Total Funds 2019 £	Total Funds 2018 £
INCOME			
Donations and legacies	2	8,155	11,677
Income from charitable activities	3	3,058	2,823
Total income		11,213	14,500
EXPENDITURE			
Expenditure on charitable activities	4	11,219	8,053
Net income for the year		(6)	6,447
Total funds brought forward		15,210	8,763
Total funds carried forward		15,204	15,210

BALANCE SHEET

	Notes	2019 £	2018 £
Current Assets			
Stock		495	
Debtors	7	1,488	800
Cash at bank		14,296	15,760
Creditors: amounts due within one year	8	1,075	1,350
Net current assets			
Net assets		15,204	15,210
Total unrestricted funds		15,204	15,210

The accompanying accounting policies and notes form an integral part of these financial statements.

These financial statements and notes are on pages 13-16 were approved and authorised for issue by the Trustees on 24 August 2020 and signed on their behalf by:



Ian Johnson – Treasurer

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year ended 31 December 2019

Notes to the financial statements

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and they have been prepared in accordance with the "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". They also comply with the Charities Act 2011.

The Society meets the definition of a public benefit entity under FRS 102.

These unaudited financial statements have been subjected to independent examination. See report on page 11.

The principal accounting policies of the Society have remained unchanged from the previous year and are set out below.

Going Concern

The financial statements have been prepared on the going concern basis.

Income

Incoming resources are included gross, without netting off any related expenditure.

Incoming resources, including legacies, are generally recognised when the society receives them:

- Donations are included in the Statement of Financial Activities (SOFA) gross of any related tax claim received.
- Income relating specifically to a future accounting period is deferred.
- Interest on funds on deposit is included when receivable.

Gift Aid is included based on the amount recoverable at the accounting date

Expenditure

Expenditure is included by the Society on an accruals basis and is allocated between:

- Expenditure incurred directly in the furtherance of the Society's objectives
- Expenditure incurred directly in the management and administration of the Society
- Expenditure incurred directly on activities necessary for the Society to comply with its statutory obligations

Taxation

No provision for taxation, deferred or otherwise, has been made in the financial statements of the Charity, as it is a charity in accordance with the Charities Act 2011 and is exempt from taxation except for value added tax (VAT), provided that income and gains are applied for charitable purposes under s505 of the Income and Corporation Taxes Act 1988 and s252 of the Taxation of Chargeable Gains Act 1992. VAT is included in the cost of those items to which it relates.

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2019

Notes to the financial statement (continued)

Foreign Currency

Transactions in foreign currency are recorded at the average rate of exchange prevailing during that month. Foreign currency balances are translated into sterling at the exchange rate prevailing at the balance sheet date. Any resulting gains or loss on exchange are included in the SOFA.

2 DONATIONS AND LEGACIES

	Total Funds 2019 £	Total Funds 2018 £
Subscriptions	7,679	9,074
Gifts and donations	476	2,603
	<hr/> 8,155 <hr/>	<hr/> 11,677 <hr/>

3 INCOME FROM CHARITABLE ACTIVITIES

	Total 2019 £	Total 2018 £
Sale of publications & merchandise	1,660	1,101
Events:		
Conferences including overseas	1,263	1,415
Study fees	74	200
Overseas study tours	-	60
Other events	61	47
	<hr/> 3,058 <hr/>	<hr/> 2,823 <hr/>

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2019

Notes to the financial statement (continued)

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2019 £	Total 2018 £
Printing & reproduction	4,315	3,771
Merchandise costs	234	429
Events: Conference	1,839	1,590
Archive	1,170	1,001
Promotional activities & website	2,280	-
Miscellaneous	75	172
Activities undertaken directly	9,913	6,963
Support costs - (see note 5)	1,156	940
Governance costs (see note 6)	150	150
Total charitable activities	11,219	8,053

5 SUPPORT COSTS

	2019 £	2018 £
Accountancy and taxation	200	200
Bank charges	71	79
Exchange difference	(5)	(214)
Insurance	890	875
	1,156	940

6 GOVERNANCE COSTS

	2019 £	2018 £
Independent Examination	150	150

7 DEBTORS: amounts falling due within one year

	2019 £	2018 £
Gift Aid claims receivable	1,488	800

8 TRUSTEES REMUNERATION

The Society had no employees during the year (2018: Nil) and no Trustees received any remuneration or reimbursement of expenses during the year (2018: Nil).

THE BURGON SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2019

Notes to the financial statement (continued)

No Trustees or other person related to the Society had any personal interest in any contract or transaction entered into by the Society during the year (2018: Nil).

9 HERITAGE ASSETS

The Society holds a substantial archive as a heritage asset. The Archive is split into two sections the 'Material Archive' (also known as the Wardrobe) and the 'Paper Archive'.

The Society has not capitalised these assets as their value cannot be reliably determined and the cost of so doing would not be commensurate with the benefit to the users of the accounts and Society. The most valuable items are currently insured for £36,432.

The Material Archive holds the Society's collection of academic dress. Items are mostly gowns, hoods, caps, and other wearable paraphernalia relating to academic dress. Items range in age from modern articles to extremely rare items of over 100 years old.

The Paper Archive consists of a variety of ephemera relating to the design, practice, and development of academic dress as well as items relating to the history of the Society.