



THE BURGON SOCIETY
Founded to Promote the Study of Academical Dress

TRUSTEES ANNUAL REPORT

&

FINANCIAL STATEMENTS

For the year ended 31st December 2018

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REFERENCE AND ADMINISTRATIVE DETAILS

Charity Registration Number	1137522
Registered office:	9 Pymore Road, Bridport, Dorset DT6 3XE
Trustees:	Jonathan Cooper Graham Deans Peter Durant (resigned 7 April 2018) † Colin Fleming (Chairman)* † William Gibson † Nicholas Jackson (resigned 7 April 2018) † Ian Johnson (Treasurer)* † Alex Kerr (Secretary)* † Andrew North Susan North (resigned 14 July 2018) † Michael Powell† 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 Kowszun BA FCA DChA, Harlequin Accounting & Financial Services Ltd Bancroft, Mill Road West Chiltington, West Sussex RH20 2PZ

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REPORT OF THE TRUSTEES

The Trustees of The Burgon Society (Society) present their Annual Report and Financial Statements for the year ended 31 December 2018. 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 Charity was registered with the Charity Commission in England and Wales in 2009 as Charity No. 1137522.

OBJECTS 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:

- coordinates 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 2018

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 2018 are summarised in the following sections.

Studies

Four fellows were elected after completing successfully the Society's examination and were ceremonially admitted in October 2018:

Edmund Eggleston - *The Academic Dress of the University of Essex*;

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ACTIVITIES AND OPERATIONS FOR THE YEAR ENDED 31 December 2018 (continued)

Michael Everett - *Faculty Attitudes and Beliefs toward Use of Academic Regalia at a Land-Grant University*;

Thomas Goodman - *The Academic Dress of the University of Birmingham*;

Steven Peay - *'Appropriate Hoods': The Development of Academic Dress at Nashotah House Theological Seminary*.

Fifteen prospective fellows are on the Society's register; a further five members have applications in process. Prospective fellows who wish to be admitted this year are encouraged to make submissions for examination at the earliest opportunity.

Publications

Volume 17 of the *Transactions of the Burgon Society* was published in October 2018, and distributed to members. It included six articles over 128 pages, an increase by one article and 32 pages over Volume 16. 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 2018, our articles were downloaded 6,533 times, an increase of 102.5 percent over the previous year. 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. It is available on the Society's website at <www.burgon.org.uk>.

The History of Lambeth Degrees: Sources and Studies, edited by Professor William Gibson FBS, was in the final stages of preparation at the year-end, and was published in the Burgon Society History Reprints Series in January 2019.

Collection and archive

Dr Susan North, who resigned as Custodian of the Collection during the year, completed a photographic record and complete catalogue of the Academical Dress collection before her departure.

The Collection continued to grow without any overt action on our part. Some prominent additions during 2018 included:

- A significant donation from the University of Hull of retired Officers' robes, older examples of Hull academical dress and academical dress of other universities belonging to retired members of staff. Of particular interest are the official robes of the Registrar and Treasurer and a Beadle's coat, complete with University buttons. Perhaps the most intriguing is a Higher Doctor's scarlet gown with strings, made in heavy superfine wool with a blue cord and button on collar (for Law), made by Wippell & Co. There is speculation that this could have been a prototype of the gowns made by Wippell's at Franklyn's behest. These robes were on display at the Spring Conference. We are indebted to Dr Richard Baker FBS for facilitating this donation to the Society.

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ACTIVITIES AND OPERATIONS FOR THE YEAR ENDED 31 December 2018 (continued)

- Seven hoods and two bonnets from Robert, Lord May of Oxford, part of his vast collection of 28+ honorary degrees. They included awards from Edinburgh, Kent, Princeton, Sydney, Warwick, Yale (all DSc), and York (DUniv).
- Two hoods were received from the Rev. David G Thomas. One is a Wales BA in the Wareham shape and a Testamur hood of Launde Abbey Theological College. The latter is a true rarity, given that the college was in operation for only 19 years.
- The widow of Paul Marett made a significant donation of academic dress, including his London PhD (Arts) robes, Bristol hoods and black gowns from both him and his wife.

Conferences and other events

7 April Spring Conference and AGM

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

Programme included the AGM and the following talks:

Paul Coxon — *Durham Robemakers*

Neil Dickson — *Scottish Academic Dress Research: Progress and Problems*

Mary Armitage and Jacqui Smith — *The Graduation Magnetar: Respecting Tradition with a Modern Twist*

Alice Hynes — *Academic Dress of Kingston University*

Richard Baker and Nicholas Groves — *Some Significant Recent Donations to the Collection*

7–8 June North American Conference, Toronto

Hosted by Jonathan Lofft and Stephen Wolgast

7 June: Evening reception

THE FACULTY CLUB OF THE UNIVERSITY OF TORONTO

8 June: Conference

TRINITY COLLEGE, TORONTO

Programme included the following:

Jonathan Lofft — *Academic Dress at Trinity College and the University of Toronto*

John Lancaster — *Innovations, Adaptations and Dislocations in Academic Dress in North America*

Kenneth Suit — *Cap and Frown: Why US Academic Dress is in a Mess*

Ellis Courtney — *Incorporating Aboriginal Regalia into University of British Columbia's Graduation Ceremonies*

Jonathan C. Cooper — *Scottish Academic Dress in North America: An Unknown Hood in a Nineteenth-Century Portrait with Canadian Connections*

Tour of the University of Toronto, led by Jonathan Lofft

21 July Garden Party

ST MARTIN-AT-PALACE, NORWICH

Hosted by Dr Nicholas Groves, FBS

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ACTIVITIES AND OPERATIONS FOR THE YEAR ENDED 31 December 2018 (continued)

13 October Congregation

THE SENIOR PARLOUR, GONVILLE AND CAIUS COLLEGE, CAMBRIDGE

Admission to the Fellowship of the Burgon Society:

Edmund Eggleston (by submission)

Michael W. Everett (by submission)

Thomas A. Goodman (by submission)

Steven A. Peay (by submission)

Programme included the following:

Alex Kerr and Bruce Christianson — *Where Did you Get That Hat? University Chancellors' Headwear*

Colin Fleming — *Cambridge and Toronto: Fossils in Silk*

A display of Cambridge Academic Dress introduced by Paul Coxon

Membership

At 31 December 2018

	UK	Non-UK	Total
Subscribing Fellows	42	14	56
Other individual members (subscribing)	100	34	134
Total subscribing individual membership	142	48	190
Corporate members	10	2	12
Non-subscribing Fellows	20	8	28

In the course of 2018, 24 new individual members and 2 corporate members joined the Society. 12 individual members lapsed for non-payment of their subscriptions, resigned or died; 1 corporate member lapsed for non-payment of the subscription.

Stakeholder engagement

At the beginning of 2018 there was a strategic review of the aims and objectives of the stakeholder engagement team (formerly known as the planning working group). Based on these deliberations, the Executive Committee agreed that for the time being the main aim of the stakeholder engagement team was to determine what level of interest there was about academic dress amongst key stakeholder groups.

To move things forward it was agreed that certain communications materials needed updating and writing before directly approaching stakeholders. These included updating the Burgon Society leaflet and writing a short one-page description about academic dress, which could be given gratis to universities for non-commercial use. The Burgon Society leaflet was redesigned during the year and the updated version has been well received by members. Furthermore, a one-page description about academic dress has been drafted and will be discussed by the Executive Committee in early 2019.

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ACTIVITIES AND OPERATIONS FOR THE YEAR ENDED 31 December 2018 (continued)

Stakeholder engagement planning for 2019 is currently underway and includes activities that incorporate the new leaflet and one-page description. These plans will be presented to the Executive Committee in early 2019 for approval.

Social media presence

In July 2018, Dr Paul Coxon gave a presentation to the Executive Committee on the Twitter and Facebook platforms. Dr Coxon established the Burgon Society Twitter group in 2016 and it has over 400 followers. He expressed his belief that it was important to develop a personality for the group and keep it interesting. In addition, he moderates the Academic Dress Facebook group, which is not a Burgon group as such, but is a very active forum for news and discussion. Dr Coxon was certain that there is great potential for stimulating interest in the Society and its activities through these groups.

Central to the success of these social media activities is the Society's Website. Conscious that for a variety of reasons the Executive Committee's project to redevelop the Website had not progressed as planned, the Executive Committee asked Dr Coxon to assume responsibility for it, a role he accepted. He now acts as the Society's Social Media Officer, reporting to the Executive Committee but not a member of it.

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 reviewed carefully 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>.

For the purposes of the GDPR, and as stated in the Society's Privacy Policy, the Treasurer is the Society's Data Controller and the Secretary is the Data Processor.

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 Charity, which is entirely reliant upon volunteers.

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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 judgements 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 Society'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 Society 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 Society'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 Society only awards grants in support of projects with which it is engaged and no grants were made during 2018. (2017: Nil)

Reserves

The Trustees' policy with regard to reserves is to make suitable expenditure on the ongoing activities of the Society, whilst maintaining adequate funds to deal with current and medium term needs and

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having the necessary provision to deal with unforeseen circumstances. As at 31 December 2018, the Society's free reserves were £15,210 (2017: £8,763).

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they 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 Society's independent examiner is unaware, and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant.

On behalf of the Trustees:



Colin Fleming, FBS, *Chairman*



Ian Johnson, FBS, *Treasurer*

9th February 2019

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

I report on the financial statements of The Burgon Society for the year ended 31 December 2018, which comprise the Statement of Financial Activities (SOFA), the Balance Sheet and related notes set out on pages 12 to 15.

This report is made solely to the Trustees in accordance with Section 145 of the Charities Act 2011 (the Charities Act). My work has been undertaken so that I might state to the Society's Trustees those matters I am required to state to them in an Independent Examiners report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Society and the Society Trustees for my examination work.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act but have resolved that an independent examination be carried out.

Having satisfied myself that the Society is not subject to audit under company law, it is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Society 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 seeking 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 financial statements 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 Charities Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Charities 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.



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

9th February 2019

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STATEMENT OF FINANCIAL ACTIVITIES

	Note	Total Funds 2018 £	Total Funds 2017 £
INCOME			
Donations and legacies	2	11,677	9,344
Income from charitable activities	3	2,823	2,772
Total income		14,500	12,116
EXPENDITURE			
Expenditure on charitable activities	4	8,053	9,632
Net income for the year		6,447	2,484
Total funds brought forward		8,763	6,279
Total funds carried forward		15,210	8,763

BALANCE SHEET

	Notes	2018 £	2017 £
Current Assets			
Debtors	7	800	-
Cash at bank		15,760	11,243
Creditors: amounts due within one year	8	1,350	2,480
Net current assets			
Net assets		15,210	8,763
Total unrestricted funds		15,210	8,763

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

These financial statements and notes on pages 13 to 15 were approved and authorised for issue by the Trustees on 9th February 2019 and signed on their behalf by:



Ian Johnson Treasurer

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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.

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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 2018 £	Total Funds 2017 £
Subscriptions	9,074	6,558
Gifts and donations	2,603	2,786
	11,677	9,344

3 INCOME FROM CHARITABLE ACTIVITIES

	Total 2018 £	Total 2017 £
Sale of publications & merchandise	1,101	1,604
Events:		
Conferences including overseas	1,415	1,088
Study fees	200	80
Overseas study tours	60	-
Other events	47	-
	2,823	2,772

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2018 £	Total 2017 £
Printing & reproduction	3,771	3,126
Merchandise costs	429	836
Events: Conference	1,590	1,642
Archive	1,001	2,027
Promotional activities	-	703
Miscellaneous	172	-
Activities undertaken directly	6,963	8,334
Support costs - (see note 5)	940	1,298
Governance costs (see note 6)	150	-
Total charitable activities	8,053	9,632

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5 SUPPORT COSTS

	2018	2017
	£	£
Accountancy and taxation	200	200
Bank charges	79	50
Exchange difference	(214)	196
Insurance	875	852
	940	1,298

6 GOVERNANCE COSTS

	2018	2017
	£	£
Independent Examination	150	-

7 DEBTORS: amounts falling due within one year

	2018	2017
	£	£
Gift Aid claims receivable	800	-

8 CREDITORS: amounts falling due within one year

	2018	2017
	£	£
Advance Membership Fees	1,000	2,280
Accruals	350	200
	1,350	2,480