

**THE POETRY SOCIETY  
(INCORPORATED)**

Company Registration Number: 190736  
Charity Registration Number: 303334

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2009**

**The Poetry Society (Incorporated)**  
**Annual Report and Financial Statements**  
**For the year ended 31 March 2009**

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# The Poetry Society (Incorporated)

## Trustees, Officers and Professional Advisers

<b>The Board of Trustees</b>	Anne-Marie Fyfe (Chair) Barry Kernon Moniza Alvi Maggie Sullivan Rachel Alexander Robyn Bolam John Richmond Emma Bravo - appointed 20 November 2008 Peter Carpenter - appointed 20 November 2008 Jacqui Rowe - appointed 20 November 2008 Anne Jenkins - appointed 20 November 2008 Jacob Sam-La Rose - appointed 20 November 2008  Rafiq Shaik Abdulla - resigned 20 November 2008 Mick Felton - resigned 20 November 2008 Helen Gray - resigned 20 November 2008 Sir John Weston - resigned 20 November 2008
<b>Director</b>	Judith Palmer
<b>Company Secretary</b>	Judith Palmer
<b>Registered Office</b>	22 Betterton Street London WC2H 9BX
<b>Company Number</b>	190736
<b>Charity Number</b>	303334
<b>Auditors</b>	Kingston Smith LLP Devonshire House 60 Goswell Road London EC1M 7AD
<b>Bankers</b>	NatWest Finsbury Square Branch PO Box 549 78 Finsbury Pavement London EC2A 1JA
<b>Investment Managers</b>	CAF Kings Hill West Malling Kent ME19 4TA

# The Poetry Society (Incorporated)

## Trustees' Report

### For the year ended 31 March 2009

The Trustees have pleasure in presenting their Report and the Financial Statements for the year ended 31 March 2009. The Financial Statements comply with current statutory requirements, the Memorandum and Articles of Association and The Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005). The Trustees also confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

#### **Corporate Structure, Governance and Management**

##### **Structure**

The Poetry Society (Incorporated) is a company limited by guarantee (company number: 190736) and a registered charity (registration number: 303334).

The Poetry Society was founded in 1909 and incorporated in 1923.

Poetry Place Limited (company number: 3173544) is the wholly owned subsidiary of the Poetry Society.

##### **Recruitment of Trustees**

A call for nominations is sent out annually to all members of the Society, who are invited to nominate suitable persons to the board. A skills audit is conducted annually to ensure that the board recruits new members with the required skills. Nominations are submitted by the existing board where appropriate, to supplement those that come from within the membership.

##### **Appointment and resignation of Trustees**

The Articles of Association require that there be a minimum of 5 trustees and a maximum of 14 of which 12 must be elected. At each AGM one third of the elected members must resign (generally the longest serving members) and new members elected. Retiring Trustees may be re-nominated and serve a second term, but for no longer than a duration of six years. Nominations are received and are then put forward for election at the AGM. Society members can vote by proxy or by attending the meeting. Those receiving the maximum number of votes are elected. Trustees may co-opt members to the board to fill vacancies but these must be approved at the next AGM.

##### **Induction and Training**

New trustees are provided with a Trustee Induction Pack, supported by an induction session with the Chief Executive and members of staff, prior to the first regular Council meeting of their tenure.

##### **Decision Making Process**

The elected council has overall decision making powers but may delegate some of those powers to sub-committees or individuals. In particular the day to day running of the society is delegated to the Director who has a job description specifying their responsibilities. An annual plan and budget is presented to the council for approval prior to the start of the financial year. This outlines the planned activities for the year, costs them and gives approximate timescales. When approved, it is the responsibility of the Director to implement the Annual Plan. Quarterly meetings are held where the plan is monitored. A finance report is presented which compares actual income and expenditure compared to budget.

##### **Related Parties**

Poetry Place Limited is the trading arm of The Poetry Society. This is a café/bar which provides refreshments and food for members and also a space for meetings and activities that promote the objectives of the Society.

#### **Objectives, Planning and Achievements for the Public Benefit**

##### **Objects**

The objects of the Society are to promote the study, use and enjoyment of poetry. To achieve our objectives and to maximise their social benefit we currently have the following priorities:

- To support poetry enthusiasts through the membership scheme and development of our regional member Stanza groups.
- To run the National Poetry Competition, the Foyle Young Poets of the Year Award, the biennial Corneliu M Popescu Prize for European Poetry Translation, the Geoffrey Dearmer Prize, the Hamish Canham Poetry Prize, SLAMBassadors UK and other projects which improve the profile and appreciation of poetry.
- To publish Poetry Review, Poetry News and Poetry International Web (UK Domain) quarterly, and other publications as appropriate.
- To use our education expertise to promote poetry and poets in schools through advocacy, residency programmes, teaching resources and training for teachers,
- To continue our work with young people both in and out of mainstream education through our poet residencies, competitions and professional development opportunities and to strengthen our training programmes for both practicing and trainee teachers, promoting the use of poetry across the curriculum ensuring that poetry becomes part of the life experience for both students and teachers.
- To work with other organisations and agencies to help position contemporary UK poetry in the international context of poets and poetry worldwide.
- To promote poetry events and forthcoming poetry publications, on the Poetry Society website, the Poetry Café bulletin boards and via the Poetry Landmarks of Britain website.

# The Poetry Society (Incorporated)

## Trustees' Report

### For the year ended 31 March 2009

#### Planning and Achievements

##### Centenary

Our centenary year of 2009 provides an opportunity to catalyse participation in and artistic development of Society activities, for public benefit, during the year and in the future. A new brand identity celebrating our centenary has now been launched. The centenary focus will gather momentum throughout 2009, with a valedictory event for the Poet Laureate and initiatives including publication of an anthology of highlights from Poetry Review and a large-scale mass-participatory poetry project. An Arts Council Grants for the Arts Award funds enhanced publicity activity and a series of events organised by Stanza groups at National Trust properties nationwide. We are gathering archive and oral material to build knowledge of the history of the Society for publication on the website and in Poetry News.

We are working in partnership with the BBC on their forthcoming poetry season, and hope that this, and the announcement of the new Poet Laureate, will allow us to maximise our efforts to raise the profile of poetry and the Poetry Society in our centenary year.

##### Membership

In March 2009 we had 3,365 members – the second highest spring membership on record. Total income from members and subscribers increased by 7.8% in the year. Membership numbers have continued to climb in 2009. We are continuing to encourage membership interest by developing our use of electronic communications and social networking sites (including a highly active and successful Facebook group), and by encouraging member participation and interaction via our website.

We ran 21 exclusive special offers and prize draws for members, featuring, for example, tickets to readings and talks by Seamus Heaney, Derek Walcott, Alice Oswald and Kathleen Jamie; and *Fram* by Tony Harrison at the National Theatre.

There were 65 active Stanza groups holding regular monthly meetings for the benefit of members and the public, and 21 of these made bids to organise events celebrating the Poetry Society centenary at National Trust properties nationwide later in 2009.

For the first time, a consultation letter was sent to members about the selection of a new Poet Laureate. Members' nominations were forwarded to the appropriate government department. We noted with interest that Carol Ann Duffy received the greatest number of members' nominations and she was the eventual appointee.

##### Publications

Our magazine Poetry Review was published quarterly, and continued to publish new work by poets such as Sinead Morrissey, Thomas Lynch, Paul Farley, Robin Robertson, Bernardine Evaristo, Mahmoud Darwish, Alan Sillitoe and Carole Satyamurti. Other highlights included an essay on translation by Gwyneth Lewis and an interview with John Ashbery. A dedicated marketing consultancy was carried out to build subscriptions and sales.

Members also received four issues of Poetry News, the Society's newsletter, containing a wide range of news and features.

The Poetry Society edits the UK domain of Poetry International Web. In quarterly online issues we profiled established and emerging poets, featuring Ruth Padel, David Harsent, Pauline Stainer, Peter Porter, Chris McCabe, Helen Mort, John McCullough, Samantha Wynne-Rhydderch, Tiffany Atkinson and Tim Liardet. There was also a memorial issue for Vice President Adrian Mitchell, whose death we mourned in December.

##### Readings and Events

The Under the Influence series continued at venues across London, with Robert Minhinnick under the influence of Derek Walcott, Lemn Sissay on the Liverpool Poets, and Yang Liang on Ezra Pound at the Arts Theatre. David Harsent and composer Malcolm Martineau gave a pre-concert talk on the influence of 'lieder' and poetry at the Wigmore Hall.

The National Poetry Competition winner's event at Ledbury Festival featured 2007 winner, Sinéad Morrissey, on the theme *Is there such thing as a winning formula?*

A debate in October, Poetry Review Speaks Out: *Where Now for Political Culture?* brought together John Walsh, Blake Morrison and Fiona Sampson at the Bishopsgate Institute, London. The Poetry Society's Annual Lecture (also at Bishopsgate) entitled *State of the Art* was given by former US Poet Laureate Charles Simic to a capacity audience.

We will be seeking more opportunities for events outside London and developing new event partners in order to bring high quality poetry events to a wider public.

# The Poetry Society (Incorporated)

## Trustees' Report

### For the year ended 31 March 2009

#### Competitions and Prizes

The Poetry Society's numerous competitions and prize awards provide a way for us to identify, reward and nurture talent in the art form for the public benefit. In the year ahead we will be exploring ways to offer increased professional benefits to competition winners.

#### National Poetry Competition

2008's competition attracted 7,230 entries from 2,968 entrants, and awarded over £8,000 in prizes. Judges Frieda Hughes, Jack Mapanje and Brian Patten awarded first prize to Christopher James for his poem *Farewell to the Earth*. Second prize went to Charles Evans and third prize to Clive McWilliam. The awards were presented at the Savile Club in Mayfair.

The judges appointed for 2009 are Daljit Nagra, Ruth Padel and Neil Rollinson. We have set ambitious targets for increased participation in 2009, and initial indications are that those targets have been over-achieved.

#### Foyle Young Poets of the Year Award

The 2008 Awards were announced on National Poetry Day at Coin Street Neighbourhood Centre, London. There were 11,800 poems submitted by 4,900 young poets. In addition to 85 commendations, the top 15 winning poets were: Erica Berry, Amy Blakemore, Jennifer Clarke, Marin Cramer, Bethan Crossley, Madelaine Jones, Emma Jourdan, Michael Kalisch, Sawsan Khalaf, Abigail Maskill, Chinedum Nwokonkor, Adham Smart, Sophie Stephenson-Wright, Charlotte Trevella and Andrew Wynn Owen. The 2008 Judges were Ian McMillan and Eva Salzman.

Generous support from the Foyle Foundation (secured until Spring 2011) has enabled the Award to become recognized as a leading international poetry competition for young people. The Foyle Award is now widely accepted by publishers and promoters as a stamp of authority representing quality in young people's poetry writing.

Amongst various activities intended to encourage participation in the Foyle Award we built up a partnership with New Writing North in the North East, ran ten one-day residencies in schools and increased print and digital marketing activities in the region. The outcome was extremely positive: results show a great increase in quantity and quality of entries from the area, including three commended poets and one Teacher Trailblazer, Susan Gale of Lindisfarne School, recognised for the overall quality of work produced by her classes. The schools focus in the North East has seen the number of entrants almost triple, from 101 in 2007 to 271 in 2008.

The judges appointed for 2009 are Selima Hill and Lemn Sissay.

#### SLAMBassadors UK

The Poetry Society's Slam has been championed in the Home Office and Department for Children, Schools and Families report, *Aiming high for young people: a ten year strategy for positive activities*. The SLAMBassadors UK semi-finals took place in February 2009 in The Blue Room, Royal Festival Hall, London and in The Blackie, Liverpool following workshops in both cities. This was the first year we extended beyond London to work with Writing on the Wall in Liverpool. As another innovation, entries were filmed and posted online on YouTube to widen participation, resulting in 265 films from 288 solo and group performers. We worked with 21 schools, libraries and youth groups with around 2000 young people aged 12-18 taking part in poetry workshops and performances.

A new SLAMBassadors championship will follow immediately in 2009 in partnership with BBC Blast. This year we will extend to more UK cities and continue the use of online entries.

#### Hamish Canham Prize

The prize for the best member's poem published in Poetry News was awarded to Gill Learner

#### Stanza Poetry Competition

The 2008 prize for a poem by a Poetry Society Stanza member was awarded to Richard Goodson of the Nottingham Stanza, judged by Eleanor Cooke. The 2009 judge is Philip Gross.

#### Geoffrey Dearmer Prize

Kearan Williams was the 2008 winner of the Geoffrey Dearmer Prize. The Prize is awarded each year to the best poem published in *Poetry Review* by a poet who has not yet had a book published. It was judged by Peter Porter. The 2009 judge is Glyn Maxwell.

#### Award for European Poetry Translation (Corneliu M Popescu Prize)

This biennial prize promote international poetry in translation, developing and cultivating international links and continues to raise our global profile. It will next be awarded during 2009.

# The Poetry Society (Incorporated)

## Trustees' Report

### For the year ended 31 March 2009

#### Education

In addition to the Foyle Young Poets of the Year and SLAMBassadors championship, our education initiatives included:

##### Teacher Trailblazers

In 2008 the Teacher Trailblazers scheme was introduced, offering awards to those showing exceptional dedication to the teaching of poetry in schools, and achieving high quality entries to the Foyle Young Poets of the Year. Eight teachers were selected and showcased on the website with their top tips for teaching poetry.

##### Poets in School

We continued to provide an ongoing service connecting schools with poets. Our roster of poets working with young people was extended, particularly to include more poets from the North East, an area previously under-represented on our database.

##### New Education Initiatives

In 2009-10 we will begin designing specialised pre-service poetry training sessions for initial teacher training courses, and developing cross-curricular approaches for poetry teaching. We will also develop new education membership packages incorporating benefits such as Inset training and school poet visits. Both initiatives are supported by the Paul Hamlyn Foundation.

##### Poetryclass

Our poetryclass team of poet-educators continued to offer in-service training to instil more confidence in poetry teaching. The Ratcliff Foundation granted £3,000 to set up an inset day for teachers in the West Midlands entitled 'Reading Poetry', linked in to 2008's National Year of Reading. The day, led by poet and academic Sue Dymoke at Birmingham Central Library, received very positive feedback and will be used as a model for future inset days planned as part of our forthcoming network packages.

##### Advocacy

The Poetry Society is represented on the steering committee of the National Reading Campaign and National Poetry Day, and is an associate of the QCDA.

#### Staff

In December 2008 Judith Palmer joined the Poetry Society as Director. Outgoing Director Jules Mann left the Society, with the best wishes of the Trustees, after ten years service. There were also new appointments in Finance, Publications, Education and Marketing posts.

#### Website

The Poetry Society's two websites, [www.poetrysociety.org.uk](http://www.poetrysociety.org.uk) and [www.poetryclass.net](http://www.poetryclass.net), continue to attract world-wide visitors. Combined, they attracted 1,080,594 visitors. We continue to regard the Poetry Society website as our 'window' to the world and a vital part of our communication with members, stakeholders and the public.

#### Risk Management

During the year the General Council has continued to review the key risks to which the Poetry Society may be exposed, and has implemented systems to manage those risks. A register of risks is maintained.

#### Reserves

The General Council considers it prudent to retain a small level of funds in order to protect the Poetry Society's current activities and to ensure that it continues to operate on a going concern basis. At the year end the level of unrestricted free reserves, after fixed assets, stood at £65,793. Subject to the above, the General Council's policy is to distribute all of the funds granted to it for specific projects, having made appropriate provision for overhead costs, where eligible.

# **The Poetry Society (Incorporated)**

## **Trustees' Report**

### **For the year ended 31 March 2009**

#### **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Audit information**

So far as each of the directors at the time the trustees' report is approved is aware:

- a) there is no relevant information of which the auditors are unaware; and
- b) they have taken all relevant steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### **Accounting and Internal Controls**

The general Council has overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. It is also responsible for keeping accounting records which disclose with reasonable accuracy the financial position. The General Council is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities. It has established systems of internal control designed to provide reasonable but not absolute assurance against material misstatement or loss.

These controls include

- a detailed annual budget approved by the general council
- a delegation of authority and budgetary responsibility to identified staff
- regular reviews of financial reports at General Council Meetings
- appropriate internal controls operated by staff.

#### **Auditors**

Kingston Smith LLP have indicated their willingness to continue in office. A resolution proposing their reappointment will be submitted at the Annual General Meeting.

#### **Small Company Rules**

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**This report was approved by the Board of Trustees  
and signed on its behalf by:**

**Anne-Marie Fyfe**  
Chair

**4th December 2009**

# Independent Auditors' Report to the Members of The Poetry Society

We have audited the group and parent charitable company financial statements (the "financial statements") of The Poetry Society for the year ended 31 March 2009 which comprise the Group (and Charitable Company) Statement(s) of Financial Activities, the Group and Charitable Company Balance Sheets and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken for no purpose other than to draw to the attention of the charitable company's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## Respective Responsibilities of Trustees and Auditors

The trustees (who are also directors of The Poetry Society (Incorporated) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and the group and of the incoming/outgoing resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Trustees' Annual Report, which incorporates the Directors' Report required by the Companies Act 1985, and report to you our opinion on whether it is consistent with the financial statements. Our responsibilities do not extend to any other information.

## Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the group's and charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with the United Kingdom Generally Accepted Accounting Practice, of the state of the group's and charitable company's affairs as at 31 March 2009 and of the group's (and charitable company's) incoming resources and application of resources, including the income and expenditure of the group (and charitable company) for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information included in the Trustees' Annual Report is consistent with the financial statements.

Devonshire House  
60 Goswell Road  
London EC1M 7AD  
Date:

**Kingston Smith LLP**  
Chartered Accountants  
and Registered Auditors

**The Poetry Society (Incorporated)**  
**Consolidated Statement of Financial Activities**  
**For the year ended 31 March 2009**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year ended 2009 £	Total Funds Year ended 2008 £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming Resources</b>					
Incoming resources from generated Funds					
Voluntary income		17,681	3,000	20,681	5,571
Trading activities	6	78,250	-	78,250	79,589
Income from investments		-	405	405	477
Bank interest receivable		4,972	-	4,972	10,166
Incoming resources from charitable funds					
Grants receivable	2	335,166	134,381	469,547	401,675
Publications and membership		131,742	-	131,742	122,148
Education consultancy income		10,353	-	10,353	4,130
Other income		26,231	-	26,231	37,367
		<u>604,395</u>	<u>137,786</u>	<u>742,181</u>	<u>661,123</u>
<b>Resources Expended</b>					
<b>Cost of Generating Funds:</b>					
Trading activities	6	75,546	-	75,546	75,185
<b>Charitable Activities</b>					
Publications & membership		154,501	-	154,501	152,661
Education Programmes		733	116,670	117,403	106,256
Other Charitable expenditure		382,190	3,350	385,540	333,797
<b>Governance</b>		<u>12,946</u>	<u>-</u>	<u>12,946</u>	<u>12,890</u>
<b>Total Resources Expended</b>	4	<u>625,916</u>	<u>120,020</u>	<u>745,936</u>	<u>680,789</u>
<b>Net (Expenditure)/Income</b>		(21,521)	17,766	(3,755)	(19,666)
<b>Other recognised Gains and losses</b>					
(Loss)/Gain on revaluation of investments	6	-	(364)	(364)	(135)
<b>Net Movement in funds for the year</b>		<u>(21,521)</u>	<u>17,402</u>	<u>(4,119)</u>	<u>(19,801)</u>
<b>Funds Brought Forward</b>		<u>508,081</u>	<u>13,709</u>	<u>521,790</u>	<u>541,591</u>
<b>Funds Carried Forward</b>		<u><u>486,560</u></u>	<u><u>31,111</u></u>	<u><u>517,671</u></u>	<u><u>521,790</u></u>

The net result of the charity for the year was a deficit of £4,119 (2008: deficit of £19,801).

The notes on pages 9 to 15 form part of these financial statements.

None of the company's activities were acquired or discontinued during the financial period.

The company has no recognised gains or losses other than these dealt with in the above Statement of Financial Activities.

# The Poetry Society (Incorporated)

Company Registration Number: 190736

Balance Sheets as at 31 March 2009

	Note	Group 2009 £	Group 2008 £	Charity 2009 £	Charity 2008 £
<b>Fixed Assets</b>					
Tangible assets	5	400,767	394,398	399,609	393,670
Investments	6	<u>8,637</u>	<u>9,001</u>	<u>8,639</u>	<u>9,003</u>
		<u>409,404</u>	<u>403,399</u>	<u>408,248</u>	<u>402,673</u>
<b>Current Assets</b>					
Stock		1,005	661	-	-
Debtors	7	32,825	49,868	50,729	59,453
Cash at bank and in hand		<u>136,912</u>	<u>105,669</u>	<u>116,081</u>	<u>92,053</u>
		170,742	156,198	166,810	151,506
<b>Creditors: Amounts falling due within one year</b>	8	<u>(62,475)</u>	<u>(37,807)</u>	<u>(58,968)</u>	<u>(33,970)</u>
<b>Net Current Assets</b>		<u>108,267</u>	<u>118,391</u>	<u>107,842</u>	<u>117,536</u>
<b>Total Assets Less Current Liabilities</b>		<u><u>517,671</u></u>	<u><u>521,790</u></u>	<u><u>516,090</u></u>	<u><u>520,209</u></u>
<b>Funds</b>					
Restricted	9	31,111	13,709	31,111	13,709
Unrestricted	10	<u>486,560</u>	<u>508,081</u>	<u>484,979</u>	<u>506,500</u>
		<u><u>517,671</u></u>	<u><u>521,790</u></u>	<u><u>516,090</u></u>	<u><u>520,209</u></u>

The notes on pages 12 to 18 form part of these financial statements

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board and authorised for issue on 4th December 2009 and signed on its behalf by:

**Anne-Marie Fyfe**  
Chair

# The Poetry Society (Incorporated)

## Notes to the Financial Statements

### For the year ended 31 March 2009

#### 1 Accounting Policies

##### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985, the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

The following principal accounting policies, which are unchanged from the previous year, have been consistently applied in preparing these financial statements.

##### **Basis of Consolidation**

The Consolidated Statement of Financial Activities and Balance Sheet, consolidate the financial statements of the charity and its trading subsidiary. The results for the trading subsidiary are consolidated on a line by line basis.

##### **Incoming Resources**

Grants, subscriptions and donations are accounted for on an receipts basis, other income on an accruals basis. Advance payments in respect of grants for future periods are carried forward in the financial statements as deferred income.

Incoming resources from the trading subsidiary and from investments are included when receivable.

##### **Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Wherever possible costs are directly attributed to these headings. Costs common to more than one area are apportioned on the basis of staff time.

Governance costs are those incurred in the governance of the charity and are primarily associated with the constitutional and statutory requirements.

##### **Fund Accounting**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds represent amounts set aside by the Trustees from unrestricted income to meet specific purposes.

##### **Tangible Fixed Assets**

Items with a value greater than £250 are capitalised. Tangible fixed assets are stated at cost less accumulated depreciation. Provision is made for depreciation on all tangible assets, other than the library books, at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Freehold buildings	2% per annum on cost, straight line
Fixtures & fittings	15%/33% per annum on cost, straight line
Computers & software	25% per annum on cost, straight line, for assets acquired after April 2002

In accordance with FRS15 the charity has adopted a policy not to revalue its freehold property and feels it is sufficient to disclose the property on an historical cost basis to give a true and fair view of its activities.

##### **Investments**

Investments are stated at market value as at the balance sheet date. Any gain or loss on revaluation is taken to the Statement of Financial Activities.

**The Poetry Society (Incorporated)**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2009**

2	<b>Grants Receivable</b>	Deferred income brought forward £	Grants receivable £	Deferred income carried forward £	Total 2009 £	Total 2008
	<b>Restricted</b>					
	Arts Council of England - Society Centenary	-	10,000	-	10,000	-
	Esmée Fairbairn	-	-	-	-	10,000
	Forward Arts	-	-	-	-	1,000
	The Foyle Foundation	-	62,531	-	62,531	56,717
	Dept. for Children, Schools and Families	-	34,000	-	34,000	5,000
	Awards for All	-	10,000	-	10,000	-
	Leathersellers Charitable Fund	-	500	-	500	-
	Ernest Cook Trust	-	5,000	-	5,000	-
	Aldgate and Allhallows Foundation	-	12,000	-	12,000	-
	Poet in the City	-	-	-	-	9,206
	Hamish Canham Prize	-	350	-	350	350
	Big Lottery	-	-	-	-	15,152
	Popescu Prize - the Ratiu Foundation	-	4,000	4,000	-	4,000
		<u>-</u>	<u>138,381</u>	<u>4,000</u>	<u>134,381</u>	<u>101,425</u>
	<b>Unrestricted</b>					
	Arts Council of England - Revenue	-	267,812	-	267,812	260,772
	Arts Council of England - GftA	12,354	-	-	12,354	16,086
	Garfield Weston Foundation	-	25,000	-	25,000	-
	Lithuanian Writers Group	-	-	-	-	4,200
	Nederlands Literaire	-	-	-	-	951
	Planet Poetry	-	30,000	-	30,000	15,741
	Booktrust	-	-	-	-	2,500
		<u>12,354</u>	<u>322,812</u>	<u>-</u>	<u>335,166</u>	<u>300,250</u>
	<b>Total Grants Receivable</b>	<u>12,354</u>	<u>461,193</u>	<u>4,000</u>	<u>469,547</u>	<u>401,675</u>

**3 Staff Costs**

The aggregate payroll costs were

	2009 £	2008 £
Wages and salaries	283,413	271,963
Social security costs	26,640	22,623
Pension costs	8,953	10,884
	<u>319,006</u>	<u>305,470</u>

During the year 2 trustees were reimbursed £132 expenses for travel (2008 : £389 to 4 trustees).

During the year, no trustees were paid fees (2008 : £570 to 4 trustees).

No employee received an annual remuneration in excess of £60,000 (2008: nil).

The total number of employees calculated on a full time equivalent basis during the year was 14 (2008 - 14).

Staff are allocated as follows:

	2009	2008
- publications and membership staff	2.6	3.5
- education staff	3.5	3.2
- other charitable projects	4.1	4.1
- management and administration	1.0	1.0
-café staff	2.5	2.4
<b>Total</b>	<u>13.7</u>	<u>14.1</u>

**The Poetry Society (Incorporated)**  
**Notes to the Financial Statements**  
For the year ended 31 March 2009

**4 Total Resources Expended**

	Trading activities	Publications and membership	Education programmes	Other charitable expenditure	Governance	2009	2008
	£	£	£	£	£	£	£
Staff Costs (note 3)	-	67,508	34,000	217,498	-	319,006	305,470
Temps/recruitment/training	-	300	-	10,764	-	11,064	19,071
Telephone/fax/post/rental	-	18,922	4,129	22,064	-	45,115	39,236
Other office/establishment	-	330	5,867	75,246	-	81,443	41,596
Printing and design	-	21,553	7,264	3,557	-	32,374	38,840
Travel and subsistence	-	802	612	1,454	133	3,001	7,313
Advertising and marketing	-	697	3,782	2,571	-	7,050	5,396
Consultants/poets fees and expenses	-	34,249	34,405	12,522	-	81,176	93,968
Events/workshops and room hire	-	631	13,316	14,531	-	28,478	18,602
Café purchases	75,546	-	-	-	-	75,546	75,185
Legal and professional fees	-	5,170	13,300	7,328	-	25,798	4,950
Audit	-	-	-	-	8,000	8,000	7,950
Accountancy	-	-	-	-	4,813	4,813	4,551
Bank charges	-	571	-	3,119	-	3,690	3,453
Archiving and storage	-	2,025	-	1,178	-	3,203	3,421
Depreciation	-	-	-	10,697	-	10,697	8,301
Grants payable	-	-	-	-	-	-	1,600
Subscriptions, publications and conferences	-	1,687	-	519	-	2,206	1,407
Bad debt	-	-	-	3,000	-	3,000	-
Miscellaneous expenses	-	56	728	(508)	-	276	479
<b>Total Resources Expended</b>	<u>75,546</u>	<u>154,501</u>	<u>117,403</u>	<u>385,540</u>	<u>12,946</u>	<u>745,936</u>	<u>680,789</u>
<b>2008</b>	<u>75,185</u>	<u>152,661</u>	<u>106,256</u>	<u>333,797</u>	<u>12,890</u>	<u>680,789</u>	

**The Poetry Society (Incorporated)**  
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**For the year ended 31 March 2009**

**5 Tangible Fixed Assets**

<b>CHARITY</b>	<b>Freehold Land and Buildings</b>	<b>Fixtures &amp; Fittings</b>	<b>Computers and Software</b>	<b>Library Books</b>	<b>Total</b>
<b>Cost</b>					
At 1 April 2008	398,809	168,174	52,354	6,500	625,837
Additions	<u>-</u>	<u>13,485</u>	<u>3,151</u>	<u>-</u>	<u>16,636</u>
At 31 March 2009	<u>398,809</u>	<u>181,659</u>	<u>55,505</u>	<u>6,500</u>	<u>642,473</u>
<b>Depreciation</b>					
At 1 April 2008	23,940	162,118	46,109	-	232,167
Charge for the year	<u>3,988</u>	<u>3,321</u>	<u>3,388</u>	<u>-</u>	<u>10,697</u>
At 31 March 2009	<u>27,928</u>	<u>165,439</u>	<u>49,497</u>	<u>-</u>	<u>242,864</u>
<b>Net Book Value</b>					
At 31 March 2009	<u>370,881</u>	<u>16,220</u>	<u>6,008</u>	<u>6,500</u>	<u>399,609</u>
At 31 March 2008	<u>374,869</u>	<u>6,056</u>	<u>6,245</u>	<u>6,500</u>	<u>393,670</u>

Excluded above are Fixtures and Fittings owned by the trading subsidiary with a net book value of £1,158 (2008: £728)

<b>6 Investments</b>	<b>Group 2009 £</b>	<b>Group 2008 £</b>	<b>Charity 2009 £</b>	<b>Charity 2008 £</b>
Market value as at 1 April	9,001	9,136	9,003	9,138
(Loss)/Gain in the year	(364)	(135)	(364)	(135)
<b>Market Value as at 31 March</b>	<u>8,637</u>	<u>9,001</u>	<u>8,639</u>	<u>9,003</u>
Historical Cost	<u>10,050</u>	<u>10,050</u>	<u>10,052</u>	<u>10,052</u>

**Material Investment**

Investments representing more than 5% of the market value of the portfolio

	<b>Market Value 2009</b>	<b>Cost 2009</b>	<b>Market Value 2008</b>	<b>Cost 2008</b>
CAF Income Fund	<u>8,637</u>	<u>10,050</u>	<u>9,001</u>	<u>10,050</u>

**The Poetry Society (Incorporated)**  
**Notes to the Financial Statements**  
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**6 Investment (continued)**

**Trading Subsidiary**

The wholly owed trading subsidiary Poetry Place Limited, which is incorporated in England and Wales, donates all its profits to the charity under Gift Aid. Poetry Place Limited's principal activities is the operation of the Poetry Cafe, room hire and other trading activities. The charity owns the entire issued share capital of 2 ordinary shares of £1 each. A summary of the trading results is shown below.

<b>Profit and Loss Account</b>	<b>31 March 2009</b>	<b>31 March 2008</b>
	<b>£</b>	<b>£</b>
Turnover	65,484	61,883
Cost of sales	(30,802)	(28,975)
Gross profit	<u>34,682</u>	<u>32,908</u>
Administration expenses	(44,744)	(46,144)
Other Income	12,766	17,706
Donations under gift aid	(2,704)	(4,404)
Corporation tax	-	(66)
Profit on ordinary activities after taxation	<u>-</u>	<u>-</u>

**Balance Sheet**

	<b>31 March 2009</b>	<b>31 March 2008</b>
	<b>£</b>	<b>£</b>
Fixed assets	1,158	728
Current assets	24,105	20,965
Creditors: amounts falling due within one year	(23,680)	(20,110)
Total net assets	<u>1,583</u>	<u>1,583</u>
Called up share capital	2	2
Retained profit and loss account	<u>1,581</u>	<u>1,581</u>
Shareholders' Funds	<u>1,583</u>	<u>1,583</u>

**7 Debtors**

	<b>Group 2009</b>	<b>Group 2008</b>	<b>Charity 2009</b>	<b>Charity 2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade debtors	8,170	7,148	6,203	762
Amounts owed by group undertakings	-	-	20,173	16,273
Other debtors	7,486	22,327	7,484	22,325
Prepayments and accrued income	<u>17,169</u>	<u>20,393</u>	<u>16,869</u>	<u>20,093</u>
	<u>32,825</u>	<u>49,868</u>	<u>50,729</u>	<u>59,453</u>

**8 Creditors: Amounts falling due within one year**

	<b>Group 2009</b>	<b>Group 2008</b>	<b>Charity 2009</b>	<b>Charity 2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade creditors	24,582	3,911	24,189	2,868
Social security and other taxes	18,522	8,490	16,388	6,676
Deferred income	4,000	12,354	4,000	12,354
Accruals	<u>15,371</u>	<u>13,052</u>	<u>14,391</u>	<u>12,072</u>
	<u>62,475</u>	<u>37,807</u>	<u>58,968</u>	<u>33,970</u>

# The Poetry Society (Incorporated)

## Notes to the Financial Statements

### For the year ended 31 March 2009

#### 9 Restricted Funds

	Balance at 2008 £	Incoming Resources £	Resources Expended £	Balance at 2009 £
Grants for the Arts (Centenary)	-	10,000	-	10,000
Alice Hunt Bartlett Fund	3,409	-	-	3,409
Foyle Young Poets of the Year Award	-	62,531	62,531	-
Geoffrey Dearmer Fund for Poetry	9,521	405	364	9,562
Poetryclass - The Ratcliff Foundation	-	3,000	3,000	-
SLAMBassadors UK	-	56,500	54,139	2,361
Popescu Prize - the Ratiu Foundation	429	-	-	429
The Ernest Cook Trust	-	5,000	-	5,000
Dr & Mrs Canham	350	350	350	350
	<u>13,709</u>	<u>137,786</u>	<u>120,384</u>	<u>31,111</u>

*Grants for the Arts (Centenary)* - These funds have been provided by the Arts Council of England to fund specific activity relating to the Centenary of the Society in 2009

*Alice Hunt Bartlett Fund* - This is the Poetry Society's prize fund for the best first published poetry collection.

*Foyle Young Poets of the Year Award* - This scheme fosters the most promising young poetic talent in the UK and internationally. Each year, one hundred young poets of the year are selected with fifteen overall winners attending a week-long residential writing course at the Arvon Centre. The winning poems are published in an anthology which is distributed to schools and libraries.

*Geoffrey Dearmer Fund for Poetry* - This fund was established by a generous bequest, honouring Geoffrey Dearmer, the noted Great War poet. An annual award is made to the poet whose poem was judged to be the best published in Poetry Review in the year.

*Poetryclass* - The Poetryclass project is a national initiative to train, resource and support teachers in their work with poetry in the classroom.

*SLAMBassadors UK* - this is a youth performance poetry championship.

*The Corneliu M. Popescu Prize* - for European poetry in translation.

*The Ernest Cook Trust* - a grant provided to fund the print, design and distribution of a leaflet promoting poetry in education.

*Dr & Mrs Canham* - this is a grant for the best member's poem published in Poetry News.

**The Poetry Society (Incorporated)**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2009**

**10 Unrestricted Funds**

	Balance at 2008	Incoming Resources	Resources Expended	Transfers	Balance at 2009
	£	£	£	£	£
<b>Designated Funds</b>					
Freehold land & property	374,869	-	-	(3,988)	370,881
Property repair fund	20,000	-	-	-	20,000
Poetry Society Library - University of York	6,500	-	-	-	6,500
	<u>401,369</u>	<u>-</u>	<u>-</u>	<u>(3,988)</u>	<u>397,381</u>
<b>General Unrestricted Funds</b>					
Charity	105,131	526,145	(550,370)	6,692	87,598
Poetry Place Limited	1,581	78,250	(75,546)	(2,704)	1,581
	<u>508,081</u>	<u>604,395</u>	<u>(625,916)</u>	<u>-</u>	<u>486,560</u>

The £370,881 represents the investment in the freehold property, 22 Betterton Street which is owned by The Poetry Society. The £6,500 represents the investment in books purchased by the Poetry Society and now held at the University of York.

**11 Analysis of Net Assets Between Funds - Group**

	Tangible Fixed Assets	Investments	Net Current Assets	Total 2009	Total 2008
	£	£	£	£	£
<b>Designated Funds</b>					
Freehold land & property	370,881	-	-	370,881	374,869
Property repair fund	-	-	20,000	20,000	20,000
Library - University of York	6,500	-	-	6,500	6,500
<b>General Unrestricted Funds</b>	<u>23,386</u>	<u>-</u>	<u>65,793</u>	<u>89,179</u>	<u>106,712</u>
	<u>400,767</u>	<u>-</u>	<u>85,793</u>	<u>486,560</u>	<u>508,081</u>
<b>Restricted Funds</b>	-	8,637	22,474	31,111	13,709
	<u>-</u>	<u>8,637</u>	<u>22,474</u>	<u>31,111</u>	<u>13,709</u>
<b>Total Funds</b>	<u>400,767</u>	<u>8,637</u>	<u>108,267</u>	<u>517,671</u>	<u>521,790</u>

**12 Limited Liability**

The Poetry Society is a company limited by guarantee. Liability is limited to 25 pence per member. As at 31 March 2009 there were 3,079 members.

**13 Operating Lease Commitments**

At 31 March 2009 The Poetry Society had annual commitments under operating leases as set out below:

	Group 2009	Group 2008	Charity 2009	Charity 2008
	£	£	£	£
<b>Expire:</b>				
Within one year	-	1,780	-	1,780
In two to five years	-	1,360	-	1,360
	<u>-</u>	<u>3,140</u>	<u>-</u>	<u>3,140</u>