



UKSG

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

Charity number: 1093946

Company number: 04145775

CONNECTING THE KNOWLEDGE COMMUNITY

UKSG

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

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Detailed income and expenditure account

UKSG

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Section 1:

Reference and Administrative Details of the Charity, Its Trustees and Advisers

a) Charity name: UKSG

b) Charity Registration No.: 1093946

Company Registration No.: 04145775

c) Principal and Registered office: Witney Business & Innovation Centre, Windrush House, Windrush Industrial Park, Burford Road, Witney, Oxon, OX29 7DX

d) Names of the charity's trustees (who are also directors of the company) on the date the report was approved:

Charlie Rapple (re-elected 2019, Chair – first year)

Jennifer Bayjoo (elected 2024)

Liam Bullingham (elected 2023)

Rob Johnson (elected 2021; Vice Chair – first year)

Tasha Mellins-Cohen (elected 2023; Treasurer – first year)

Bethany Logan (elected 2023)

Katherine Rose (elected 2022)

Josh Sendall (elected 2022)

Magaly Taylor (elected 2024)

e) Names of any others who served as a charity trustee in the financial year in question (i.e. during January to December 2024):

Joanna Ball (resigned 2024)

Claire Grace (resigned 2024)

f) Staff responsible for day-to-day management:

Bev Acreman (Executive Director – full time)

Vicky Drew (Events Executive – part time)

Elaine Koster (Publications Associate – part time)

Brian Lewis (Digital Marketing – part time, contract)

g) Other relevant organisations:

Bank: The Co-operative Bank plc, 13 New Road, Oxford OX1 1LG

Accountant: The M Group, 4 Witan Way, Witney, Oxfordshire OX28 6FF

Auditor: Just Audit & Assurance Ltd, 37 Market Square, Witney, Oxon OX28 6RE

Section 2:

Structure, Governance and Management Public Benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Governing Document

UKSG is a company limited by guarantee and not having a share capital. It was incorporated on 23 January 2001 and is governed by its Memorandum and Articles of Association, which were updated and formally adopted in November 2024. UKSG has been registered as a charity with the Charity Commission since 26 September 2002.

UKSG is a professional interest group for the information resources community. The objects for which the company was established are laid out in the Memorandum as:

The advancement of education in the art and science of librarianship and data recall with particular reference to the management and classification of serials and similar periodicals, both nationally and internationally, and the conduct of research into the said subject, and to publish the useful results of such research.

Membership of the organisation is obtained by application to the Executive Director. Most members are corporate/institutional but there are a few memberships held by individuals. At December 31st 2024, there were 425 members (December 31st 2023: 425) each of whom will have been requested to agree to contribute £1 in the event of the charity being wound up. UKSG does not act as an industry pressure group, its main strength being perceived as its unique function of bringing together all parties in the scholarly information communication chain.

Organisational Structure

The Board of Trustees, which is made up of a maximum of 9 members, administers the charity:

- Three Honorary Officers - Chair (automatically appointed after a term of two years as Vice Chair), Vice Chair (elected for a term of two years) and Treasurer (appointed from within Trustee membership).
- Six ordinary members, elected or co-opted.

There are a minimum of three meetings per year. Subcommittees are in place to cover Education, *Insights*, Outreach and Engagement and the Annual Conference. Chairs of these subcommittees are elected from within the membership (with the exception of the Chair of the Conference Subcommittee who is appointed from within the Trustee membership) and are currently:

- Chair of the Education Subcommittee: Anna Franca
- Chair of the *Insights* Editorial Board: Jill Emery
- Chair of the Outreach and Engagement Subcommittee: Bethany Logan
- Chair of the Conference Planning Subcommittee: Josh Sendall

Staff Structure: all staff report to Bev Acreman, Executive Director.

The organisation relies on bought-in services for the editing and hosting of *Insights*, and for attracting advertising and sponsorship revenue in connection with the seminars and the annual conference.

Recruitment and Appointment of Trustees

Each year all members of UKSG are invited to submit one candidate to stand for election to the Board of Trustees. The relevant information, which includes a fact sheet about the responsibilities of Trustees, is posted to our website and the link emailed to members, together with details of the organisation's AGM, held online in 2024, and at which the newly elected Board members are formally announced. Potential candidates are also discussed at meetings of the Board and on occasion a direct approach will be made to someone whom the Board considers will bring to the organisation a particularly valuable range of knowledge, experience or expertise. All Authorised Representatives within member institutions of UKSG are encouraged to cast their votes to elect Board members, a process now conducted securely online, and it is expected that those elected will have been selected for their knowledge of, enthusiasm for and commitment to the information resources industry.

Trustee Induction and Training

All those on the Board will be working within a sector of the information resources industry, be it in libraries, publishing, intermediate services, database provision, system design or consultancy, and should therefore be well equipped with a good understanding of the general environment in which UKSG operates.

New trustees benefit from informal support from the existing Trustees, and formal induction guidelines and a job description which are intended to help new trustees to feel welcome, to understand the proactive culture of UKSG, and to be able to make a positive contribution to the leadership of the organisation quickly and effectively.

Trustees are provided with access to the minutes of the Board meetings held during previous years, as well as useful reference material from the Charity Commission about the duties of Trustees. Apart from attending Board meetings, all Trustees are actively encouraged to become involved in one or more of UKSG's standard activities, for example sitting on one of the subcommittees or being involved in the planning of major events.

Decision Making

Significant items that have an impact on UKSG's governance, budget, overall mission and annual conference are always discussed at a meeting of the full Board of Trustees and, wherever possible, a decision is made based on an overall consensus. With a Board that is highly representative of the membership in terms of the different sectors represented, the Trustees are confident that major decisions are taken with the interests of the full membership as its prime focus.

Changes to the Memorandum and Articles of Association are presented to the membership at the Annual General Meeting for discussion and approval, or at an Extraordinary General Meeting. The annual subscription rates for members are also presented to the AGM and approved by those in attendance.

Our 2024 AGM was held online in March 2024, 34 members registered to attend (2023: 55 members).

New ideas and developments that are discussed at any of the subcommittee meetings and which are likely

to have an impact on any of the factors mentioned in the first paragraph of this section are always referred to the main Board of Trustees for consideration and approval.

The strategic vision is available on the UKSG website and reflects a consultation with the membership about the organisation, its values and direction. This informs the organisation's priorities over the next few years. (See also Sections 3, 4 and 6.)

A Remuneration Subcommittee, comprising the Chair, Treasurer and Vice Chair, meets once a year to consider the performance and salaries of the organisation's employees and to approve any changes that are felt necessary.

Risk Management

UKSG reviews its Risk Management Policy annually. The associated Risk Register, managed by the Vice Chair, itemises the major areas of risk facing the organisation in fulfilling its charitable aims. Each risk is accorded a priority rating, based on the likelihood of occurrence and the severity of impact. The appropriate management responsibility and a brief description of how UKSG attempts to mitigate each risk are detailed. The retained net risk is listed, together with any further action required, and a date for review.

Each subcommittee also reviews on a regular basis the risks associated with its area of work, with new risks added when the organisation moves into new areas of activity, and risks that have become irrelevant removed.

Where appropriate, the financial risk is quantified. The single biggest risk remains the funds committed to UKSG's Annual Conference ahead of the event. We seek the appropriate insurances to cover the risk, however pandemics are specifically excluded.

Section 3:

Mission and Strategy

The mission of UKSG is: 'To connect the knowledge community and encourage the exchange of ideas on scholarly communication.' Our vision comprises four themes – include, connect, innovate and deliver – which reflect UKSG's role as a meeting point for the scholarly communications community.

Include: UKSG will represent the diversity of the global knowledge community

- To represent all sections of our community in our activities and deliver a road map of change to resolve areas of under-representation
- To provide a voice for all members of our community from sector leaders to new entrants to our community
- To share our knowledge and expertise
- To collaborate internationally and include global perspectives

Connect: UKSG will bring together different voices and perspectives

- To provide a community of practice for professional development, exchanging ideas and sharing expertise, solutions and best practice
- To value plurality of opinions and practices, and not shy away from challenging topics
- To encourage and facilitate transparent, meaningful dialogue and constructive, respectful discussions

- To create a cross-sectoral space to enable understanding of each other's values, perspectives and goals

Innovate: UKSG will be the forum for creating and nurturing new ideas

- To enable our members to keep pace with our changing landscape
- To identify tomorrow's challenges and trends today
- To act as a catalyst for initiatives that benefit and develop our community
- To collaborate with other organisations to find solutions to the faultlines within our sector

Deliver: UKSG will deliver improvements to the flow of scholarly knowledge

- To support the delivery of practical solutions and not just ask questions
- To invest in initiatives and resource projects to enhance and improve our sector
- To highlight the value of scholarly communications to an enquiring society
- To be transparent about our governance, operations and finances

Conference planning sub-committee

The Conference Planning Sub-Committee received a significant quantity of high-quality proposals and is on course to deliver another strong programme for the 2025 Annual Conference and Exhibition in Brighton. Five Plenary Sessions will cover topical thematic areas, including Artificial Intelligence, Cyber Security, Empowering Neurodivergent Staff, Gender Equitable Research Culture, and Open Access. Thirty breakout sessions covering a wide range of subjects will be held twice during the Conference. In 2024, we delivered a Workshop pilot. Workshops ran for two hours, enabling delegates and facilitators to explore topics in more detail, incorporating interactive and practical elements. Following the pilot's success and positive delegate feedback, we will run another series of Workshops at our 2025 Conference. This year, Conference Planning Sub-Committee members will support Breakout sessions as moderators and microphone runners; this will improve the accessibility of our programme. We are committed to fostering a welcoming atmosphere for all delegates. Therefore, we are also exploring mechanisms to increase the visibility of this group and encouraging them to reach out to any delegates who may appear to be isolated (and who are not displaying a red 'no contact' badge). e.g., during intervals and the social elements of the Conference. The Chair of the Conference Planning Sub-Committee and Trustee, Josh Sendall, would like to thank the Planning Sub-Committee, UKSG staff and everybody who submitted a proposal.

Outreach & Engagement sub-committee

The Outreach and Engagement Committee focuses on raising awareness of UKSG activities and member benefits, with a view to supporting current UKSG member interests and attracting new members.

The Committee is currently made up of ten members; half of those volunteers represent libraries with the other half representing publishers and intermediaries. There is a proposal to recruit two additional volunteers with a particular focus on identifying individuals who are early career professionals. Volunteers meet virtually three times per year to discuss ongoing projects.

The Merriman and Early Career conference awards for 2024 were successfully managed by the Committee, and to support UKSG's commitment to diversity and inclusion the number and scope of the awards was significantly expanded. In addition to the Merriman award, ten sponsored places were available for early career practitioners, first time attendees, students and those who self-identify as underrepresented within the sector or their organisation. This has been continued for the 2025 sponsored places.

The committee continues to explore opportunities to work with universities to deliver roadshow events showcasing the myriad career pathways the sector can offer. The podcast remains successful, with over 20 published episodes since its launch in 2023 and extremely positive feedback from listeners.

Education and Events Subcommittee

In addition to the Annual and One-Day Conferences, the work of the Education and Events Subcommittee is central to UKSG's objectives of encouraging professional awareness and realising public benefit by providing a programme of affordable seminars and workshops. All seminars during 2024 took place as online events.

The events vary from introductory-level seminars aimed at those new to the information community, to intermediate and advanced seminars on specific themes for those who wish to further their professional development. The Subcommittee continues to consider new themes for seminars, in response to demand from both members and non-members as well as developing and evolving current themes. For example, during 2024 we introduced a new seminar focused on understanding data visualisation in response to delegate feedback.

Although the landscape for staff development in terms of both budget and available staff time continues to be challenging, the numbers of delegates registering for our events in 2024 remained strong. This may be due to the reduced costs and time commitment for attendees with events being run online and at a lower cost compared to previous "in-person" seminars. Delivering seminars online increases the reach of the events across the UK regions and from non-UK delegates as well as enabling seminar speakers to be located outside of the UK. We have also continued with the delivery of a webinar series aimed at the Further Education sector and have plans to expand this further for 2025.

Further details of events run in 2024 are outlined in Section 4.

The group continues to actively capture and reflect on feedback following events and it uses this information to inform future decisions concerning course development and planning. Following feedback from members we explored opportunities for re-introducing one of our seminars as an in-person event in 2024. Unfortunately, take up was very low and therefore we have decided that all events during 2025 will continue to be online.

During the course of the year there were a number of changes to the Subcommittee membership, which currently stands at 18 with a mix of representatives from libraries, publishers and intermediaries.

UKSG is also aware of the requirements of its membership beyond the UK and the difficulties of meeting their training needs and a freely available webinar series continues to attract high numbers of registrations from both within and beyond the UK. The Webinar Officer develops a programme of online events on a range of professional topics, working in conjunction with the members of other UKSG Subcommittees to gather ideas for topics and speakers. UKSG leads the organisation of, and technical support for, the webinar programme. The registration process continues to help the Webinar Officer understand the profile of webinar participants and inform future webinar planning.

During the course of 2024 a total of 1,500 people attended a UKSG conference or seminar, and an additional 1,093 people registered for one of our three free webinars.

Insights

The journal's aim is to disseminate news, information and publications, and raise awareness of services that support the scholarly information sector. *Insights* is peer-reviewed, open access and offers a mix of research articles, case studies and opinion pieces.

The journal is managed by the *Insights* Editorial Board. The 2024 members of the Board were Bev Acreman (UKSG), Jonathan Agbenyega (ACS), Rick Anderson (Brigham Young University), Joanna Ball (Directory of Open Access Journals), Jill Emery (Portland State University), Victoria Gardner (Wiley), Siobhan Haime (Birkbeck, University of London), Rosie Higman (The London School of Economics and Political Science), Roy Kaufman (Copyright Clearance Center), Sam Nesbit, (University of Sussex), Beth Montague-Hellen (The Francis Crick Institute) and Charlie Rapple (Kudos). After twelve years as joint editors of *Insights* with Steve Sharp (Sheffield Hallam University), Lorraine Estelle (Information Power) has announced her retirement. The Editorial Board extend their heartfelt thanks to Lorraine for her invaluable contributions to *Insights* and wish her all the best in her future endeavours.

Insights is a 'diamond' open access journal, which does not charge authors fees and is free to read. Publication costs are paid in full by UKSG. While *Insights* only published 19 articles in 2024 (2023: 25), the articles published had some of the highest readership and downloads in the past few years.

Articles continue to be well-received and with good usage, social media comments and an increasing amount of citations. *Insights* continues to receive an increasing number of unsolicited submissions, which is an indication of the continued success of the journal.

UKSG eNews

The UKSG eNews member newsletter is published every two weeks and provides up-to-the-minute news of current issues and developments within the global knowledge community, sent to more than 3,010 member contacts. The issues include an editorial, UKSG news, industry news and people news.

Section 4:

Achievement and performance

Charlie Rapple is in her first year as chair having been elected as Vice Chair in 2022.

The process for electing members to the committee for 2024/2025 saw 7 people stand for election (2023: 6).

The appointment of two successful candidates provided a balance of representation of the different UKSG main 'stakeholder' groups/communities: Libraries, Publishers, and Intermediaries.

Conferences held in 2024

Annual Conference – 759 delegates attended our annual conference in person in Glasgow from 26 countries (2023: 761 delegates from 22 countries).

November 2024: UKSG November Conference – "Cybersecurity and Censorship". While the number of delegates attending – 121 – represented a fall on the previous year (2023: 175 delegates) we had excellent feedback on the content and delivery.

UKSG Forum – “Our profession in 2030: publishing, sharing and curating content now and in the future”. This is an in-person event for UKSG members (non-members pay a small fee) - 164 delegates (2023: 176)

Seminars and training events held in 2024

We ran six seminars during 2024, attended by 457 delegates (2023: 386). For all the seminars that were run as online events there was an option to attend on demand rather than live, although the majority attended as live events:

- February: Licensing skills for librarians
- June: An introduction to e-resources
- July: Bridging the divide between the media and research
- August: An introduction to open access
- November: Usage data for decision-making
- November: Understanding data visualisation

Webinars held in 2024

We ran a programme of three webinars in 2024 (2023: two webinars), including presentations on metadata, education transitions and open access funding.

Those that had registered were able to either attend the live webinar or watch a recording at a later date:

- October: Getting out from the back of the sofa: Or, how can we achieve sustainable funding for Open Access books?
- November: Further Education Webinar Series: The next step: How FE and HE libraries can work together to improve the transition of students from one to the other
- December: MarcEdit through the lens of a Metadata Librarian working for a publisher

A total of over 1,569 (2023: 881) people registered to attend one or more of our webinars in 2024.

Recordings for the webinars are available for viewing after the event for registered delegates

Membership Support & Member Inclusion

UKSG continues to offer a wide range of benefits to its members, for example:

- UKSG eNews – a fortnightly round-up of our own news, plus that of our members and others in the sector, with guest editorials – sent to 3,010 member contacts (2023: 2,986 member contracts).
- Free attendance to our webinar programme
- Discounted rates for UKSG seminars and events including the annual conference
- Free student workshops
- Awards and bursaries to support attendance at various UKSG events.

Income received from membership fees and events is used responsibly by UKSG in its not-for-profit capacity for the benefit of the wider knowledge community and future generations of professionals working in scholarly communications. Still proving popular and well attended, the programme of webinars has continued to be run free of charge for everyone in the community.

The Outreach and Engagement sub-committee is responsible for increasing UKSG’s connections with its own community.

In 2024 we provided 389 free places (2023: 61) at our events for those who are unemployed, students, early career and librarians in low-income countries.

Member Inclusion

We continued to run a series of seminar events throughout 2024 and all seminars were delivered online. Attendance across the seminar series was higher in 2024 than in 2023, and we continue to receive positive feedback from delegates:

“It was good to see many attendees from other countries, as it widens perspectives and there is a sense that issues and potential solutions need to factor the publishing landscape in more widely, i.e. cannot be just UK-centric.” (Annual Conference)

“As a team we were delighted with what we learnt, who we met and the meetings we had with providers. It was very well organised. The arrangements for food and drink were very well planned and executed.” (Annual Conference)

UKSG continued to offer a programme of webinars in 2024 which allowed us to engage with our members both in the UK and internationally. Sessions aim to cater for all levels, running more practical and information-delivering sessions alongside opinion pieces, and providing a way for practitioners to keep up with new topics. As well as listening live, registrants can listen to a recording of the session later, giving the opportunity to reach an audience regardless of time zone.

Annual Conference

Our annual conference is the principal driver of our finances (see Section 5). In 2024 we delivered an in-person conference with 759 delegates in total (2023: 761 delegates), and a positive response rate of 96% describing the conference as “excellent” or “good” (2023: 94%). After the summer in 2024, we made all of the conference content freely available.

“I thought this year's conference was fantastic... topical and relevant content, great venue, brilliant speakers and delegates, and excellent entertainment and food”

“I want to thank the organizing committee again for an excellent conference; I always enjoy the UKSG meetings and it is a good opportunity to start the renegotiation talks with publishers, learn about all kind of developments in our area and talk to many colleagues. A big applause for Bev and all the other colleagues for this annual event!”

Membership benefits remain substantial in terms of discounted attendance at events, communications and more.

Previously we have reported that UKSG will embark on greater involvement and inclusion, both of a wider spread of our community and of more people within current member organisations. To that end, we continually monitor and review pricing for events and we have continued our series of free webinars that enable greater inclusion, particularly for international and underfunded members.

We are also founder members and on the steering committee for C4Disc – Coalition for Diversity and Inclusion in Scholarly Communication and Think.Check.Submit where we actively promote the education programme aimed at helping researchers find the best outlets for their work.

The remainder of this section gives more details on activities in particular areas.

To represent the diversity of the global knowledge community

UKSG has members in 32 countries (2023: 28 countries).

The Joint UKSG/NASIG John Merriman Award was granted to two professionals in non-managerial positions relating to the management of e-resources, allowing them to visit the UKSG Annual Conference and that of our sister organisation, NASIG, in the US.

UKSG is grateful to its Merriman Award sponsor, member Taylor & Francis Group, which continues to make a generous contribution toward the costs of travel, accommodation and associated expenses for the UK winner.

As part of its strategic vision launched in 2022, UKSG committed to embracing and representing the diversity of the global knowledge community in its activities and addressing areas of under-representation throughout the organisation. During 2023, UKSG worked with a consultant to conduct a Equity, Diversity and Inclusion Audit of its organisation, activities and services to identify areas of existing good practices as well as where changes could be made to enhance inclusion and minimise under-representation across the organisation. A new UKSG EDI working group will be launched in 2025 with membership from across under-represented groups and allies, and libraries, publishers and vendors who will lead on progressing these EDI recommendations. Next steps include revisiting the collection of relevant EDI data and using this to inform the diversification of the Board and committees through a talent pipeline.

To provide a community of practice for professional development, exchanging ideas and sharing expertise, solutions and best practice

Our wide range of seminars and webinars again saw strong attendance in 2024. We continue to see strong usage of the articles within *Insights*. Citations of *Insights* articles continue to grow, which is evidence of value to the wider scholarly information sector.

Marketing

Our social media presence continues to grow and have impact. The UKSG LinkedIn group has 1,496 followers (2023: 1,097), and our Facebook group has 643 followers (2023: 628). Twitter (6,102 followers in 2024, compared with 6,330 in 2023) remains a key communication mechanism for UKSG but we also established a presence on Bluesky in 2024, acquiring 1,300 followers. We have continued utilising social media to promote individual articles published within *Insights* to great effect.

We continue to run surveys following each event to ensure that we are meeting member needs and take any ideas for future activities into consideration. Survey data shows satisfaction is consistently high.

Membership Support and Marketing

Marketing activities continue to support UKSG's main areas of work defined by Education, *Insights*, Outreach and events, in particular the Annual Conference, One-Day Conference and UKSG Forum. They will also focus on priorities identified by the Trustees such as:

- Communications that reflect the inclusive, dynamic nature of UKSG and its unique role within the knowledge community.
- Engaging more with our members and publicising member benefits - for example, developments to our

members-only newsletter, UKSG eNews.

- A gap analysis to try to encourage new memberships among those organisations that are not UKSG members but that regularly make use of UKSG events and webinars.

Section 5

Financial Review Year end overview

The post of Treasurer was held in January to April 2024 by Rob Johnson, and from April until December 2024 by Tasha Mellins-Cohen.

A strong outturn in 2023 allowed us to continue to invest in UKSG's mission and strategy during 2024, including support for the free, in-person Forum which supports our long-term relevance by engaging those who are earlier in their careers.

The Annual Conference was once again held in Glasgow in 2024, representing our largest source of income at £552,070 (2023: £564,647) against costs of £361,765 (2023: £329,561). Conference income is under pressure as institutions and publishers cut costs to manage difficult financial circumstances, with some UKSG members reporting reduction or removal of conference registration fees and associated travel costs from their institutional budgets. At the same time, inflationary pressures pushed up our costs. This left UKSG with a Conference surplus of £190,306 in 2024, £44,780 less than the £235,086 surplus realised in 2023. Our seminar revenues were similarly affected, falling to £33,114 in 2024 (2023: £39,910). Careful financial management, however, allowed us to achieve a surplus in 2024 of £19,909 (2023: £75,048).

We continue to spread our financial risk by holding our cash in multiple accounts; at the end of 2024, our cash at bank and in hand was £805,158 (2023: £737,136). The majority of our cash reserves are held in the CAF Charity Deposit Platform, provided by Flagstone Investment Management, which reduces the administrative overhead of running multiple bank accounts and maximises the interest earned on our cash reserves.

In 2024 we paid off the balance of our coronavirus bounce back loan (2023: £24,944).

Financial Control and Investment Policy: Our finances are managed in line with our Financial Control and Investment Policy, which was adopted at a Trustees meeting held on the 4 December 2022. The policy codifies our approach to financial management and reflects our primary investment objectives of maintaining liquidity and minimising risk and a secondary objective of minimising the impact of inflation on the value of our cash reserves.

Reserves Policy: our Reserves Policy was last updated at a Trustees meeting held on the 17 February 2022 and requires us to hold sufficient reserves to cover 80% of the costs of the annual conference (£289,412 based on 2024 outcomes) and 35% of our operating costs (£85,481). This requirement was met throughout the year.

Section 6:

Future Plans

UKSG is fortunate to be able to rely on so many willing volunteers, as well as on the dedication of its paid staff – Bev Acreman, UKSG Executive Director, Vicky Drew (Events Executive), Brian Lewis (Digital Communications Associate), Elaine Koster (Publications Associate), and others who carry out specialised tasks for the group.

For 2025 the Education and Events Subcommittee plans to:

- Run a programme of seven one-day seminars on a range of topics, including those events that have been successful in the past. All seminars will continue as online events.
- Continue with the online format of a series of webinars aimed at the Further Education sector.

For 2025 the *Insights* Editorial Board plans to:

- Engage an equitable process to find a new co-editor to onboard, with Lorraine Estelle stepping down as Co-Editor.
- Continue to develop our internal Publications Manual to help with onboarding of new editorial board Members.
- Build on our increasing rate of unsolicited submissions to the journal.

For 2024 the Outreach and Engagement Subcommittee plans to:

- Expand the scope of the podcast to bring in more mid-career voices with a focus on collaborative working and learning from peers.
- Explore hybrid delivery options for roadshow events, enabling multiple Library and Publishing cohorts to engage with sessions.
- Recruit more volunteers that represent our early career membership

Section 7:

Audit

The audit of the 2024 accounts was successfully completed by Just Audit & Assurance Ltd, who are pleased to continue as auditors for the year ended 31 December 2025.

Section 8:

Statement of Trustees' Responsibilities

The charity trustees (who are also the directors of UKSG for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including the net income or expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- observe the methods and principles in the Charities SORP
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company 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 included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have each taken all steps that they are obliged to take as a director to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

By order of the Board of Trustees

Chair: Charlie Rapple

Date: