

**THE WRITERS' GUILD OF GREAT BRITAIN**

**ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2022**

**THE WRITERS' GUILD OF GREAT BRITAIN**

**ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2022**

**CONTENTS**

	<b>Pages</b>
Statement of Responsibilities of the Executive Council	3
Report of the Auditors	4 - 5
General Fund	6
Welfare Fund	7
Royalties Account	8
Balance Sheet	9
Accounting Policies	10
Notes to the Accounts	11 - 14
Extracts from the Statement to Members	15

## **STATEMENT OF RESPONSIBILITIES OF THE EXECUTIVE COUNCIL**

The legislation relating to trade unions requires the Guild to submit a return for each calendar year to the Certification Officer. This return contains accounts which must give a true and fair view of the state of affairs of the Guild at the year end and of its transactions for the year then ended. The accounts set out on the following pages have been prepared on the same basis and are used to complete the return to the Certification Officer.

In relation to the Writers' Guild of Britain the requirement to prepare accounts that give a true and fair view is the responsibility of the Executive Council. The Executive Council is responsible for preparing accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). In so doing the Executive Council is required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed.
- Prepare the accounts on the going concern basis unless it is inappropriate to do so.

The Executive Council is responsible for keeping proper accounting records and establishing and maintaining a satisfactory system of control over its records and transactions in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended). They are also responsible for safeguarding the assets of the Guild and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **REPORT OF THE INDEPENDENT AUDITORS**

### **TO THE MEMBERS OF**

### **THE WRITERS' GUILD OF GREAT BRITAIN**

#### **Opinion**

We have audited the accounts of Writers' Guild of Great Britain (the "Guild") for the year ended 31 December 2022, set out on pages 8 to 17, which comprise the income and expenditure account, the balance sheet, the accounting policies and the notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice) as noted in the accounting policies.

In our opinion the accounts give a true and fair view of the state of the Guild's affairs as at 31 December 2022 and of its profit for the year then ended.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the Guild in accordance with the ethical requirements that are relevant to our audit of the accounts in the United Kingdom, including the Financial Reporting Council's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the accounts, we have concluded that the Executive Council's use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Guild's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the members of the Executive Council with respect to going concern are described in the relevant sections of this report.

### **Matters on which we are required to report by exception**

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception in respect of the following matters if, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The Guild has not kept proper accounting records.
- The accounts are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters.

### **Other information**

The other information comprises the information included in the annual report other than the accounts and our auditor's report thereon. The members of the Executive Council are responsible for the other information contained within the annual report. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the accounts themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Responsibilities of the Executive Council**

As explained more fully in the Executive Council responsibilities statement set out on page 3, the Executive Council is responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Executive Council determines is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Executive Council is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members of the Executive Council either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities for the audit of the accounts**

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the entity through discussions with the Executive Council and other management;
- we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the entity, including employment legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the Guild's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing accounts disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Executive Council and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the Guild's Executive Council as a body. Our audit work has been undertaken so that we might state to the entity's Executive Council those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Guild and its Executive Council, as a body, for our audit work, for this report, or for the opinions we have formed.

*Blick Rothenberg Audit LLP*

Blick Rothenberg Audit LLP  
Chartered Accountants  
Statutory Auditor

16 Great Queen Street  
Covent Garden  
London  
WC2B 5AH

*28 September 2023*

**THE WRITERS' GUILD OF GREAT BRITAIN**

**INCOME AND EXPENDITURE ACCOUNT**

**GENERAL FUND**

**YEAR ENDED 31 DECEMBER 2022**

	NOTE	2022 £	2021 £
<b>INCOME</b>			
Subscriptions		620,986	601,444
Other income		66,878	39,212
		<hr/> <b>687,864</b>	<hr/> <b>640,656</b>
<b>EXPENDITURE</b>			
Staff costs		379,417	348,419
Membership Activity and Communication Costs	2	115,429	118,727
Premises and Equipment Costs	3	73,972	74,368
Administration Expenses	4	66,937	60,759
		<hr/> <b>635,755</b>	<hr/> <b>602,273</b>
<b>PROFIT FOR THE YEAR</b>		52,109	38,383
<b>CORPORATION TAX</b>	5	9,951	7,310
<b>PROFIT FOR THE YEAR</b>		<hr/> <b>42,158</b>	<hr/> <b>31,073</b>
<b>BALANCES BROUGHT FORWARD</b>		717,297	686,224
<b>BALANCES CARRIED FORWARD</b>		<hr/> <b>759,455</b>	<hr/> <b>717,297</b>

There are no recognised gains and liabilities other than those passing through the income and expenditure account.



# BALANCE SHEET

## YEAR ENDED 31 DECEMBER 2022

	NOTE	2022		2021	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	6		0		263
<b>CURRENT ASSETS</b>					
Debtors and Prepayments	7	38,581		25,510	
Loans to Members (Welfare Fund)		26,983		23,738	
Cash at Bank and in Hand		962,554		898,566	
		<b>1,028,118</b>		<b>947,814</b>	
<b>CURRENT LIABILITIES</b>					
Royalties collected for Members		68,028		65,137	
Creditors and Accruals	8	144,955		104,753	
		<b>212,983</b>		<b>169,890</b>	
<b>NET CURRENT ASSETS</b>					
			815,135		777,924
			<b>815,135</b>		<b>778,187</b>
<b>Represented by:</b>					
<b>GENERAL FUND</b>					
			759,455		717,297
<b>WELFARE FUND</b>					
			55,680		60,890
			<b>815,135</b>		<b>778,187</b>

ELEANOR PEERS

LISA HOLDSWORTH

GENERAL SECRETARY

CHAIR

Approved for issue to the members:

**THE WRITERS' GUILD OF GREAT BRITAIN**

**ACCOUNTING POLICIES**

**YEAR ENDED 31 DECEMBER 2022**

**Accounting convention**

"The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities, subject to income being recognised on a cash rather than accruals basis. The Financial Reporting Standard applicable in the UK and Republic of Ireland and Companies Act 2006"

**Subscriptions**

Subscriptions are recognised when the performance obligations have been met.

**Donations**

Donations to the Guild are accounted for when received.

**Expenditure**

All expenditure in the accounts is inclusive of VAT where applicable.

**Depreciation**

Depreciation is provided on all tangible fixed assets at rates estimated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows:

Office Equipment	25% on written down value
Computer equipment	25% on written down value

**Operating Leases**

Rental payments in respect of operating leases are charged to the income and expenditure account.

**THE WRITERS' GUILD OF GREAT BRITAIN**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>1 OTHER INCOME</b>		
Bank interest	1,989	20
Awards Income	55,838	32,198
Other Income	7,651	1,394
SSVC Donations	1,400	5,600
	<hr/> <b>66,878</b> <hr/>	<hr/> <b>39,212</b> <hr/>
 <b>2 MEMBERSHIP ACTIVITY AND COMMUNICATION COSTS</b>		
Postage and Telephone	3,685	3,519
Meetings Expenses	5,191	2,669
Guild Awards Expenses	58,333	50,940
Legal Representation	43,137	41,531
Communications	5,083	20,068
	<hr/> <b>115,429</b> <hr/>	<hr/> <b>118,727</b> <hr/>

**THE WRITERS' GUILD OF GREAT BRITAIN**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>3 PREMISES AND EQUIPMENT COSTS</b>		
Rent Rates and Utilities	46,396	51,943
Insurance	4,542	3,999
Repairs and Maintenance	505	502
Equipment Hire	2,745	2,640
Computer Support	19,521	15,195
Depreciation	263	89
	<hr/> <b>73,972</b> <hr/>	<hr/> <b>74,368</b> <hr/>
<b>4 ADMINISTRATION EXPENSES</b>		
Membership System	17,102	17,981
Stationary	612	555
Archive Storage	0	304
Travelling and Subsistence	8,941	2,011
Affiliation Fees	20,090	18,161
Audit and Accountancy	11,280	11,280
Bank charges and Interest	442	344
Sundry	5,658	7,709
Contract Vetting Fee	2,812	2,414
	<hr/> <b>66,937</b> <hr/>	<hr/> <b>60,759</b> <hr/>

**THE WRITERS' GUILD OF GREAT BRITAIN**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2022**

**5 TAX CHARGE ON SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES**

	2022	2021
	£	£
Corporation Tax Change for the Year	9,951	7,310

**6 TANGIBLE FIXED ASSETS**

	Office Equipment £	Computer Equipment £	Total £
<b>COST</b>			
At 1 <sup>st</sup> January 2022	18,066	33,668	51,734
Additions	-	-	-
Disposals	-	-	-
At 31 <sup>st</sup> December 2022	<u>18,066</u>	<u>33,668</u>	<u>51,734</u>

**DEPRECIATION**

At 1 <sup>st</sup> January 2022	17,987	33,484	51,471
Disposals	-	-	-
Charges for the Year	79	184	263
At 31 <sup>st</sup> December 2022	<u>18,066</u>	<u>33,668</u>	<u>51,734</u>

**NET BOOK VALUE**

At 31 <sup>st</sup> December 2022	<u>0</u>	<u>0</u>	<u>0</u>
At 31 <sup>st</sup> December 2021	<u>79</u>	<u>184</u>	<u>263</u>

**THE WRITERS' GUILD OF GREAT BRITAIN**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2022**

<b>7 DEBTORS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade Debtors	25,920	10,320
Prepayments	11,373	14,290
Other Debtors	1,288	900
	<hr/> 38,581	<hr/> 25,510

<b>8 CREDITORS: Amounts Falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade Creditors	10,795	7,815
Corporation Tax	9,951	7,310
Other taxes and Social Security	9,583	8,568
Accruals and Deferred Income	114,626	81,060
	<hr/> 144,955	<hr/> 104,753

**9 OPERATING LEASES**

At 31 December 2022, there were annual commitments under non-cancellable operating leases as set out below:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Operating Lease Which Expires		
In Less Than Five Years	<hr/> 35,300	<hr/> 35,300

**THE WRITERS' GUILD OF GREAT BRITAIN**

**INCOME AND EXPENDITURE ACCOUNT**

**WELFARE FUND**

**YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Donations (members)	185	723
	<hr/> <b>185</b>	<hr/> <b>723</b>
 <b>EXPENDITURE</b>		
Grants to Members	5,395	0
	<hr/> <b>0</b>	<hr/> <b>0</b>
 <b>(LOSS)/PROFIT FOR THE YEAR</b>	 <b>(5,210)</b>	 <b>723</b>
<b>BALANCES BOUGHT FORWARD</b>	<b>60,890</b>	<b>60,167</b>
<b>BALANCES CARRIED FORWARD</b>	<hr/> <b>55,680</b>	<hr/> <b>60,890</b>

**THE WRITERS' GUILD OF GREAT BRITAIN**

**RECEIPTS AND PAYMENTS**

**ROYALTIES ACCOUNT**

**YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Royalties received	22,472	35,768
	<hr/> <b>22,472</b>	<hr/> <b>35,768</b>
 <b>PAYMENTS</b>		
Distribution to Members	19,581	25,182
	<hr/> <b>19,581</b>	<hr/> <b>25,182</b>
 <b>NET INCREASE</b>	 2,891	 10,586
<b>MONIES HELD FOR DISTRIBUTION B/FWD</b>	<b>65,137</b>	<b>54,551</b>
<b>MONIES HELD FOR REDISTRIBUTION C/FWD</b>	<hr/> <b>68,028</b>	<hr/> <b>65,137</b>



## THE WRITERS' GUILD OF GREAT BRITAIN

**Information to be provided to Members as required under the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) for the year ended 31 December 2022**

### SUMMARY OF SALARIES AND BENEFITS PROVIDED

During the year, the General Secretary received a gross salary of £68,691 and Pension Contributions of £6,182.

The President and the members of the Executive Council do not receive any salaries or any benefits. They are reimbursed for any expenditure incurred by them in the performance of their duties on behalf of the Guild as is the General Secretary.

### DECLARATION TO MEMBERS

We are also required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to include the following declaration in this statement to all members. The wording is as prescribed by the Act.

*"A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with the view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.*

*The member may raise any such concerns with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.*

*Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice."*