

JAPAN SOCIETY OF SCOTLAND

Report & Financial Statements

For the period ended

31 December 2017



Honorary President

His Excellency, the Japanese Ambassador

Honorary Vice President

The Consul-General of Japan in Edinburgh



ANNUAL REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees present their report and financial statements together with the independent examiner's report for the year ended 31 December 2017. The figures for the previous period (9 months to 31 December 2016) in this report and in the financial statements are not thus directly comparable.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	The Japan Society of Scotland		
Charity Number	SC037309		
Contact Address	C/o Callum Farquhar 23 Main Street Low Valleyfield Dunfermline KY12 8TF		
Website Address	www.japansocietyofscotland.org.uk		
Current Trustees	Dr Trevor Runcie		Chair
	Dr Helen Parker		Vice Chair
	Colin Edward		Secretary
	Callum Farquhar		Treasurer
	David Russell		Membership Secretary
	Ian Gow	Appointed 25/09/2017	
	Caroline Marshall		
	Ronnie Watt		
Other Trustees who served during the year	Catriona Llanwarne	Resigned 13/02/2018	
Bankers	Bank of Scotland plc 38 St Andrew Square Edinburgh EH2 2AD		
Independent Examiner	Michael Brougham 3 Lyne Grove Crossford Dunfermline KY12 8YB		

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The charity is an unincorporated association governed by its constitution last revised in November 2013. It was granted charitable status and became a Scottish Charity on 28 March 2006.

Appointment of Trustees

Trustees, who for serve for a period of one year, are elected by the members of the society at the Annual General Meeting, but may then be re-elected. The minimum number of trustees is four.

Any newly appointed trustees are advised of the constitution, objectives and activities of the Society, and their responsibilities under the Charities & Trustee Investment (Scotland) Act 2005. A comprehensive induction Pack is provided to all new trustees.

Risk Assessment

The trustees regularly review the risks to which the Society. The trustees accept that the Society is dependent upon receiving sufficient funding and donations to enable it to continue to work towards achieving its objectives. Fund raising opportunities are explored to ensure that this remains the case.

OBJECTS & ACTIVITIES

The Society's object is to promote Scotland – Japan relations, specifically:

- to promote learning and advance education in the subject of and with regard to Japan;
- to promote the study of Japan and its people in all their aspects, traditional and modern, and to make the results of such study more accessible to the general public;
- to promote the study of Scotland and its culture by Japanese people and to further educational exchanges between Scotland and Japan; and
- the advancement of public education in Japanese and Scottish culture and arts by means of, but not limited to, the provision of grants and awards and the establishment of scholarships.

ACHIEVEMENTS & PERFORMANCE

It has been another successful year at the society, with a full programme of events.

Highlights include fascinating lectures by Professor Ian Gow on Japan's involvement in the First World War, a lecture by Professor Ikuo Yamamoto of Nagasaki University on Robotics in Japan and a lecture on Scots and the making of Meiji Japan by Professor Masami Kita of Soka University.

We visited the exhibition of early photographs of Japan collected by Andrew Carnegie held in his birthplace museum in Dunfermline and financially supported the "Paper from Across the Sea" Printmakers exhibition which was unveiled in Edinburgh in November. We participated in and financially supported the Japanese Children's Day events in Orkney in May.

Our scholarship winner for 2017, Mark Livingstone, was selected in January. He thoroughly enjoyed his time in Japan in the summer and did exceptionally well in his language studies.

Pittencrieff Park Dunfermline provided a very picturesque setting for our AGM on 29th April 2017 and we will be looking for a similar venue in 2018.

During 2017 we were able to support a number of primary schools who had Japan related projects and will continue this initiative in 2018.

The last event for 2017 was the Bonenkai in Edinburgh and as with previous years all available places at the event were taken.

The society would not be able to function without the volunteer council members. Many thanks to everyone involved for their continued support in all society matters.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

Membership

Category	2013/14	2014/15	2015/16	2016	2017
Individual	36	30	25	17	19
Family	42	48	52	38	46
Student	3	2	2	2	2
Corporate	3	2	2	0	2
Honorary	5	5	5	5	5
JETAA	0	4	2	0	0
Scholars	0	0	2	2	2
	89	91	90	64	76

FINANCIAL REVIEW

Overview

Receipts & Payments on the unrestricted funds were £3,437 (2016: £2,981) and £7,230 (2016: £2,716) respectively, resulting in a deficit of £3,793 (2016: surplus of £265). The principal sources of income continue to be membership fees, donations and contributions towards the cost of events.

The restricted fund was created through grant funding from Aberdeen Standard Investments, part of Standard Life Aberdeen plc (formerly Aberdeen Asset Management plc), for which the trustees are very grateful, to fund Scholarships. The cost of the 2017 Scholarship was met from this fund leaving a balance of £15,124 to be carried forward to 2018.

Reserves Policy

The trustees consider that around £10,000 is an appropriate level of reserves to hold in order to maintain its programme and to provide additional opportunities for Scottish students to study Japanese. Reserves at the period-end were £19,826 (2016: £23,619) which is higher than the target range.

FUTURE PLANS

Alex Donald from Aberdeen has been selected as the 2018 Aberdeen Standards Investment/Japan Society of Scotland to attend the International Christian University in Tokyo over the summer to study Japanese and we wish him all the best in his studies. We are also finalising an exciting programme of lectures and activities for the coming year, working together with the staff of the Japanese Consulate in Edinburgh.

APPROVAL

This report was approved by the trustees on 20 August 2018 and signed on their behalf by:

Dr Trevor Runcie

Chair

STUDENT'S REPORT

SUMMER 2017

THE ADVENTURES OF MARK LIVINGSTONE, OUR 2017 SCHOLARSHIP STUDENT

Firstly, I would like to say a massive thank you to both the Japan Society of Scotland and Aberdeen Asset Management for making the scholarship possible. I had the best time of my life, and words could not express how grateful I am for having had the opportunity to go on this scholarship and experience life in Japan for 2 months.

The scholarship, having sent me to study on one of ICU's Summer Courses in Japanese Programs, built in me the confidence and gave me the knowledge required to have short conversations in Japanese. This was enough to be able to have basic conversations with people I did not know, and gave me the knowledge to be helpful in establishments where language barriers presented themselves. For example, I was able to answer questions Japanese people would ask me on the train, about where the train is going, where I have come from, describe Scotland a little and to describe what I would like to do in the future! I was also able to be helpful as a result of my gained knowledge in Amsterdam, at Schiphol airport on my way home, when flight attendants at the gate asked a Japanese citizen if he was born in Tokyo. However, the man couldn't understand their English, and so I stepped in to ask the man: 「東京で生まれましたか。」 and he was able to understand me and replied 「はい、そうです。」. This really validated the trip for me, as I could use my Japanese in a professional context, and be able to be helpful to people.

I enjoyed getting to do cultural exchange with all the students there, asking them what life is like in their country, and being able to tell them about things in Scotland, ranging from the food to the culture, as well as a fair amount of the accent, leaving many people saying "Dinnae dae this tae me lad" as I set off back home.

As for the career side of things, the scholarship has also helped me. It has given me a contact that I can keep in touch with during the future, and who is friends with people who work at one of the companies I would like to work with in the future. Through this, I am able to have a grasp on what it will be like working in Japan in the future, and can continue to have a link in Japan to its world of creative industries.

The scholarship has changed my life for the better in many ways, not least of which being the motivation it has given me to strive in my chosen career's field, so that I may yet be able to go to Japan again in the future, and further on, live and work there.

To future students on the scholarship, I have a few recommendations:

- Make friends that speak better Japanese than you do:

This helped me immensely. I made friends with Americans who spoke at JPLT N1 and N3 level, and being able to ask them any questions I had helped me learn a lot more than I would have struggling on my own to find what things mean. Furthermore, seeing them be able to speak and converse naturally with Japanese people and read almost as if it were English gave me a lot of motivation during my time there, and I found that motivation invaluable.

- Get out and talk to people:

While the classes provide you with plenty of speaking experience, both with Japanese natives and your classmates, I cannot recommend enough getting out and talking to people. Whether this is a simple 何階 in an elevator to people getting in, or a conversation with someone you meet on the train, or even asking for things in a convenience store, everything will be useful for practicing some aspect of speaking or listening.

Finally, thank you again to the people who made this trip possible. Because of it, I am a better person, and will continue to study and work hard so that I can achieve my dream of living and working in Japan.



INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

Independent Examiner's Report to the Trustees of Japan Society of Scotland

I report on the accounts of the charity for the year ended 31 December 2017, which are set out on pages 9 to 12.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter came to my attention:-

1. which gives me reasonable cause to believe that in any material respect, the requirements
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michael Brougham, MCIBS FCIE

3 Lyne Grove
Crossford
Dunfermline
KY12 8YB
21 August 2018

STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

				Total	Total	
	Note	Unrestricted	Designated	Restricted	12 Mths to	9 Mths to
		Fund	Fund	Funds	31/12/2017	31/12/2016
		£	£	£	£	£
Receipts						
Donations						
Member Subscriptions		1,030	-	-	1,030	580
Grants		-	2,000	5,000	7,000	11,500
Investment Income						
Bank Interest		8	-	5	13	267
Other Charitable Activities						
Member Events		399	-	-	399	724
		1,437	2,000	5,005	8,442	13,071
Payments						
Charitable Activities						
Member Events		1,590	-	-	1,590	1,234
Postage & Stationery		78	-	-	78	128
Sundries		75	-	-	75	502
Grants	5	3,000	2,365	5,666	11,031	6,085
Governance Costs						
AGM Costs		69	-	-	69	-
Trustee Expenses		53	-	-	53	102
		4,865	2,365	5,666	12,896	8,051
Surplus/(Deficit) for year		(3,428)	(365)	(661)	(4,454)	5,020

The Notes on pages 11 to 12 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 31 DECEMBER 2017

	Unrestricted Fund	Designated Fund	Restricted Fund	Total 2017	Total 2016
Funds Reconciliation	£	£	£	£	£
Balance 01 January 2017	22,158	1,461	15,785	39,404	34,384
Surplus/(Deficit) for year	(3,428)	(365)	(661)	(4,454)	5,020
Balance 31 December 2017	18,730	1,096	15,124	34,950	39,404
Bank & Cash Balances					
Current Account	22,158	1,461	15,785	39,404	501
Deposit Account (10 day notice)	-	-	-	-	38,903
	22,158	1,461	15,785	39,404	39,404
Other Assets					
The charity has no other assets	-	-	-	-	-
Liabilities					
Creditors	-	-	-	-	73

The Notes on pages 11 to 12 form an integral part of these accounts.

These accounts were approved by the trustees on 20 August 2018 and signed on their behalf by:

Dr Trevor Runcie
Chair

Callum Farquhar
Treasurer

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

2. Change to the Basis of Preparation

No change has been made to the basis of preparation of the accounts or to the accounts for the previous period. However, the comparative figures cover the nine-month period to 31 December 2016, and are thus not directly comparable.

3. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (d) The purposes of the funds are shown in Note 7.

4. Taxation

- (a) The charity is not liable to corporation tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

5. Grants

	Unrestricted Funds	Designated Fund	Restricted Fund	Total 12 Mths to 31/12/2017	Total 9 Mths to 31/12/2016
	£	£	£	£	£
Alex McMillan / 2016 Scholarship	-	-	-	-	5,335
Mark Livingstone / 2017 Scholarship	-	-	5,666	5,666	-
83rd Fife (Cairneyhill) Explorer Scouts	-	1,000	-	1,000	-
Ben Larg of Tiree	1,000	-	-	1,000	-
Carnegie Primary School	-	500	-	500	-
Fife Dunfermline Print Workshop	1,000	-	-	1,000	-
Gairloch Primary School	-	150	-	150	-
Gourdon Primary School	-	215	-	215	-
Law Primary School	-	-	-	-	500
Orkney Primary & Secondary Schools	-	500	-	500	-
Scottish Potters Association	1,000	-	-	1,000	-
Woodfarm High School	-	-	-	-	250
	3,000	2,365	5,666	11,031	6,085

All grants up to £1,000 were made to encourage learning about Japanese cultures and customs.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

6. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or any persons connected with them during the year, or in the previous period.
- (b) During the year, travelling expenses totalling £559 were reimbursed to one trustee (previous period: £131 to one trustee).

7. Purpose of Funds

General Fund	An unrestricted fund for use at the discretion of the trustees in furtherance of the objects of the charity.
Designated Fund	Unrestricted funding received from the James T Howat Charitable Trust, which the trustees have set aside to be used for specific projects.
Scholarship Fund	Funding received from Aberdeen Asset Management plc to enable the Society to award scholarships to young people from Scotland, who are to undertake an in-depth study of Japan to help start the careers of Japanese specialists of tomorrow.