

# **JAPAN SOCIETY OF SCOTLAND**

## **Annual Report & Financial Statements**

**For the year ended**

**31 December 2021**



### **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 2021

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# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 31 DECEMBER 2021

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The trustees present their report and financial statements together with the independent examiner's report for the year ended 31 December 2021.

### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Charity Name</b>	The Japan Society of Scotland	
<b>Charity Number</b>	SC037309	
<b>Contact Address</b>	C/o Callum Farquhar 23 Main Street Low Valleyfield Dunfermline KY12 8TF	
<b>Website Address</b>	<a href="http://www.japansocietyofscotland.org.uk">www.japansocietyofscotland.org.uk</a>	
<b>Current Trustees</b>	Prof. Ian Gow OBE	Chair
	Dr Helen Parker	Vice Chair
	Alex Donald	Secretary
	Callum Farquhar OBE	Treasurer
	David Russell	Membership Secretary
	Caroline Marshall	
<b>Other Trustees who served during the year</b>	Jessica Brown	Resigned 20/12/2021
	Colin Edward	Resigned 06/02/2021
<b>Bankers</b>	Bank of Scotland plc 38 St Andrew Square Edinburgh EH2 2AD	
	Shawbrook Bank Ltd Lutea House Warley Hill Business Park The Drive Great Warley Brentwood CM13 3BE	
<b>Independent Examiner</b>	Michael Brougham 3 Lyne Grove Crossford Dunfermline KY12 8YB	

# TRUSTEES' ANNUAL REPORT

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## STRUCTURE GOVERNANCE AND MANAGEMENT

### Governing Document

The Japan Society of Scotland ("the Society") 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 faced by 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

Online Lectures became the new normal and we were delighted that Prof Alan Wolstenholm, Chair of the Scottish Whisky Awards started off the year with a lecture at our AGM in February talking about Masataka Taketsuru and Japanese Whisky: Commemorating the Scottish Connection. Professor Peter Kornicki's contribution was entitled Orkney to Brisbane: Scottish linguists in the war with Japan and our own Prof. Gow's lecture was on first contacts between the Scots and the Japanese in the early 17th Century. Anni Whitehead gave everyone a fascinating insight into the Japanese Tea Ceremony later in the year; and Derrick McClure gave a lecture on Japanese presence in modern Scottish literature. Our final lecture of the year delivered by Sally Haden was on Emanuel Hauptmann and the story of the origins of Japanese cut glass and had input from Toru Horiguchi live from his glassworks in Tokyo.

The Society has been organising online talks for schools throughout Scotland who have decided to study Japan as part of their curriculum because of the increased interest brought about by the 2019 Rugby World Cup and the postponed Tokyo Olympics.

We delivered 30 minute presentations on Food & Drink, Transport, Temples & Shrines, and Recovery after the Tsunami to seven schools in Aberdeenshire, Clackmannanshire, East Dunbarton and Perth & Kinross. The children were very attentive and asked lots of excellent questions. Hopefully, they learnt something new and they were certainly very interested in finding out all about Japan. We sent out some foodstuffs and soft drinks for the youngsters to try and that was one of their favourite lessons.

## TRUSTEES' ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2021

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During the lockdown in the first few months of the year, we assisted youth groups across the country by running an introductory session on Japanese Culture via ZOOM, making it interactive for those at secondary school using the SLIDO tool where they could respond via their mobile phones. We arranged talks to 23 different groups and it gave their Leaders a break from having to come up with an interesting online programme for them.

The JTH Charitable Trust was set up by previous president and long-time supporter of the Society, James Thom Howat, who had a long association with and a love of Japan and its people during his lifetime. The Trust supports many organisations including the Society. Supported by £2k income from the JTH Charitable Trust annually, The Society helped schools and youth groups with the purchase of resources that helped to promote a better understanding of Japan and its culture and customs to Scottish young people.

The Society's Outstanding Student for 2021 was awarded to Alexa Stevens who graduated from the MA Japanese and Linguistics programme at The University of Edinburgh in July 2021 with First Class Honours, and with distinction in oral Japanese. In her Honours years, she achieved an average of 67 for year 3 and 73 for year 4. Her highest marks were for the courses Japanese Language 4 and Language Communities and Variation in Japanese.

We were absolutely delighted that Professor Ian Gow, Chairman of the Society was presented with the Order of the Rising Sun, Gold Rays with Neck Ribbon by departing Consul-General Mr Nozomu Takaoka on 30 July 2021.



Professor Gow has devoted his life to the study of Japan, helping to raise the profile of Japanese studies and has contributed to the establishment of Japan-related courses at several universities in the UK and abroad.

Professor Gow played an instrumental role in the Centre for Japanese Studies at the University of Stirling obtaining official government recognition as the Scottish Centre for Japanese Studies. He was Scotland's first professor of Japanese studies and launched Scotland's first undergraduate and master's degree in Japanese studies and Europe's first business degrees focussing on Japan.

Professor Gow made significant contributions in teaching and research in Japanese studies at UK universities including Aston, Warwick, Sheffield and Nottingham and continues to contribute to the teaching of Japanese studies as an Honorary Professor at the University of Edinburgh.

Professor Gow served as Chairman of the Society between 1988 and 1993, and again since 2019 taking the initiative in promoting friendly relations between Japan, UK and Scotland.

# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 31 DECEMBER 2021

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### Membership

Category	2021	2020
Individual	22	20
Family	38	40
Student	4	4
Corporate	1	1
Honorary	3	4
Scholars	-	6
	<b>68</b>	<b>75</b>

### FINANCIAL REVIEW

#### Overview

The principal sources of income continue to be membership fees, grants and contributions towards the cost of events. The following is a summary of our cash movements for the year:

	Unrestricted Fund	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Receipts	3,160	140	<b>3,300</b>	3,547
Payments	2,257	-	<b>2,257</b>	4,060
Surplus/(Deficit) for year	903	140	<b>1,043</b>	(513)

#### 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 year-end were £13,955 (2020: £13,052) which is slightly higher than the target range.

### FUTURE PLANS

Looking to the future, there are plans for a series of online lectures for the first half of 2022 including hosting online events jointly with the Consulate General of Japan in Edinburgh; once Coronavirus restrictions are lifted we will send our selected Thomas Glover scholar to Japan; and we hope to be able to properly welcome the new Consul-General Tadashi Fujiwara to Scotland.

### APPROVAL

This report was approved by the trustees on 20 January 2022 and signed on their behalf by:

**Prof. Ian Gow OBE**

Chair

# **INDEPENDENT EXAMINER'S REPORT**

## **FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **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 2021, which are set out on pages 8 to 11.

### **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, MCBI FCIE**

3 Lyne Grove  
Crossford  
Dunfermline  
KY12 8YB  
25 January 2022

## STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Fund	Restricted Funds	Total 2021	Total 2020
<b>Receipts</b>		£	£	£	£
Donations					
Member Subscriptions		1,020	-	<b>1,020</b>	1,155
Grants		2,000	-	<b>2,000</b>	2,000
Investment Income					
Bank Interest		140	140	<b>280</b>	392
Other Charitable Activities					
Member Events		-	-	-	-
		<b>3,160</b>	<b>140</b>	<b>3,300</b>	<b>3,547</b>
<b>Payments</b>					
Charitable Activities					
Member Events		294	-	<b>294</b>	1,808
Postage & Stationery		608	-	<b>608</b>	592
Travel Expenses		45	-	<b>45</b>	150
Sundries		133	-	<b>133</b>	40
Grants	5	1,177	-	<b>1,177</b>	1,440
Governance Costs					
Gift in lieu of IE fee		-	-	-	30
		<b>2,257</b>	<b>-</b>	<b>2,257</b>	<b>4,060</b>
<b>Surplus/(Deficit) for year</b>		<b>903</b>	<b>140</b>	<b>1,043</b>	<b>(513)</b>

The Notes on pages 10 to 11 form an integral part of these accounts.



# STATEMENT OF BALANCES

AS AT 31 DECEMBER 2021

	Unrestricted Fund	Restricted Fund	Total 2021	Total 2020
<b>Funds Reconciliation</b>	£	£	£	£
Balance 01 January 2021	13,152	14,335	<b>27,487</b>	28,000
Surplus/(Deficit) for year	903	140	<b>1,043</b>	(513)
Balance 31 December 2021	14,055	14,475	<b>28,530</b>	27,487
<b>Bank &amp; Cash Balances</b>				
Current Account			<b>3,250</b>	7,487
Term Deposit			<b>25,280</b>	20,000
			<b>28,530</b>	27,487
<b>Other Assets</b>				
Debtors	-	-	-	-
<b>Liabilities</b>				
Creditors	100	-	<b>100</b>	100

The Notes on pages 10 to 11 form an integral part of these accounts.

These accounts were approved by the trustees on 20 January 2022 and signed on their behalf by:

**Prof. Ian Gow OBE**  
Chair

**Callum Farquhar OBE**  
Treasurer

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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## 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)

There have been no changes to the basis of preparation or to the previous year's accounts.

## 2. 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) 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.
- (c) The purposes of the funds are shown in Note 8.

## 3. 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.

## 4. Trustee remuneration

No remuneration or other benefits were paid to any of trustees during the year, or in the previous year.

## 5. Trustees' expenses

	2021		2020	
	No of Trustees	Amount £	No of Trustees	Amount £
Travelling expenses	1	45	1	222

## 6. Transactions with related parties

There were no transactions with related parties during the year. In the previous year an interest free loan of £2,000 from Ian Gow, one of the charity's trustees, was repaid in full.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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### 7. Grants

	<b>2021</b>	2020
	£	£
Balmedie Primary School	<b>287</b>	-
Orkney Schools	-	500
Oxgangs Primary School, Edinburgh	-	500
School resources	<b>290</b>	440
Scout Association	<b>600</b>	-
	<b>1,177</b>	1,440

All grants were made to encourage learning about Japanese cultures and customs.

### 8. Purpose of Funds

General Fund	An unrestricted fund for use at the discretion of the trustees in furtherance of the objects of the charity.
Scholarship Fund	Funding received from Aberdeen Standard Investments 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.