

Company Registration No. 00596820 (England and Wales)  
Registered Charity No. 313015

THE WIENER LIBRARY INSTITUTE OF  
CONTEMPORARY HISTORY  
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL  
STATEMENTS

31 DECEMBER 2008

**THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2008**

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# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## OFFICERS AND PROFESSIONAL ADVISERS

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### Members of the Board (listed on page 2)

<b>Director</b>	B Barkow
<b>Company secretary</b>	C Patel
<b>Principal address</b>	4 Devonshire Street London W1W 5BH
<b>Registered office</b>	12 York Gate Regent's Park London, NW1 4QS
<b>Auditors</b>	Blick Rothenberg Chartered Accountants 12 York Gate Regent's Park London, NW1 4QS
<b>Bankers</b>	Lloyds Bank Plc 190 Great Portland Street London W1A 4LN  Deutsche Bank AG Königsallee 45/47 40189 Düsseldorf Germany
<b>Solicitors</b>	Farrer & Co 66 Lincoln's Inn Fields London WC2A 3LH

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD

### YEAR ENDED 31 DECEMBER 2008

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The Board (as directors for the purposes of company law and trustees for the purposes of charity law) presents its report and financial statements for the year ended 31 December 2008. The financial statements have been prepared in accordance with current statutory requirements; the charity's governing instrument, and the Statement of Recommended Practice 2005, Accounting and Reporting by Charities.

#### **Structure, governance and management**

The Wiener Library Institute of Contemporary History ("the Library") is a charitable company limited by guarantee. It is a registered charity, which is governed by its Memorandum and Articles of Association. It was incorporated in 1958 and last changed its constitution in 2006.

The Board of the charity comprises its trustees who are appointed by the Council and serve for three years after which period they must put themselves forward for re-appointment. The Board keeps the skill requirements of its members under review and may appoint a person as trustee either to fill a vacancy or as an additional trustee. New trustees may be sought by open advertisement or through a dialogue with existing supporters of the Library. A trustee so appointed shall hold office only until the next annual general meeting, when they will need to be re-appointed by the Council. The Articles of Association provides for a minimum of three trustees and a maximum of ten trustees. Newly appointed trustees receive an induction pack, including the charity's governing document and a briefing document describing the legal status, role and responsibilities of trustees. They are invited to visit the Wiener Library for further informal briefings by the Director and staff.

The Board, which meets between four and six times per year, is responsible for setting overall policy. The members of the Board elect the Chairman and appoint the Director. The Director is responsible to the Board, through the Chairman, for the day-to-day management of the Library.

The Council, which meets at least once a year, is responsible for electing the members of the Board. Council members do not have the legal responsibility and liability of directors but as members of the Council are integral to the continuing success of the Library.

#### Members of the Board

The members of the Board who have served during the year and since the year end are set out below.

There were five Board Meetings during the year and the figures in brackets indicate the number of meeting attended:

A J Spiro (5)	- Chairman
Professor B Brivati	- resigned 24 July 2008
S H Franks (4)	
E D Freedman	- resigned 1 August 2008
J M F Golden (3)	
E Kane (4)	
Professor R Morgan (5)	
D Rauch (5)	
E M Schmidt (5)	
Professor P Spencer	- appointed 25 June 2009

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### Structure, governance and management *(continued)*

Professor P Spencer

Philip Spencer is Associate Dean of the Faculty of Arts and Social Sciences at Kingston University where he teaches courses on the Holocaust, the Politics of Mass Murder, and Human Rights. He has written on Nationalism, Marxism, the Holocaust, civil society, migration and asylum.

Professor Brian Brivati and Edward Freedman resigned during the year through pressure of other commitments. We thank them for the time they spent with the Library and look forward to maintaining contact in the future.

### Election of members of the Board

At every Annual General Meeting one-third of the Board for the time being or, if their number is not three or a multiple of three, the whole number nearest to one third shall retire from office. The retiring members are:

S Franks  
Professor P Spencer  
A J Spiro

and they offer themselves for re-election at the Annual General Meeting of the Library to be held on 22 September 2009.

### Patrons

We have brought together a small group of Patrons with a close interest in the Library's work, who assist the Library in raising its profile. Patrons advise and assist the Library in broadening its network of contacts. This could include from time to time effecting introductions and participating in or hosting fundraising events on behalf of the Library. Patrons hold an honorary position and have no responsibility for the running of the Library.

We have been extremely fortunate in creating a group of Patrons from diverse backgrounds with a wide range of different skills. Our Patrons have already been most helpful and constructive and we much appreciate the time and trouble they are taking to assist the Library. Our Patrons are:

Jonathan Caplan QC	Barrister
M L Davis	Chief Executive, Xstrata plc
Daniel Finkelstein OBE	Comment Editor, The Times
Shahid Malik MP	Member of Parliament and Minister for Communities and Local Government
The Rt Hon Sir Malcolm Rifkind MP	Member of Parliament and former Foreign Secretary
The Rt Hon Sir Bernard Rix	Lord Justice of Appeal
The Hon William Shawcross	Writer and broadcaster

### **Objectives and Principal Activity**

The charity's objectives and its principal activity in the year under review, continue to be the advancement of the study and knowledge of contemporary history and political science.

No substantial change in the activity of The Wiener Library Institute of Contemporary History is contemplated for the year to 31 December 2009.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### Objectives and Principal Activity *(continued)*

#### Mission statement

The Wiener Library is one of the world's leading and most extensive archives on the Holocaust and Nazi era. Formed in 1933, the Library's unique collection of over one million items includes published and unpublished works, press cuttings, photographs and eyewitness testimony.

#### *Our mission*

To serve scholars, professional researchers, the media and the public as a library of record.

To engage people of all ages and backgrounds in understanding the Holocaust and its historical context through an active educational programme.

To be a living memorial to the evils of the past by ensuring that our wealth of materials is put at the service of the future.

#### *Our commitment*

The Library provides a resource to oppose antisemitism and other forms of prejudice and intolerance. The Library's reputation rests on its independence and the scholarly objectivity of its activities and publications.

#### Review of the year

The year under review saw the continuation and expansion of the core activities of the Library. These are the acquisition, cataloguing and conservation of the largest collection of books, manuscripts and documents in the UK dealing with the rise of Fascism, Nazism, antisemitism, the Holocaust and racism. The Library is widely used by the public, academics, professional researchers, the media, students and school groups. Access to the collections has been improved by computerisation of the catalogues and retrospective conversion of the card catalogue, which can now be accessed through the Library's website.

The following activities can be highlighted:

#### **1. Use of the Library**

The Library continued to be used extensively by a broad range of individuals and groups during the period under review. Chief amongst these have been students, ranging from undergraduate to post-doctoral, academics and scholars, members of special groups such as members of the Association of Jewish Refugees and the Second Generation Network; print and broadcast media and the general public.

The Director and staff have worked to implement the Board's decision to extend the Library's remit into the area of comparative and other selected genocides, although the worsening economic climate in the year placed limitations on the progress that could be made.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### Review of the year *(continued)*

#### 2. Audience Development Plan and McKinsey Study

Following the completion of the Audience Development Plan, supported by the Heritage Lottery Fund, the Library had the unique opportunity to have a strategic review undertaken. Through the introduction of one of our long standing supporters, the world renowned management consultants, McKinsey & Co, carried out a strategic review for the Library on a pro bono basis. This very important piece of work has been of great value and assistance in formulating our plans for the future and clarifying our thinking in key areas, including fundraising. We are very grateful to everyone who made this work possible. The McKinsey study complements and sets the Audience Development Plan in the wider context of how the Library can and should develop over the coming years. Together these two documents provide us with a blueprint for development and growth, particularly once the transition to new permanent accommodation has been completed.

#### 3. Fraenkel Prize

The Fraenkel Prize, sponsored by Ernst Fraenkel OBE, joint President of the Library and former Chairman, is awarded (usually annually) for an outstanding work of twentieth-century history in one of the Wiener Library's fields of interest.

Two distinct awards are made:

Category A, open to all entrants. The length, not counting references and the bibliography must not be below 50,000 words and not exceed 150,000 words.

Category B, open to entrants who have yet to publish a major monograph. The length, not counting references and the bibliography, must not be below 25,000 words and not exceed 100,000 words.

The selection is made by a panel whose members include Professor Jane Caplan, Professor Richard Evans, Professor Walter Laqueur, Professor Roger Morgan and Professor Peter Pulzer as well as other experts who may be consulted from time to time. The prize winners in 2008 were:

##### Category A

Dr Neil Gregor, University of Southampton, (UK), *In Streicher's Shadow: Nuremberg and the Nazi Past* and Dr Stanislao Pugliese, Hofstra University, (USA), *Bitter Spring: A Life of Ignazio Silone*.

##### Category B

Dr Anna Menge, Oxford University, (UK), *The Power of Myth: Hindenburg 1914-1934*.

The Judges warmly commended Dr Nir Arieli (Israel), *Fascist Italy and the Middle East, 1935-1940* and Dr Scott Ury (Israel), *Red Banner, Blue Star: The Revolution of 1905 and the Transformation of Warsaw Jewry*.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### Review of the year *(continued)*

#### 4. Donations of materials

The Library has received numerous gifts of material for the collection. We are particularly grateful to the following:

Esther Aronsfeld (1 box of documents: eyewitness testimonies and restitution papers);  
Lena Barden (2 folders of documents: Barden family papers);  
David Bier (1 bundle of documents: restitution claim material);  
Rex Bloomstein (5 boxes of material including books, videos and material on the making of the documentary film 'KZ');  
Stephen Cohn (1 folder of documents, papers, several books from the estate of Vera Cohn);  
Anne Crook (3 boxes of family documents of Ruth Shellard, née Ucko);  
Judith Diamond (2 folders of documents regarding Rosa Mintz, relief worker);  
Yvonne M. Drinkwater (1 box of documents: photos and postcards of Robinson family);  
Mrs Fleischer (ca. 70 books and pamphlets);  
Peter Geiger (2 boxes of documents of family papers);  
Gordon Greenfield (3 folders of documents: Ernst Grünwald family documents incl. photo album);  
Hilde Horton (2 folders of documents: material on Bernhard Weiss, 9 books and videos);  
Legacy of Walter Norton via Charles Runn (31 books);  
Carol Roberts (1 large box of documents and photos re Ronnie Roberts);  
Ilse Walter (8 books)

#### 5. Book publication

November saw the publication in Germany of a volume of eyewitness accounts of the November Pogrom 1938, which Dr Alfred Wiener and his colleagues had collected in the aftermath of this turning point in Nazi persecution. The volume was edited by Ben Barkow, Raphael Gross and Michael Lenarz. A launch event was held at the Jewish Museum Frankfurt, attended by the Mayor of the city and an audience of circa 150.

#### 6. Educational and Outreach Activities

##### Lectures

An important initiative for the Library has been the series of public lectures, 1938-2008: Legacies and Lessons in Post-War Austria. Conceived and planned as a collaborative venture with the Austrian Embassy in London and the Austrian Cultural Forum to mark the 70<sup>th</sup> anniversary of the November 1938 Pogrom in Austria. The series will examine issues ranging from expropriation of Jewish property, restitution and compensation efforts, Austrian resistance groups and post-war justice for crimes committed during the Nazi regime. The first lecture, held on 6 November was:

- Prof Helmut Konrad, Vice President of the Vienna International Research Center for Cultural Studies, *Righteous and Courageous in the Face of Nazism: Austrian Resistance Against the Nazis*.

The lecture took place at the Wiener Library before an audience of close to 80 people. The series will continue in 2009, with events taking place at the Library, in the Residence of the Austrian Ambassador and at the Austrian Cultural Forum.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

### YEAR ENDED 31 DECEMBER 2008

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#### Review of the year *(continued)*

Our collaboration with the Leo Baeck Institute in the FilmTalk series of lectures continued. Examining popular mainstream cinema productions and their relationship to Jewish culture and thought. The lectures in the period under review were:

- Prof Ginnette Vincendeau, King's College London, *'Au revoir les enfants': Personal Memory and National History*.
- Prof Jose Arroyo, University of Warwick, Jewish Identity in 'Body and Soul'.
- Dr Michele Aaron, University of Birmingham, From Yidl to Yentl to Ben Still(h)err: 'Meet the Fockers' and the Long History of the Effeminate Jew.

This season proved very successful and brought the Library to the attention of an entirely new audience, that of film scholars and students in the UK. Our success meant that we devised a second season, to explore the theme Jews: Heroes and Stars. Two lectures from this season took place in the period under review:

- Ronny Loewy, German Film Museum Frankfurt, *Flight or Exodus: Holocaust Survivors and Illegal Immigration to Palestine*.
- Prof Richard Dyer, King's College London, *Blacks and Jews, Song and Dance*.

This season will continue in 2009.

The Library's relationship with Birkbeck, University of London continues to prove fruitful. Joint lecture activities continued. Lectures included:

- Yasmin Alibhai-Brown, Journalist, London, *The Media and the War on Terror*.
- Prof Ian Kershaw, University of Sheffield, *The uniqueness of Nazism's racial war*.
- Prof Jay Winter, Yale University, *The degeneration of war*.
- Prof Anthony Julius, Mishcon de Reya and Birkbeck, *Blood Libels*.

Each of these public lectures was followed by a master-class for students from Birkbeck, held at the Wiener Library.

On 28-29 April The Wiener Library and The Leo Baeck Institute held a joint conference entitled Antisemitism in Theory and Practice: Legacies in Cultural and Political Thought.

The conference was organised under the umbrella of the European Network for Research into Current & Historical Antisemitism, comprising the Wiener Library, Leo Baeck Institute, Evangelisches Studienwerk Villigst, Hamburger Institut fuer Sozialforschung and CADIS-Ecole des Hautes Etudes en Science Sociales but was organised by The Leo Baeck Institute and The Wiener Library.

This conference built on a workshop organised by the two partners in January 2005 which examined academic approaches to the study of contemporary antisemitism. The conference examined the Frankfurt School, the disciplines of Sociology, History, Theology, Philosophy, Social Theory, Psychoanalysis and Political Theory. Country Reports covered Germany, Poland, Hungary, Russia, France and the UK. Participants included Prof Anson Rabinbach (Princeton), Dr Brigit Erdle (London), Prof Shulamit Volkov (Tel Aviv) Dr Alexander Verkhovsky (Moscow), Dr Jean-Yves Camus (Paris) and Mr Mike Whine (London).

The Wiener Library and The Leo Baeck Institute are grateful to the Rothschild Foundation (Europe), which supported the conference.

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# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

### YEAR ENDED 31 DECEMBER 2008

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#### Review of the year *(continued)*

The Library collaborated with Kingston University to present a special lecture by Prof Dina Porat of Tel Aviv University, *Are the Middle Eastern conflicts the source of recent antisemitism?* We were particularly proud to offer this opportunity to Prof Porat at a time when a boycott of Israeli scholars was in force in many British universities and academic institutions.

In November the Library launched its first travelling exhibition, entitled *Never Again? Thinking about the Holocaust*. Aimed at people in the age range 12-18, the exhibition presents a number of topics such as the search for justice after the Holocaust and offers insights and poses questions, not just about the events of the Second World War, but how such issues relate to present day issues, such as genocide.

#### The 'Girls' Project

The project to make filmed interviews with women Holocaust survivors who were brought to the UK as orphans at the end of the Second World War continued. It is due for completion in 2009.

#### Third Generation Project

The project to promote awareness and understanding of the Holocaust among the grandchildren of survivors and refugees continued. The highlight of the year was a two-day workshop run by Prof Dina Wardi, perhaps the world's leading authority on second and third generation issues.

We continue to develop our Friends Scheme aimed at not only generating funds but also bringing the work of the Library to a wider audience. Various fundraising events are under consideration in addition to a series of sponsored evening receptions, which have allowed Board members and their friends to invite potential supporters to the Library.

## 7. Accommodation

In May 2009, after an extended period of friendly negotiation and discussion, we reached agreement with Birkbeck University of London, subject to contract, to purchase a long lease on 29 Russell Square, WC2. The building is a Georgian terraced town house not dissimilar to our current premises and we believe it will maintain and perpetuate the special atmosphere and feel of the Wiener Library while allowing us to build a strong and close academic relationship with Birkbeck. We have obtained planning permission which will allow us to commence the refurbishment process including installing a lift. We have also reached agreement with our landlord to remain in Devonshire Street for up to five more years, although we expect to move in the first half of 2011.

These are momentous developments and represent the culmination of years of effort by a large number of people, many of whom have given their time and expertise without charge. We are immensely grateful to them. Moving house can be a lengthy, frustrating and stressful process. Finding a property is easy; finding the right property in the right place at the right price is quite another matter. Now we will have a new home that meets all our objectives and will prove a worthy and attractive location for the Library after over fifty years in Devonshire Street. The legal process is already underway and we can at last commence a targeted fundraising campaign.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### Review of the year *(continued)*

#### 8. Fundraising/Future

Now that our property situation is clearer we are able to commence a focused fundraising campaign. Our Marketing and Fundraising Manager has identified a number of trusts and grant giving bodies and is actively establishing contact with them. Although the current financial climate is not helpful we remain optimistic that we will be able to raise the funds needed to allow the Library to relocate successfully. We are actively building a widening circle of supporters and spreading awareness of the Library to an increasing number of potential donors. The Audience Development Plan, funded by a grant from the Heritage Lottery Fund, was completed during the year and is playing an important part in demonstrating to potential donors how the Library intends broadening its reach to bring its collections to the attention of a wider audience. We are immensely grateful to all our donors.

The Library did not hold a major fundraising event during 2008 but worked on plans for events in 2009 and 2010. In February 2009, after the year end, we held a private showing of the Treasures of the Black Death exhibition at the Wallace Collection in London followed by a dinner; the evening raised over £25,000.

We continue to develop our Friends Scheme aimed at not only generating funds but also bringing the work of the Library to a wider audience. Various fundraising events are under consideration in addition to a series of sponsored evening receptions, which have allowed Board members and their friends to invite potential supporters to the Library.

#### 9. Finance

The Wiener Library finances have been managed over the years with considerable restraint to minimise the shortfall between expenditure and income. The discipline has ensured the Library's survival but restricted its work.

The Board is especially grateful for the major funding it receives from The Wiener Library Endowment Trust and the German Foreign Office (Auswärtiges Amt).

The Wiener Library Endowment Trust, which is a separate charity, contributes annually to the Library to help meet its running costs. In 2008 the Endowment donated £200,000 (2007: £197,981), with £30,000 of this grant being paid after the year end. The Endowment has confirmed that its grant to the Library for 2009 will be £200,000 and we are most grateful for this commitment, particularly in view of the economic environment.

As in previous years, the Library received a major donation from the German Foreign Office. After the year end we were delighted to welcome Petra Pau, vice-president of the Bundestag (German Parliament) to the Library. The Library also has a close relationship with the Culture and Education section of the German Embassy in London and works with it on projects of mutual interest.

The Board greatly appreciates the financial support it receives from these two major donors, without whose help and support we could not continue our work. £145,454 (2007: £113,302) of the grants received in the year were of a restricted nature and so the funds can only be spent on the particular projects specified by the respective donors. Net expenditure on unrestricted funds in the year was £26,916 (2007: income of £1,450).

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### Review of the year *(continued)*

The charity does not maintain a significant level of free reserves. The Wiener Library Endowment Trust provides regular funding and support to enable the charity to carry out its charitable objectives.

### 10. Investments

The Board confirms that investments are held in accordance with the powers available to it. The Board adopts a cautious investment policy comprising funds placed in deposit.

### 11. Staff and volunteers

The Library and its activities are managed by the Director and his team. The current financial climate has particularly serious implications for those charities which depend on fundraising and the generosity of individual supporters. Our staff recognise the importance of the Library's work and their commitment and enthusiasm in these tough times is acknowledged and much appreciated.

The Board is also grateful to the 35 volunteers who tirelessly help with the Library's activities; their skill, dedication and contribution to the work of the Library makes a real difference. Volunteers are active in many areas ranging from assistance in promoting our lecture series to those volunteers from NADFAS who provide valuable assistance in relation to conservation work.

### 12. Risk management

Major risks facing the charity are frequently discussed at meetings of the Board. Specific risks facing the Library's unique collection are monitored as part of the ongoing modernisation project and a disaster recovery plan is in existence.

The Board has developed a process for reviewing and managing the risks that the charity faces. It reviews risk management issues at its regular meetings and continues to develop a comprehensive mechanism to identify, monitor, review and manage the major operational risks the charity faces on a regular basis. This enables the Board to assess and manage the key risks in a more controlled manner.

### 13. Internal controls

The Board has overall responsibility for ensuring that the charity has an appropriate system of control, financial and otherwise. It is also responsible for providing reasonable assurance that;

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable;
- the charity complies with relevant laws and regulations.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

### YEAR ENDED 31 DECEMBER 2008

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#### **Review of the year** *(continued)*

The systems of internal control are designed to provide reasonable, but no absolute assurance against material misstatement or loss. They include:

- an annual budget approved by the Board;
- regular consideration by the Board of financial results, variance from budgets and non-financial performance indicators;
- delegation of authority and segregation of duties;
- identification and management of risks.

#### **Responsibilities of the Board in relation to the financial statements**

Company and charity law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its financial activities for that year. In preparing those financial statements, the Board is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the applicable Statement of Recommended Practice 2005, Accounting and Reporting by Charities, and with applicable accounting standards, subject to any material departures noted 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 operation.

The Board is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. It is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities. The board are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

The Board confirms that the financial statements comply with current statutory requirements and with the requirements of the governing document.

The Board are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Statement of disclosure of information to auditors**

To the knowledge of the members of the Board:

- there is no relevant information of which the company's auditors are unaware; and
- the members of the Board have taken all 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.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## REPORT OF THE BOARD *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### **Small companies provisions**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

### **Auditors**

Blick Rothenberg have expressed their willingness to continue in office as auditors and a resolution proposing that they be re-appointed will be put to the Annual General Meeting.

By order of the Board

A J Spiro  
**Chairman**

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# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

**YEAR ENDED 31 DECEMBER 2008**

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We have audited the financial statements on pages 15 to 27 of the Wiener Library Institute of Contemporary History for the year ended 31 December 2008 which comprise the summary income and expenditure account, statement of financial activities, balance sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out on pages 18 and 19.

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 so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for opinions we have formed.

### **Respective responsibilities of directors and auditors**

As described on page 11, the Board (as directors for the purposes of company law) is responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

It is our responsibility 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 Companies Act 1985. We also report to you if, in our opinion, the report of the Board is not consistent with the financial statements, if the charity 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 the Board's remuneration and transactions with the charity is not disclosed.

We read other information contained in the report of the Board and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies 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 Board in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 December 2008, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended; and
- have been properly prepared in accordance with the Companies Act 1985.
- the information given in the report of the Board is consistent with the financial statements.

12 York Gate  
Regent's Park  
London, NW1 4QS

**BLICK ROTHENBERG**  
Chartered Accountants and  
Registered Auditors

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# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## SUMMARY INCOME AND EXPENDITURE ACCOUNT

31 DECEMBER 2008

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	Note	2008 £	2007 £
<b>Income</b>	<b>2</b>	<b>541,441</b>	662,937
<b>Net operating expenses</b>	<b>3</b>	<b>(522,985)</b>	(549,635)
		<hr/>	<hr/>
<b>Net income for the year</b>	<b>5</b>	<b>18,456</b>	113,302
		<hr/>	<hr/>
Analysed as follows:			
Net unrestricted (loss)/income for the year		<b>(26,916)</b>	1,450
Net restricted income for the year		<b>45,372</b>	111,852
		<hr/>	<hr/>
		<b>18,456</b>	113,302
		<hr/>	<hr/>

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## STATEMENT OF FINANCIAL ACTIVITIES

31 DECEMBER 2008

		2008			2007
	Note	Restricted funds £	Unrestricted funds £	Total £	Total £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations and grants	4	145,454	327,290	472,744	598,267
<i>Activities for generating funds:</i>					
Membership fees		–	8,534	8,534	7,902
Investment income		12,000	13,216	25,216	18,796
Other		–	34,947	34,947	37,972
<b>Total incoming resources</b>	11	<u>157,454</u>	<u>383,987</u>	<u>541,441</u>	<u>662,937</u>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	3	–	(17,602)	(17,602)	(35,576)
Charitable activities costs	3	(112,082)	(370,693)	(482,775)	(489,497)
Governance costs	3	–	(22,608)	(22,608)	(24,562)
<b>Total resources expended</b>	11	<u>(112,082)</u>	<u>(410,903)</u>	<u>(522,985)</u>	<u>(549,635)</u>
<b>Net incoming/(outgoing) resources</b>		45,372	(26,916)	18,456	113,302
<b>Funds at 1 January 2008</b>	11	321,100	114,812	435,912	322,610
<b>Funds at 31 December 2008</b>	11	<u>366,472</u>	<u>87,896</u>	<u>454,368</u>	<u>435,912</u>

All incoming resources and resources expended are derived from continuing activities. There were no other recognised gains or losses. The movement in reserves is shown above.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## BALANCE SHEET

31 DECEMBER 2008

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	Note	£	2008 £	£	2007 £
<b>Fixed assets</b>					
Tangible assets	6		<b>28,006</b>		36,026
<b>Current assets</b>					
Debtors	7	71,250		33,255	
Investments	8	589,555		579,736	
Cash at bank and in hand		23,745		47,973	
		<u>684,550</u>		<u>660,964</u>	
<b>Creditors: Amounts falling due within one year</b>	9	<b>(28,188)</b>		<b>(36,078)</b>	
<b>Net current assets</b>			<b>656,362</b>		624,886
<b>Total assets less current liabilities</b>			<b>684,368</b>		660,912
<b>Provisions for liabilities and charges</b>	10		<b>(230,000)</b>		<b>(225,000)</b>
<b>Net assets</b>			<b>454,368</b>		<b>435,912</b>
<b>Funds</b>					
Restricted funds	11		<b>366,472</b>		321,100
Unrestricted funds	11		<b>87,896</b>		114,812
			<u><b>454,368</b></u>		<u><b>435,912</b></u>

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

The financial statements were approved by the Board on.....

A J Spiro  
Chairman

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2008

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### 1. Accounting policies

#### 1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 1985. They follow the recommendations of The Statement of Recommended Practice 2005, Accounting and Reporting by Charities.

The charity's ability to meet its day to day financial liabilities is dependent on the continuing contributions from its main donors. On the assumption that these contributions will continue, the Board consider it appropriate to prepare the financial statements on the going concern basis.

#### 1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Voluntary income is received by way of donations, gifts and legacies and is included gross of any expenditure in the statement of financial activities when receivable. Grants are recognised gross of any expenditure in the statement of financial activities on an accruals basis.

#### 1.3 Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is allocated to the respective funds.

#### 1.4 Unrestricted funds

Unrestricted funds include grants, donations and other incoming resources received or generated for the objects of the charity without further specified purpose and are available for the general purposes of the charity.

#### 1.5 Designated funds

Designated funds are grants, donations and other income received or generated for the objects of the charity, that have been set aside out of unrestricted funds by the Board for specific purposes.

#### 1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less provision for depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Library and archives	nil
Office equipment	33.33% straight line
Fixtures and fittings	10% reducing balance
Microfilming equipment	33.33% straight line

The Library and archives have been built over a period of more than 60 years and are deemed to be heritage assets. Many of the items are unique and are not capable of being valued. As a consequence the Library and archives are included at a nominal value.

Heritage assets are tangible fixed assets of historical, artistic or scientific importance that are held to advance the objectives of the charity.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### YEAR ENDED 31 DECEMBER 2008

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#### 1. Accounting policies *(continued)*

##### 1.6 Tangible fixed assets and depreciation *(continued)*

Where heritage assets were acquired in past accounting periods and not capitalised, it can be difficult or costly to attribute a cost or value to them. In such cases, these assets are excluded from the balance sheet where reliable cost information is not available and conventional valuation methods lack sufficient reliability or significant costs are involved, which are onerous compared with the additional benefit derived by users of the accounts in assessing the trustees' stewardship of the assets.

The very long expected lives of heritage assets, due to their nature, value and need to be protected and preserved means that depreciation is not material and is, therefore, not provided.

Newly purchased heritage assets are written off as acquired.

##### 1.7 Resources expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under the headings that aggregate all costs relating to that category.

##### 1.8 Charitable activities costs

Staff costs and overhead expenses are allocated to charitable activities where in the opinion of the Board they belong to the categories included in the descriptions as set out in note 3 below. All expenses incurred are inclusive of irrecoverable VAT.

##### 1.9 Costs of generating voluntary income and governance costs

Costs of generating voluntary income identify the expenses incurred in fundraising efforts. Governance costs refer to the cost of administering the charity including audit, accountancy and legal fees. All expenses incurred are inclusive of irrecoverable VAT.

##### 1.10 Pensions

The charity made contributions to the personal pension policies designated by employees, during the year. The contributions are treated as resources expended in the year in which they are payable.

##### 1.11 Current asset investments

Current asset investments represent cash deposits.

##### 1.12 Operating lease commitments

Rentals payable under operating leases are charged to the profit and loss account on a straight line basis over the lease term.

#### 2. Income

A geographical analysis of the charity's income is given below:

	2008	2007
	£	£
United Kingdom	430,606	574,246
Rest of Europe	79,643	87,745
United States	1,192	946
	<u>511,441</u>	<u>662,937</u>

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# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### YEAR ENDED 31 DECEMBER 2008

#### 3. Total resources expended

	Basis of allocation	Fundraising costs	Cataloguing and conservation projects	Education and outreach programme	Library running costs	Governance	2008 Total	2007 Total
		£	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>								
Staff costs	Staff time	17,602	28,354	12,038	256,577	15,417	329,988	308,628
Conferences and lectures	Direct	–	–	4,856	–	–	4,856	7,846
Newsletters and publicity	Direct	–	–	7,455	–	–	7,455	5,951
Books	Direct	–	3,034	–	25,163	–	28,197	24,191
Microfilm and video expenses	Direct	–	–	–	–	–	–	6,196
Travel	Direct	–	–	–	11,849	–	11,849	7,976
Computer expenses	Direct	–	–	–	5,200	–	5,200	17,985
Cataloguing, archiving and conservation	Direct	–	17,711	–	–	–	17,711	–
Other project expenses	Direct	–	–	49,575	–	–	49,575	98,594
<b>Support costs allocated to activities</b>								
Premises expenses	Direct	–	–	–	31,943	–	31,943	32,578
Office expenses	Direct	–	–	–	12,883	–	12,883	15,169
Depreciation	Direct	–	1,370	–	8,747	–	10,117	10,787
Legal and professional	Direct	–	–	–	–	588	588	1,762
Auditors' remuneration	Direct	–	–	–	–	6,603	6,603	6,510
Sundry expenses	Direct	–	–	–	6,020	–	6,020	5,462
	<b>2008</b>	<u>17,602</u>	<u>50,469</u>	<u>73,924</u>	<u>358,382</u>	<u>22,608</u>	<u>522,985</u>	<u>549,635</u>
	2007	<u>35,576</u>	<u>58,239</u>	<u>80,836</u>	<u>350,422</u>	<u>24,562</u>	<u>549,635</u>	

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### YEAR ENDED 31 DECEMBER 2008

#### 4. Donations and grants

	Restricted funds £	Unrestricted funds £	Total 2008 £	Total 2007 £
The Wiener Library Endowment Trust	–	200,000	200,000	197,981
Auswärtiges Amt (German Foreign Office)	–	79,643	79,643	70,938
Artist in Residence Fund	1,000	–	1,000	9,000
Building Fund	74,373	–	74,373	170,332
Conservation Fund	–	–	–	2,230
Ernest Hecht Charitable Foundation Fund	2,500	–	2,500	2,500
Ernest Hecht Junior Fellowship	3,000	–	3,000	–
'Girls' Fund	–	–	–	10,000
Heritage Lottery Audience Plan	17,231	–	17,231	17,900
Intern Support Fund	2,000	–	2,000	2,400
Klaus Leist Technical Fund	530	–	530	50
Musical Farewell to Devonshire Street Fund	–	–	–	515
Other grants, donations and legacies	–	47,647	47,647	78,421
Periodicals Fund	26,000	–	26,000	26,000
Second Generation Trust Fund	8,500	–	8,500	–
Third Generation Fund	10,320	–	10,320	10,000
	<u>145,454</u>	<u>327,290</u>	<u>472,744</u>	<u>598,267</u>

#### 5. Net incoming resources for the year

Net incoming resources for the year is stated after charging:

	2008 £	2007 £
Depreciation of tangible fixed assets	10,117	10,787
Auditors' remuneration (including VAT)	6,603	6,510
Operating lease charges - land and buildings	600	600
	<u>        </u>	<u>        </u>

The Library received donated or pro bono services from a number of agencies with a total value of approx £100,000. These have not been recognised in the financial statements.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### YEAR ENDED 31 DECEMBER 2008

#### 6. Tangible fixed assets

	Library and archives	Office equipment	Fixtures and fittings	Micro- filming and other equipment	Total
	£	£	£	£	£
<b>Costs</b>					
At 1 January 2008	2	51,401	62,936	14,189	128,528
Additions	–	2,097	–	–	2,097
	<u>–</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>–</u>
<b>At 31 December 2008</b>	<u><b>2</b></u>	<u><b>53,498</b></u>	<u><b>62,936</b></u>	<u><b>14,189</b></u>	<u><b>130,625</b></u>
<b>Depreciation</b>					
At 1 January 2008	–	38,913	39,400	14,189	92,502
Charge for the year	–	7,762	2,355	–	10,117
	<u>–</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>–</u>
<b>At 31 December 2008</b>	<u><b>–</b></u>	<u><b>46,675</b></u>	<u><b>41,755</b></u>	<u><b>14,189</b></u>	<u><b>102,619</b></u>
<b>Net book value</b>					
<b>At 31 December 2008</b>	<u><b>2</b></u>	<u><b>6,823</b></u>	<u><b>21,181</b></u>	<u><b>–</b></u>	<u><b>28,006</b></u>
At 31 December 2007	<u>2</u>	<u>12,488</u>	<u>23,536</u>	<u>–</u>	<u>36,026</u>

All assets are used for the purposes of the charity.

#### 7. Debtors

	2008 £	2007 £
Trade debtors	919	4,042
Other debtors	60,113	15,756
Prepayments and accrued income	10,218	13,457
	<u>71,250</u>	<u>33,255</u>

#### 8. Investments

	2008 £	2007 £
Deposit with COIF Charities Deposit Fund	339,051	340,214
Bank deposit (re dilapidations)	250,504	239,522
	<u>589,555</u>	<u>579,736</u>

#### 9. Creditors: amounts falling due within one year

	2008 £	2007 £
Accruals and deferred income	7,897	8,442
Other creditors	20,291	27,636
	<u>28,188</u>	<u>36,078</u>

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### YEAR ENDED 31 DECEMBER 2008

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#### 10. Dilapidations provision

	£
At 1 January 2008	225,000
Increase in the year	5,000
<b>At 31 December 2008</b>	<u><u>230,000</u></u>

#### 11. Funds

	At 1 January 2008 £	Incoming resources and transfers £	Outgoing resources and transfers £	At 31 December 2008 £
Restricted funds	321,100	157,454	(112,082)	366,472
Designated funds	25,000	5,000	–	30,000
Unrestricted funds	89,812	378,987	(410,903)	57,896
	<u><u>435,912</u></u>	<u><u>541,441</u></u>	<u><u>(522,985)</u></u>	<u><u>454,368</u></u>

The designated fund represents interest received on monies set aside for the dilapidations provision (see note 10).

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### YEAR ENDED 31 DECEMBER 2008

#### 11. Funds *(continued)*

An analysis of restricted funds at the year end is as follows:

	At 1 January 2008	Movement in funds		At 31 December 2008
	£	Incoming resources	Outgoing resources	£
		£	£	
Antisemitism Conference Project Fund	26,000	–	(15,008)	10,992
Artist in Residence Fund	–	1,000	(1,000)	–
Building Fund	190,907	86,373	(9,773)	267,507
Conservation Fund	8,545	–	(3,034)	5,511
Education Funds	15,869	–	(2,120)	13,749
Ernest Hecht Charitable Foundation Fund	–	2,500	(2,500)	–
Ernest Hecht Junior Fellowship	–	3,000	–	3,000
'Girls' Project Fund	16,956	–	(13,281)	3,675
Heritage Lottery Project Funds				
Audience development for Wiener Library	2,254	17,231	(19,485)	–
Capitalised expenditure	13,695	–	(1,370)	12,325
Intern Support Fund	1,300	2,000	(1,600)	1,700
Klaus Leist Technical Fund	345	530	–	875
Mrs M E Wreschner Fund	5,000	–	–	5,000
Musical Farewell to Devonshire Street Fund	4,855	–	–	4,855
Periodicals Cataloguing Project Fund	5,951	26,000	(25,354)	6,597
Press Cuttings Microfilming Project Fund	14,219	–	(4,930)	9,289
Second Generation Trust Fund	–	8,500	–	8,500
Third Generation Project Fund	15,204	10,320	(12,627)	12,897
	<u>321,100</u>	<u>157,454</u>	<u>(112,082)</u>	<u>366,472</u>

The Antisemitism Conference Fund was created to receive money from the Hanadiv Foundation to organise a conference on contemporary antisemitism in partnership with the Leo Baeck Institute.

The Artist in Residence Fund was established to fund an artist in residence. Funds were provided by the Leverhulme Trust.

The Building Fund represents money raised for the forthcoming relocation of the Library.

The Conservation Fund was established to provide for the cost of the conservation of books.

The Education Funds have been established for the purpose of Holocaust education. Funds were provided by the Sigrid Rausing Trust and The Lisbet Rausing Charitable Fund.

The Ernest Hecht Charitable Foundation Fund was established to assist the Library in expanding its collection of school books and children's literature of the Nazi era.

The Ernest Hecht Junior Fellowship Fund was established to support a junior fellowship.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### YEAR ENDED 31 DECEMBER 2008

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The 'Girls' Project Fund was established to fund the production of a series of documentaries on the life-long experiences of orphaned female child camp survivors brought to the UK in 1945. Funds were provided by The Bernhard Heuberger Charitable Trust, Joanna Millan and the Hanadiv Charitable Foundation.

The Heritage Lottery Project Funds were established for the cost of retrospective cataloguing and for the conservation of the Library's collections. Funds were provided by the Heritage Lottery Fund in partnership with The Conference on Material Claims Against Germany Inc., the Hyam Wingate, Rayne and Kessler Foundations and other sources. In 2007 the Library received a further grant from the Heritage Lottery Fund for an Audience Development Plan.

The Intern Support Fund was established to contribute towards the living expenses of library interns.

The Klaus Leist Technical Fund was established for the purchase of technical equipment for the library.

The Mrs M E Wreschner Fund was established to contribute towards the Library's programme of public lectures.

The Musical Farewell to Devonshire Street Fund was established to account for a donation received from Richard Bolchover with the aim to stage a series of chamber concerts at the Wiener Library to mark the end of its 51 years at 4 Devonshire Street.

The Periodicals Cataloguing Project Fund was established to fund the Periodicals Cataloguing Project. Funds were provided by the Conference on Jewish Material Claims against Germany Inc., the Rayne Foundation and the Foundation pour la Mémoire de la Shoah.

The Press Cuttings Microfilming Project Fund was established to fund the microfilming of the Wiener Library's press cuttings. Funds were provided by the Andor Trust and The ALM London Collection Care Funding Programme.

The Second Generation Trust Fund was established to purchase books for the extended remit and to provide funds for educational activities.

The Third Generation Project Fund was established to fund a series of courses and events for the grandchildren of Holocaust survivors. Funds were provided by the Rothenberg Charitable Foundation and the Samuel Sebba Charitable Trust.

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 DECEMBER 2008

### 12. Analysis of net assets by fund

	Restricted funds £	Designated funds £	Unrestricted funds £	Total £
Tangible fixed assets	12,325	–	15,681	28,006
Current assets	354,147	260,000	70,403	684,550
Creditors: amounts falling due within one year	–	–	(28,188)	(28,188)
Creditors: amounts falling due after more than one year	–	(230,000)	–	(230,000)
	<u>366,472</u>	<u>30,000</u>	<u>57,896</u>	<u>454,368</u>

### 13. Taxation

The Wiener Library Institute of Contemporary History is a registered charity and is not liable to taxation on its present activities.

### 14. Employees

#### Number of employees

The average number of staff employed in permanent posts during the year was 11 (2007: 12).

#### Employment costs

	2008 £	2007 £
Wages and salaries	281,542	262,531
Social security costs	27,613	27,260
Other pension costs	21,015	18,837
	<u>330,170</u>	<u>308,628</u>

None of the Board has received any salaries or any reimbursement of expenses during the year.

None of the employees received remuneration in excess of £60,000 during the year.

### 15. Operating lease commitments

At 31 December 2008 the company had annual commitments under non-cancellable operating leases as set out below:

	Land and buildings	
	2008 £	2007 £
Operating leases which expire:		
Within one year	300	–
Within two to five years	–	600
	<u>300</u>	<u>600</u>

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 DECEMBER 2008

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### 16. Related party transactions and controlling party

The members of the Council are the ultimate controlling party.

The charity had the following transactions during the year and balances at 31 December 2008 with connected parties:

Name (relationship)	Transaction	Amount		Amount due (to)/from related parties	
		2008 £	2007 £	2008 £	2007 £
The Wiener Library Endowment Trust (common trustee)	Grant	<b>200,000</b>	197,981	<b>30,000</b>	–

Donations of £1,000 (2007: £4,300) were received from Members of the Board or from charities associated with the Members of the Board. In addition a number of trustees are members of the Library's Friends' scheme.

### 17. Company limited by guarantee

The liability of each member is £1 each in the event of a liquidation of the charitable company.

**THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY**  
**MANAGEMENT INFORMATION**  
**YEAR ENDED 31 DECEMBER 2008**

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**The following pages do not form part of the statutory financial statements  
which is the subject of the independent auditors' report on pages 13 to 14.**

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## MANAGEMENT INFORMATION *(continued)*

YEAR ENDED 31 DECEMBER 2008

	£	2008 £	£	2007 £
<b>Expenditure (unrestricted)</b>				
Wages	244,563		215,991	
Social security	24,018		24,561	
Pension contributions	21,015		18,837	
Insurance	10,098		9,663	
Rent and utilities	12,535		12,477	
Cleaning	5,805		5,787	
Repairs and maintenance	3,505		4,651	
Postage, stationery and photographs	11,101		13,696	
Telephone	1,782		1,473	
Travel and entertainment	5,849		7,976	
Travelling exhibition	6,000		-	
Legal and professional fees	588		1,762	
Auditors' remuneration	6,603		6,510	
Conferences and lectures	4,856		7,846	
Newsletter and publicity	7,455		5,951	
Sundry expenses	2,987		4,586	
Books, Microfilms and subscriptions	25,163		21,547	
Microfilms and Videos	-		6,196	
Staff training	3,033		876	
Jewish Museum Berlin	-		12,924	
Computer expenses	5,200		17,985	
Depreciation	8,747		9,265	
		<b>410,903</b>		<b>410,560</b>
<b>Other specific expenditure (restricted)</b>				
<u>Cataloguing and conservation projects</u>				
Depreciation	1,370		1,522	
Periodicals - wages	23,097		23,913	
Periodicals - social security	2,257		1,983	
David and Elaine Potter Charitable Fund - expenses	-		7,677	
Microfilm Project - expenses	4,930		3,629	
Book conservation - expenses	3,034		2,230	
Girls Project - wages	3,000		4,920	
Girls Project - expenses	10,281		8,744	
Ernst Hecht Charitable Fund School books project	2,500		2,644	
Lewis Golden Fund	-		977	
		<b>50,469</b>		<b>58,239</b>

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## MANAGEMENT INFORMATION *(continued)*

YEAR ENDED 31 DECEMBER 2008

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	£	2008 £	£	2007 £
<u>Education and outreach programme</u>				
Third generation project - wages	<b>8,235</b>		7,969	
Third generation project - expenses	<b>4,392</b>		2,246	
Intern Help	<b>1,600</b>		1,100	
Heritage Lottery Audience Plan - wages	<b>3,803</b>		10,454	
Heritage Lottery Audience Plan - expenses	<b>15,682</b>		5,192	
Musical farewell to Devonshire Street	-		2,070	
Artist in residence expenses	<b>1,000</b>		9,000	
Education Fund	<b>2,120</b>		19,131	
Building fund expenses	<b>9,773</b>		23,425	
K Leist Tech Fund expenses	-		249	
The Antisemitism Conference Fund	<b>15,008</b>		-	
		<b>61,613</b>		80,836
		<u><b>522,985</b></u>		<u><b>549,635</b></u>

# THE WIENER LIBRARY INSTITUTE OF CONTEMPORARY HISTORY

## MANAGEMENT INFORMATION *(continued)*

YEAR ENDED 31 DECEMBER 2008

	£	2008 £	£	2007 £
<b>Income</b>				
<b>Grants and legacies (unrestricted funds)</b>				
Auswärtiges Amt (German Foreign Office)	79,643		70,938	
Wiener Library Endowment Trust	200,000		197,981	
Other grants, donations and legacies	47,647		78,421	
		<b>327,290</b>		347,340
<b>Other income (unrestricted funds)</b>				
Interest receivable	13,216		18,796	
Jewish Museum Berlin	-		12,924	
Membership fees	8,352		7,902	
Rent and service charge receivable	3,083		5,969	
Sales	31,938		19,079	
Foreign exchange gains	108		-	
		<b>56,697</b>		64,670
<b>Other income (restricted funds)</b>				
Interest receivable		12,000		-
<b>Grants and legacies (restricted funds)</b>				
Endowment conservation grants	-		2,230	
Periodicals fund	26,000		26,000	
Klaus Leist Technical Fund	530		50	
Third generation fund	10,320		10,000	
Girls project	-		10,000	
Intern Support Fund	2,000		2,400	
Audience Development for the Wiener Library	17,231		17,900	
Ernst Hecht Charitable Fund	2,500		2,500	
Hecht Junior Fellowship	3,000		-	
Musical farewell to Devonshire Street	-		515	
Artist in Residence Fund	1,000		9,000	
Building fund	74,373		170,332	
Second Generation Fund	8,500		-	
		<b>154,454</b>		250,927
<b>Total incoming resources</b>		<b>541,441</b>		<b>662,937</b>