

THE WIENER HOLOCAUST LIBRARY  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

Collect, Preserve, Share  
Keeping truth alive since 1933

Registered Company No: 00596820

Registered Charity No: 313015

CONTENTS

	Page
Trustees' report	2
Reference and administrative information	10
Independent auditor's report	11
Statement of financial activities	14
Balance sheet	15
Statement of cash flows	16
Notes to the financial statements	17

The trustees present their report and financial statements for the year ended 31 December 2020. The financial statements have been prepared in accordance with current statutory requirements, the charity's governing instrument, and the Statement of Recommended Practice (SORP 2019).

### OBJECTIVES, PRINCIPAL ACTIVITY AND MISSION

The Wiener Holocaust Library's ('The Library's') objectives and its principal activity in the year under review concern the advancement of the study and knowledge of the Holocaust and related subjects, including genocide more broadly. No substantial change in the activity of The Library for the year to 31 December 2021 is contemplated. The trustees are aware of their requirements to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Formed in 1933, The Wiener Holocaust Library is Britain's leading institute for the study of the Holocaust and genocide. The Library's unique collection of over two million items is the oldest of its kind in the world. It includes published and unpublished works, documentation, press cuttings, photographs, and eyewitness testimony.

Our vision is to continuously develop a library, archive and information service for the UK and the international community, dedicated to supporting research, learning, and teaching and advocacy about the Holocaust and genocide, their causes and consequences.

Our mission is:

- 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 is:

- To continue to deploy The Library and its resources to oppose antisemitism and other forms of prejudice and intolerance.
- To strengthen The Library's reputation by retaining its independence and objectivity via its scholarly activities and publications.

The Library has been keeping truth alive since 1933, by collecting comprehensive documentation and personal records, preserving evidence and memories for future generations, and by engaging people of all ages and backgrounds in the most challenging facts of history. Our activities give a voice to the victims of the Holocaust and other genocides. We support education and confront antisemitism and Holocaust denial and distortion. We work to bring together networks of people from different backgrounds. We put the past at the service of the future.

### ACHIEVEMENTS AND PERFORMANCE

The Covid pandemic inevitably impacted The Library and its activities. Trustees are enormously grateful to the Senior Management Team, to The Library's staff, to all donors, to our supporting advisors and service providers, and to our wider community of stakeholders, for helping us to navigate the challenges of 2020.

Due to the lockdowns, The Library experienced sharp reductions in the number of visitors, totalling 1,558 (2019: 9,068), of which 1,308 came to see our exhibitions (2019: 6,392). The reading room opened for short periods of 2020, subject to Health & Safety restrictions, during which time we received 250 researching visitors (2019: 2,676). The team achieved tremendous success in converting our activities into on-line events of which 50 were held, attracting 1,795 attendees. Together with our relaunched website, the expanded *The Holocaust Explained* website and our highly active social media presence, the reach of The Library has expanded significantly, as the following attests.

In 2020, The Library curated and displayed two exhibitions. *Forgotten Victims: The Nazi Genocide of the Roma and Sinti*, was originally shown as a physical exhibition and subsequently adapted for online viewing in partnership with the United Nations. An article by Dr Barbara Warnock about the exhibition, published on the online platform *The Conversation*, has now been viewed by over 300,000 people. The subsequent exhibition *'Jewish Resistance to the Holocaust'* was launched in the autumn and widely praised in the national and

international press. Our exhibitions were accompanied by a programme of over 50 online public events, including a new series entitled '*Racism, Antisemitism, Colonialism and Genocide*' which explores connections between genocide in the 20th and 21st centuries, European colonial projects and modern-day racism and antisemitism. Our seminar series, '*PhD and a Cup of Tea*', was re-imagined as an online event series, with the first virtual seminar showcasing in June.

*The Holocaust Explained* saw continued interest in 2020, with 2,292,157 page views (an increase of 5.35% on 2019) and 1,299,159 users (increase of 12.65% on 2019). These users originate from 227 countries with the top five being the United States, United Kingdom, Australia, Canada, and India. Our three-year project to review and enhance the site was successfully completed and relaunched in March 2020 with 275 new articles and over 500 archival sources across nine sections. We have now begun phase two of this project, which will further develop the website as a central part of The Library's educational strategy.

Our website redevelopment project started in May, and the new site was completed and launched in early January 2021. The redesign has greatly increased the functionality and accessibility of the site. Our website visitor statistics for 2020 in comparison to 2019 show that there is a significant increased interest in the main website with 135,000 users, (up 47.9% on 2019) and 169,000 individual sessions (up 30% on 2019).

The Library received a total of 126 documents donated towards its collections: 17 document collections, including three digital photographic collections, 74 books, two periodicals and 26 pamphlets, manuscripts and unpublished memoirs including 12 digital collections. The Library continued actively to digitise its collections whenever possible. In 2020 we digitised 2,500 pages of material.

Staff participated in 30 workshops, talks and conferences, enabling The Library to reach over 1,850 people through these activities. These included a session for training teachers at Middlesex University on teaching the Holocaust, the "*Using Radical Collections: Challenges and Opportunities*" Workshop, for Searchlight Archives held at the University of Northampton, and a Research Discovery workshop with the Holocaust Research Institute at Royal Holloway University of London. Our staff have delivered an online session on using evidence in teaching Kristallnacht for the German Historical Society, participated in an online workshop for A-Level students for the Being Human festival run by Rebecca Clifford through Swansea University, and chaired a panel at the Holocaust Research in Challenging Times online conference.

The Holocaust and Genocide Research Partnership ('HGRP') launched its new website in January. HGRP aims to widen opportunities for new and established scholars, postgraduate students, museum and heritage professors and educators to engage with and advance new scholarship on the Holocaust and genocide through partnered activities, such as exhibitions, lectures, workshops, and fellowships.

The Library developed a publishing partnership with Granta Books. The first publication within this partnership, '*The Fatherland and the Jews: Two Pamphlets by Alfred Wiener*', was launched on 21 January 2021 and has now sold over 1,000 copies. These two pamphlets, "*Prelude to Pogroms? Facts for the Thoughtful*" and "*German Judaism in Political, Economic and Cultural Terms*", mark the first time that the writings of Dr Alfred Wiener, the founder of The Library, have been published in English.

The Library is the UK copyholder of the International Tracing Service ('ITS') archive. During lockdown, demand increased markedly. Its two Senior Researchers processed 341 (2019: 272) new enquiries, of which 244 (2019:182) came from survivors as well as friends and relatives of Holocaust victims. The remaining 97 (2019: 90) came from academics, heir-tracing companies, and television/film researchers. ITS-staff have been able to reach wider audiences through online events and have spoken at an online workshop '*Jewish History & Genealogy Resources*' alongside representatives from 'Who Do You Think You Are?' magazine; and Jeanette Rosenberg from Jewish Genealogical Society of Great Britain.

We continue to participate in the European Holocaust Research Infrastructure [EHRI], the third phase of which received confirmation of its funding in early 2020. The Library is a vital partner in helping to ensure that it becomes a permanent institution on the ESFRI roadmap. The Library has contributed to a proposed plan to strengthen the UK's contribution to EHRI and to create an EHRI-UK via funding from the Arts and Humanities Research Council, led by colleagues at Kings College.

## FINANCIAL REVIEW

Despite the Covid pandemic, The Library has maintained a good financial position.

During 2020, The Library's activities generated a net movement in funds amounting to a surplus of £1,063,933 (2019: £89,919). Of this total, unrestricted funds increased by £119,824 (2019: £60,592) and restricted funds rose by £944,109 (2019: £29,327). Unrestricted general funds advanced to £651,706 (2019: £626,994).

The Library maintains and develops its work as a result of the generosity of its supporters. This was especially the case in 2020 with the receipt of a £1,000,000 legacy from the Ernest Hecht Estate, dedicated to a wide range of activities over the next ten years. The Wiener Library Endowment Trust ('WLET'), the Association of Jewish Refugees ('AJR'), the German Foreign Office, and The Sigrid Rausing Trust all made donations at the same level as the previous year. The Board greatly values these close and longstanding supporter relationships.

The Library benefits each year from donations and grants made by a wide range of individuals and grant giving trusts. Despite the dramatic events caused by the Covid pandemic, unrestricted donations in this category continued at an equivalent level to last year, totalling £239,297 (2019: £257,593). The Board remains immensely grateful to its supporters who, year-in-year out, continue to show their commitment to the Library's mission.

Total expenditures during 2020 amounted to £995,854 (2019: £1,109,671). Of these, 66.6% (2019: 67.8%) was covered by unrestricted funds and 33.4% (2019: 32.2%) by restricted funds. The Library is a reasonably high fixed-cost operation. Salaries amounted 64% (2019: 59%) of overall running costs. Another 24% consisted of coverage of ongoing operating costs, including property expenses and maintenance, IT and office expenditures. The remaining 12% are outlays related to different projects, some of longer and others of shorter duration, practically all covered by restricted funds. Due to the Covid related shut-down and other restrictions, these in general quite variable project outlays were reduced compared to 2019.

These comments should be read in conjunction with the financial statements on pages 14 to 27.

### Reserves Policy

Our Unrestricted General Reserves at the end of the year were £651,706 (2019: £626,994). Total funds (Unrestricted and Restricted) stood at £7,394,812 (2019: £6,330,879) of which Restricted Funds were £3,530,619 (2019: £2,586,510). In Unrestricted Funds of £3,864,191 (2019: £3,744,369) are a building repair fund of £65,000 (2019: £20,000) and a digitalisation designated fund of £100,000 (2019: nil).

The Board carefully monitors its current and expected cashflows to ensure continued liquidity and reviews quarterly the level of funds held in unrestricted reserves, both general and designated. The policy is to ensure that general reserves are maintained at a minimum equal to six months' charitable expenditure. The Board, recognising the need to safeguard The Library's mission over a longer term and to develop the institution's offerings and activities, reviews annually the policy considering then current and foreseeable circumstances. Given the uncertainties relating to the economic situation and the Covid-19 pandemic, along with the need to invest and to diversify The Library's funding sources over the medium term, the Board decided on maintaining a somewhat higher level of general reserves. At year-end, General Reserves are approximately 1-2 months of operating costs higher than stipulated by the policy.

Designated funds are reviewed annually and set aside to support cyclical or periodic expenditures in earmarked areas.

Restricted funds comprise donations and grants committed for specific purposes under terms set out by the donors and funders.

### Investment policy and returns

The Library's Finance & Risk Committee is responsible for the management of its investments and reviews these on a quarterly basis. The Committee draws on a small group of Trustees and individuals with relevant experience to formulate investment strategies. As part of risk control discipline, the committee ensures the investments are appropriately diversified and monitors risk exposures in the context of other investments. Trustees confirm that investments are held in accordance with the powers available to them.

During the year, the Catalyst Endowment restricted fund made up the principal of invested assets. It is largely invested in funds managed by Troy Asset Management. The endowment's investment objective is to generate a sufficient annual total return to finance The Library's education and outreach programme. Trustees wish to

maintain the capital value of the investment in line with inflation. During the year, dividends and capital gains added 2.8% to the fund's starting value.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Wiener Holocaust 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 2015.

The trustees (who are also the directors of the company for the purposes of company law) serve for three years after which period they may put themselves forward for re-appointment. The Board of Trustees keeps the skill requirements of its members under review and may appoint a person as a 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. Trustees so appointed shall hold office only until the next annual general meeting, when they will need to be re-appointed. The Articles of Association provide for a minimum of three trustees and a maximum of ten trustees. New Trustees are referred to the relevant guidance of the Charity Commission, and offered an induction meeting with the Chair, the Chair of the Finance and Risk Committee, other Trustees, and the Director as appropriate. The members of the Board elect the Chair. The members of the Board who have served during the year and since the year-end are set out below.

The Board of Trustees has constituted two committees to support its governance. The Finance & Risk Committee and the Fundraising Committee meet on a quarterly basis in advance of the quarterly Board meeting, to consider progress in the areas defined in their respective Terms of Reference.

The strategy and policies of The Library are decided by the Board of Trustees; the responsibility for the execution of those policies is delegated in the first instance to the Director who is appointed by the Trustees. The Director is responsible to the Board of Trustees, through the Chair, for the day-to-day management of The Library. The Director is supported by the Senior Management Team comprising the Deputy Director/Head of Research, the Head of Collections, and the Senior Curator/Head of Education, who report regularly to the Board through the Director.

The delivery of The Library's core services and education and outreach programme are made possible by the quality and enthusiasm of its staff, backed by a team of skilled and committed volunteers of all ages, who often dedicate their free time and evenings to The Library. The Board is grateful to everyone who contributed to the successful operation of The Library; it is a team effort.

The remuneration of staff is reviewed annually and normally increased in accordance with inflation to reflect a cost-of-living adjustment. The Library sets the pay and remuneration for its key management staff by reference to equivalent posts in similar institutions as appropriate.

### Trustees

The trustees who held office during the year and as at the date of this report are shown below. There were four Board meetings during the year. Attendance by each trustee is noted in brackets:

Anthony Landes, Chair	(4)
Catherine Colloms	(3)
Arend Dijkers, Chair of Finance & Risk Committee	(4)
Jonathan Glazer	(3)
Yariv Haim (resigned 16 March 2020)	
Frank Harding	(3)
Ian Haworth (appointed 10 September 2020)	(2)
Lizzie Marx	(4)
Professor Philip Spencer	(4)
Dr Zoë Waxman	(3)
Andreas Wesemann	(4)

The trustees who have reached the end of their terms during the last year have been reappointed in accordance with the Memorandum and Articles of Association.

### Patrons

We have been extremely fortunate in bringing together a small group of Patrons, with a close interest in The Library's work, who assist The Library in raising its profile and in broadening its network of contacts. This could include from time to time effecting introductions and participating in or hosting of fundraising events on behalf of The Library. Patrons hold an honorary position and therefore there is no reporting or disclosure requirement.

These Patrons, from diverse backgrounds with a wide range of skills, are:

Dr Yossi Beilin	Ms Emma Kane
Ms Helena Bonham Carter CBE	Mr David Lewis
Dr Colin Boswell	The Rt Hon Shahid Malik
Sir Andrew Burns KCMG	Dr Gabriele Matzner-Holzer
Mr Jonathan Caplan QC	The Rt Hon David Miliband
Sir Mick Davis	Rabbi the Baroness Neuberger DBE
The Lord Finkelstein OBE	The Lord Pannick QC
Prof Anthony Finkelstein CBE	Dame Esther Rantzen DBE
Mr Martin Fraenkel	The Rt Hon Sir Malcolm Rifkind
The Rt Hon Margaret Hodge MP	Sir Bernard Rix
Mrs Tamara Isaacs CBE	Mrs Ellen Schmidt

### Risk Management and Internal Controls

The Trustees and Senior Management Team maintain a Risk Register through which the major risks faced by The Library are recorded, monitored, and mitigating actions are noted. The Finance & Risk Committee (F&R) meets quarterly and reviews the Register. The Board itself reviews the Register bi-annually with the Chair of F&R providing a status report on the Register. Through these risk-management measures, The Library regularly monitors and implements any necessary changes and ensures that financial and operational controls are in place to protect The Library, its members, its staff, the public, and other stakeholders. The Trustees are satisfied that systems are in place to mitigate identified risks to an acceptable level.

The Library's current high-risk areas are:

- Impact of Covid pandemic and its aftermath. Operations are continuously calibrated and adjusted to all local and national public health advice, and in line with observance of restrictions, as well as best practice, to protect staff and visitors. Risk assessments are produced as necessary by The Library's Health & Safety Officer and reviewed by the Director and Senior Management Team.
- Reduction of funding from major donors. The Library maintains close contact with donors throughout the year, remaining sensitive to their circumstances and requirements. A prudent Reserves Policy aids in The Library's financial resilience.
- Security. As a library of record on the Holocaust, The Library faces threats both to its physical and digital security. Security systems are in place, tested, reviewed, and maintained regularly. The Library has achieved Cyber Essentials accreditation as a demonstration of its measures to ensure cyber security. Close co-operation with Police and security specialists, particularly the Community Security Trust, is maintained. Regarding the preservation of the valuable collection, regular monitoring and stock checks are carried out. Sensitive archival material can only be consulted under supervision. A disaster recovery plan and insurance protection are in place. Data is backed up continuously and hosted offsite in a secure data centre. The Library's digitisation strategy adopts best practice to assure the preservation of the collection for future generations.
- Financial management. A system of internal control provides assurance against material misstatement or loss. These include annual budgets approved by the Board, quarterly consideration of financial results and on-going monitoring by the Finance & Risk Committee, as well as the Investment Advisory Board.
- Loss of key personnel. As a highly specialised archive, the Board is aware of the risk of loss of institutional knowledge, and the Finance & Risk Committee considers succession planning on a regular basis. The Library sets pay and remuneration with reference to equivalent posts in comparable UK institutions.

## FUNDRAISING

The Library undertakes fundraising activity in a variety of ways primarily via a personal approach, working with trusts and foundations, and through online campaigns (e.g. The Big Give). The Director works together with The Library's Development Coordinator, to bring together senior management and individual staff to meet fundraising goals for restricted and unrestricted income according to an annual budget. This work is overseen and supported by a Fundraising Committee, which meets on a quarterly basis. The Committee consists of the Director, Development Coordinator, and a group of Trustees and advisors led by the Chair.

Our fundraising work includes a plan to boost unrestricted income and to raise additional restricted income for key projects. The focus for restricted funding is currently directed at achieving donations for years 3-5 of our Digital Transformation Project, for the expansion of family research provision (linked to our work with the International Tracing Service Archive) and for the expansion of our Education Programme (linked to our work with *The Holocaust Explained*).

We use mail, email, social media, and telephone communications, and run a Wiener Holocaust Library Membership and a Wall of Honour plaque scheme. These activities are developed in line with the Fundraising Code of Practice set by the Regulator. Our fundraising promise, cited below, is available on our website.

'When you support The Wiener Holocaust Library, you can be sure of the following:

- We will never pass your contact details to anyone without your permission;
- We will only contact you if you have expressed an interest in our work;
- If we phone you, we will always check you are happy to take the call;
- If you ask us to change how we communicate with you, or stop, we will respect that;
- We do not engage in cold-calling, door to door or street fundraising;
- We endeavour to ensure no one ever feels pressurised to support our work;
- We adhere to the Fundraising Code of Practice;
- All our activities are open, fair, honest and legal.'

The Library has robust policies in place regarding vulnerable people and treating donors fairly. We are committed to providing training for all our fundraising staff to reinforce our ethics on a regular basis. No complaints regarding fundraising activities were received during the year.

## FUTURE PLANS

We are at a unique moment in the history of The Wiener Holocaust Library, facing great challenges and exciting opportunities at the same time. The Library remains a vital resource for fighting antisemitism, racism, and prejudice, and in the context of a global pandemic its mission has become urgent in new ways.

This September, we are embarking on a five-year digital transformation project that has set the ambitious goal of digitising one third of The Library's entire holdings. We see this project as crucial to our overall aim to grow our impact and increase our reach across the United Kingdom and internationally. Working in partnership will continue to be an important means of achieving our potential.

We have embedded our refreshed identity and branding in our online presence, both on social media platforms and on our websites. Our main website has been overhauled to make it much more accessible, dynamic and easy to navigate. From a user perspective, the new website displays much better on mobile phones than was formerly the case. This new site provides a much-improved foundation for future digital work. For example, its Wordpress platform is compatible with a huge range of other components of the wider digital ecosystem.

Our plans continue to be informed by the same values set in 2019:

- We are *scholarly*: Our work is evidence-based, contextualised and intellectually robust.
- We are *approachable*: We are here to serve and help everyone, regardless of their background or academic achievements.
- We are *respectful*: We value everyone's uniqueness, worth and dignity, regardless of background, abilities, or religious beliefs.
- We are *authentic*: We stand up for historical truth and its complexities and believe in the integrity of historical evidence.

This year, as we approach the halfway point of our 2019-23 Strategic Plan, we are pleased to note the fulfilment of many milestones, including the delivery of a new website cited above. As part of a refreshed version of the plan to take place in Summer 2021, we are adapting our strategic priorities to enhance our focus on what we would like to achieve in the next five years (2021-2025). We plan to focus on the following priority areas:

*Expand our education and outreach:* We are launching our plan to expand The Library's education programme, developing a targeted education offer across the whole UK, not just in London. This centres on our flagship resource *The Holocaust Explained* and the unparalleled experience of workshops based on our unique collections. Following the launch of our Refugee Map online resource this autumn, we will be developing an outreach programme, focused on synagogue communities in the first instance, with a view to promoting the International Tracing Resource Digital Archive as a vital tool for family research in the UK.

*Grow our resources:* For our resources to match our ambitions, we intend to grow our donation income through expanding our supporter base through innovative schemes, such as building our membership programme and our US Friends arm. We will also seek to diversify revenue sources and focus on areas where heritage organisations can offer unique benefits to donors, such as through legacy giving.

*Increase our research impact:* We will seek to transform the impact of The Library as an engine of Holocaust research worldwide. With the support of a legacy from the Ernest Hecht Charitable Foundation, we will initiate a fellowship programme. We will build staff expertise and develop programmes in partnership through the Holocaust and Genocide Research Partnership, also supported by EHCF. We will launch a UK-wide activity programme to raise awareness of the International Tracing Service Archive as a resource of unique importance for academic and family researchers. Following the success of *'The Fatherland and the Jews'* (2021) as our first joint publication, we look forward to deepening our partnership with Granta Books.

*Enhance access to our collections:* The central pillar of a detailed plan to revolutionise access to The Library's collections is our Digital Transformation Project. This project plan includes multiple elements ranging from cataloguing our diverse and precious collections to integrating acquisition and cataloguing workflows to make the most of increased outreach. We will work hard to reduce, or where possible eliminate, cataloguing backlogs and work towards the implementation of a Discovery System. This will allow us to harness, and enhance, our extensive records, finding aids and metadata, bringing them together into a single integrated, intelligent search portal. We will also strive towards achieving archive accreditation and improve our integration with other library catalogues. This will not only help us raise our profile, but also help us maximise the number of external providers driving interest in our collections.

*Nurture engagement of diverse audiences:* Exhibitions will continue to be a key tool for driving engagement with our collections, but we also aim to increase our use of a wide range of new media (e.g. podcasts, video content, animations) to drive engagement with diverse audiences. We have written a communication strategy which includes an annual activity plan tailored towards specific target audiences. In the post pandemic environment, we are more aware than ever that developing audiences through digital platforms will be as crucial as engaging with people face-to-face.

We are confident that we are fulfilling our role as Britain's Holocaust Archive, but we know we can do still more to bring our collections to life and ensure that we make the most of the vitally important heritage and history that we collect, preserve, and share at The Wiener Holocaust Library.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees, who are also directors of The Wiener Holocaust Library for the purposes of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees 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 the incoming resources and application of resources, including the income and expenditure, of the charity for that year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed 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 business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

So far as each of the Trustees is aware at the time the report is approved:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The Trustees have taken all steps that 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.

In preparing this report the directors have taken advantage of small company exemptions.

Received and approved by the Board on \_\_\_\_\_ 2021 and signed as authorised on their behalf by:

**Anthony Landes**  
Chair

**THE WIENER HOLOCAUST LIBRARY**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

---

<b>Director</b>	Dr Toby Simpson
<b>Company Secretary</b>	Sigrid Klinge (to 30 September 2020) Jenny Rofe-Radcliffe (from 1 October 2020)
<b>Charity Registration Number</b>	313015
<b>Company Registration Number</b>	00596820
<b>Principal Address and Registered Office</b>	29 Russell Square Bloomsbury London WC1B 5DP
<b>Independent Auditor</b>	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
<b>Bankers</b>	Lloyds Bank Langham Place branch P O Box 1000 London BX1 1LT  Deutsche Bank AG Königsallee 45/47 40189 Dusseldorf, Germany
<b>Investment Advisors</b>	Rathbone Investment Management 8 Finsbury Circus London, EC2M 7AZ
<b>Website</b>	<a href="http://www.WienerHolocaustLibrary.org">www.WienerHolocaustLibrary.org</a>

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE WIENER HOLOCAUST LIBRARY

---

### Opinion

We have audited the financial statements of The Wiener Holocaust Library for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE WIENER HOLOCAUST LIBRARY

---

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report, which incorporates the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees for the financial statements**

As explained more fully in the trustees' responsibilities statement set out on page 9, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

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

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

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the use of restricted funds and compliance with employment law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to depreciation charges. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
- Reviewing calculations for depreciation including reviewing estimated useful economic lives;
- Reviewing allocations and disclosures relating to restricted funds;
- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and

**INDEPENDENT AUDITOR'S REPORT TO  
THE TRUSTEES OF THE WIENER HOLOCAUST LIBRARY**

---

- Challenging assumptions and judgements made by management in their critical accounting estimates. These related to depreciation.

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

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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 Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Adam Halsey (Senior Statutory Auditor)  
For and on behalf of Haysmacintyre LLP, Statutory Auditors  
\_\_\_\_\_2021

10 Queen Street Place  
London  
EC4R 1AG

THE WIENER HOLOCAUST LIBRARY  
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

INCOME AND EXPENDITURE	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Income and endowments from:</b>					
Donations and legacies	2	762,849	1,000,000	1,762,849	769,914
Charitable activities:	3				
Education and outreach programmes		-	145,620	145,620	76,783
Library operations		16,889	33,500	50,389	36,022
International Tracing Service		-	34,700	34,700	76,033
Investments	4	684	10,359	11,043	38,704
Other trading activities		2,737	-	2,737	10,031
Other Income – Insurance claim		-	-	-	1,548
<b>Total income and endowments</b>		<u>783,159</u>	<u>1,224,179</u>	<u>2,007,338</u>	<u>1,009,035</u>
<b>Expenditure on:</b>	5				
Raising funds		66,547	-	66,547	77,694
Charitable activities:					
Education and outreach programmes		46,841	140,767	187,608	187,501
Library operations		529,065	48,775	577,840	629,581
Digitisation		20,882	38,724	59,606	96,640
International Tracing Service		-	104,253	104,253	118,255
<b>Total expenditure</b>		<u>663,335</u>	<u>332,519</u>	<u>995,854</u>	<u>1,109,671</u>
Net gains/(losses) on investments	11	-	52,449	52,449	190,555
<b>Net income/(expenditure)</b>		<u>119,824</u>	<u>944,109</u>	<u>1,063,933</u>	<u>89,919</u>
Transfers between funds	14	-	-	-	-
<b>Net movement in funds</b>		<u>119,824</u>	<u>944,109</u>	<u>1,063,933</u>	<u>89,919</u>
Total funds brought forward		<u>3,744,369</u>	<u>2,586,510</u>	<u>6,330,879</u>	<u>6,240,960</u>
<b>Total funds carried forward</b>		<u><u>3,864,193</u></u>	<u><u>3,530,619</u></u>	<u><u>7,394,812</u></u>	<u><u>6,330,879</u></u>

All recognised gains and losses are included in the Statement of Financial Activities.

All the charity's activities are classified as continuing.

The accompanying notes form an integral part of these financial statements.

Comparative Statement of Financial Activities: Note 20.

**THE WIENER HOLOCAUST LIBRARY**  
(A company limited by guarantee)

**BALANCE SHEET**

**AS AT 31 DECEMBER 2020**

	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Heritage assets	14		-		2
Tangible fixed assets	10		3,047,487		3,097,373
Listed investments	11		1,969,540		1,917,091
			<u>5,017,027</u>		<u>5,014,466</u>
<b>Current assets</b>					
Debtors	12	114,405		55,327	
Investments		340,571		90,571	
Cash at bank and in hand		1,998,221		1,255,752	
		<u>2,453,197</u>		<u>1,401,650</u>	
<b>Creditors: amounts falling due within one year</b>	13	(75,412)		(85,237)	
<b>Net current assets</b>			<u>2,377,785</u>		<u>1,316,413</u>
<b>Net assets</b>	15		<u>7,394,812</u>		<u>6,330,879</u>
<b>Unrestricted funds</b>	14				
Designated funds			3,212,487		3,117,375
General funds			651,706		626,994
<b>Restricted funds</b>	14		<u>3,530,619</u>		<u>2,586,510</u>
<b>TOTAL FUNDS</b>			<u>7,394,812</u>		<u>6,330,879</u>

The financial statements were approved by the Board and authorised for issue on \_\_\_\_\_ 2021 and signed on its behalf by:

**Anthony Landes**  
Chair

The accompanying notes form an integral part of these financial statements.

**THE WIENER HOLOCAUST LIBRARY**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**

**AS AT 31 DECEMBER 2020**

	<b>2020</b>	<b>2019</b>		
	<b>£</b>	<b>£</b>		
<b>Reconciliation of net income from operating activities</b>				
Net income/(expenditure)	1,063,933	89,919		
(Gains)/losses on investments	(52,449)	(190,555)		
Depreciation and amortisation	51,256	72,469		
Dividends and interest income	(11,043)	(38,704)		
(Increase)/decrease in debtors	(59,078)	8,501		
(Decrease)/increase in creditors	(9,825)	10,183		
<b>Net cash provided by/ (used in) operating activities</b>	<u>982,794</u>	<u>(48,187)</u>		
<b>Cash flows from investing activities</b>				
Dividend and interest income	11,043	38,704		
Purchase of tangible fixed assets	(1,368)	(4,141)		
<b>Net cash provided by/ (used in) investing activities</b>	<u>9,675</u>	<u>34,563</u>		
<b>Increase/(decrease) in cash and cash equivalents</b>	<u>992,469</u>	<u>(13,624)</u>		
Cash and cash equivalents at the beginning of the year	1,346,323	1,359,947		
<b>Total cash and cash equivalents at year end</b>	<u>2,338,792</u>	<u>1,346,323</u>		
<b>Analysis of cash and cash equivalents</b>				
Cash at bank and in hand	1,998,221	1,255,752		
Short term investments	340,571	90,571		
	<u>2,338,792</u>	<u>1,346,323</u>		
<b>Analysis of changes in net cash</b>	<b>At start of the year</b>	<b>Cash flows</b>	<b>Foreign exchange movements</b>	<b>At end of the year</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	1,255,752	742,469	-	1,998,221
Short term investments	90,571	250,000	-	340,571
<b>Total</b>	<u>1,346,323</u>	<u>992,469</u>	<u>-</u>	<u>2,338,792</u>

**1. ACCOUNTING POLICIES**

The Wiener Holocaust Library is a public benefit entity registered as a charity in England and Wales and a company limited by guarantee and does not have any share capital. It was incorporated on 9 January 1958 (company number: 00596820) and registered as a charity on 20 September 1967 (charity number: 313015).

The principal accounting policies adopted, judgements and sources of estimation and uncertainty in the preparation of the financial statements are as follows:

**1.1. Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public benefit entity as defined by FRS 102.

**1.2. Preparation of the accounts on a going concern basis**

The charity's ability to meet its day-to-day financial liabilities is dependent on the continuing contributions from its donors. Trustees have given due consideration to the experience in 2020 under the Covid-19 pandemic, the financials available to-date of this report, the relevant information on donors and activities for the foreseeable future and do not see material uncertainties. On the assumption that contributions will continue and given that planned activities and the charity's reserves are reviewed regularly, the Board considers it appropriate to prepare the financial statements on a going concern basis.

**1.3. Critical accounting judgements and key sources of estimation uncertainty**

In the application of the accounting policies, trustees are required to make judgements, estimates, and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are relevant and are reviewed on an ongoing basis. Actual results may differ from these estimates. In the view of the trustees, no significant areas are subject to judgement or estimation and no assumptions concerning the future or estimation affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

**1.4. Income recognition**

All income, including legacies, is recognised once the charity has entitlement to income, it is probable that the income will be received, and the amount of the income receivable can be measured reliably, and, if applicable, any performance conditions are met. All donations and legacies are allocated between unrestricted and restricted funds depending on conditions imposed by the donors. Ancillary income is recognised as earned as the related services or goods are provided. Investment income is recognised when receivable based on notification by the investment managers.

**1.5. Unrestricted funds**

Unrestricted funds generated without further specified purpose are available for the general purposes of the charity. Unrestricted funds include designated funds which the trustees have, at their discretion, set aside for specific purposes.

**1.6. Restricted funds**

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

**1.7. Expenditure**

All expenditure is accounted for on an accruals basis as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure has been included under categories that aggregate all costs relating to that category. Where costs cannot be directly attributed to headings, they have been allocated to activities on a basis consistent with the use of resources. Support costs have been allocated between governance costs and other support costs and are apportioned on employee numbers across the different functions of the charity's activities. All expenses incurred are inclusive of irrecoverable VAT.

**1.8. Tangible fixed assets and depreciation**

Tangible fixed assets individually costing over £1,000 plus VAT are capitalised. 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 on a straight-line basis, as follows:

Office equipment	3 years
Microfilming equipment	3 years
Fixtures and fittings	10 years
Leasehold improvements	20 years

Long leasehold property costs are not depreciated until the lease has less than 50 years to run. Property improvements are not capitalised and are written off in the year that the costs are incurred. All assets are subject to an annual impairment review.

Heritage assets. The library is considered to possess heritage assets. Their total cost is not valued in the balance sheet as there is no reliable historical information and a conventional valuation would be overly onerous given the nature and uniqueness of some of the items held and might well prove to be arbitrary. No assets purchased by the charity are considered to be heritage assets.

#### 1.9. Employee benefits

Short-term benefits including holiday pay are recognised as an expense in the period in which the service is received. Termination benefits are accounted for on an accrual basis and in line with FRS 102. The Library contributes to a personal, defined contribution, pension scheme, the assets of which are administered by Scottish Widows and Old Mutual Life. All contributed costs are accounted for based on the duration that the charity benefits from the employees' services. The charity has no further liability under the scheme.

#### 1.10. Current asset investments

Current asset investments represent short-term deposits.

#### 1.11. Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the Statement of Financial Activities.

#### 1.12. Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at the settlement value.

#### 1.13. Fixed asset investments

Investments are initially recognised at their transaction value and subsequently measured at their fair value at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year, based on the notification by the investment managers. The Library does not acquire put options, derivatives, or other complex financial instruments. The main form of financial risk faced by The Library is that of volatility in equity markets and investment markets due to wider economic conditions.

#### 1.14. Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 1.15. Cash at bank and in hand

Cash at bank and cash in hand includes cash and short-term highly liquid investments with a maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 1.16. Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## 2. DONATIONS AND LEGACIES

Unrestricted Funds	2020	2019
	£	£
The Wiener Library Endowment Trust	200,030	200,000
Auswärtiges Amt (German Foreign Office)	90,709	89,904
Association of Jewish Refugees	100,000	100,000
Sigrid Rausing Trust	100,000	100,000
Legacies	250	51,667
Government grants	32,563	-
Grants and donations	239,297	228,343
	<u>762,849</u>	<u>769,914</u>

Government grants represent amounts received under the government furlough scheme for some staff on the advent of Covid-19. No other form of government assistance was received in the year.

THE WIENER HOLOCAUST LIBRARY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

3. CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2020 £	2019 £
<b>Education and outreach programmes</b>				
Education & Outreach Fund	-	19,694	19,694	75
Special Education Projects Fund	-	3,000	3,000	3,000
Holocaust Education & Holocaust Explained	-	15,000	15,000	-
European Holocaust Research Infrastructure	-	-	-	(9,347)
EHRI-PP Fund	-	-	-	65,716
EHRI III Income	-	33,382	33,382	-
Arts Council Designation Development Fund	-	44,972	44,972	-
Wolverhampton Toni Schiff Beyond Camps	-	29,572	29,572	-
Beyond Camps Fund	-	-	-	12,835
Gerty Simon Berlin London Fund	-	-	-	3,657
Wannsee Touro Crimes Uncovered Fund	-	-	-	235
Events	-	-	-	612
	-	145,620	145,620	76,783
Ernest Hecht Legacy Funds	-	1,000,000	1,000,000	-
<b>Library operations</b>				
Foyles Website Redesign & Digital Library Fund	-	20,000	20,000	-
Ostrich CT Website Fund	-	10,000	10,000	-
B'nai B'rith Leo Baeck Lodge Fund	-	-	-	7,500
National Archives Grant Fund	-	3,500	3,500	-
Munkaszolgalat – Military Forced Labour Fund	-	-	-	7,329
Friends of the National Libraries Fund	-	-	-	1,000
Sales and royalties	8,439	-	8,439	8,728
Membership fees	8,450	-	8,450	11,465
	16,889	33,500	50,389	36,022
<b>International Tracing Service (ITS)</b>				
ITS Claims and Conference Fund	-	34,700	34,700	75,000
ITS Research	-	-	-	1,033
	-	34,700	34,700	76,033

Comparative analysis of Charitable Activities: Note 21.

4. INCOME FROM INVESTMENTS

	Unrestricted £	Restricted £	2020 £	2019 £
Bank interest	684	-	684	5,121
Dividends (Catalyst Fund)	-	10,359	10,359	33,583
	684	10,359	11,043	38,704

During 2019, unrestricted bank interest amounted to £5,121. Dividends to Restricted funds were £33,583.

5.	EXPENDITURES – DIRECT AND SUPPORT COSTS							
	Fund-raising	Education outreach	Library operations	Digitisation	Int'l Tracing	2020	2019	
<b>Direct costs</b>								
Staff	21,255	107,555	391,121	36,301	63,129	619,361	638,731	
Books	4,838	-	27,592	-	-	32,430	46,365	
Other	19,572	38,288	33,832	2,423	41,124	135,239	193,484	
Total	<u>45,665</u>	<u>145,843</u>	<u>452,545</u>	<u>38,724</u>	<u>104,253</u>	<u>787,030</u>	<u>878,580</u>	
<b>Support costs</b>								
Staff	1,594	3,188	9,565	1,594	-	15,941	18,196	
Premises	11,034	22,068	66,202	11,034	-	110,338	143,403	
Other	8,254	16,509	49,528	8,254	-	82,545	69,492	
Total	<u>20,882</u>	<u>41,765</u>	<u>125,295</u>	<u>20,882</u>	<u>-</u>	<u>208,824</u>	<u>231,091</u>	
<b>Total costs</b>	<u>66,547</u>	<u>187,608</u>	<u>577,840</u>	<u>59,606</u>	<u>104,253</u>	<u>995,854</u>	<u>1,109,671</u>	
Total - 2019	77,694	187,501	629,581	96,640	118,255	1,109,671		

Comparative analysis of Direct and Support Costs: Note 22

#### 6. GOVERNANCE COSTS

Included in Other Support costs are Governance expenditures as follows:

	2020	2019
	£	£
Staff	10,999	12,555
Premises	7,724	10,038
General office	4,916	4,073
Auditor's remuneration	9,655	9,308
Professional fees	2,666	1,995
<b>Total</b>	<u>35,960</u>	<u>37,969</u>

Staff, premises and general office costs are allocated on staff time. Auditors and professional fees are actual amounts.

#### 7. NET INCOME FOR THE YEAR

	2020	2019
	£	£
Net income/(expenditure) is stated after charging:		
Depreciation of tangible fixed assets	51,256	72,469
Auditor's remuneration (excluding VAT – audit fees)	8,000	7,500
Auditor's remuneration (excluding VAT – other)	-	-
	=====	=====

#### 8. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	541,676	565,571
Social security costs	47,526	46,080
Pension costs	46,100	45,276
	<u>635,302</u>	<u>656,927</u>

No member of the Board received any remuneration in 2020: (2019: nil). No member of the Board received reimbursement of travel or other expenses during the year (2019: One member of the Board received £135).

No employee received emoluments of more than £60,000 in the year (2019: nil).

The average monthly employee headcount during the year was as follows:

Average Monthly Headcount	2020 Number	2019 Number
Raising funds	1.0	1.0
Charitable activities	16.0	17.5
Support and governance	0.5	0.5
	<u>17.5</u>	<u>19.0</u>

The senior management team comprises: Director, Head of Research and Deputy Director, Head of Collections, Senior Curator and Head of Education. Their remuneration over the year was £207,910. The total in 2019 was £247,772, which included one more senior manager, Head of Development, and an ex-gratia payment to the former director. On a comparable basis for the same roles and composition of the 2020 senior management team, compensation in 2019 amounted to £203,218.

#### 9. PENSION SCHEME

The total cost of pensions incurred during the year was £46,100 (2019: 45,276). Included in other creditors is £nil (2019: £nil) in respect of the pension scheme.

#### 10. TANGIBLE FIXED ASSETS

	Library & archives	Leasehold Property				Total
		Building	Mech. & Electrical equipment	Computer equipment	Fixtures & fittings	
	£	£	£	£	£	£
<b>Cost</b>						
Balance as at 1 January	2	2,659,583	752,366	91,478	94,918	3,598,347
Additions	-	-	-	-	1,368	1,368
	<u>2</u>	<u>2,659,583</u>	<u>752,366</u>	<u>91,478</u>	<u>96,286</u>	<u>3,599,715</u>
<b>Depreciation</b>						
Balance as at 1 January	-	-	338,283	85,840	76,849	500,972
Charge for the year	2	-	37,620	4,062	9,572	51,256
	<u>2</u>	<u>-</u>	<u>375,903</u>	<u>89,902</u>	<u>86,421</u>	<u>552,228</u>
<b>Net book value</b>						
As at 31 December 2020	-	2,659,583	376,463	1,576	9,865	3,047,487
As at 31 December 2019	2	2,659,583	414,083	5,638	18,069	3,097,375

#### 11. FIXED ASSET INVESTMENTS

	2020 £	2019 £
Listed investments		
Market value as at 1 January	1,917,091	1,726,536
Additions at cost	-	-
Unrealised (losses)/gains	52,449	190,555
	<u>1,969,540</u>	<u>1,917,091</u>
Market value as at 31 December	1,969,540	1,917,091
	<u>1,575,000</u>	<u>1,575,000</u>
Historical cost of investments as at 31 December	1,575,000	1,575,000

The above investments are held in open-ended investment companies managed by Troy Asset Management Limited.

THE WIENER HOLOCAUST LIBRARY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

12. DEBTORS

	2020	2019
	£	£
Trade debtors	2,211	6,843
Other debtors	67,906	19,343
Prepayments and accrued income	44,288	29,141
	<u>114,405</u>	<u>55,327</u>

13. CREDITORS: amounts falling due within one year

	2020	2019
	£	£
Taxes and social security costs	-	23,760
Other creditors	51,702	27,167
Accruals and deferred income	23,710	34,310
	<u>75,412</u>	<u>85,237</u>

There was no deferred income for 2020. Deferred income in 2019 comprised of a grant £16,042.

14. STATEMENT OF FUNDS

	At 1 January	Income	Expense	Transfers/ Gains/(Loss)	At 31 December
	£	£	£	£	£
<b>RESTRICTED FUNDS</b>					
<b>Education and outreach</b>					
Catalyst: Endowment/Toni Schiff MF	2,235,013	22,540	-	(7,532)	2,250,021
Education & Outreach Fund	5,958	7,513	(73,452)	59,981	-
Special Education Projects Fund	6,696	3,000	-	(6,791)	2,905
Holocaust Education & Explained Fund	45,455	15,000	(20,669)	-	39,786
EHRI-PP Fund	65,716	-	(5,978)	-	59,738
EHRI III Fund	-	33,382	(121)	-	33,261
Arts Council Designation Development	-	44,972	(15,611)	-	29,361
Beyond Camps Fund	12,799	-	-	-	12,799
Wolverhampton T Schiff Beyond Camps	-	29,572	-	-	29,572
Fraenkel Prize Fund	39,771	-	(5,000)	-	34,771
Other Education and Outreach Funds	6,906	-	(6,791)	6,791	6,906
Ernest Hecht Legacy Funds	-	1,000,000	(12,939)	(15,818)	971,243
HRGP Joint Venture Fund	-	-	(15,818)	15,818	-
<b>Digitisation and Library</b>					
Toni Schiff Digitisation Fund	76,828	-	(38,724)	-	38,104
B'nai B'rith Leo Baeck Lodge Fund	39,485	-	-	-	39,485
Other Library Funds	7,767	33,500	(33,164)	-	8,103
<b>International Tracing Service (ITS)</b>					
ITS Fund	38,554	34,700	(98,865)	-	(25,611)
ITS Rothschild Fund	5,562	-	(5,387)	-	175
<b>Total restricted funds</b>	<u>2,586,510</u>	<u>1,224,179</u>	<u>(332,519)</u>	<u>52,449</u>	<u>3,530,619</u>

## STATEMENT OF FUNDS Continued

## UNRESTRICTED FUNDS:

## Designated funds

Leasehold property	3,073,666	-	(37,620)	-	3,036,046
Other fixed assets	23,707	-	(13,634)	1,368	11,441
Property maintenance fund	20,000	-	-	45,000	65,000
Heritage asset fund	2	-	(2)	-	-
Digitalisation fund	-	-	-	100,000	100,000
<b>Total designated funds</b>	<b>3,117,375</b>	<b>-</b>	<b>(51,256)</b>	<b>146,368</b>	<b>3,212,487</b>
<b>General funds</b>	<b>626,994</b>	<b>783,159</b>	<b>(612,079)</b>	<b>(146,368)</b>	<b>651,706</b>
<b>Total unrestricted funds</b>	<b>3,744,369</b>	<b>783,159</b>	<b>(663,335)</b>	<b>-</b>	<b>3,864,193</b>
<b>TOTAL FUNDS</b>	<b>6,330,879</b>	<b>2,007,338</b>	<b>(995,854)</b>	<b>52,449</b>	<b>7,394,812</b>

Comparative Statement of Funds: Note 23.

## 14.1. Restricted Funds

## Education and outreach funds

'Catalyst: Endowment / Toni Schiff Memorial Fund (TSMF)' was created by donations from the Toni Schiff Memorial Fund and others, matched by the Heritage Lottery Fund. Catalyst perpetuates The Library's learning, engagement, and community programmes. The fund is "expendable" in that income and capital are applied for these purposes, subject to Trustee approval and to a fund life extending to 2037. Capital gains on investments in 2020 were £52,449. Capital transfers to the Education and Outreach Fund were £59,981.

'Education & Outreach Fund' is the cost centre for many of the Catalyst defined purposes, including associated salaries and exhibitions. It is funded by the Income of Catalyst, by capital transfers authorised by the trustees, and by other small, specified grants. 'Special Education Projects Fund,' from anonymous donors, supports special events and exhibitions.

'Holocaust Education & Holocaust Explained Fund' provided by the Tolkien Trust, the Pauline and Harold Berman Charitable Trust, the Pears Foundation, and other donors supports Holocaust education and the Holocaust Explained website.

'European Holocaust Research Infrastructure (EHRI) Fund' receives funding from the European Union for a Pan-European research approach to Holocaust archives. The phase, EHRI II, ended in October 2019. EHRI-III Fund deepens integration of the archives and research involved in the overall EHRI project. The EHRI-PP Fund, received from the European Union, finances a preparatory phase aimed at bringing EHRI to the level of financial, legal, and technical maturity required for implementation as a permanent European research infrastructure. The project length of 3 years started in December 2019.

'Arts Council Designation Development Fund' enhances access to the Jewish refugee family papers, including redevelopment of the online resource 'Refugee Family Papers: An Interactive Map.'

'Beyond Camps Fund' received from Birkbeck, University of London, runs the Beyond Camps conference and website until 2021. 'Wolverhampton (University) Toni Schiff Beyond Camps Fund' contributes to the Beyond Camps conference and website. 'Fraenkel Prize Fund' is a legacy from the Estate of Ernst Fraenkel.

Other Education & Outreach funds include the Ann Hirshfield Australian Jewish History Fund' and the 'Wellcome Science & Suffering Fund', which did not have activity during the year.

## 'Hecht Funds':

The Ernest Hecht Charitable Foundation gave a grant of £1,000,000, to be spent over ten years, to bring about a transformation of the Library's ability to reach large audiences. Activities broadly divide into seven categories. Primary is the Holocaust and Genocide Research Partnership (HRGP) which aims to be the UK's foremost research body into the history of the Holocaust and Genocide. Research activities include Senior Fellowships. Exhibitions connect to the Wiener Holocaust Library North and increase impact across the country. Events, workshops, seminars, and conferences foster academic and non-academic audiences. Publications and Digital Resources drive growth in usage of the library and enhance the integrity of the written record. Collection Development is for acquisitions, initially focusing on photos. Network Building goes towards a sustainable international network of specialists.

**Digitisation and the Library**

'Toni Schiff Digitisation Fund' contributes to digitising the collection. Donors were the Toni Schiff Memorial Fund and the now Ministry of Housing, Communities and Local Government.

'B'nai B'rith Leo Baeck Lodge Fund (London)' is to assist with the preservation, cataloguing, and digitisation of the archive of the Lodge, for educational and commemorative use.

Other Library funds include the 'Foyles Website Redesign & Digital Library Fund', the 'Ostrich CT Website Fund' as well as the 'Archives Testbed Fund,' received from The National Archives, and the 'Book Appeal Fund.'

**International Tracing Service (ITS)**

'ITS Fund' maintains and operates the ITS (now Bad Arolson) hardware and software and employs at least one full-time researcher. The Foreign & Commonwealth Office and the Department for Communities and Local Government (DCLG) committed at the outset to provide funding. The Library received short-term funding of circa one year of running costs in 2019. The 2020 deficit of £25,611 is substantially covered by a receivable of £25,000. The respective Government departments have committed additional funding in the 2021/2022 Spending Rounds.

**14.2. Designated Funds**

The designated Leasehold Property Fund and Other Fixed Assets Fund represent the net book value of tangible fixed assets held. More details are provided in the tangible fixed assets schedule, note 10 of the accounts.

The Property Maintenance Fund will be used to pay for the periodic maintenance of the building, which is required under the lease. Trustees designated £20,000 towards the next renovation expected in 2023. £25,000 was designated in 2020 for urgent repairs to the lift.

The Digitalisation Fund is designated for digitalisation – scanning of papers, photographs, etc.- of the Library's collections to make them widely accessible.

**14.3. Transfers between Funds**

Transfers between Unrestricted funds are made to create and maintain designated funds at the discretion of Trustees. Transfers in Restricted funds, approved by Trustees are primarily to fund Education and Outreach activities and exhibitions.

**15. ANALYSIS OF NET ASSETS BY FUNDS**

	Designated funds	General funds	Restricted funds	2020 funds	2019 funds
	£	£	£	£	£
<b>Balances at 31 December</b>					
Fixed assets	3,047,487	-	1,969,540	5,017,027	5,014,466
Current assets	165,000	693,826	1,594,371	2,453,197	1,401,650
Current liabilities	-	(42,120)	(33,292)	(75,412)	(85,237)
	<u>3,212,487</u>	<u>651,706</u>	<u>3,530,619</u>	<u>7,394,812</u>	<u>6,330,879</u>

Comparative Analysis of Net Assets by Fund: Note 24.

**16. RELATED PARTY TRANSACTIONS AND CONNECTED CHARITIES**

During the year, donations of £3,050 (2019: £4,000) were received from six (2019: one) members of the Board. Frank Harding is a trustee of the Association of Jewish Refugees (AJR) which gave The Library a grant of £100,000 in the year (2019: £100,000).

**17. COMPANY LIMITED BY GUARANTEE**

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

**18. TAXATION**

The Wiener Holocaust Library is a registered charity and is not liable to direct taxation on its present activities.

19. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES 2019			
INCOME AND EXPENDITURE	Unrestricted	Restricted	2019
<b>Income and endowments from:</b>			
Donations and legacies	769,914	-	769,914
Charitable activities:			
Education and outreach programmes	612	76,171	76,783
Library operations	20,193	15,829	36,022
International Tracing Service	1,033	75,000	76,033
Investments	5,121	33,583	38,704
Other trading activities	10,031	-	10,031
Other Income – Insurance claim	1,548	-	1,548
<b>Total income and endowments</b>	<b>808,452</b>	<b>200,583</b>	<b>1,009,035</b>
<b>Expenditure on:</b>			
Raising funds	77,694	-	77,694
Charitable activities:			
Education and outreach programmes	50,092	137,409	187,501
Library operations	589,729	39,852	629,581
Digitisation	34,616	62,024	96,640
International Tracing Service	-	118,255	118,255
<b>Total expenditure</b>	<b>752,131</b>	<b>357,540</b>	<b>1,109,671</b>
Net gains/(losses) on investments	-	190,555	190,555
<b>Net income/(expenditure)</b>	<b>56,321</b>	<b>33,598</b>	<b>89,919</b>
Transfers between funds	4,271	(4,271)	-
<b>Net movement in funds</b>	<b>60,592</b>	<b>29,327</b>	<b>89,919</b>
Total funds brought forward	3,683,777	2,557,183	6,240,960
<b>Total funds carried forward</b>	<b>3,744,369</b>	<b>2,586,510</b>	<b>6,330,879</b>
<b>20. COMPARATIVE ANALYSIS OF CHARITABLE ACTIVITIES 2019</b>			
	Unrestricted	Restricted	2019
<b>Education and outreach programmes</b>			
European Holocaust Research Infrastructure	-	(9,347)	(9,347)
Special Education Projects Fund	-	3,000	3,000
EHRI-PP Fund	-	65,716	65,716
Education & Outreach Fund	-	75	75
Wannsee Touro Crimes Uncovered Fund	-	235	235
Gerty Simon Berlin London Fund	-	3,657	3,657
Beyond Camps Fund	-	12,835	12,835
Events	612	-	612
	612	76,171	76,783
<b>Library operations</b>			
B'nai B'rith Leo Baeck Lodge Fund	-	7,500	7,500
Sales and royalties	8,728	-	8,728
Membership fees	11,465	-	11,465
Munkaszolgalat - Military Forced Labour Fund	-	7,329	7,329
Friends of the National Libraries Fund	-	1,000	1,000
	20,193	15,829	36,022
<b>International Tracing Service (ITS)</b>			
ITS Claims and Conference Fund	-	75,000	75,000
ITS Research	1,033	-	1,033
	1,033	75,000	76,033

21. COMPARATIVE ANALYSIS OF DIRECT AND SUPPORT COSTS 2019	Fund-raising	Education / Outreach	Library Operations	Digitisation	Int'l Tracing	2019
<b>Direct Costs</b>						
Staff	24,262	98,807	434,516	30,302	50,844	638,731
Books	11,507	--	34,858	--	--	46,365
Other	30,323	42,476	21,552	31,722	67,411	193,484
<b>Total</b>	<b>66,092</b>	<b>141,283</b>	<b>490,926</b>	<b>62,024</b>	<b>118,255</b>	<b>878,580</b>
<b>Support Costs</b>						
Staff	1,820	3,639	10,917	1,820	--	18,196
Premises	14,340	28,681	86,042	14,340	--	143,403
Other	6,949	13,898	41,696	6,949	--	69,492
<b>Total</b>	<b>23,109</b>	<b>46,218</b>	<b>138,655</b>	<b>23,109</b>	<b>--</b>	<b>231,091</b>
<b>Total Costs</b>	<b>89,201</b>	<b>187,501</b>	<b>629,581</b>	<b>85,133</b>	<b>118,255</b>	<b>1,109,671</b>

22. COMPARATIVE STATEMENT OF FUNDS 2019	At 1 January £	Income £	Expenditure £	Transfers / Gains/(Loss) £	At 31 December £
<b>RESTRICTED FUNDS</b>					
<b>Education and Outreach programmes</b>					
Catalyst: Endowment/Toni Schiff MF	2,064,458	-	-	170,555	2,235,013
Education & Outreach Fund	21,281	33,657	(62,866)	13,886	5,958
Special Education Projects Fund	16,908	3,000	-	(13,212)	6,696
Holocaust Education & Explained Fund	76,963	-	(31,508)	-	45,455
EHRI Fund	25,579	(9,347)	(16,232)	-	-
EHRI-PP Fund	-	65,716	-	-	65,716
Beyond Camps Fund	-	12,835	(36)	-	12,799
Fraenkel Prize Fund	44,771	-	(5,000)	-	39,771
Other Education and Outreach Funds	4,454	3,892	(21,767)	20,327	6,906
<b>Digitisation and Library</b>					
Toni Schiff Digitisation Fund	139,552	-	(62,024)	(700)	76,828
B'nai B'rith Leo Baeck Lodge Fund	55,484	7,500	(23,499)	-	39,485
Other Library Funds	19,152	8,330	(16,353)	(3,362)	7,767
<b>International Tracing Service (ITS)</b>					
ITS Fund	50,466	75,000	(85,702)	(1,210)	38,554
ITS Rothschild Fund	38,115	-	(32,553)	-	5,562
<b>Total restricted funds</b>	<b>2,557,183</b>	<b>200,583</b>	<b>(357,540)</b>	<b>186,284</b>	<b>2,586,510</b>

## COMPARATIVE STATEMENT OF FUNDS Continued

## UNRESTRICTED FUNDS

## Designated funds

Leasehold Property	3,111,286	-	(37,620)	-	3,073,666
Other Fixed Assets	54,415	-	(34,849)	4,141	23,707
Property Maintenance Fund	-	-	-	20,000	20,000
Heritage Asset Fund	2	-	-	-	2
Friends of Wiener Library (USA) Fund	4,995	-	(4,995)	-	-
<b>Total designated funds</b>	<b>3,170,698</b>	<b>-</b>	<b>(77,464)</b>	<b>24,141</b>	<b>3,117,375</b>
<b>General funds</b>	<b>513,079</b>	<b>808,452</b>	<b>(674,667)</b>	<b>(19,870)</b>	<b>626,994</b>
<b>Total unrestricted funds</b>	<b>3,683,777</b>	<b>808,452</b>	<b>(752,131)</b>	<b>4,271</b>	<b>3,744,369</b>
<b>TOTAL FUNDS</b>	<b>6,240,960</b>	<b>1,009,035</b>	<b>(1,109,671)</b>	<b>190,555</b>	<b>6,330,879</b>

## 23. COMPARATIVE ANALYSIS OF NET ASSETS BY FUNDS 2019

	Designated	General	Restricted	2019
	£	£	£	£
Balances at 31 December:				
Fixed assets	3,097,375	-	1,917,091	5,014,466
Current assets	20,000	672,181	709,469	1,401,650
Current liabilities	-	(45,187)	(40,050)	(85,237)
	<u>3,117,375</u>	<u>626,994</u>	<u>2,586,510</u>	<u>6,330,879</u>