

**The Association for Science and Discovery Centres**

Report and Unaudited Financial Statements

Year Ended

31 March 2012



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## THE ASSOCIATION FOR SCIENCE AND DISCOVERY CENTRES

### Report of the Trustees for the year ended 31 March 2012

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The Trustees present their report and financial statements for the year ended 31 March 2012. These have been subject to independent examination.

**Charity name:** The Association for Science and Discovery Centres

**Charity registration number:** 1129312

**Company registration number:** 6798106

**Registered Office and operational address:**

UWE Offices  
The Watershed  
1 Canons Road  
Harbourside  
Bristol BS1 5TX

**Trustees and Directors**

Ian Griffin (Chair):	Science Oxford
Dr Nick Winterbotham (Former Chair)	Thinktank (resigned 15 September 2011)
Peter Trevitt (Treasurer)	Techniquest
Teresa Anderson	Jodrell Bank Visitor Centre
Vicky Brightman	The Horniman Museum
Dr Goery Delacote	At-Bristol
Dr John Ellison	Eden Project (appointed 15 September 2011)
Judith Harvey	W5 (resigned 15 September 2011)
Dr Robin Hoyle	Glasgow Science Centre
Dr Robin Holgate	MOSI
Dr Anne Hunt	Independent Consultant
Heather Mayfield	Science Museum
Ian Simmons	Centre for Life
Louise Smith	Dundee Science Centre
Leigh-Anne Stradeski	Eureka! The National Children's Museum
Dr Kenny Webster	Thinktank Birmingham Science Museum (appointed 15 September 2011)
Phil Winfield	Intech

**Secretary**

Dr Penny Fidler

**Executive Team**

Dr Penny Fidler, Chief Executive Officer  
Michaela Livingstone, Special Projects Manager  
Sam Yates, Administrative Officer (until October 2011)

**Structure, Governance and Management**

*Governing document*

The Association for Science and Discovery Centres (ASDC) is a charitable company limited by guarantee, incorporated and registered as a charity on 21 January 2009. It is governed by its Memorandum and Articles of Association.

**Report of the Trustees for the year ended 31 March 2012 (continued)**

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*Appointment of Trustees*

Under the requirements of ASDC's Memorandum and Articles of Association there shall be no fewer than eight and not more than sixteen Trustees in office.

*Induction of Trustees*

Trustees are invited to meet the executive team and familiarise themselves with the aims of the organisation. They are given an induction pack which includes the Memorandum & Articles of Association (which includes the objects of the Charity); Charities Commission guidelines on becoming a Trustee; and forms for signature.

*Risk management*

The major risks to which the organisation is exposed, as identified by the Trustees, have been reviewed and systems or procedures have been established to manage those risks. The Charity's risk register is reviewed at every meeting of the Board.

**Objectives and Activities**

*Objectives of the organisation*

To serve and support science and discovery centres and related organisations, in the UK and beyond, fostering learning and engagement in the field of science, technology, engineering and mathematics for the public benefit.

The trustees have had regard to Charity Commission guidance on public benefit and report on these activities below.

*Vision* - A society where people are intrigued, inspired and involved with the sciences.

*Mission* - To bring together the ASDC membership to play a strategic role in the nation's engagement with science.

*ASDC Website* - [www.sciencecentres.org.uk](http://www.sciencecentres.org.uk)

**Operational Report**

*Overview*

The Association for Science and Discovery Centres (ASDC) had a busy and effective third year in operation, achieving a UK-wide membership, delivering a host of national and strategic science projects and establishing its reputation with relevant national organisations and government departments.

The membership of ASDC is made up of fifty or so of the nation's leading science centres, discovery centres, science museums and other educational and science organisations who share the vision of a society where people are intrigued, inspired and involved with the sciences. Increasingly this is including university departments, university museums and UK research councils, all of whom ASDC counted as members in 2012.

Together, the ASDC membership engages over 20 million people each year with science, technology, engineering and maths both within their centres and through outreach programmes. Public visitors are given the opportunity to explore and discover science and nature in their leisure time with family and friends, whilst the many millions of participating school students are able to explore the sciences through hands-on curriculum-linked education programmes.

**Report of the Trustees for the year ended 31 March 2012 (continued)**

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Within the current year, ASDC provided a range of national programmes, staff training academies, a national conference and other activities to bring staff within the ASDC membership together to play a strategic role in the nation's engagement with science.

Science and discovery centres and museums within the ASDC membership often act as 'science hubs' for publically accessible science in their cities and regions. The ASDC activities over the past year have enabled geographically separated members to share best practice, ideas, resources and knowledge, so they in turn can enhance the quality, sustainability and value for money they offer to school students and members of the public in their region of the UK.

During the year ASDC ran a number of funded collaborative projects and programmes to further its objectives. For example, ASDC ran a fourteen-month national molecular biology programme called 'Hands-on DNA' where ASDC, in partnership with three member organisations, trained, equipped and supported fifteen ASDC member organisations to run high level molecular biology workshops to inspire school students in their regions.

ASDC became an independent registered charity in 2009 having grown out of an informal organisation known as Ecsite-UK which was supported by the British Science Association. ASDC has a central office in Bristol and currently has an executive team of 2 staff (the CEO and the special projects manager). ASDC made a number of cost-saving measures in 2011-12, including a temporary reduction in the staff team from 3 to 2.

Further information about ASDC and its activities and projects can be found on the charity's website at [www.sciencecentres.org.uk](http://www.sciencecentres.org.uk)

**Core Activities**

All Government core funding for ASDC was cut in March 2010 and despite strong fundraising efforts ASDC have not yet secured alternative core funding to replace this. The income for ASDC is now achieved through competitively bidding for projects that advance the ASDC vision and mission, combined with the £19,423 achieved in membership subscriptions.

ASDC core activities included the following:

***The 2011 ASDC National Conference***

In September 2011, ASDC held their first National Conference. This very successful one-day conference was hosted by the ASDC member Eureka! The National Children's Museum, in Halifax. The conference attracted nearly one hundred participants from UK science and discovery centres, science festivals, science museums, media partners, universities, research councils and others. The sessions included a variety of prominent speakers from outside and within the sector and members requested this become an annual event.

***Strengthening the sector by bringing staff together to share knowledge and best practice***

ASDC convened a variety of knowledge exchange events for members including:

- A national Marketing and PR Managers one-day conference in November 2011 hosted by the National Space Centre. Thirty five marketing professionals attended from the UK's science centres and science museums along with media partners.
- ASDC trustee meetings (held in Newcastle, Manchester and Oxford) bringing together Trustees who are CEOs and senior managers of 15 UK centres.
- A meeting in June 2011 in London following the event in the UK Parliament on informal science learning (at which the ASDC CEO was a speaker).
- A meeting in Warsaw as part of the European science centre meeting (Ecsite) bringing together 40 UK members.

Report of the Trustees for the year ended 31 March 2012 (continued)

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- Two separate two-day residential National Training Academies in molecular biology for staff in 15 UK centres. These were held in October 2011 in Bristol and November 2011 in Newcastle, attended by learning teams from fifteen UK centres.

***Acting as a single point of contact for the UK science and discovery centres***

ASDC is well established as the representative body for the UK science centre sector and is frequently approached by national organisations and government departments who wish to work with the sector. For example, in 2011-12 ASDC undertook the following:

- Advising the Parliamentary Office for Science and Technology in compiling their POSTnote on Informal STEM Education (published June 2011).
- Speaking in the Houses of Parliament at The Parliamentary Office for Science and Technology event on *Examining Science, Technology, Engineering and Maths Education for Ages 14-19*. This event was on June 14 2011 and the ASDC CEO had been invited to speak as an expert on Informal Science Education in the UK.
- Meeting with the Minister of State for Universities and Science, David Willetts, in June 2011 to discuss issues affecting the sector.
- Participating in The BIS 'Science for all' Expert Panel reporting to the Science Minister.
- Supplying advice and data to civil servants to brief MPs and ministers on UK science education and the value of informal science learning.
- Working with the BBC to facilitate partnerships with member centres for the 2012 BBC 'Bang goes the Theory' UK Road show and the 'Wallace and Grommit World of Invention' national tour. The BBC partnered with ASDC members in Belfast, Birmingham, Bristol, Cardiff, Glasgow, Halifax, Newcastle and Oxford.

***Acting as a central source of information for our members***

ASDC shared with its members the latest opportunities and sector developments via the news and events pages of the ASDC website and in the first part of the year, a newsletter. This was sent to approximately a thousand colleagues, sharing with them the latest funding and other opportunities, conferences, government initiatives and consultations, and international and national research and developments.

***Increasing the financial sustainability of our members by facilitating collaborations***

Activities included brokering meetings of consortia of science centres with funding bodies, encouraging centres to apply for collaborative grants, and bringing together professionals with a shared interest (e.g. small centres, marketing managers).

***Raising the profile of UK centres here and abroad.***

Over the year, ASDC aimed to raise the profile of the education and other work of the UK science and discovery centres and museums by promoting their strategic capabilities as a major infrastructure for science learning. This included submitting evidence to Select Committee inquiries, speaking at numerous national and international conferences and holding discussions with major national science organisations and research councils.

**Project Activities**

***A new Strategic Partnership with The Science and Technology Facilities Council (STFC)***

ASDC is delighted to report a new strategic partnership with STFC which brings together some of the most fascinating and diverse science in the country with the talents and infrastructure of the nation's largest network of science engagement organisations.

**Report of the Trustees for the year ended 31 March 2012 (continued)**

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The ASDC-STFC partnership will begin with a 2-year national programme 'Explore your Universe' which aims to inspire more young people across the UK with the wonders of the physical sciences by sharing the amazing stories and technologies of STFC.

Explore your Universe

Overall, the 'Explore your Universe' national programme will create a series of exceptional hands-on activities, experiments, schools workshops, public shows and meet-the-expert sessions. ASDC and partners will then select, train, equip and support ten UK science and discovery centres and museums to use all the high-tech equipment and to run a suite of programmes with school students and families. This two-year national strategic project is led by ASDC with expert assistance from The National Space Centre in Leicester and Jodrell Bank Discovery Centre in Cheshire.

This project launched in January 2012 and will complete in January 2014. In March 2012, ASDC held a 'charette' (an ideas day) which brought together over thirty experts and researchers in the physical sciences, aiming to find the nation's most successful physics-based activities. The generous contributions on the day by some of the UK's most engaging scientists have informed every part of the project development to date.

ASDC undertook a nationwide research project to explore hands-on activities used in the UK and further afield covering subjects from particle physics to astronomy and space science to material science to further inform the project.

ASDC also launched a 'Stargazing Grants Programme' supported by STFC and ran an application process to select ten centres to benefit. The grants were awarded to ASDC member centres in Northern Ireland, Bristol, Mid Wales, Dundee, Hampshire, Manchester, Liverpool, Oxford, Wrexham and Lincolnshire. The grants enabled these science and discovery centres to run public stargazing events between March 1 and June 10 2012 in partnership with local astronomy experts from the STFC-supported Dark Sky Discovery Project.

***Wellcome Trust-funded 'Hands-on DNA' National Project***

ASDC were delighted to secure funding from The Wellcome Trust in 2011 for the National 'Hands-on DNA' strategic project which aimed to make inspirational, practical molecular biology experiences accessible to students in all parts of the UK. The project was led by ASDC and was delivered in partnership with three ASDC members with expertise in this area, namely At-Bristol, Centre for Life and Nowgen. This 14-month project began in February 2011 and will complete in June 2012.

The project trained, equipped, embedded and supported high-quality molecular biology workshops in fifteen centres across the UK, giving school students aged 14-19 across the nation regional access to the latest techniques and equipment used in biomedical research laboratories.

To achieve this, ASDC purchased a bespoke set of equipment for each centre, delivering 1500 items in total to the fifteen centres with an overall value of £80,000. The project developed and ran two residential training academies, training staff from the fifteen centres on the molecular techniques, equipment, workshops, marketing and evaluation. The project also developed new workshop materials, marketing materials and training videos, and provided a highly successful 'buddy support system' to help each of the new centres.

Overall, the new centres delivered cutting-edge molecular biology workshops to 1,707 students and 176 accompanying teachers in 15 UK locations in the four months following training. All 15 centres have embedded these workshops into their on-going programmes to continue delivering to students in their region long after the project funding has ceased.

**Report of the Trustees for the year ended 31 March 2012 (continued)**

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The fifteen centres were located in Edinburgh, Glasgow, Dundee, Belfast, London (3 centres), Liverpool, Sheffield, Oxford, Sussex, Hampshire, Cornwall, Cardiff and North Wales.

***European Commission-funded Nanotechnology dialogue Project***

ASDC was one of 13 European partners awarded a collaborative EU grant to engage the public in dialogue around the latest discoveries in nanotechnology. This 30-month project began in February 2009 and completed in September 2011. For the first phase of the project, ASDC and European partners co-created 1000 boxed hands-on 'Nano-kits' in 8 languages with associated teacher training and student resources. ASDC then distributed 100 Nano-kits to five selected centres in Bolton, Bristol, Dundee, Oxford and Rotherham who each ran nano-activities and trained local teachers giving them a 'nanokit' to use back at school.

ASDC supported the five selected UK centres to deliver these nanoscience workshops, to run teacher training sessions on the subject and to help students make films about nanoscience to submit to the European nanoscience video competition. ASDC then ran a national judging panel to select the UK winner (a school team from Dundee) who was put forward for the European prize.

Overall, ASDC enabled 4,200 UK school students to take part in 28 nanodays in 5 UK regions. Students also took part in a range of other activities and the international nano-video contest. In addition 82 UK teachers were trained in nanoscience and are continuing to deliver nanoscience activities in their schools.

***Inside DNA: Training and Support for a UK travelling exhibition***

The travelling exhibition 'Inside DNA' was created and built by the At-Bristol science centre in collaboration with ASDC, The Wellcome Trust, and The Sanger Institute, with the aim of engaging people throughout the UK with the latest issues in genomics. ASDC created a series of DNA and genomics-based educational workshops and public dialogue activities to accompany the exhibition and now trains member centres across the UK how to use these activities to engage local school students and public visitors. In 2011-12 ASDC trained and supported staff to run activities with schools and the public at National Museums Liverpool, Manchester Museum of Science and Industry and Intech in Hampshire.

***EPSRC-funded Solar Energy Project 'Solar Sparks'***

ASDC assisted scientists from the University of Edinburgh Chemistry Department to engage the public with their latest research into a new type of solar panel. ASDC helped the University team create hands-on activities and arranged for them to engage large public audiences at ASDC member science and discovery centres in Bristol, Birmingham, Glasgow, Oxford and National Museums Scotland and Science Museum, London.

***EU-funded EuroStemCell Project***

Edinburgh University is running an international project to collate the very latest discoveries in stem cell science, and to make this accessible to the public via a web-based resource. Since 2010 ASDC has been assisting this project to develop resources and enable stem cell scientists to engage the public at ASDC member science and discovery centres and museums. To this end, ASDC contracted three ASDC members (in London, Newcastle and Belfast) to run events with the EuroStemCell team. The final events will be run in October 2012.



Report of the Trustees for the year ended 31 March 2012 (continued)

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***Sciencewise mini- project***

ASDC worked with the BIS-funded Sciencewise team to manage a rapid turnaround project between January and March 2012 to harness the views of public participants who were already engaging in science dialogue events at UK science and discovery centres and museums. ASDC contracted three members, based in Cornwall, Cardiff and Bristol, who ran or developed dialogue events in partnership with the Sciencewise team on a range of science dialogue subjects.

Details of all the above projects can be found at [www.sciencecentres.org.uk/projects](http://www.sciencecentres.org.uk/projects)

**Financial Overview**

*Overview*

The total income for the period was £377,826 (2011: £90,436). Total expenditure for the year was £335,672 (2011: £170,254) giving a surplus of £42,154 (2011: deficit of £79,818).

*Reserves and Investment Policies*

In order to provide on-going financial stability, the organisation aims to hold reserves at a level that will provide funds to cover a minimum of twelve months of costs in the event of a failure to secure funding. Currently we have £167,525 in unrestricted reserves which, along with expected income during the current year, we consider sufficient.

The organisation does not currently have a formal investment policy.

**Future Plans**

The Association for Science and Discovery Centres (ASDC) strives to create a society where people of all ages and backgrounds, in all parts of the UK are intrigued, inspired and involved with the sciences.

We work towards this by bringing together the fifty or so educational charities and other not-for-profit organisations within the ASDC membership to play a strategic role in the nation's engagement with science.

Together, ASDC members make up the UK's largest network dedicated to out-of-school science learning and family science learning. ASDC will continue to work with national stakeholders from industry, charitable trusts, government departments, school science initiatives, university groups and public bodies to celebrate the unique achievements of the ASDC membership.

Our strategic objectives for the coming year are:

- To serve and support our membership and to champion their activities
- To be relevant and important to the work of our members and other national stakeholders
- To add value to the UK's national science learning and science engagement agendas by fostering collaboration
- To be financially secure

Over the coming year, ASDC will run collaborative national projects, programmes and events and one-day specialist meetings to share knowledge, ideas and best practice between the many thousands of staff within the ASDC membership.

ASDC will deliver a number of national projects and programmes to achieve the ASDC vision of bringing the nation's science and discovery centres and science museums together to play a strategic role in the nation's engagement with science. These will include:

**Report of the Trustees for the year ended 31 March 2012 (continued)**

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- Explore your Universe: A national strategic programme with STFC that aims to inspire a new sense of excitement amongst young people around the physical sciences by sharing the amazing stories and technologies of STFC.
- A World Space Week programme of grants for members.
- A Stargazing activities programme for members.
- Hands-on DNA: A national project that has the vision of making molecular biology and hands-on DNA techniques accessible to school students across the UK by training and equipping fifteen centres to run activities.
- iDNA: A training programme to engage school students with the latest discoveries in DNA and genomics.
- A 2012 National Conference.
- A series of 1-day specialist meetings for the sector.
- A series of 'leadership conference calls' to provide cost effective CPD across the sector.

ASDC will also submit new funding applications with the aim of achieving project and core funding in order to achieve our stated vision and mission.

**Description of Restricted Funds**

**STFC**

A national strategic programme to inspire students across the UK with the physical sciences by training, equipping and supporting ten centres to run activities.

***Inside DNA***

The travelling 'Inside DNA exhibition' was created by At-Bristol science centre in collaboration with The Wellcome Trust, ASDC and The Sanger Institute to engage people throughout the UK with the latest issues in genomics. ASDC trains centres on the accompanying education resources.

**Statement of trustees' responsibilities**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charitable company for that period.

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 judgements and 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; and

**Report of the Trustees for the year ended 31 March 2012 (continued)**

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- 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

**Small Company Exemptions**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The report follows the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice 2005.

Approved by the Board of Trustees and signed on its behalf by:

**Trustee – Dr Ian Griffin**

Date:

**Independent examiner's report to the Trustees of The Association for Science and Discovery Centres**

I report on the accounts of the charitable company for the year ended 31 March 2012 which are set out on pages 12 to 17.

*Respective responsibilities of trustees and examiner*

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

*Basis of independent examiner's report*

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

*Independent examiner's statement*

In connection with my examination, no matter has come to our attention:

1. Which gives us reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

E J Corrigan FCA  
Corrigan Associates Bristol LLP  
The Tramshed  
25 Lower Park Row  
Bristol BS1 5BN

Date:

THE ASSOCIATION FOR SCIENCE AND DISCOVERY CENTRES

Statement of financial activities including Income and Expenditure Account for the year ended 31 March 2012

	Note	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b>Incoming resources</b>					
Investment income		208	-	208	302
Grants and contracts		215,885	131,728	347,613	68,192
Other income	2	30,005	-	30,005	21,942
<b>Total incoming resources</b>		<b>246,098</b>	<b>131,728</b>	<b>377,826</b>	<b>90,436</b>
<b>Resources expended</b>					
External costs of projects		162,102	43,102	205,204	9,319
Cost of provision of services		56,528	72,740	129,268	158,818
Governance costs		1,200	-	1,200	2,117
<b>Total resources expended</b>	3	<b>219,830</b>	<b>115,842</b>	<b>335,672</b>	<b>170,254</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>26,268</b>	<b>15,886</b>	<b>42,154</b>	<b>(79,818)</b>
Transfers between funds	8	831	(831)	-	-
<b>Net incoming/(outgoing) resources and net movement in funds</b>	4	<b>27,099</b>	<b>15,055</b>	<b>42,154</b>	<b>(79,818)</b>
Balance brought forward 1 April 2011		140,426	-	140,426	220,244
<b>Balance carried forward 31 March 2012</b>		<b>167,525</b>	<b>15,055</b>	<b>182,580</b>	<b>140,426</b>

All amounts relate to continuing activities.

All gains and losses recognised during the period are included above.

The notes on pages 12 to 17 form part of these financial statements.

## Balance sheet as at 31 March 2012

	Note	2012 £	2011 £
<b>Current assets</b>			
Debtors	6	111,671	46,960
Cash and bank balances		137,654	111,214
		249,325	158,174
<b>Creditors: amounts falling due within one year</b>			
	7	(66,745)	(17,748)
<b>Net current assets</b>			
		182,580	140,426
<b>Net assets</b>			
		182,580	140,426
Financed by:			
<b>Funds of the charity</b>			
Restricted funds	8	15,055	-
Unrestricted funds			
General funds	8	167,525	140,426
	8	182,580	140,426

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Enterprises (effective April 2008).

The financial statements were approved by the Board of Trustees on 27 September 2012 and were signed on its behalf by:

Trustee – Dr Ian Griffin

Trustee – Mr Peter Trevitt

The notes on pages 14 to 17 form part of these financial statements.

**1 Accounting policies**

*Basis of accounting*

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), Accounting and reporting by Charities (SORP 2005) published in March 2005 and applicable accounting standards and Financial Reporting Standard for Smaller Enterprises (effective April 2008).

*Income*

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

*General funds*

Unrestricted General Funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds are funds which have been given for a specific purpose by the donor or statutory body. Expenditure which meets these criteria is charged to the fund, together with fair allocation of management and support costs on an employee basis.

*Resources expended*

External costs of projects are those costs directly incurred in connection with the various projects carried out by the Charity.

Expenditure is included in the financial statements on an accruals basis. Expenditure is charged directly to the projects where possible.

Governance costs are those costs incurred in connection with compliance with constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, together with a fair allocation of management and support costs on an employee basis.

*Pension scheme*

The charity pays contributions into a group personal pension scheme on behalf of the employees. Contributions payable are charged to the Statement of Financial Activities in the period to which they relate.

**2 Other incoming resources**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Membership income	19,423	19,260
Other income	10,582	2,682
	<hr/>	<hr/>
	<b>30,005</b>	<b>21,942</b>
	<hr/>	<hr/>

**3 Expenditure**

	External cost of projects £	Cost of provision of services £	Governance £	2012 £	2011 £
Purchases	188,209	250	-	188,459	9,319
Salaries	-	95,457	-	95,457	118,298
Pension contribution	-	2,626	-	2,626	2,975
Temporary staff and recruitment	-	280	-	280	69
Travel and subsistence	11,207	5,800	-	17,007	8,282
Entertaining	642	77	-	719	353
Rent	-	8,655	-	8,655	13,276
Telephone and fax	11	274	-	285	676
Postage and stationery	477	1,524	-	2,001	1,778
Subscriptions	-	472	-	472	460
Bank charges	23	116	-	139	34
Irrecoverable VAT	-	1,893	-	1,893	-
Insurance	-	444	-	444	1,091
Computer costs	52	2,360	-	2,412	2,207
Board costs	-	-	-	-	917
Sundry expenses	905	46	-	951	301
Accountancy fees	250	7,370	1,200	8,820	8,248
Consultancy fees	-	630	-	630	600
Advertising and PR	-	930	-	930	718
Other marketing costs	3,428	10	-	3,438	622
Legal and professional fees	-	54	-	54	30
	<b>205,204</b>	<b>129,268</b>	<b>1,200</b>	<b>335,672</b>	<b>170,254</b>

**4 Net incoming resources**

Net incoming resources are stated after charging:-

	2012 £	2011 £
Cost of independent examination	1,200	1,200

**5 Salaries**

	2012 £	2011 £
Gross Salaries	86,098	106,899
Employers National Insurance	9,359	11,399
Pension contributions	2,626	2,975
Directors' and trustees remuneration and expenses	-	-
	<b>98,083</b>	<b>121,273</b>



Notes forming part of the financial statements for the year ended 31 March 2012 (continued)

The staff costs of the charity are shown above. The average number of full time equivalent employees in the year was:

	2012 number	2011 number
Management	1	1
Administration	1	2
	—	—
	<b>2</b>	<b>3</b>
	—	—
<b>6 Debtors: amounts falling due within one year</b>		
	2012 £	2011 £
Trade debtors	111,340	43,237
Prepayments	331	3,723
	—	—
	<b>111,671</b>	<b>46,960</b>
	—	—
<b>7 Creditors: amounts falling due within one year</b>		
	2012 £	2011 £
Trade creditors	19,914	10,013
Tax and social security	9,527	6,065
Other creditors	10,011	470
Accruals	27,293	1,200
	—	—
	<b>66,745</b>	<b>17,748</b>
	—	—

**8 Statement of funds**

	B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	C/fwd £
<i>Unrestricted funds</i>					
General funds	140,426	246,098	(219,830)	831	167,525
<i>Restricted funds</i>					
Inside DNA	-	10,480	(9,649)	(831)	-
STFC	-	121,248	(106,193)	-	15,055
	-	131,728	(115,842)	(831)	15,055
<b>Total funds</b>	<b>140,426</b>	<b>377,826</b>	<b>(335,672)</b>	<b>-</b>	<b>182,580</b>

Transfers have been made, in line with our reserves policy, to cover excess staff costs incurred whilst undertaking the projects.

**9 Funds**

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Fund balances at 31 March 2012 are represented by:				
Current assets	209,927	39,398	249,325	158,174
Current liabilities	(42,402)	(24,343)	(66,745)	(17,748)
	167,525	15,055	182,580	140,426

**10 Pensions**

The pension charge amounted to £2,626 (2011: £2,975). At the year-end £394 (2011 £Nil) was outstanding and is included in other creditors and accruals.

**11 Trustees' Remuneration and Benefits**

There was no trustees' remuneration or benefits for the year ended 31 March 2012, nor for the year ended 31 March 2011.

There is a balance owing to Penny Fidler, the Chief Executive Officer, of £27 (2011: £Nil) at the balance sheet date that relates to expenses incurred in the performance of her duties.