

The Association for Science and Discovery Centres

Report and Unaudited Financial Statements

Period Ended

31 March 2010



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THE ASSOCIATION FOR SCIENCE AND DISCOVERY CENTRES

Report of the Trustees for the period ended 31 March 2010

The Trustees present their report and financial statements for the period ended 31 March 2010. 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

Dr Nick Winterbotham (Chair), Thinktank
Peter Trevitt (Treasurer), Techniquest
Vicky Brightman, The Horniman Museum
Dr Goery Delacote, At-Bristol
Dr Anne Hunt, Independent Consultant
Ian Griffin, Science Oxford
Dr Robin Hoyle, Glasgow Science Centre
Dr Robin Holgate, MOSI Manchester
Heather Mayfield, Science Museum
Leigh-Anne Stradeski, Eureka! The National Childrens Museum
Phil Winfield, Intech
Sean Gaffaney, Independent (Resigned 9 May 2010)

Secretary

Dr Penny Fidler

Executive Team

Dr Penny Fidler, Chief Executive Officer
Dr Mat Hickman, Special Projects Manager
Sam Yates, Administrative Officer

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.

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

Operational Report

Overview

In its first year since formation as an independent registered charity, The Association for Science and Discovery Centres (ASDC) established itself within its sector and with national organisations and government departments, achieving a successful transition from its earlier phase. The charity grew out of an informal organisation formerly known as Ecsite-UK which was supported by the British Science Association, and had established a broad UK wide membership and a strong reputation.

The membership of ASDC is made up of the nation's science centres, discovery centres, science museums, environmental centres and other educational organisations who share the mission. These fifty or so member organisations engage over 20 million visitors each year through visits to their centres and via their outreach programmes. Their public visitors explore and discover science and nature in their leisure time with family and friends, whilst many millions of school children explore the sciences at the centres and through outreach, benefiting from curriculum-linked education programmes, often with associated teacher training.

ASDC had a busy and effective first year, providing a range of activities that brought together the membership to play a strategic role in the nation's engagement with science. These activities helped members to share best practice, ideas, resources and knowledge, enhancing quality, value for money and stimulating innovation for the public benefit. During the year ASDC also participated in a number of collaborative funded projects and programmes that supported its objectives.

Within the first year, ASDC also established a new central office in Bristol for the executive team of 3 staff (CEO, Special Projects manager and administrative officer), created a new logo and brand for ASDC, appointed trustees, regularised the membership arrangements with European colleagues at Ecsite Europe, and created efficient databases of staff in member organisations, national partners and stakeholders.

Core Activities

A proportion of the core activities of ASDC were funded by The Department for Business, Innovation and Skills (BIS). ASDC activities are wide and varied; examples are described below.

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

ASDC convened a variety of events for members including:

- An annual meeting in Sept 2009 at the British Science Festival in Guildford, bringing together staff from 24 UK member science and discovery centres, science festivals and science museums.
- A meeting in Milan for 30 UK members in June 2009 during the European Science Centre meeting.
- A special interest meeting for small and medium-sized charitable science centres bringing together 14 UK CEOs.
- Four trustee meetings bringing together CEOs of 12 UK centres.
- A 'Sustainability Conference' in March 2010 in collaboration with one of our members.

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, ASDC worked with:

- The BBC to facilitate partnerships with many member centres for the BBC 'Bang goes the Theory' UK Road show in the summer of 2009.
- Cancer Research UK to rejuvenate their robot to engage the broader public with the latest developments in cancer biology.
- The Department for Business, Innovation and Skills for their 'Science So everything' campaign, and their informal adult learning white paper 'The Learning Revolution'.
- The BIS 'Science for all' Expert Panel reporting to the Science Minister and representing the UK science and discovery centres
- The Select Committee for Science and Technology and civil servants offering advice and data to brief MPs and ministers on science education and the value of learning outside the classroom.

Acting as a central source of information for our members

ASDC shared with its members the latest opportunities and sector developments via a regular newsletter, and via the regularly updated news and events pages of the ASDC website. Over the year ASDC have informed members of marketing and funding opportunities, national and international conferences, the latest government initiatives and programmes and international and national developments of note.

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. visitor services managers, marketing managers).

Project Activities

Embedding dialogue and debate

The Embedding Dialogue and Debate Project (EDD) created exciting new 'dialogue academies' for the professional development of science engagement staff within UK science and discovery centres, universities and other organisations. The project was created by six of our members in partnership with ASDC, and led by the At-Bristol science centre. Four successful dialogue academies have now been held around the UK, focussing on sharing knowledge and enhancing skills in science dialogue and debate with the public. The academies have trained over 130 science engagement professionals from 78 charitable and public organisations. (For details: www.dialogueacademy.org.uk)

Inside DNA: 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 brings staff together to train them in delivering these in member centres across the UK.

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 and issues in nanotechnology. The 30 month project is being managed by the Italian science centre Citta della Scienza and runs until September 2011.

ASDC is bringing together participating members to work with local nanoscientists and artists to get the public talking about nanoscience. They will also each train local teachers in nanoscience and give them a special 'nanokit' to take back to their schools and to investigate and experiment with their own school classes.

EPSRC-funded Sound Matters

ASDC, in partnership with the Universities of Salford and Southampton, worked on a Research Council (EPSRC)-funded project to get young people and adults exploring and talking about the science and beauty of sound. The project involved a number of member centres and made available resources to the whole membership via the website.

School Science and Engineering clubs

As part of a large consortium, ASDC is supporting the development of The Department for Education's five hundred STEMclubs. The clubs celebrate science, technology, engineering and maths (STEM) with school students, and are organised by STEMNET. ASDC have created web resources to support teachers in running their after-school clubs.

Training scientists to engage the public with science

ASDC ran a number of bespoke public engagement training days with biomedical scientists, robotics experts, engineers and physicists from across the UK. The goal was to inspire scientists and give them the skills and confidence to engage publics with their latest research.

Raising the profile of UK centres here and abroad.

Over the year, ASDC celebrated and shared the work of member organisations by promoting their activities and potential as a national science learning resource at numerous national and international conferences and events. ASDC also liaised with other major national initiatives for example the DCSF 'Learning Outside the Classroom (LOTC)' to ensure science centres were included from the outset.

Measuring impact

In the latter part of the financial year, ASDC was asked by BIS to compile a report detailing the creation of a mechanism to measure the impact of UK science and discovery centres. This sizable piece of work is an important contribution to demonstrating the impact that science and discovery centres have on the nation's engagement with science. The report was published in March 2010 and published on the ASDC website at www.sciencecentres.org.uk/govreport/index.html.

Financial Overview

Overview

The total income for the period was £394,582, which included the transfer of £217,620 from The British Science Association. This was the balance from earlier activities under the name of Ecsite-uk, when part of The British Science Association. Total expenditure for the year was £174,338 giving a surplus of £220,244.

Reserves and Investment Policies

In order to provide ongoing 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 £220,244 in unrestricted reserves which 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.

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 and beyond, we will run collaborative national projects, programmes and events to share knowledge, ideas and best practice between the many thousands of staff within the ASDC membership. For example, we will:

Bring members together to share what they know

ASDC will continue to bring together staff from ASDC member organisations for one day meetings in venues across the UK, to network and share skills and best practice with their peers. These would include, for example, a national meeting for marketing managers, and another for education directors. We will also network all those centres who are creating exhibitions and events in similar content areas, such as the 2012 Olympics, or climate change.

Work with national stakeholders and funders

Together, the UK science and discovery centres are the UK's leading providers of out-of-school science learning, of family science learning and of informal hands-on science learning. ASDC will continue to celebrate the unique achievements of the ASDC members with stakeholders from industry, charitable trusts, government departments, school science initiatives, university and scientist groups and public bodies such as the research councils.

Bring our centres together to deliver national science learning projects

Through collaborative funded projects, we will continue to bring the ASDC membership together to engage the public and school children with the sciences whilst striving for innovation in public engagement practices.

ASDC will deliver the following projects and programmes in collaboration with its membership:

- An EU-funded nanoscience project with five UK member science centres
- The final elements of Embedding Dialogue and Debate and the Dialogue Academies with six member centres
- Training staff in four member centres to engage the public with the latest discoveries in genomics
- Working with members on an EU-funded stem cell project
- Working with Edinburgh University on an EPSRC-funded solar energy project to explore opportunities with our members.

ASDC will also submit new funding applications to bring together our members for collaborative projects that would help the public explore molecular biology and neuroscience and to talk about the latest advances in the sciences, as well as opportunities to train a variety of scientists and engineers in the art of public engagement.

Description of Restricted Funds

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.

BIS

Core funding to achieve 2009-10 Strategic Goals as outlined in bid submitted in March 2009

Responsibilities of the Trustees in relation to the financial statements

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

THE ASSOCIATION FOR SCIENCE AND DISCOVERY CENTRES

Report of the Trustees for the period ended 31 March 2010 (continued)

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether United Kingdom Generally Accepted Accounting Practice, 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 company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Exemptions

In preparing this report, advantage has been taken of the small companies' exemption. 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 Nick Winterbotham

Date: 16 September 2010

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 period ended 31 March 2010 which are set out on pages 10 to 15.

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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiners statement

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 examiners 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 and 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
Venturers House
King Street
Bristol BS1 4PB

Date:

THE ASSOCIATION FOR SCIENCE AND DISCOVERY CENTRES

Statement of financial activities including Income and Expenditure Account for the period ended 31 March 2010

	Note	Unrestricted funds £	Restricted funds £	Total 2010 £
Incoming resources				
Investment income		273	-	273
Grants and contracts		90,156	67,480	157,636
Other income	2	19,053	-	19,053
Transfer from British Science Association	3	217,620	-	217,620
Total incoming resources		327,102	67,480	394,582
Resources expended				
External costs of projects		9,498	4,713	14,211
Cost of provision of services		73,795	84,348	158,143
Governance costs		1,984	-	1,984
Total resources expended	4	85,277	89,061	174,338
Net incoming/(outgoing) resources before transfers		241,825	(21,581)	220,244
Transfers between funds		(21,581)	21,581	-
Net incoming/(outgoing) resources and net movement in funds	5	220,244	-	220,244
Balance brought forward 21 January 2009		-	-	-
Balance carried forward 31 March 2010		220,244	-	220,244

All amounts relate to continuing activities.

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

The notes on pages 12 to 15 form part of these financial statements.

Balance sheet as at 31 March 2010

	Note	£
Current assets		
Debtors	7	39,758
Cash and bank balances		208,446
		<u>248,204</u>
Creditors: amounts falling due within one year	8	(27,960)
Net current assets		220,244
		<u>220,244</u>
Net assets		<u>220,244</u>
Financed by:		
Funds of the charity		
Restricted funds	9	-
Unrestricted funds		
General funds	9	220,244
		<u>220,244</u>
	9	<u>220,244</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2010.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2010 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.

The financial statements were approved by the Board of Trustees on 16 September 2010 and were signed on its behalf by:

Trustee – Dr Nick Winterbotham

Trustee – Mr Peter Trevitt

The notes on pages 12 to 15 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

	2010
	£
Membership income	18,789
Other income	264
	<hr/>
	19,053
	<hr/>

3 Transfer from the British Science Association

The organisation previously traded as part of the British Science Association under the name of Ecsite-uk. The transfer of £217,620 relates to the surplus from earlier activities when part of The British Science Association.

4 Expenditure

	External cost of projects £	Cost of provision of services £	Governance £	2010 £
Purchases	14,211	-	-	14,211
Salaries	-	104,029	-	104,029
Pension contribution	-	4,068	-	4,068
Staff training and welfare	-	179	-	179
Travel and subsistence	-	6,074	-	6,074
Motor expenses	-	421	-	421
Entertaining	-	171	-	171
Rent	-	16,800	-	16,800
Other premises costs	-	524	-	524
Telephone and fax	-	879	-	879
Postage and stationery	-	2,488	-	2,488
Subscriptions	-	226	-	226
Bank charges	-	(7)	-	(7)
Irrecoverable VAT	-	1,742	-	1,742
Insurance	-	630	-	630
Computer costs	-	5,858	-	5,858
Repairs and maintenance	-	212	-	212
Board costs	-	-	784	784
Sundry expenses	-	17	-	17
Accountancy fees	-	6,546	1,200	7,746
Consultancy fees	-	3,983	-	3,983
Advertising and PR	-	1,460	-	1,460
Other marketing costs	-	1,307	-	1,307
Legal and professional fees	-	536	-	536
	14,211	158,143	1,984	174,338

5 Net incoming resources

Net incoming resources are stated after charging:-

	2010 £
Cost of independent examination	1,200

6 Salaries

	2010 £
Gross Salaries	93,737
Employers National Insurance	10,292
Pension contributions	4,068
Directors' and trustees remuneration and expenses	-
	<hr/>
	108,097
	<hr/>

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

	2010 Number
Management	1
Administration	2
	<hr/>
	3
	<hr/>

7 Debtors: amounts falling due within one year

	2010 £
Trade debtors	39,449
Prepayments	309
	<hr/>
	39,758
	<hr/>

8 Creditors: amounts falling due within one year

	2010 £
Trade creditors	7,699
Tax and social security	4,873
Other creditors	1,665
Accruals	13,723
	<hr/>
	27,960
	<hr/>

9 Statement of funds

	B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	C/fwd £
<i>Unrestricted funds</i>					
General funds	-	327,102	(85,277)	(21,581)	220,244
<i>Restricted funds</i>					
Inside DNA	-	10,480	(10,480)	-	-
BIS	-	57,000	(78,581)	21,581	-
	-	67,480	(89,061)	21,581	-
Total funds	-	394,582	(174,338)	-	220,244

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

10 Funds

	Unrestricted Funds £	Restricted Funds £	Total 2010 £
Fund balances at 31 March 2010 are represented by:			
Current assets	248,204	-	248,204
Current liabilities	(27,960)	-	(27,960)
	220,244	-	220,244

11 Pensions

The pension charge amounted to £4,068. At the year end £501 was outstanding and is included in other creditors and accruals.

12 Related parties

There is a balance owing to Penny Fidler, the Chief Executive Officer, of £1,428 at the balance sheet date that relates to expenses incurred in the performance of her duties.