

The Association for Science and Discovery Centres

Report and Unaudited Financial Statements

Year Ended

31 March 2013



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THE ASSOCIATION FOR SCIENCE AND DISCOVERY CENTRES

Report of the Trustees for the year ended 31 March 2013

The Trustees present their report and financial statements for the year ended 31 March 2013. 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 (resigned 25 April 2013)
Teresa Anderson (Chair)	Jodrell Bank Discovery Centre
Peter Trevitt (Treasurer)	Techniquest
Charles Bishop	National Space Centre (appointed 27 September 2012)
Dr Stephen Breslin	Glasgow Science Centre (appointed 27 September 2012)
Vicky Brightman	Royal Botanic Gardens, Kew (formerly of the Horniman Museum)
Dr Goery Delacote	At-Bristol (resigned 27 September 2012)
Dr John Ellison	Eden Project
Dr Robin Holgate	MOSI (resigned 27 September 2012)
Dr Robin Hoyle	Glasgow Science Centre (resigned 27 September 2012)
Dr Anne Hunt	Independent Consultant
Dr Christopher Lennard	Cambridge Science Centre (appointed 27 September 2012)
Heather Mayfield	Science Museum (resigned 27 September 2012)
Anthony Richard	Science Museum (appointed 27 September 2012)
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
Phil Winfield	At-Bristol (formerly of Intech Science Centre)

Secretary

Dr Penny Fidler

Executive Team

Dr Penny Fidler, Chief Executive Officer
Michaela Livingstone, Special Projects Manager

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 2013 (continued)

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.

New Chair of ASDC

At the ASDC Board meeting of 25 April 2013, the Board of ASDC formally appointed Dr Teresa Anderson, Director of Jodrell Bank Discovery Centre as the new Chair of ASDC. Teresa takes over the chair from Dr Ian Griffin, CEO of Science Oxford who is moving to New Zealand.

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

The Association for Science and Discovery Centres (ASDC) had a busy and effective fourth 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, research councils, scientists and Government departments.

The membership of ASDC is made up of sixty or so of the nation's leading science centres, discovery centres, science museums, learned societies 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 2012-13.

Report of the Trustees for the year ended 31 March 2013 (continued)

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 offered by the centres.

Within the current year, ASDC provided a range of national training events, staff training academies, scientist training academies, a national conference, leadership calls 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. Working together as a national infrastructure aiming to inspire, they provide a strategic approach to the science learning, STEM skills and engagement strategy of the nation.

During the year ASDC ran a number of funded collaborative projects and programmes to further its objectives. For example, ASDC completed 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. In addition, ASDC ran a National strategic programme called 'Explore Your Universe' supported by The Science and Technologies Facilities Council (STFC) and through this trained and equipped ten UK centres to run high-end practical workshops in the physical sciences to celebrate the UK's excellence in research in space science, particle physics and many related fields. As part of this partnership ASDC also awarded 38 grants to its members for a total of £90,000 across the 2-year programme.

ASDC has a central office in Bristol and currently has an executive team of 2.6 staff (the CEO, the special projects manager and the projects associate (0.6)).

Further information about ASDC and its activities and projects can be found on the charity's website 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 individual projects that advance the ASDC vision and mission, combined with the funding achieved in membership subscriptions.

ASDC Membership Fees

At the 2012 ASDC AGM, our members voted to increase the membership fees to help sustain ASDC operations. In early 2013 this increase was discussed in detail by the board, assessing the inherent risks, and agreed by the board as follows:

- Small centres: Increased by 50% from £350 to £525 per year
- Larger centres: Increased by 100% from £475 to £950 per year

A consultation and communication strategy to accompany this increase was undertaken in early 2013 and the membership renewal process began on April 1st, with income falling in the 2013-14 financial year.

ASDC core activities included the following:

The 2012 ASDC National Conference

In September 2012, ASDC held their second National Conference. This very successful one-day conference was hosted by ASDC member, the National Space Centre in Leicester. 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, including the European Space Agency, a Member of Parliament and speakers from funding organisations. Over 35 members also joined together for a dinner event the night before the conference. The annual conference is now a key event. The 2013 National Conference takes place at the Science Museum, London.

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

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

- A national Marketing and PR Managers one-day conference on 8 February 2013 hosted by Glasgow Science Centre. Thirty five marketing professionals attended from the UK's science centres and science museums along with media partners and other leaders in the field.
- A national Education Conference on January 24 2013 hosted by the Centre for Life in Newcastle, attended by forty staff from across the UK with keynote speakers who are leaders of the UK science education field.
- Over 50 conference calls to share best practice on all manner of content and skills between ASDC members and to enhance operations in a simple and cost-effective manner.
- An ASDC members meeting in Toulouse as part of the European science centre meeting (Ecsite) bringing together 50 UK members.
- A two-day residential National Training Academy at the National Space Centre training staff in 10 UK centres to run hands-on inspirational activities for the physical sciences as part of the Explore your Universe programme.
- A national meeting in London bringing together over 30 professionals running high-level molecular biology workshops with schools to share expertise (as part of the Hands-on DNA project)
- Three one-day training academies in Bristol, Dundee and Manchester training scientists who work with the research council STFC to engage the public at science and discovery centres across the UK.
- ASDC trustee meetings (held in London, Birmingham, Dundee and Bristol) bringing together Trustees who are CEOs and senior managers of 15 UK centres.

Leadership Programme of Conference Calls

In January 2013 ASDC launched a new series of 'Leadership Calls' for members to enable members to share vital information whilst reducing the time, cost and carbon spent travelling nationally to meet in person. These 90 minute conference calls are run as formal events and are primarily to enhance member's operation and increase their annual income. Happening every two months, the calls involve expert guest speakers and a discussion session and are chaired by a member of the ASDC Board of Trustee. Delegates (who are directors and middle managers) book their place online, and fill out questionnaires in advance so that information can easily be shared amongst delegates. Contact details are sent out with the delegate lists and each participant is encouraged to follow-up with others on the call.

Report of the Trustees for the year ended 31 March 2013 (continued)

In January 2013, the topic was *'Increasing your earned income from facility rental and catering'*. In March the subject was *'Increasing and maintaining schools visits; pricing in the current economy'*. A full series of Leadership calls is planned into 2014.

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 and discovery centre sector and is frequently approached by national organisations and Government departments who wish to work with the sector. In the past this has included advising the Parliamentary Office for Science and Technology on Informal STEM Education, speaking in the Houses of Parliament on Informal Science Learning and meeting Ministers on this subject. In 2012-13, for financial reasons, the CEO increasingly focused on securing and delivering funded projects and time spent on national advocacy activities were reduced.

Below are examples of the central role of ASDC during 2012-13:

- ASDC CEO spoke at numerous national events and conferences as an expert on Informal Science Education.
- ASDC participated in The BIS 'Science for all' Expert Panel reporting to the Science Minister.
- ASDC supplied advice and data to civil servants to brief MPs and ministers on UK science education and the value of informal science learning.
- ASDC worked with the BBC to facilitate partnerships with member centres for the BBC 'Bang goes the Theory' UK Roadshow and presented 'Hands-on DNA' activities at this.
- ASDC worked with a number of specific national programmes across the year including 'Dark Sky Discovery', and other programmes for World Space Week.
- ASDC has also worked with universities including Kings College, London on Impact, Wellcome Trust in relation to their review of Informal Science Learning and Learned Societies to share their content with members.
- ASDC has worked with Ecsite (the European network of science centres) in a variety of advocacy activities and are active members of their 'Space' thematic group.

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 by regular emails. These included funding and other opportunities, conferences, Government initiatives, Parliamentary consultations, and international and national research.

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, education managers). Some 50 grants have been awarded to centres over the past 2 years for activities ranging from space science to molecular biology.

Raising the profile of UK centres here and abroad.

Over the year, ASDC aimed to raise the profile of the work of 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.

Report of the Trustees for the year ended 31 March 2013 (continued)

Press and PR: A national promotion of science and discovery centres

In March 2013, The Chair of the ASDC marketing group worked with ASDC to create a national promotion of science and discovery centres across the UK, appearing in a national newspaper to coincide with National Science and Engineering Week.

Project Activities

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

ASDC is delighted to have in place a 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.

The ASDC-STFC partnership has been in place since January 2012 and is spear-headed by the 2-year national programme 'Explore your Universe'. This programme is inspiring young people across the UK with the wonders of the physical sciences by sharing the amazing stories and technologies of STFC.

Explore your Universe

The 'Explore your Universe' national programme has created a series of exceptional hands-on activities, experiments, schools workshops, public shows and meet-the-expert sessions. The programme has selected, trained, equipped and supported ten UK science and discovery centres to run a suite of programmes with school students and families at their centres across the UK. In the first 3 months of delivery in early 2013, the ten centres had engaged 28,000 schools students and family participants with the activities.

This project launched in January 2012 and will complete in January 2014. 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.

The centres currently delivering the Explore Your Universe Programme are based in Aberdeen, Dundee, Glasgow, Edinburgh, Widnes, Oxford, London, Bristol, Hampshire and Sussex.

At the start of the project, 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, alongside a nationwide research project.

Across 2012, ASDC and the project team created a host of flexible resources including cases of specialist equipment which went to the ten centres. These included levitating magnets, solar telescopes, a particle accelerators in a salad bowl, thermal imaging cameras and pieces of a satellite blanket, meteorites and a piece of the detector at CERN. Two additional kits were given to STFC research facilities.

The Explore Your Universe programme has also created a bespoke training manual containing all the experiments, activities and resources, a website (www.exploreyouruniverse.org), a number of workshops and shows for families and schools as well as a full evaluation programme and marketing pack.

The Explore Your Universe programme also ran a residential two-day training academy in November 2012 at the National Space Centre in Leicester to train staff from the ten selected science centres. In addition the project trained 50 scientists at three training academies in 2012 and 2013 so they could also engage the public with their excellent research using the project's equipment and programmes.

Report of the Trustees for the year ended 31 March 2013 (continued)

Between February 2013 and April 2013, 28,000 people had taken part in the project at the ten centres, and evaluation data collected from many thousands of them. This is one of the largest multicentre studies relating to informal science learning ever done in the UK and science learning experts at King's College, London will be analysing the data in 2013.

Stargazing Grants

ASDC ran a 'Stargazing Grants Programme' supported by STFC and through competitive applications selected 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.

World Space Week Grants

ASDC also ran a 'World Space Week Grants Programme' supported by STFC and through a competitive process selected science centres in the following eight locations to be awarded grants to deliver events to celebrate World Space Week: Newcastle, Bristol, Hampshire, Liverpool, Oxford, Mid-Wales, Belfast and Glasgow.

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

ASDC secured 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 developed with three expert partners: At-Bristol, Centre for Life and Nowgen. This 14-month project began in February 2011 and completed in June 2012.

The project trained, equipped, embedded and supported high-quality molecular biology workshops in fifteen new 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, in the four months following training, the new centres delivered cutting-edge molecular biology workshops to 1,707 students and 176 accompanying teachers in 15 UK locations. 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.

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

The first 1500 students and 150 teachers participating at the 15 centres (in the first 4 months of the project) were part of the project's evaluation study.

Report of the Trustees for the year ended 31 March 2013 (continued)

Key results are below and full results can be found in the report on our website

Evaluation results from students aged 14-16 after a workshop

- 95% felt it increased their confidence in them being able to understand this area of science
- 90% of students had never used this type of equipment before in school
- 89% felt it increased their interest in science
- 74% felt it made them think that working in science might be interesting

And their teachers said...

- 100% felt that the workshop inspired their students
- 100% of the teachers said that they would recommend the workshops to their colleagues
- 100% felt that more workshops like this would increase students' motivation to study science
- 85% felt that the workshop will have made them more likely to consider a career in science

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 2012-13 ASDC trained and supported staff to run activities with schools and the public at Intech in Hampshire, Thinktank in Birmingham and New Walk in Leicester.

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 with a final payment after the end 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 trained and supported five selected UK centres (in Bolton, Bristol, Dundee, Oxford and Rotherham) 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 also distributed 100 Nano-kits.

Overall, ASDC enabled 4,200 UK school students to take part in 28 nanodays in 5 UK regions and trained 82 UK teachers in nanoscience who can continue to deliver nanoscience activities in their schools using the Nano-kits.

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 in London, Newcastle and Belfast. The final events were run in October 2012.

Details of all the above projects can be found at www.sciencecentres.org.uk/projects

Financial Overview

Overview

The total income for the period was £278,123 (2012: £377,826). Total expenditure for the year was £321,484 (2012: £335,672) giving a deficit of £43,361 (2011: surplus of £42,154).

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 £138,516 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.

The charity works to achieve this by bringing together the sixty or so educational bodies 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.

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 support 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:

- **The 2013 National Conference** on September 26 at the Science Museum, London. This lively one-day national conference brings together professionals from the UK's leading science and discovery centres, science museums, environment and natural history organisations as well as other science-based visitor attractions and university public engagement departments. Speakers are from Government, Parliament, the BBC, and major trust funds as well as public engagement experts from the sector. The 2013 AGM will be part of the Pre-conference on September 25 at the Science Museum.

Report of the Trustees for the year ended 31 March 2013 (continued)

- **A series of 'leadership conference calls'** to provide cost effective CPD across the sector. These 90-minute conference calls attract around 30 senior professionals who book on to the call to hear the latest from the sector. A full series of conference calls is planned for the coming year with expert speakers, including *'Making the Most of Gift Aid'* in May 2013, *'Enhancing your volunteer programme'* in July 2013 and *Making the 'Most of your membership scheme'* in September 2013.
- Working with the ASDC Education Group to run the **2014 ASDC Education Conference**.
- Working with the ASDC Marketing Managers Group to run the **2014 ASDC Marketing Conference**.
- A series of **1-day specialist meetings** for the sector based around content and skills development.
- **Explore your Universe:** Continuation of the 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.
- Working more closely with a number of National Strategic bodies in Government, the media, learning research and those who would support and partner on national strategic programmes.

ASDC will also submit new funding applications with the aim of achieving project and core funding to help pursue the 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 as part of the 'Explore Your Universe' Programme.

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;

THE ASSOCIATION FOR SCIENCE AND DISCOVERY CENTRES

Report of the Trustees for the year ended 31 March 2013 (continued)

- 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
- 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 – Teresa Anderson

Date: 23 July 2013

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 2013 which are set out on pages 14 to 19.

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 2013

	Note	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Incoming resources					
Investment income		275	-	275	208
Grants and contracts		24,238	237,631	261,869	347,613
Other income	2	15,979	-	15,979	30,005
Total incoming resources		40,492	237,631	278,123	377,826
Resources expended					
External costs of projects		19,577	179,845	199,422	205,204
Cost of provision of services		48,724	72,138	120,862	129,268
Governance costs		1,200	-	1,200	1,200
Total resources expended	3	69,501	251,983	321,484	335,672
Net incoming/(outgoing) resources before transfers		(29,009)	(14,352)	(43,361)	42,154
Transfers between funds	8	-	-	-	-
Net incoming/(outgoing) resources and net movement in funds	4	(29,009)	(14,352)	(43,361)	42,154
Balance brought forward 1 April 2012		167,525	15,055	182,580	140,426
Balance carried forward 31 March 2013		138,516	703	139,219	182,580

All amounts relate to continuing activities.

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

The notes on pages 16 to 19 form part of these financial statements.

Balance Sheet as at 31 March 2013

	Note	2013 £	2012 £
Current assets			
Debtors	6	53,530	111,671
Cash and bank balances		103,429	137,654
		156,959	249,325
Creditors: amounts falling due within one year			
	7	(17,740)	(66,745)
Net current assets			
		139,219	182,580
Net assets			
		139,219	182,580
Financed by:			
Funds of the charity			
Restricted funds	8	703	15,055
Unrestricted funds			
General funds	8	138,516	167,525
		139,219	182,580
	8	139,219	182,580

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2013 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 23 July 2013 and were signed on its behalf by:

Trustee – Peter Trevitt

Trustee – Teresa Anderson

The notes on pages 16 to 19 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

	2013	2012
	£	£
Membership income	6,370	19,423
Other income	9,609	10,582
	<hr/>	<hr/>
	15,979	30,005
	<hr/>	<hr/>

3 Expenditure

	External cost of projects £	Cost of provision of services £	Governance £	2013 £	2012 £
Purchases	132,852	-	-	132,852	188,459
Salaries	-	99,289	-	99,289	95,457
Pension contribution	-	3,209	-	3,209	2,626
Temporary staff and recruitment	154	63	-	217	280
Travel and subsistence	17,979	2,293	-	20,272	17,007
Entertaining	813	290	-	1,103	719
Rent	-	6,792	-	6,792	8,655
Telephone and fax	-	574	-	574	285
Postage and stationery	1,288	676	-	1,964	2,001
Subscriptions	215	556	-	771	472
Bank charges	62	142	-	204	139
Irrecoverable VAT	21,860	(1,742)	-	20,118	1,893
Insurance	850	627	-	1,477	444
Computer costs	705	2,286	-	2,991	2,412
Board costs	-	-	-	-	-
Sundry expenses	5	39	-	44	951
Accountancy fees	1,702	4,403	1,200	7,305	8,820
Consultancy fees	595	850	-	1,445	630
Advertising and PR	-	398	-	398	930
Other marketing costs	20,342	103	-	20,445	3,438
Legal and professional fees	-	14	-	14	54
	199,422	120,862	1,200	321,484	335,672

4 Net incoming resources

Net incoming resources are stated after charging:-

	2013 £	2012 £
Cost of independent examination	1,200	1,200

5 Salaries

	2013 £	2012 £
Gross Salaries	89,595	86,098
Employers National Insurance	9,694	9,359
Pension contributions	3,209	2,626
Directors' and trustees remuneration and expenses	-	-
	102,498	98,083

Notes forming part of the financial statements for the year ended 31 March 2013 (continued)

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

	2013 number	2012 number
Management	1	1
Administration	2	1
	—	—
	3	2
	—	—

6 Debtors: amounts falling due within one year

	2013 £	2012 £
Trade debtors	53,209	111,340
Prepayments	321	331
	—	—
	53,530	111,671
	—	—

7 Creditors: amounts falling due within one year

	2013 £	2012 £
Trade creditors	8,936	19,914
Tax and social security	3,487	9,527
Other creditors	2,242	10,011
Accruals	3,075	27,293
	—	—
	17,740	66,745
	—	—

8 Statement of funds

	B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	C/fwd £
<i>Unrestricted funds</i>					
General funds	167,525	40,492	(69,501)	-	138,516
<i>Restricted funds</i>					
STFC	15,055	237,631	(251,983)	-	703
	15,055	237,631	(251,983)	-	703
Total funds	182,580	278,123	(321,484)	-	139,219

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 2013 £	Total 2012 £
Fund balances at 31 March 2013 are represented by:				
Current assets	156,256	703	156,959	249,325
Current liabilities	(17,740)	-	(17,740)	(66,745)
	138,516	703	139,219	182,580

10 Pensions

The pension charge amounted to £3,209 (2012: £2,626). At the year-end £557 (2012: £394) was outstanding and is included in other creditors.

11 Trustees' Remuneration and Benefits

There was no trustees' remuneration or benefits for the year ended 31 March 2013, nor for the year ended 31 March 2012.

There is a balance owing to Penny Fidler, the Chief Executive Officer, of £642 (2012: £27) at the balance sheet date that relates to expenses incurred in the performance of her duties.