

**MIDLOTHIAN SCIENCE FESTIVAL**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 JANUARY 2016**

Company No: SC446006

Charity No: SC044130

**MIDLOTHIAN SCIENCE FESTIVAL**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 JANUARY 2016**

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## MIDLOTHIAN SCIENCE FESTIVAL

### TRUSTEES' ANNUAL REPORT

The Trustees present their annual report and financial statements for the year ended 31 January 2016 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### REFERENCE AND ADMINISTRATIVE INFORMATION

Midlothian Science Festival is a Scottish Charity, Registration Number SC044130 and was registered on 10 July 2013.

It is a private company limited by guarantee, registered on 26 March 2013, incorporated in Scotland under registration number SC446006.

#### Registered Office

2.36, Michael Swann Building  
University of Edinburgh  
Max Born Crescent,  
Kings Buildings,  
Edinburgh, EH9 3QR

#### Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law. The Trustees and officers serving during the year and since the year end were as follows:

Sarah Keer-Keer  
Philip Wark  
Fiona Maher  
Jane Milne

#### Members

The members during the year and their date of election were as follows:-

Dr Nicola Stock	Roslin Institute	25 July 2013
Tamsin Job	EAE Ltd	25 July 2013
Kathleen Pullen	University of Edinburgh	1 August 2013
Dr Heather McQueen	University of Edinburgh	2 August 2013
Rachel Archibald	Midlothian Libraries	5 August 2013

## **MIDLOTHIAN SCIENCE FESTIVAL**

### **Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

### **Independent Examiner**

Christian Owens BSc FCA  
24 Newtongrange Place  
Newtongrange  
Midlothian  
EH22 4DF

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The operation of Midlothian Science Festival is governed by its Articles of Association.

### **Appointment of Trustees**

The Trustees are nominated by the members to serve as directors of the charitable company. The Trustees are the directors of the charitable company and are elected by the members at the annual general meeting of the company until the following annual general meeting at which point they all retire from office. All directors are eligible for re-election on retiring.

### **Trustee Induction and Training**

New Trustees attend induction and training courses where necessary to become familiar with their roles, responsibilities and the work of Midlothian Science Festival.

### **Organisation**

The Trustees are responsible for the overall direction of the charity and also contribute to the day to day management of the charity.

### **Related Parties**

None of our Trustees receive remuneration for their work with the Charity.

The Charity works closely with the University of Edinburgh and Midlothian Council in the pursuit of its charitable objectives (see 'In-Kind Support' for further details). The University of Edinburgh employs the administrator and is reimbursed by the Charity for the staff costs incurred. These organisations are however not classed as Related Parties.

## **MIDLOTHIAN SCIENCE FESTIVAL**

### **Pay Policy for Senior Staff**

The pay of our only member of staff is set by the Trustees and is benchmarked against the administrator grades used by the University of Edinburgh.

### **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed, in particular, those related to the operations and finances of the charity and are satisfied that systems are in place to mitigate our exposure to the major risks.

## **OUR PURPOSES AND ACTIVITIES**

### **Background**

Midlothian residents are surrounded by cutting edge science and technology, however the science campuses and businesses are not well connected with local communities and most of the excellent and interesting science and technology jobs do not go to Midlothian residents: the centres, their science and their jobs are not visible.

Midlothian communities can feel distrustful of scientists and science campuses and do not feel much pride in the modern history of Midlothian innovation.

Within Midlothian schools there is no culture of aspiration towards these local science and technology jobs and careers.

### **Mission**

Midlothian Science Festival's mission is to:

- Inspire and engage visitors in science and discovery and build trust between local science centres and local communities;
- Encourage people to look towards these science centres as places of potential employment, and to understand issues of controversy so that they might become informed citizens involved in decision making;
- Cultivate curiosity and communicate the power of knowledge and creativity to change our world view; and
- Raise the aspirations of local children and cultivate the next generation of scientific explorers.

### **Aims**

The principal objects of Midlothian Science Festival are:

- To run enjoyable science activities in Midlothian appealing to a large, diverse audience of all ages and backgrounds, from professionals to novices, from science enthusiasts to the merely curious.
- To provide a non-threatening entry point for local people from a varied demographic area (including rural and deprived areas) to engage with science.
- To provide role models for careers in the form of festival staff, volunteers and presenters who work in STEM in the local area.

## MIDLOTHIAN SCIENCE FESTIVAL

- To showcase current and historical science originating within Midlothian.
- To demonstrate Midlothian's contribution and importance to science and technology at a global level and to broaden the horizons of future generations of scientists.

### ACHIEVEMENTS AND PERFORMANCE

The Midlothian Science Festival ran for the fourth consecutive year from the 2<sup>nd</sup> – 17<sup>th</sup> 2015. Highlights for 2015 include new and deepening partnership events with a number of community organisations both in the private and public sectors, which bring us further in line with key festival aims. We have also worked for the first time with new scientists and produced our very own show!

Following rapid expansion in 2013 and 2014, The festival committee realised that the festival was becoming unsustainable, it was necessary to reduce the impact of the festival on staff and volunteers. To achieve this, the number of events was decreased. Our intention was to create more high quality events that attract big audiences, especially gala days, and to avoid splitting our audiences by holding many events on one day.

We dropped our total number of events from 164 to 123 (25% less). Our total audience for 2015, was 7,412 compared to 7,745 in 2014, (only a 4% drop).

**Public events** were reduced from 118 in 2014 to 77 in 2015. This represents a 36% decrease in number of events. The audience for public events in 2015 was 4,814. In 2014 it was 4840.

#### School events

46 events ran in schools, the same number as last year (29 in primary schools and 17 in High Schools).

2,623 pupils attended, 483 in secondary, and 2,140 primary school aged children. The total school audience last year numbered 2,905. This drop (10%) is mostly accounted for by loss of the Lab in a lorry project (over 300 pupils visited last year) and not hiring in a show for large school audiences. This year we hired in Kenny Bean to do workshops with single classes – so better engagement, but with less pupils.

Our average audience per event has increased: from 49 in 2014, to 65 in 2015. This is good news. Our plan to run less events and create a sustainable and manageable, quality festival bearing out.

You can find more detail of our measures of success, our audience analysis and participation by library in our 105 festival report which is available online and from our offices.

#### IN-KIND SUPPORT

The festival could not take place without the huge time and effort of the many people working 'in kind', and organisations hosting and aiding with events:

## MIDLOTHIAN SCIENCE FESTIVAL

- The University of Edinburgh give us office space to operate from as well as access to a huge range of scientists.
- Over 100 staff and students volunteer during the festival from the University of Edinburgh.
- Midlothian Council are key supporters, and work in partnership with us in many ways to make the festival happen.
- The Midlothian Library service continue to host, co-produce and innovate events in the heart of the community – this year 34 in total.
- The Roslin Institute's open day is one of the headline events of the festival, and the Institutes Public engagement Officer Nicola Stock is an active member of our committee.
- The Midlothian Ranger Service once again in 2015 contributed their unique events to the programme.
- A number of other organisations gave their time, venues and skills to the festival in kind. These include, The Glencorse Centre, IKEA, Loanhead Community Garden, KIC Dance, The Secret Herb Garden, and Moorflix Community Cinema, all worked with us to make events in 2015.

## FUNDRAISING

### Acknowledgement

Midlothian Science Festival gratefully acknowledges the contributions from the following entities:

- |   |         |
|---|---------|
| • Scottish Government Science Festival Funding  | £10,000 |
| • Darwin Trust of Edinburgh   | £6,500  |
| • Midlothian Council Economic Development   | £1,000  |
| • Councillor Bob Constable  | £2,000  |
| • Councillor Jim Bryant   | £1,050  |
| • Councillor Joe Wallace  | £1,000  |
| • Councillor Derek Rosie  | £1,000  |
| • Councillor Cath Johnstone   | £500    |
| • Councillor Ian Baxter   | £1000   |
| • Wellcome Trust Centre for Cell Biology  | £500    |
| • Amounts under £500 from Roslin Institute, Cancer Research UK, Queen Margaret University, MacTaggart Scott |         |

## FINANCIAL REVIEW

### Grants

Midlothian Science Festival has in the course of the year obtained grants from the Government and Darwin Trust for the purpose of delivering its mission. These grants are solely received for the delivery of the company's objectives.

## **MIDLOTHIAN SCIENCE FESTIVAL**

### **Results**

Funding of £27,661 was secured during the year (2015: £27,440) of which £27,255 was expended (2015: £16,648).

### **Investment Powers and Policy**

The Trustees have the power to make any investment which they see fit. Cash reserves are currently placed in a bank current account.

### **Reserves Policy and Going Concern**

The level of reserves is monitored by the Trustees. The Charity continues to have adequate cash reserves to ensure the continuity of its charitable activities. As such, the accounts have been prepared on a going concern basis.

Reserves stand at £12,637 (2015: £12,231) all of which is of an unrestricted nature.

### **PLANS FOR FUTURE PERIODS**

The 2016 Festival will be delivered from 8<sup>th</sup> to 22<sup>nd</sup> October 2016 and will feature over 85 public events and around 30 events for schools. We are also planning to deliver a festival in October 2017.

### **TRUSTEES' RESPONSIBILITIES**

The trustees (who are also directors of Midlothian Science Festival for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and to enable them to



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ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

On behalf of the Trustees

A handwritten signature in cursive script, appearing to read 'Jane Milne', written in black ink.

Jane Milne  
Trustee

Date 26 October 2016

## MIDLOTHIAN SCIENCE FESTIVAL

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF MIDLOTHIAN SCIENCE FESTIVAL

I report on the accounts of the charity for the year ended 31 January 2016 which are set out on pages 11 to 18.

#### Respective responsibilities of Trustees and Examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44) (1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

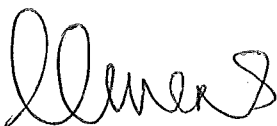
#### Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:-
  - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations 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.



Christian Owens BSc FCA  
24 Newtongrange Place  
Newtongrange  
Midlothian  
EH22 4DF

Date 26..October 2016

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**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 JANUARY 2016**

	Notes	2016 £ Total Funds (all unrestricted)	2015 £ Total Funds (all unrestricted)
<b>Income from:</b>			
Donations and legacies	2	25,973	26,358
Charitable activities:			
Ticket sales		1,441	1,082
Miscellaneous income		247	-
		<hr/> 1,688	<hr/> 1,082
<b>Total income</b>		<hr/> <b>27,661</b>	<hr/> <b>27,440</b>
<b>Expenditure</b>			
Charitable activities:			
Staff costs	3	11,661	-
Administrative support costs		2,439	2,660
Advertising		1,008	1,539
Catering and entertainment		609	850
Insurance		212	-
Materials		442	778
Miscellaneous expenses		244	77
Photography and design		443	450
Printing		5,550	4,604
Science communicator costs		3,917	3,219
Travel, mileage & vehicle hire		110	711
Venue hire		120	800
Website development costs		500	960
<b>Total expenditure</b>		<hr/> <b>27,255</b>	<hr/> <b>16,648</b>
<b>Net income/(expenditure) and net movement in funds for the year</b>		<hr/> <b>406</b>	<hr/> <b>10,792</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward		<hr/> 12,231	<hr/> 1,439
<b>Total funds carried forward</b>		<hr/> <b>12,637</b>	<hr/> <b>12,231</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

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**BALANCE SHEET  
AS AT 31 JANUARY 2016**

	Notes	2016 £	2015 £
<b>Current assets</b>			
Debtors	6	5,688	13,551
Cash at bank and in hand		6,949	-
<b>Total current assets</b>		<u>12,637</u>	<u>13,551</u>
<b>Liabilities</b>			
Creditors falling due within one year	7	-	(1,320)
<b>Net assets</b>		<u>12,637</u>	<u>12,231</u>
<b>Funds of the Charity:</b>			
Unrestricted funds		12,637	12,231
<b>Total funds</b>		<u>12,637</u>	<u>12,231</u>

For the year ending 31 January 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved and authorised for issue on behalf of the Trustees on .... October 2016 and were signed by:



**Jane Milne**  
Trustee

**MIDLOTHIAN SCIENCE FESTIVAL**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 JANUARY 2016**

	Notes	2016 £	2015 £
Cash from operating activities	8	6,949	-
Increase in cash and cash equivalents		<hr/> 6,949	<hr/> -
Cash and cash equivalents brought forward		-	-
Cash and cash equivalents carried forward		<hr/> 6,949	<hr/> -

## MIDLOTHIAN SCIENCE FESTIVAL

### NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

#### 1 Accounting Policies

Midlothian Science Festival is a private company limited by guarantee and incorporated in Scotland (Company Registration Number SC446006). The company has no share capital. The liability of each member in the event of winding up is limited to £1. The registered office address is Midlothian Library Headquarters, 2 Clerk Street, Loanhead, Midlothian, EH20 9DR.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

##### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Midlothian Science Festival meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### b) First time adoption of FRS102

These financial statements are the first financial statements the Charity has prepared in accordance with SORP 2015 (FRS102). The financial statements of the Charity for the year ended 31 January 2015 were prepared in accordance with Statement of Recommended Practice for Accounting and Reporting by Charities (Revised 2005) (SORP 2005).

##### c) Reconciliation with previous Generally Accepted Accounting Practice

Some of the FRS 102 recognition, measurement, presentation and disclosure requirements and accounting policy choices differ from previous UK GAAP. Consequently, certain accounting policies have been amended to comply with FRS 102. In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required, and concluded no adjustments are necessary.

## MIDLOTHIAN SCIENCE FESTIVAL

### NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

#### 1 Accounting Policies (continued)

##### d) Going concern

The accounts have been prepared on a going concern basis as the Trustees have a reasonable expectation the Charity has adequate resources to continue in operational existence for the foreseeable future. With respect to the next reporting period, the most significant areas of uncertainty that affect the carrying value of assets held by the Charity are the level of donations and grants receivable.

##### e) Income – Grants Receivable and Other Income

Where as part of the grant conditions the donor has imposed restrictions on the expenditure of resources which amount to pre-conditions for use, any grant received over and above the level of expenditure is deferred. If no such restrictions are imposed then the income is recognised on a receivable basis.

The company charges for services as part of its charitable activities and income is recognised on a receivable basis. Such income is included as ticket sales.

##### f) Expenditure

Expenditure is accounted for on an accruals basis, inclusive of any VAT which cannot be recovered. Where costs cannot be directly attributed to activities they have been allocated on a basis consistent with use of the resources.

Direct and support costs are charged to the charitable activities.

##### g) Funds

Funds are treated as unrestricted except where they have been donated or granted for a specific purpose.

##### h) Cash at bank and in hand

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

**NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED 31 JANUARY 2016**

**1 Accounting Policies (continued)**

i) Financial instruments

Financial assets and financial liabilities are recognised when the Charity becomes a party to the contractual provisions of the instrument, and are offset only when the Charity currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

*Financial assets*

Other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

*Financial liabilities*

Other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being transaction price less any amounts settled.

j) Taxation

No provision is made for corporation tax as the Charity is able to claim full statutory exemption subject to proper application of all its charitable resources.

**2. Donations and legacies**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Donations and gifts	9,473	7,858
Government, local authority and other grants	16,500	18,500
	<hr/> 25,973	<hr/> 26,358



## MIDLOTHIAN SCIENCE FESTIVAL

### NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

#### 3. Staff costs and remuneration of key management personnel

	2016	2015
	£	£
Salaries	9,480	-
Social security costs	666	-
Pension costs	1,515	-
	<u>11,661</u>	<u>-</u>

The key management of the Charity comprise the Trustees and the administrator. The total employee benefits of the key management personnel of the Charity were £11,661 (2015: £nil).

#### 4. Trustees' remuneration, expenses and related party transactions

No Trustees or related parties received or are due to receive any remuneration for their services as Trustees during the period directly or indirectly from the charity's funds. No Trustee or related party received any reimbursement of expenses.

Fiona Maher, a Trustee, received a payment of £655 for freelance event administration work on the Park in the Dark event.

#### 5. Independent examiner's remuneration

No independent examination fee was charged for the year (2015: £nil).

#### 6. Debtors: due within one year

	2016	2015
	£	£
Other debtors – University of Edinburgh	2,688	13,551
Accrued income	3,000	-
	<u>5,688</u>	<u>13,551</u>

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**NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED 31 JANUARY 2016**

**7. Creditors: amounts falling due within one year**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Accruals	-	1,320
	<u>-</u>	<u>1,320</u>

**8. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Net movement in funds	406	10,792
(Increase)/decrease in debtors	7,863	(11,362)
Increase/(decrease) in creditors	(1,320)	570
Net cash from operating activities	<u>6,949</u>	<u>-</u>