

MIDLOTHIAN SCIENCE FESTIVAL

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 JANUARY 2015

Company No: SC446006

Charity No: SC044130

MIDLOTHIAN SCIENCE FESTIVAL

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TRUSTEES' ANNUAL REPORT

The Trustees present their annual report and financial statements for the year ended 31 January 2015.

REFERENCE AND ADMINISTRATIVE INFORMATION

Midlothian Science Festival is a Scottish Charity, Registration Number, SC044130 which 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

Midlothian Library Headquarters
2 Clerk Street
Loanhead
Midlothian
EH20 9DR

Trustees

The Trustees who served during the year were as follows:-

Sarah Keer-Keer
Philip Wark
Fiona Maher

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
Nick Langan	Edinburgh Science Triangle	2 September 2013
Jane Milne	Midlothian Libraries	4 February 2015

Bankers

Midlothian Science Festival does not operate a bank account. The Charity's accounts are maintained by University of Edinburgh.

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Independent Examiner

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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.

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

The Trustees are nominated by the members to serve as directors of the charitable company. New Trustees attend induction and training courses where necessary to become familiar with their roles, responsibilities and the work of Midlothian Science Festival.

OBJECTIVES 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;

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- 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;
- To showcase current and historical science originating within Midlothian; and
- To demonstrate Midlothian's contribution and importance to science and technology at a global level and to broaden the horizon about us.

REVIEW OF THE YEAR

Midlothian Science Festival ran for the second time from 4th-19th October 2014.

The majority of funding was 'in-kind' in terms of venues and staff time. The main cash funding was received from The Scottish Government Science Festivals funding. Other cash was received from partners, of which many more joined this year, and included for the first time local businesses.

The Festival at a Glance

120+ public events including several gala days, Easter Bush Open Day, creative writing events, glow in the dark workshops and a science ceilidh.

Expanded adults programme of 30+ events including talks by scientists and authors, craft events, outdoor activities and a science tea party.

30+ School events including workshops and shows and 4 competitions

Over 8000 visitors attended events: 2905 in schools and 5251 at public events (4840 public excluding Homecoming Scotland Events).

Midlothian Science Festival has 3 Trustees, two of whom who gave over 100 hours of their time on organising and running the festival:

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- Philip Wark, Library Services Manager, Midlothian Council
- Sarah Keer-Keer, Outreach and Communication Manager, Wellcome Trust Centre for Cell Biology, University of Edinburgh

Staff:

- Iona Beange, Half-time Festival Manager. Iona's salary for this year was paid for from internal university grants, applied for by herself and by Sarah Keer-Keer and Nicola Stock, and was not covered by the festival;
- Freelancers, Helen McLachlan (Reading Experiment), Neil McKenzie (activities and website), Lewis Hou (Science Ceilidh), Juliet Ridgway-Tait (Adults talks promotion).

2 further members joined the core committee on a regular basis – Library Manager Rachel Archibald and Public Engagement Professional Kathleen Pullen.

The Festival Committee was provided in-kind by their organisations including Midlothian Libraries, Midlothian Ranger Service, University of Edinburgh, Roslin Institute, Queen Margaret University (and many more).

Over 500 non-festival staff were involved in events.

- Approximately 282 staff from Higher and Further education institutions took part in the festival. Over 20 of these were STEM (Science Technology Engineering and Maths) Ambassadors.
- Staff from industry / businesses were involved 38 times.
- Midlothian Library staff were involved 65 times and Midlothian Rangers 8 times.
- 113 other staff /volunteers took part including youth volunteers from the volunteering centre and adult volunteers from local community groups.

17+ library staff contributed to events at all levels, from participating on organising committee, to organising their own local events.

30+ venues were involved, including libraries across Midlothian, Vogrie Country Park, Easter Bush, The Lasswade Centre and Rosslyn chapel.

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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
- Homecoming funding of Great Big Science Read £2,000
- Midlothian Council, Councillor O'Brien lectures £2,000
- Edinburgh College £1,000
- Midlothian Tourism Forum £1,000
- Midlothian Council Business Development £1,000
- Amounts under £500 from Roslin Institute, Queen Margaret University, Roslin Biocentre Ltd, MacTaggart Scott, Science and Technology Facilities Council/(Royal Observatory Edinburgh), Dynamic Earth, Wellcome Trust Centre for Cell Biology, University of Edinburgh, City of Edinburgh Council (Science Triangle)

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.

INVESTMENT POWERS

The Trustees have the power to make any investment which they see fit. Reserves are currently held by University of Edinburgh.

FINANCIAL REVIEW

Grants

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

Results

Funding of £27,440 was secured during the year (2014: £11,511) of which £16,648 was expended (2014: £10,072).

Reserves

The level of reserves is monitored by the Trustees. Reserves stand at £12,231 (2014: £1,439) all of which is of an unrestricted nature.

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FUTURE PLANS

The 2015 Festival will be delivered from 2nd to 17th October and will feature over 70 public events and over 30 events for schools.

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.

Company and charity law requires the trustees/directors to prepare accounts for each financial year. Under that law the Trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the Trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year.

In preparing those accounts the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business; and
- prepare the accounts in line with the Charities SORP 2005.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities and Trustee Investment (Scotland) Act 2005, regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are also responsible for ensuring that the assets of the charity are properly applied in accordance with charity law.

On behalf of the Trustees

Philip Wark
Trustee

Date October 2015

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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 2015 which are set out on pages 10 to 13.

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

DateOctober 2015

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**INCOME AND EXPENDITURE ACCOUNT
AND STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JANUARY 2015**

	Notes	Year to 31 January 2015 £ Total Funds (all unrestricted)	10 months to 31 January 2014 £ Total Funds (all unrestricted)
Incoming resources	1b		
From generated funds:			
Grants and donations	2	26,358	10,456
From charitable activities:			
Ticket sales		1,082	1,055
Total incoming resources		27,440	11,511
Resources expended	1c		
Charitable activities:			
Administrative support costs		2,660	4,399
Advertising		1,539	158
Catering		850	-
Materials		778	560
Miscellaneous expenses		64	69
Photography		450	30
Printing		4,604	2,070
Science communicator costs		3,219	910
Travel, mileage & vehicle hire		711	498
Venue hire		800	350
Website development costs		960	1,028
		16,635	10,072
Governance costs:	6		
Miscellaneous expenses		13	-
		13	-
Total resources expended		16,648	10,072
Net movement in funds		10,792	1,439
Fund balances brought forward		1,439	-
Fund balances carried forward		12,231	1,439

There are no recognised gains or losses other than those passing through the income and expenditure account.

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BALANCE SHEET AS AT 31 JANUARY 2015

Company No: SC446006

	Notes	2015 £	2014 £
Current assets			
Debtors	7	<u>13,551</u>	<u>2,189</u>
Creditors: amounts falling due within one year	8	(1,320)	(750)
Net assets		<u>12,231</u>	<u>1,439</u>
Funds			
Unrestricted funds		12,231	1,439
Total funds		<u>12,231</u>	<u>1,439</u>

For the year ending 31 January 2015 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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These accounts were approved and authorised for issue on behalf of the Directors on October 2015 and were signed by:

Philip Wark
Director

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NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2015

1 Accounting Policies

a) Basis of Preparation

The accounts are prepared in accordance with applicable accounting standards, the Companies Act 2006 and the revised Statement of Recommended Practice for Accounting and Reporting by Charities (revised 2005).

b) Incoming Resources – 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 in the period it is received.

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.

c) Resources Expended

Resources expended are included in the income and expenditure account on an accruals basis, inclusive of any VAT which can not 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.

Governance costs are charged directly and include independent examiner's fees and other professional fees.

d) Funds

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

2. Grants and donations

	2015	2014
	£	£
Donations and gifts	7,858	3,906
Government, local authority and other grants	18,500	6,550
	<hr/> 26,358	<hr/> 10,456

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NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2015

3. Taxation

The company is accepted as a charity for taxation purposes. It is considered that no liability to corporation tax will arise on the results of the year.

4. Staff Costs

The company did not have any employees in the period reported. Iona Beange's (Half-time Festival Manager) salary for this year was paid for from internal university grants, applied for by herself and by Sarah Keer-Keer and Nicola Stock, and was not covered by the charity.

5. 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. Travel and subsistence expenses incurred as Trustees were reimbursed to only Sarah Keer-Keer (total £184). No other Trustee or related party received any reimbursement of expenses.

6. Governance costs

No independent examination fee was charged for the period (2014: £nil).

7. Debtors

	2015	2014
	£	£
Due within 12 months:		
Other debtors – University of Edinburgh	13,551	2,189
	<u>13,551</u>	<u>2,189</u>

8. Creditors: amounts falling due within one year

	2015	2014
	£	£
Accruals	1,320	750
	<u>1,320</u>	<u>750</u>