2010/11 Annual Report & AGM

The Forensic Science Society

Contents

The Forensic Science Society - Administrative Information

MEMBERS OF COUNCIL

President:	Dr A Priston
Immediate Past President:	Mr BWJ Rankin
Vice President:	Mr C Sutherland
Honorary Editor:	Dr N Nic Daéid
Honorary Secretary:	Miss A-M O'Connor
Honorary Treasurer:	Dr A Hunt
Ordinary Member:	Mr N Hodge
Ordinary Member:	Mr A Manns
Ordinary Member:	Mr M Jones
Ordinary Member:	Mr D Phillips
Ordinary Member:	Dr P Randolph-Quinney
Ordinary Member:	Miss C Sheriff
Co-Chair of Standards (co-opted):	Dr A Jackson

All members of Council, excluding co-opted, are Trustees of the Society.

CHIEF EXECUTIVE OFFICER

Dr C Ostell

REGISTERED OFFICE – REGISTERED CHARITY NO: 209592

Clarke House, 18a Mount Parade, Harrogate, North Yorkshire, United Kingdom, HG1 1BX

AUDITORS

Becketts, Unit 1, Waterside, Old Boston Road, Wetherby, West Yorkshire, LS22 5NB

BANKERS

Lloyds TSB, 8 Cambridge Crescent, Harrogate, North Yorkshire, HG1 1PE

INVESTMENT MANAGERS

Lloyds TSB Private Banking Limited, P O Box HK100, Lloyds Bank House, Central Park, New Lane, Leeds. LS11 5UE

Sub-Committees of Council – Chairperson and Member of Staff

(1)	**Executive Committee**	Dr A Priston
	(EC)	Miss K A Mitchell
(2)	**Standards Committee**	Mr B Rankin & Dr A Jackson
	(SC)	Miss K A Mitchell
	Assessors Sub-Committee	Mr B Rankin & Dr A Jackson
	(AC)	Miss K A Mitchell
	The Standards Committee Co-Chairpersons attend Council meetings.	
(3)	**Finance Committee**	Dr A Hunt
	(FIN)	Miss K A Mitchell
(4)	**Membership & Ethics Committee**	Mr C Sutherland
	(MEC)	Miss K A Mitchell
(5)	**Conferences Committee**	Mr D Phillips
	(CC)	Miss K A Mitchell
(6)	**Qualifications & Awards**	Dr N Nic Daéid
	(QC)	Miss K A Mitchell
	Diploma Managers:	
	Crime Scene:	Ms A Fitzpatrick
	Document Examination:	Mr M Allen
	Identity Documents:	Mr M Allen
	Firearms:	Ms A Walters
	Fire Investigation:	Mr N Carey
(7)	**Publications Committee**	Dr N Nic Daéid
	(PC)	Miss K A Mitchell

The Forensic Science Society

Report of Council 31 March 2011

Council presents its report along with the financial statements of the Society for the year ended 31 March 2011.

Introduction by the President

It's that time again – time to review the promises and expectations from a year ago and to assess the progress, achievements and even the disappointments.

I mentioned in my last report that the challenges the Society was facing were considerable. Over the last year the challenges faced by the entire forensic community have been even greater and these issues continue to influence our strategy. It is our duty as the professional body to respond to changes in the market place and we continually strive to meet these demands.

Early last year we lost the services of the newly appointed Treasurer, Robert Whitehouse but we are grateful for the helpful advice of Ted Rogers who stepped in and worked closely with the team to ensure a smooth transition until the new appointment of Dr Anya Hunt as the Society's Treasurer. Anya has taken on this mantle with her characteristic commitment and I am extremely grateful for her dedication and support.

The Society is recovering from its difficult financial position slowly and I am confident that the necessary steps we have taken have put us well on the road to recovery.

We said goodbye to Richard Talbot who served Council exceptionally well for three years and we welcomed Darren Phillips back for another term. He has taken over as Chair of the Conferences Committee. Also we welcomed Nigel Hodge and Mike Jones as two new Council members to serve for the next 3 years. Nigel has joined the CPD & CPC Working Group where he will help share the increasing work load in the advent of the CPD initiative. Mike has a broad experience of working with other bodies and joins the Vice President's Membership Committee, also an area of increasing work load as more affiliates upgrade their membership to professional status in order to enhance their employability.

In July we were obliged to break our link with Skills for Justice and the Forensic Skillsmark award ceased to exist. Since then the demand for the Society's University Accreditation scheme has risen considerably. We are also pleased to offer the new Diploma in Identity Documents and are delighted with the uptake of this exciting new addition to our list.

My role as President has changed enormously of late, particularly following the variety of government reviews and cutbacks. The CEO, Dr Carol Ostell, the Immediate Past President, Brian Rankin and I have been working particularly hard to make sure that the Society is represented in all the deliberations and where necessary we have consulted the Fellows who made some valuable contributions. Submissions have been made to the Commons Select Committee into the closure of the Forensic Science Service (FSS) and on the Review of Research and Development in Forensic Science. In addition, the controversial judgement in the case of RvT and the Law Commission Proposals for the Admissibility of Expert Evidence are both on the web site as a short précis for easy consumption.

In my Presidential address last November I mentioned the areas we are tackling to move the Society forward. I'm pleased to say that so far we have succeeded in keeping to our plans and promises. Our efforts at providing training for lawyers got off to a slow beginning. Support generally for the Saturday Seminars has been excellent although the word has been slow to spread amongst the legal fraternity. We are moving these to the North of the country in the Autumn and we are hoping for better attendance from lawyers there.

In fulfilment of our pledge to increase our collaboration with other learned Societies we are working more closely with The British Academy of Forensic Sciences and a joint meeting which covers the very topical issue of the RvT judgement will take place on June 18th. Our overseas links have also grown and the conference in Abu Dhabi in January was an opportunity for overseas delegates to meet representatives from the Society and for us to broaden our membership. I'm sure the CAC meeting in California planned for May will be equally successful.

The launch of the CPD scheme, the introduction of the new level of membership and the competency assessment have all been reported in Interfaces so I will not dwell on them here other than to say that I am pleased and encouraged by the reception these initiatives have received.

Similarly, I am encouraged by the response we have had to the launch of the Education & Industry Liaison Forum for our accredited universities in February and the 3 E's Day in December 2010. Education, employability and engagement are increasingly important in today's difficult marketplace when the full impact of the closure of the Forensic Science Service has still to be realised.

I remain confident that the hard work of the Office Staff, Council and Officers will continue and with your support will help to ensure that the small beginnings grow and expand to make the Society the very best it can be.

Dr Ann Priston, OBE, JP
President, Forensic Science Society

Structure, Governance and Management

The Forensic Science Society is a registered charity (Registration Number 209592) and operates in accordance with its Constitution.

A maximum of twelve serving Members of Council also act as Trustees of the Forensic Science Society. Council is at liberty to co-opt a further three advisors if required for the conduct of Society business.

Elections to replace retiring Council Members and ratify mid-term appointments take place immediately prior to the Annual General Meeting (AGM) and are announced at that meeting held in November each year.

New Trustees on Council are mentored by current serving Trustees and are provided with an induction pack of information on the legal responsibilities of Trusteeship, minutes for the last years' Council meetings and the most recent financial statements. Information from the Charity Commission is also provided as guidance to Trustees.

Sub-committees are made up of Members of Council. These meet frequently for the conduct of the Society business in the areas of: Standards; Finance; Qualifications and Awards; Membership and Ethics; Publications; and Conferences. Sub-committees report all acts and proceedings fully and promptly to Council.

All members of Council and sub-committees give their time voluntarily.

Risk Management

The Society maintains and regularly updates a risk register. Reports are presented to each meeting of Council where discussion of risks and subsequent mitigation actions on any risks is agreed.

The Society maintains insurance against identifiable and insurable losses of income and assets. This cover is reviewed annually.

Objectives and Aims

The Society is dedicated to advancing the study, application and standing of forensic science nationally and internationally and to facilitating communication and collaboration amongst forensic practitioners.

It works closely with the Forensic Science Regulator, sits on advisory groups and works in partnership with educational institutions.

The Society regularly responds to consultation documents issued by government and is at the forefront of developments in the forensic arena. It produces a peer reviewed journal, holds conferences, awards diplomas and endorses qualifications in forensic science in the wider community.

The Society also supports new forensic scientists and students by offering conferences to meet their particular needs and by awarding research scholarships and prizes.

Achievements and Performance

Prizes and Awards

The following prizes were awarded during the year:

Arthur Chapman Award
The Initial Scenes of Crime Course Student of the Year was not awarded in 2010/11.

Most Meritorious Student on an Accredited Undergraduate Forensic Course and sponsored by First Forensic Ltd
The winner was **Laura Martin** from the University of Strathclyde.

Most Meritorious Student on a Postgraduate Forensic Course and sponsored by Wiley-Blackwell
There was no prize winner nominated this year.

PW Allen Award 2009 – sponsored by Buckler Davies Consultancy Ltd for the best paper published in Science & Justice
"The discrimination of (non-denim) blue cotton" **by Ray Palmer, William Hutchinson and Verity Fryer,** Science & Justice 2009: 49, 12-18 received this recognition.

Scholarship Awards

The Scholarship is open to members of the Society who wish to undertake research in forensic science, legal, medicine, or crime investigation based on scientific methods. Candidates should have a first or upper second class honours degree or equivalent qualification in terms of certification. However, relevant experience and expertise or extensive practice may also qualify an applicant for consideration for the award.

Award for the Highest Marks Achieved in the Forensic Science Society Professional Diploma – sponsored by Elsevier
The award went to **Thomas Power**, Diploma in Firearms Examination, **An Garda Siochana**.

Thomas Power receiving his award from Dr Ann Priston, President

Best Research Scholarship – sponsored by Elsevier
The award went to **Dr Niamh Nic Daéid** and **Vanitha Kunalan,** University of Strathclyde

Dr Niamh Nic Daéid receiving her award from Dr Ann Priston, President

University Accreditation Scheme

Universities which received accreditation of their courses during 2010/11 were:

University of Worcester – 5 November 2010
Cranfield University – 15 February 2011

Special Awards

Special Contribution to the Society
Richard Talbot received an award in recognition of his special contribution to the Society.

Richard Talbot receiving his award from Dr Ann Priston, President

Committee Reports

Standards Committee

During the 2010/11 year the Standards Committee expanded its activities to include CPD, CPC and the new level of membership status which was launched at the November 10th AGM.

Also at this AGM the Chair of Standards Dr Anya Hunt was elected to the position of Honorary Treasurer for the Society. As a consequence it was agreed by Council that the Standards Committee should be split into two areas – Accreditation and CPD/CPC. The Accreditation was taken over by the Immediate Past President, Brian Rankin and the CPD/CPC to be chaired by Deputy Chair of Standards Andrew Jackson – both then acting as Co-Chairs. Both areas will be reported separately in this annual report.

Accreditation
In the previous report it was noted that the collaborative partnership with Skills for Justice generated *"a small number of Higher Education Institutions (HEI's) who are now working towards conversion of their accreditation to the Forensic Skillsmark but as yet there are no new applications with which the Society and their assessors have directly engaged."* For various reasons it was felt that the partnership should be dissolved. As a consequence Society representatives visited the various universities to talk through the decision and the future arrangements. As a result the accreditation scheme has seen a revival in the work with the surveillance visits reintroduced and 2 new universities accredited with an additional 6 courses.

In addition work has continued with the preparation of the Digital Forensic component standards and these have now been agreed. At the time of writing – the standards have been piloted and agreed as fit for purpose.

There has been one full assessors meeting held during the year and three full Standards Committee meetings. During the year the UK Forensic Science Education Group agreed to lead on a QAA benchmark for Forensic Science. We are working closely with the group and the component standards will be an integral part of the benchmark discussions going forward.

CPD & CPC
At the AGM in November 2010, the Society announced the creation of a new level of membership status and launched its Continuing Professional Development (CPD) scheme. There are several recognised routes by which members can achieve the enhanced status and those who have been successful in attaining this are listed on the Society's register of such practitioners. One such route is competence testing. This far, a test is available in Forensic Podiatry. There is also a process for the approval of CPD courses that are offered by training providers. Currently, there are approximately 43 CPD courses that the Society has approved.

The Society is working on its services to support these developments. In order to drive this forward, it has established a working group to enhance strategy, and implement policy and practice in these areas

Mr Brian Rankin & Dr Andrew Jackson
Co-Chairs of Standards Committee

Qualifications & Awards Committee

Forensic Science Society Professional Diplomas
The Forensic Science Society has provided professional diplomas in a number of disciplines over many years.

These qualifications are widely recognised within the forensic science community both in the UK and overseas. All of the diplomas are validated by the University of Strathclyde in Glasgow and are credit rated as post graduate level. Successful candidates have the opportunity to top up the diploma to a Masters degree with participating Universities.

Each diploma is managed by a Diploma Manager who guides the examination and assessment process, manages applications and conducts renewals for the relevant diploma. The Chair of Qualifications and Awards Committee, Staff and Council of the Forensic Science Society are very grateful for all of the hard work and commitment shown by its Examiners and Diploma Managers for their time and commitment without which the examinations and renewals of the diplomas would not be possible.

Dr Niamh Nic Daéid
Chair of Qualifications & Awards Committee

Membership and Ethics Committee

The Membership and Ethics Committee (MEC) of the Forensic Science Society currently comprises Callum Sutherland (Vice-President and Chair of MEC), Anna-Marie O'Connor (Honorary Secretary), Andy Manns, Caroline Sheriff, Mike Jones (Ordinary Council Members) and Pat Griffin (Co-opted Member).

As the professional body for forensic practitioners both in the UK and overseas the Society has a responsibility to ensure that quality standards are applied in forensic science practice. The Membership and Ethics Committee takes this responsibility seriously and checks all applications against agreed criteria.

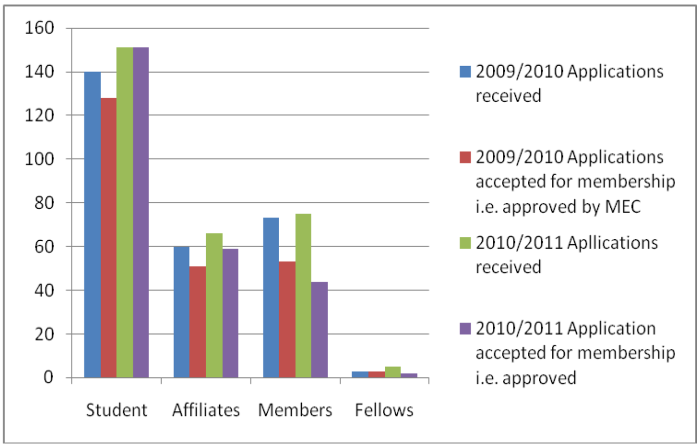
The Society membership figures for 2010/2011 as of the end of March 2011 are:

Affiliates - 791
Fellow - 56
Honorary Fellow - 17
Member (Professional) - 326
Retired Affiliate - 64
Retired Fellow - 9
Retired Member (Professional) - 10
Students – 190
CAC – 42

Total membership 1505

Sadly the overall membership numbers are down by 364 with the majority, at 190 being students, 113 affiliate and 21 Professional Members. From general feedback the loss of membership numbers has been directly affected by the current financial climate and redundancy. However, on a positive note, applications to join the Society are still coming in and the overall numbers for 2010/11 were in fact slightly higher than the previous year.

	Student	Affiliates	Members	Fellows
2009/2010 Applications received	140	60	73	3
2010/2011 Applications received	151	66	75	5



The Membership and Ethics Committee and indeed all members of Council of the Society continually strive to implement new ideas and methods so as to increase membership at all levels. The introduction of the new level of membership status and Continuing Professional Development (CPD) scheme plays not only an important role in promoting up-to-date and competent forensic practice but will draw new members from the forensic arena, particularly we hope from the legal, police and scene of crime world.

We have recognised the need to attract and retain our student members from the commencement of their studies through to graduation and beyond. On proof of completion of their degree students now receive an automatic upgrade to affiliate with the first year at the student rate. We are also looking at a form of CPD for students at Forensic Science Society Accredited Universities that will help them on their way to gainful employment.

The application process to join the Society has been streamlined with the documentation being generic across all levels of membership and the format has been uploaded to the website so that applications and subscriptions can be made electronically. We are also working on a form of CSI magazine, only available to members, which we hope will attract increased membership applications from scene of crime officers, police and students.

There have been no complaints over the past year in relation to the conduct of any members of the Society.

A small number of minor issues have been dealt with and resolved.

Callum Sutherland
Vice-President & Chair of MEC Committee

Conferences Committee

The transition from the previous conference strategy of 2-3 day general conferences in Spring, Summer and Autumn to shorter more focused conferences began in earnest during the 2010-11 session. This will continue into 2011-12 and beyond.

The Society has introduced more one day meetings and seminars on various specialist topics throughout the year with only the Summer/Autumn and AGM conferences and specialist joint meeting in Abu Dhabi still taking place over 2-3 days. Within these meetings there has been a move away from general conferences to more focused subject specific meetings. Such topics have included firearms, serial crimes and crime scene investigation.

A lecture/seminar series has also been produced in liaison with King's College London throughout 2010-11 with prominent guest speakers from the judiciary and forensic science providers discussing key topics such as Expert Evidence in the Criminal Courts and DNA/Blood Pattern Analysis. Such lecture series and seminars have allowed the Society to become more reactive to the forensic science community as a whole, organising important discussion forums for practitioners and academics on matters important to them within a shorter period of time than was possible under the traditional 3 conferences a year model.

The different delegates that the Society attracts from varying disciplines have been catered for through continued engagement with the Young Forensic Scientist Seminars (YFSS) and student conferences. The student conference this year was held at the University of Wolverhampton and was novel because of the attachment of a new "Education, Employability and Engagement" forum (3 E's Day) that was piloted. This allowed students and prospective forensic scientists insight into a career within the profession by having access to representatives from the forensic providers, universities and recruitment sector.

Engagement with the international community was enhanced through the joint meeting with the United Arab Emirates Ministry of the Interior in Abu Dhabi. Over 100 delegates attended this meeting demonstrating the important interest in the sector in emerging markets.

The Society's Continuing Professional Development (CPD) scheme was formally launched at the Autumn conference in November 2010 and has been extremely popular with delegates wishing to gain specific learning outcomes from the conferences they have attended. This CPD scheme has been extended to all Society conferences now, including the one day meetings.

Darren J Phillips
Chair of Conferences Committee

2010-2011 Conference Programme
(1 April 2010 until 31 March 2011)

Spring Conference
National Railway Museum, York
22 April 2010

Planes, Trains & Automobiles

Convenor: Richard Talbot

One-Day Conference
The Royal Armouries, Leeds
8 June 2010

In the Round – A Day Aimed at Firearms Experts

Convenors: Brian Rankin & Dave Pryor

Summer Conference
The Holiday Inn, Belfast
2-3 July 2010

Linking Serial Crimes & Cross Border Collaboration

Convenor: Shauna McCusker

Young Forensic Scientists Seminar (YFSS)
Nottingham Trent University, Nottingham
9 September 2010

Crime Scene Evidence & Specialist Practitioners

Convenors: Emma Jelbert & Thiyanga Lekamwattage

Lecture Series
King's College, London
16 November 2010

Expert Evidence in the Criminal Courts
"Setting the Limits of Expert Evidence"

Speaker: Lord Justice Leveson

Autumn Conference & AGM
The Robinson Executive Conference Centre, Wyboston
12-14 November 2010

Convenor: Caroline Sheriff

Lecture Series
King's College, London
29 November 2010

Expert Evidence in the Criminal Courts
"The Solution"

Speaker: Professor David Ormerod

Student Conference
University of Wolverhampton
4 December 2010

Solving Violent Crime

Convenor**:** Dr Raul Sutton

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3 E's Day
University of Wolverhampton
5 December 2010

Education, Employability and Engagement Day

Joint Conference with the United Arab Emirates Ministry of the Interior
Intercontinental Hotel, Abu Dhabi
17-19 January 2011

Crime Scene Investigations (Path to Justice)

Convenor: James Gallagher

Saturday Seminar
King's College, London
26 February 2011

Understanding and Dealing with DNA Evidence

Speaker: Dr Timothy Clayton

Saturday Seminar
King's College London
26 March 2011

Blood Pattern Analysis

Speakers: Joanne Millington and Jeremy Carter-Manning, QC

Publications Committee

Science & Justice
2010 was the 50th volume of Science and Justice. Four issues of the journal were published during 2010. The rejection rate for submitted papers was 53% and an average of 7200 articles were downloaded per month from the Journal website. The Editor would like to express her sincere thanks to all of our reviewers and members of the Editorial Board for their continued support of Science and Justice.

Other Publications
The Forensic Science Society continues to publish its magazine Interfaces. The magazine is edited by Ms Jo Hulme and covers a variety of topics for and by members.

The Society has worked with Wiley-Blackwell books to create two book series in forensic science. This arrangement is due for renewal in January 2012. A number of books in both series are at the writing stage, while others have been proposed and are under review.

Dr Niamh Nic Daéid
Honorary Editor

Financial Review for the year 1 April 2010 to 31 March 2011

Following two years of major reorganisation the Society has, for this financial year, returned to a surplus of income over expenditure. The £31,572 surplus, which exceeded the budgeted figure, has arisen from a combination of control of costs and a concentration on the development of the Society's core activities.

Investment Policy
Responsibility for investment policy resides with Council and, as Trustees of the Forensic Science Society, it has the power to invest in such assets as it sees fit.

The Trustees have instructed the Society's investment managers to continue to adopt a cautious risk profile in order to protect the investments held.

Reserves
The reserves of the Society are held in an unrestricted fund, which at 31 March 2011 amounted to £667,389. Of this £406,490 is represented by fixed assets. The balance of £260,899 could be converted into liquid funds within 30 days and Council therefore consider that there is currently sufficient resources available to allow the ongoing activities to continue in the event of a significant shortfall in budgeted income.

Statement of Trustees' Responsibilities
The Trustees 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).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a 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 which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. 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 responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 3 September 2011 and signed on their behalf by:

AMOConnor

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Anna-Marie O'Connor
Honorary Secretary

Independent Auditors Report to the Trustees of the Forensic Science Society

We have audited the financial statements of The Forensic Science Society for the year ended 31st March 2011, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Respective Responsibilities of Trustees and Auditor
As explained more fully in the Statement of Trustees' Responsibilities set out on page 11, the Trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board’s Ethical Standards for Auditors.

Scope of the Audit of the Financial Statements
An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity’s circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

Opinion on Financial Statements
In our opinion the financial statements:

- give a true and fair view of the state of the charity’s affairs as at 31st March 2011, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 1993

Matters on which we are required to Report by Exception
We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you, if in our opinion:

- the information given in the Trustees’ Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Becketts

Andrew Beckett (Senior Statutory Auditor)
for and on behalf of
Becketts
Chartered Accountants and Statutory Auditors
3 September 2011

Unit 1, Waterside
Old Boston Road
Wetherby
LS22 5NB

Statement of Financial Activities for the year ended 31 March 2011

	Notes	Unrestricted funds 2011 £	2010 £
Incoming resources			
Incoming resources from generated funds:			
Voluntary income			
Donations	2	132,508	135,238
Investment income	3	4,299	6,244
Incoming resources from charitable activities	4	259,594	183,522
Total incoming resources		396,401	325,004
Resources expended			
Cost of generating funds:			
Costs of generating voluntary income	5	34,782	86,157
Investment management costs	6	1,590	2,253
Charitable activities	7	271,768	309,849
Governance costs	8	54,086	85,598
Total resources expended		362,226	483,857
Net incoming /(outgoing) resources		34,175	(158,853)
Other recognised gains and losses			
(Losses)/gains on investment assets	12	(2,603)	49,754
Net movement in fund for the year		31,572	(109,099)
Fund balance brought forward at 1 April		635,817	744,916
Fund balance carried forward at 31 March		667,389	635,817

Balance Sheet for the year ended 31 March 2011

	Notes		2011		2010
			£		£
Fixed assets					
Tangible assets	11		406,490		401,779
Investments	12		133,078		203,078
			539,568		604,857
Current assets					
Debtors	13	112,776		60,128	
Cash at bank and in hand		81,700		33,360	
		194,476		93,488	
Creditors: amounts falling due within one year	14	(66,655)		(62,528)	
Net current assets			127,821		30,960
Net assets			667,389		635,817
Funds					
Unrestricted income fund			667,389		635,817
Shareholders' funds			667,389		635,817

Approved by the Council on 3 September 2011 and signed on its behalf by Anna-Marie O'Connor, Honorary Secretary

Honorary Secretary

Notes to the Financial Statements for the year ended 31 March 2011

1 Accounting policies

Basis of preparation
The financial statements are prepared under the historical cost convention, with the exception that certain fixed assets and investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (SORP 2005) and applicable UK Accounting Standards and the Charities Act 1993.

Incoming resources
Annual subscriptions are recognised when they fall due and to the extent that they are received within three months of the due date. Other donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income from charitable activities is recognised as earned (that is, as the related goods or services are provided). Investment income is recognised on a receivable basis.

Resources expended
Expenditure is accounted for on an accruals basis. Costs of generating funds are those incurred in attracting voluntary income. Charitable expenditure comprises those costs incurred by the Society in the delivery of its activities and services for its beneficiaries. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Society and include audit fees and costs linked with the strategic management of the Society. Where costs cannot be directly attributed to particular headings they have been allocated to each category on a basis consistent with the use of resources. These costs have been allocated on the basis of time spent by staff on each activity.

Pension costs
The Society contributes to employee stakeholder defined contribution personal pension plans. The Society contribution is restricted to the contribution disclosed in Note 10.

Taxation
The Society is registered as a charity (Charity Commission Reference 209592) and as such the income arising from and expended on its charitable activities is exempt from corporation tax. It is registered for VAT and is subject to partial exemption rules. Any irrecoverable VAT is included in support costs which Gift Aid is included in the accounts based on amounts recoverable at the balance sheet date.

Depreciation
Freehold property held by the Society for its own use is valued at market value. No depreciation is charged against such property on the grounds that its residual value will be no less than its stated market value. Computers and other equipment are depreciated at 25% on the reducing balance in order to write off the assets over their estimated useful lives.

Fixed asset investments
Investments are stated at market value as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year

Funds
The funds of the Society are not subject to any restrictions regarding their use and are available for application to the general purposes of the Society. The Society has no designated funds.

Notes to the Financial Statements for the year ended 31 March 2011

		2011	2010
		£	£
2	**Voluntary income - donations**		
	Annual subscriptions	120,075	116,910
	Refund of taxes	12,433	18,328
		132,508	135,238
3	**Investment income**		
	Dividends and interest on listed investments	4,193	5,847
	Interest on cash deposits	106	397
		4,299	6,244
4	**Income from charitable activities**		
	Accreditation	53,055	11,965
	Advertising	4,234	4,439
	Conferences	118,005	126,234
	Journal income and royalties	35,580	30,468
	Professional awards and CPD Approval	48,438	9,025
	Other income	282	1,391
		259,594	183,522
5	**Cost of generating voluntary income**		
	Support costs allocated (see note 9)	34,782	86,157
6	**Investment management costs**		
	Investment management	1,590	2,253
7	**Cost of charitable activities**		
	Accreditation*	57,422	36,112
	Conferences*	120,846	189,018
	Journal and newsletter*	39,699	37,337
	Professional awards, scholarships and CPD*	53,597	46,279
	Other costs	204	1,103
	** including allocated Support costs (Note 9)*	271,768	309,849
8	**Governance costs**		
	Audit fee	2,900	2,800
	Annual Report	315	3,332
	Consultancy and other professional fees	14,036	22,592
	Council and committee expenses	11,169	16,535
	Trustees indemnity insurance	4,497	4,515
	Support costs allocated (see note 9)	21,169	35,824
		54,086	85,598

Notes to the Financial Statements for the year ended 31 March 2011

		2011 £	2010 £
9	**Support costs**		
	Advertising and marketing	3,145	1,963
	Bank charges	2,269	2,735
	Depreciation	10,497	8,926
	Employment costs (see Note 10)	148,830	160,510
	Insurance	535	943
	Light and heat	3,727	3,399
	Postage	5,033	6,972
	Property alterations written off	-	18,052
	Rates	1,399	1,147
	Recruitment costs	720	1,253
	Repairs and maintenance - computer	8,650	10,015
	Repairs and maintenance - general	3,146	18,541
	Staff training and welfare	44	811
	Stationery and printing	4,036	7,500
	Sundry expenses	1,033	6,193
	Telephone and fax	2,110	3,116
	VAT - Partial exemption	5,708	21,347
	Website costs	1,690	4,850
		202,572	278,273
	Allocation of support costs (based on staff time and cost)		
	Cost of generating voluntary income	34,782	86,157
	Cost of charitable activities - Accreditation	40,372	34,164
	Cost of charitable activities - Conferences	60,609	72,732
	Cost of charitable activities - Journal and Newsletter	16,915	14,346
	Cost of charitable activities - Professional awards etc	28,725	35,050
	Governance costs	21,169	35,824
		202,572	278,273
10	**Staff numbers and cost**		
	Salaries	131,753	142,498
	Social security costs	10,395	10,435
	Pension costs	6,682	7,577
		148,830	160,510
	Apportioned to activities on the basis of time and cost:		
	Cost of generating voluntary income	25,560	49,696
	Cost of charitable activities	107,712	90,150
	Governance costs	15,558	20,664
		148,830	160,510

The average number of employees calculated on a full time equivalent basis and analysed by function was:

	No	No
Cost of generating voluntary income	1.5	2.0
Cost of charitable activities	4.5	4.0
Governance costs	0.5	1.0
	6.5	7.0

No employee earned more than £60,000 per annum (2010: none)

Notes to the Financial Statements for the year ended 31 March 2011

11 Tangible fixed assets

	Freehold property £	Fixtures and equipment £	Total £
Cost			
At 1 April 2010	375,000	85,158	460,158
Additions	-	15,208	15,208
At 31 March 2011	375,000	100,366	475,366
Depreciation			
At 1 April 2010	-	58,379	58,379
Charge for the year	-	10,497	10,497
At 31 March 2011	-	68,876	68,876
Net book value			
At 31 March 2011	375,000	31,490	406,490
At 31 March 2010	375,000	26,779	401,779

The freehold property, 18a Mount Parade, Harrogate, was revalued at 31 March 2009.

12 Investments

	2011 £	2010 £
Market value at 1 April 2010	203,078	149,729
Additions at cost	62,200	36,500
Disposal proceeds	(129,597)	(32,905)
Net investment (losses)/gains	(2,603)	49,754
Market value at 31 March 2011	133,078	203,078
Historical cost of investments held at 31 March	123,450	182,534
Listed investments are represented by:		
Fixed interest securities	52,118	44,432
Unit trusts and bonds	80,518	157,880
Cash deposit	442	766
	133,078	203,078

13 Debtors

	2011 £	2010 £
Trade debtors	89,480	28,128
Conference costs prepaid	2,343	7,687
Other prepayments and sundry debtors	20,953	24,313
	112,776	60,128

Notes to the Financial Statements for the year ended 31 March 2011

14	**Creditors: amounts falling due within one year**	**2011**	**2010**
		£	**£**
	Trade creditors	10,518	14,353
	Income in advance	41,947	23,197
	VAT payable/(receivable)	856	(2,206)
	Other taxes and social security costs	2,969	3,005
	Other creditors and accruals	10,365	24,179
		66,655	62,528

15 Trustees' expenses and remuneration

During the year Trustees received no remuneration (2010: £nil). Trustees are paid expenses for attending meetings and for carrying out required duties as a trustee. During the year travel and subsistence expenses paid to 13 trustees totalled £7,379 (2010: £11,182).

Notice of the 52nd Annual General Meeting

The Forensic Science Society

To be held on 5th November 2011
at
The Barceló Oxford Hotel

Commencing 12.25 pm

Agenda

1) Apologies

2) Minutes of 51st Annual General Meeting

3) Matters Arising

4) Presentation of Annual Report and Financial Statements

5) Election of Council Members

6) Council Structure

7) Motions for Consideration

    7.1 Proposed Revised Amendment to the Constitution of the Forensic Science Society

    7.2 Graduate Membership & the Graduate Basis of Registration

8) Any Other Business

Anna-Marie O’Connor
Honorary Secretary, October 2011

THE FORENSIC SCIENCE SOCIETY

Minutes of the 51st Annual General Meeting
held at 14.45 on Saturday 13 November 2010 at the

Robinson Executive Conference Centre, Wyboston

1	**Apologies**	**ACTION**
1.1	Apologies had been received from Professor John E Cooper, Professor Jim Fraser, Alistair Brownlie, Shirley Marshall, Professor Ronald Denney and Lord Angell.	
2	**Minutes of the 50th AGM** The minutes of the previous AGM were confirmed as an accurate record.	
3	**Matters arising**	
3.1	There were no matters arising from the minutes of the previous meeting.	
4	**Presentation of Annual Report and Financial Statements**	
4.1	The Annual Report had been posted on-line.	
4.2	The President briefed the meeting on the huge strides which had been taken to improve the Society: steps had been taken in-house to reduce expenditure; Clarke House Head Office had been refurbished; staffing issues had been addressed and were now stable; a new format for conferences had been adopted to provide more one day programmes and a single two day event. AP described this as more focused and more financially friendly for members.	
4.3	AP went on to describe the links being forged with other organisations e.g. the British Academy of Forensic Sciences, with a view to building the membership. An assessment centre to test the competency of forensic podiatrists had been very successful.	
4.4	AP reported that some Council members had resigned because of pressure of work and this had included the Treasurer. AP gave a reminder of the time, effort and commitment required of Council members and then introduced the new interim Treasurer, Ted Rogers (ER), to deliver the financial report. ER would be replaced as interim Treasurer by election to the role at this meeting.	
4.5	ER said that it had been a difficult year and that the figures reflected what had obviously been a turbulent time. Money had been spent on a new database and on the office refurbishment at Clarke House. There had been more emphasis on on-line membership.	
4.6	In ER's opinion the figures reflect the financial cost of the staffing and organisational difficulties but not the time and effort spent in resolving them. ER considered it reasonable to say that problems at Head Office meant that things had not been running as smoothly or efficiently as they should have been which had resulted in work falling into arrears and a resultant negative impact on cash flow.	
4.7	ER said that better IT support will provide a more efficient service in the future and more directed to meeting members' needs.	
4.8	The balance sheet showed a fall in total investment following the huge amount of expenditure during the year. ER described annual subscriptions as a major source of income to the Society. A membership drive is now underway and the help of existing members in this regard would be appreciated. If existing members each introduced one new member then total membership of the Society would be significantly increased.	ALL

		ACTION
4.9	Measures had been taken to maximise the refund of taxes, mainly in the form of Gift Aid, by making the relevant section on the membership form more prominent. ER highly recommended consideration of this option to any member who is a UK tax payer and whose earnings are at the right level as it does represent a significant benefit for the Society.	
4.10	ER reported an increase in support costs from £100k to over £150k which was largely brought about by effecting the required staffing and organisational changes. Two staff members had been on lengthy sick leave. The £18k refurbishment costs were written off against the valuation figure of Clarke House. The £10k allocated to computer repairs and maintenance covered part of the cost of the new IT system. Consultations with HMRC are on-going to progress the Society's entitlement to further refunds.	
4.11	Investments: following a substantial fall in the value of the Society's investments the main investment fund is now being managed as a 'cautiously managed fund'. ER said that it had been a difficult year but after seeing interim figures there was cause for cautious optimism.	
4.12	There was a question from the floor about the health of the Society's finances to be able to continue this work over the next two to three years.	
4.13	ER said that the situation has to be monitored which is currently happening on a quarterly basis and that he would like to move to a monthly review. ER added that the Society is heading for a loss of nearer £30k - £40k in this financial year but this is considered manageable given the reserves. The membership drive and the resolution of the office staffing problems will result in an increase in the number of membership applications which will then be processed and managed more efficiently.	
4.14	Reassurance was given following a request from the floor that ER would affect the monthly review, not that this was something he would just 'like to do'.	ER
4.15	In response to another question from the floor ER gave the reassurance that existing members paying via direct debit will be contacted about Gift Aid. This is with the aim of maximising the benefit to the Society.	ER
4.16	AP thanked ER for the briefing and considered it well worth having the detailed explanation.	
4.17	Science and Justice: AP reported that there had been almost 69,000 downloads and gave a vote of thanks to Niamh Nic Daéid for all her hard work towards this achievement.	
5	**President Elect**	
5.1	<u>Motion to be considered</u>: That in the event that there are no nominations for the post of President Elect the incumbent President should continue in post for an additional period of time up to a maximum of two years.	
5.1.1	AP explained that because there had been no nominations for President Elect since the call went out last August she had agreed to stand for another year.	
5.1.2	The motion was proposed by Paul Millen and seconded by Barbara Daniels.	
5.1.3	Brian Rankin had kindly agreed to stay on as Past President.	
6	**Election of Treasurer**	
6.1	There had been one nomination and that was for Dr Anya Hunt. Therefore, Dr Hunt was elected unopposed and received the badge of office from AP.	

		ACTION
7	**Election of three Ordinary Members**	
7.1	The three Ordinary Members elected - Mike Jones, Nigel Hodge and Darren Phillips - received their folders from AP.	
8	**Motions for consideration**	
8.1	<u>Chartered status</u>: That the Society should introduce the category of Chartered status for highly experienced practitioners who can demonstrate continuing professional development (CPD) aligned with continuing professional competence (CPC) as attested by the employing organisation. This category would also be open to line managers of current caseworkers who have a watching brief over case report writing and court presentational skills of their staff and academics who are actively involved in current casework. Chartered status would carry the post nominal for Chartered Forensic Practitioner: CFP (subject specialism).	
8.1.2	The motion was proposed by Niamh Nic Daéid and seconded by Dave Pryor, and was passed unanimously.	
8.2	<u>Proposed amendment to Section E (6) of the Constitution</u>: this concerned the payment by new members of the full subscription at the point of joining instead of a part-yearly payment at that point. It requires a change to the wording of the Constitution.	
8.3	Current wording: Individuals in all membership categories shall pay such annual subscriptions as the Council shall from time to time determine. The subscriptions shall be payable in advance and become due on 1 November each year. Each member of the Society shall be entitled to receive one copy of the current year's journal.	
8.4	Proposed new wording: Individuals in all membership categories shall pay such annual subscriptions as the Council shall from time to time determine. The subscriptions shall be payable in advance at the point of application and renewable annually on the date specific to each member.	
8.5	Clarification was requested from the floor as to whether members would still receive the hard copy of the journal (as mentioned in the final sentence of the current wording. AP explained that the change had been necessitated by the availability of the electronic version and confirmed that members could still have a hard copy.	
8.6	The motion was proposed by Dr Nick Carey and seconded by Callum Sutherland, and was passed unanimously.	
8.7	There was a query from the floor as to whether this change would discourage those members who pay in instalments. It was confirmed that they would see no change in their payment arrangements.	
9	**Any Other Business**	
9.1	Brian Rankin said a few words in recognition of the progress being made by the Society: the move towards Chartered Status; the professional environment and dedicated staff at Head Office; the CPD launch; the enthusiasm and support of the delegates here at the AGM - all of which BR considered as providing a solid foundation on which the Society can build for the future.	
9.2	As there was no other business AP thanked everyone for attending and closed the meeting at 15.25. The date of the next AGM is Saturday 12 November 2011.	

The Forensic Science Society

The Forensic Science Society advances the study, application and standing of forensic science and facilitates co-operation among people interested in forensic science and the administration of justice throughout the world.

It also provides a voice for the profession, looks after the interests of members, provides support to individual practitioners and maintains professional and scientific standards.

It is now the largest, most dynamic society of its kind in the world with circa 2000 members in 65 countries, and affiliated to it is the California Association of Criminalists which has 100+ members.

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