ANNUAL REPORT

THE CHARTERED SOCIETY OF FORENSIC SCIENCES

2020/2021

Contents and Administrative Information

CHIEF EXECUTIVE OFFICER

Dr A Hunt

REGISTERED OFFICE *(at time of report)*

Office 40, Flexspace, Hartwith Way, Harrogate, HG3 2XA

Registered Charity No: 1156052 Company No: RC000869

INDEPENDENT EXAMINER

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

BANKERS

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

Barclays Bank, 25 James Street, Harrogate, HG1 1QX

INVESTMENT MANAGERS

Quilter Cheviot Asset Management Limited, 5 St Paul's Square, Liverpool, L3 9SJ

CEO Report

The year from April 2020 to March 2021 has been a difficult yet highly productive year. The global Covid-19 pandemic has dominated our thinking and meant that we have had to be inventive and resilient in our planning. I like to be clear year on year that the CSFS Council and myself see that the key role of the CEO is to manage the Society resources and maximize the benefit for the membership and wider community by enabling Council to meet their strategic objectives. As the role of the Society within the forensic science has evolved, I have seen a shift in that role to one of public engagement and business development to better inform the strategic direction of travel. This has never been clearer than throughout the last twelve months with the Society acting as a hub to support greater engagement via its extensive webinar series and highly successful online events.

Throughout the year the staff worked either remotely or agilely on a rota basis to maximize office cover whilst maintaining social distancing. All staff completed the year maintaining normal hours and normal service. The challenge of Covid 19 has increased spending in IT provision to allow delivery of a range of online events. It has enabled CSFS to deliver remote events at a lower price point and drastically reduced the overall cost of running face to face events. With many of these sessions offered free to members engagement has increased. Membership numbers have grown to an even greater extent with growth of 16% over the last year with increased engagement of many members. Involvement via the block and bulk schemes continues to help to reduce costs but increase membership within organisations, particularly the police forces and fire services. Membership revenue grew by almost £20,000.

Last year the Society reported working with 12 forces in delivering of competency assessment for CSIs and CSMs. The Society started work with an additional 2 forces in the year 20-21 with still more forces lined up to start collaboration in late 2021 and into the early part of 2022. The lockdown resulted in assessments being delayed between April - July and again in January - March 2021. It was extremely impressive, therefore that all planned assessments were rescheduled in line with force requests and completed before the end of the financial year. The Technical Manager agreed in the previous financial year started in Sept 2020 greatly adding to the CPC delivery capacity. In 2020 the team assessed close to 330 individual CSIs across the country. This continues to see a significant increase in the income generated from these charitable activities.

Assessments for educational accredited and recognised courses continued through the period with a move to remote assessment. Interest in the program continues. with a number of new enquires looking to lead to new accreditations later in 2021/22

The impact factor for Science & Justice for 2020 has shown another significant increase from 2.075 to 2.124, this is the highest it has ever been, and it continues to thrive year on year. In 2020-21 the Society has continued with the publication of a monthly bulletin, newsletter and e-mag all delivered wholly electronically. The monthly bulletin seems to be particularly well received and it is obvious the flurry of activity we see after it has been dispatched. Monthly webinar bookings have been largely driven via the bulletin.

As reported last year by far the largest challenge that the CSFS faces continues to be the development of the Generic Quality Management (GQMS) programme to support Sole Traders, SMEs, and other niche forensic units on their route to accreditation. This continues to require a huge financial commitment as well as an ongoing impact on our resources. As previously reported the decision was made that, in order to manage commercial trading more effectively, like a number of Chartered Membership organisations, it would establish a Trading Arm. ForSciTE Ltd was formally incorporated on the 9th of November 2018 with the first set of ForSciTE Ltd accounts lodged at Companies House in December 2020. The CSFS has funded ForSciTE Ltd in the form of loans as indicated in the associated financial data, cumulatively the amount to date is £82,000 (with £40,000 in the current year). The CEO and Trustees remain committed to this as a core area for development in the year ahead. The primary aim of the Trading Arm is to enable CSFS to have a mechanism by which commercially activities can be managed most effectively and ensure full compliance with Charity Commission requirements. Any profits generated by the Trading Arm will be gifted back to the Charity. The purchase of a bespoke software solution to host the CSFS and customer GQMS systems was purchased by CSFS during the incorporation and setup processes resulting in a loan from CSFS to ForSciTE Ltd.

Dr Anya Hunt

Achievements and Performance

Awards

PW Allen Award - for the best paper published in Science & Justice

Paper title: *"Familial DNA searching – an emerging forensic investigative tool"*

Authors: S Debus-Sherrill, M Field

Volume 59, Issue 1, Pages 20-28

Research Scholarship Award

The Scholarship is open to members of the Society who wish to undertake research in forensic science, law, 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.

Paper title: *"Forensic Trace DNA recovery from metal and metal-coated surfaces".*

Dan Bonsu, Australian Centre for Ancient DNA, University of Adelaide University.

Travel Bursary

"A novel machine learning approach based on quantitative profile-profile relationship (QPPR) to address complex source-level problems in the forensic analysis of gunshot residue (GSR)"

Matteo Gallidabino, Northumbria University

73rd annual scientific meeting of the American Association of Forensic Sciences (2021) online

Educational Accreditation & Recognition Scheme

Educational Accreditation:

Nottingham Trent University - 11 January 2020
Educational Accreditation of 2 programmes (additional to the programmes already accredited)

Jain University - 27 July 2020
Educational Accreditation of 1 programme

University of Kent – 18 March 2021
Educational Accreditation of 8 programmes (additional to the programmes already accredited)

Educational Accreditation & Full Recognition Renewal:

Bournemouth University - 20 October 2020
Educational Accreditation of 1 programme (additional to the 4 programmes already accredited)
Full Recognition Renewal of 1 course

Full Recognition Renewal:

Teesside University - 8 January 2020
Full Recognition Renewal of 3 courses

The Open University - 20 October 2020
Full Recognition Renewal of 2 courses

University of Wolverhampton – 26 November 2020
Full Recognition Renewal of 2 courses

Full Endorsement Renewal:

Brooklands College - 8 December 2020
Full Endorsement Renewal of 1 course

Note: All onsite visits and/or reviews were postponed following lockdown in March 2020. Since then, all were successfully completed online between September and December 2020.

2020-2021 Conference Programme
(1 April 2020 until 31 March 2021)

During the Covid pandemic the Society adapted to the 'new normal' and offered a series of online webinar and our first virtual conference.

Wednesday Webinars

The thought provoking 'Hands Off' virtual laboratory
10th June 2020

#DryLabsRealScience – How to replicate undergraduate practical experiences remotely
24th June 2020

An Introduction to the CSFS Generic Quality Management System
1st July 2020

A new design for trace evidence courses using home experiments, a carousel and Labbuddy
8th July 2020

Standard Operating Procedures – The Way Forward
15th July 2020

An interactive online approach to teaching GCMS method development - tips and tricks using a mix of learning tools
22nd July 2020

An Introduction to the Forensic landscape and guidance documentation
23rd July 2020

Validation of Methods – Why? When? How?
29th July 2020

The UKAS Experience
5th August 2020

The Control and Avoidance of Contamination at the Crime Scene
12th August 2020

How to deliver Quality audits
19th August 2020

Introduction to Competency
2nd September 2020

Auditing in a Virtual environment – the new 'normal'
16th September 2020

Top tips for getting forensic science research published
23rd September 2020

Root cause analysis – What's the Problem?
30th September 2020

Collision Investigation in the Civil Forum – Saying what you really think
3rd March 2021

Is it a Risk or is it an Opportunity?
17th March 2021

Focus on Forensic Scientists
Informal evening Q&A sessions Dr Sheila Willis

Professor Jim Fraser	10th December 2020
Professor Tim Thompson	21st December 2020
Professor Angela Gallop	11th February 2021
Professor Niamh Nic Daeid	18th March 2021

Student Webinars

Forensic Pathology – An Insight into the Forensic Post-mortem
24th February 2021

Forensic Cold Case Reviews: An Introduction
24th March 2021

Science & Justice Research Webinar
9th February 2021

CSFS Autumn Virtual Conference 2020
Friday 6th November 2020

Financial Review and reserves
The Statement of Financial Activities shows a surplus for the year of £121,324 and reserves at the end of the year of £554,184

The reserves of the Society are held in an unrestricted fund and at the end of the year £15,784 of the total is represented by tangible fixed assets. The balance of £538,400 could be converted into liquid funds within one month and Council therefore consider that there are currently sufficient resources available to allow the ongoing activities to continue in the event of a significant shortfall in budgeted income.

Public Benefit Statement
In developing the objectives for the year and in planning activities the trustees have considered the Charity Commission's general guidance on public benefit.

Investment policy
Responsibility for investment policy resides with Council and, as trustees of the 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.

Structure, Governance and Management
The Society is a registered charity (Registration Number 1156052) and operates in accordance with its Constitution.

A maximum of ten serving Members of Council also act as Trustees of the 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 information on the legal responsibilities of Trusteeship, and information from the Charity Commission as general guidance.

Sub-committees are made up of Members of Council. These meet as required for the conduct of the Society business and all acts and proceedings are fully and promptly reported 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.

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 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's Constitution. 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 Honorary Secretary on behalf of the Trustees and signed on 2nd November 2021

Mr Adam S Long
Honorary Secretary

Independent examiner's report to the trustees of The Chartered Society of Forensic Sciences

I report on the accounts of the Society for the year ended 31 March 2021, which are set out on pages 9 to 14.

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

Andrew Beckett FCA
Fellow of the Institute of Chartered Accountants in England and Wales
c/o Becketts
Unit 1 Waterside
Old Boston Road
Wetherby
LS22 5NB

2nd November 2021

Statement of Financial Activities for the year ended 31 March 2021

		Unrestricted funds	
	Notes	2021	2020
		£	£
Incoming resources			
Incoming from:			
Donations and legacies	2	-	147
Charitable activities	3	548,197	510,023
Investments	4	409	2,890
Total incoming resources		548,606	513,060
Resources expended			
Expenditure on:			
Charitable activities	5	462,274	485,483
Total resources expended		462,274	485,483
Other recognised gains and losses			
Gains/(losses) on investment assets	10	34,992	(23,781)
Net incoming resources		121,324	3,796
Net movement in fund for the year		121,324	3,796
Fund balance brought forward		432,860	429,064
Fund balance carried forward at 31 March		554,184	432,860

Balance Sheet as at 31 March 2021

	Notes		2021		2020
			£		£
Fixed assets					
Tangible assets	9		**15,784**		**24,499**
Investments	10		**312,630**		**227,325**
			328,414		**251,824**
Current assets					
Debtors	11	**95,801**		**58,750**	
Cash at bank and in hand		**171,561**		**184,869**	
		267,362		**243,619**	
Creditors: amounts falling due within one year	12	**(41,592)**		**(62,583)**	
Net current assets			**225,770**		**181,036**
Net assets			**554,184**		**432,860**
Funds					
Unrestricted income fund			**554,184**		**432,860**
			554,184		**432,860**

Approved by the Honorary Secretary on behalf of the Trustees and signed on 2nd November 2021.

Adam S Long
Honorary Secretary

Notes to the Financial Statements for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The financial statements are prepared under the historical cost convention, with the exception that investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011; with the exception of a cash flow statement as in the opinion of the Trustees it does not increase the understanding of the financial statements. The charity constitutes a public benefit entity as defined by FRS 102.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees consider that in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 no adjustment to comparative figures is required.

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.

Liabilities are recognised where it is more likely than not there is a legal or constructive obligation committing the Society to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the Society and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources eg. staff costs by time spent, refer to Note 6.

Pension costs

The Society contributes to employee stakeholder defined contribution personal pension plans.

The Society contribution is restricted to the contribution disclosed refer to Note 8.

Taxation

The Society is registered as a charity (Charity Commission Reference 1156052) and as such the income arising from and expended on its charitable activities is exempt from corporation tax.

Depreciation

Computers and other equipment are depreciated at 20-50% 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 2021

		2021	2020
		£	£
2	**Donations and legacies**		
	Donations	-	147
		-	147
3	**Income from charitable activities**		
	Membership subscriptions	183,558	162,162
	Educational activities	281,622	255,972
	Research and development	76,893	72,102
	Other income	6,124	19,787
		548,197	510,023
4	**Investment income**		
	Dividends and interest on listed investments	3,013	5,686
	Interest on cash deposits	96	60
	Investment management costs	(2,700)	(2,856)
		409	2,890
5	**Cost of charitable activities**		
	Membership subscriptions*	44,475	46,266
	Educational activities*	396,596	416,992
	Research and development*	19,797	20,851
	Other income*	1,406	1,374
		462,274	485,483
	*****_including allocated Support costs (note 6)_		
6	**Support costs**		
	Employment costs (see Note 8)	260,754	259,883
	Depreciation, repairs and maintenance	27,160	20,283
	Other administration costs	29,098	45,899
	Governance costs (see Note 7)	5,474	10,684
		322,486	336,749
	Allocation of support costs (based on staff time and cost)		
	Membership subscriptions	42,945	39,356
	Educational activities	275,319	290,520
	Research & Development	2,816	5,499
	Other income	1,406	1,374
		322,486	336,749

Notes to the Financial Statements for the year ended 31 March 2021

		2021	2020
		£	£
7	**Governance costs**		
	Accountancy and Independent examination	**2,580**	**2,580**
	Consultancy and other professional fees	**2,391**	**3,791**
	Council and committee expenses	**503**	**4,313**
		5,474	**10,684**

8	**Staff numbers and costs**		
	Salaries	**225,562**	**223,420**
	Social security costs	**17,430**	**18,301**
	Pension costs	**17,762**	**18,162**
		260,754	**259,883**

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

	No	**No**
Cost of charitable activities	**5.5**	**5.5**
Governance costs	**0.5**	**0.5**
	6.0	**6.0**

One employee had total employment benefits, excluding pension costs, which fell in the band £60,000 to £69,999 during the year.

9 Tangible assets

	Fixtures and equipment
	£
Cost	
At 1 April 2020	**178,385**
Additions	**2,802**
Fully written down assets	**(108,036)**
At 31 March 2021	**73,151**
Depreciation	
At 1 April 2020	**153,886**
Charge for the year	**11,517**
On fully written down assets	**(108,036)**
At 31 March 2021	**57,367**
Net book value	
At 31 March 2021	**15,784**
At 1 April 2020	**24,499**

Notes to the Financial Statements for the year ended 31 March 2021

		2021	2020
		£	**£**
10	**Investments**		
	Market value at 1 April 2020	**227,325**	**308,276**
	Additions at cost, including income reinvested	**50,313**	**(57,170)**
	Net investment gains/(losses)	**34,992**	**(23,781)**
	Market value at 31 March 2021	**312,630**	**227,325**
	Historical cost of investments held at 31 March	**285,680**	**229,921**
	Investments are represented by:		
	Securities	**304,130**	**222,473**
	Cash deposit	**8,230**	**4,852**
		312,360	**227,325**
11	**Debtors**		
	Trade debtors	**9,700**	**12,673**
	ForSciTE Ltd	**82,000**	**42,000**
	Prepayments and accrued income	**4,101**	**4,077**
		95,801	**58,750**
12	**Creditors: amounts falling due within one year**		
	Trade creditors	**4,660**	**3,068**
	Income in advance	**29,310**	**40,000**
	Other taxes and social security costs	**-**	**7,734**
	Other creditors and accruals	**7,622**	**11,781**
		41,592	**62,583**

13 Trustees' expenses and remuneration

During the year Trustees received no remuneration (2020: £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 10 trustees totalled £503 (2020 : £4,313)

The Chartered Society of Forensic Sciences
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