



The  
Chartered  
Society of  
Forensic  
Sciences

**ANNUAL REPORT**

**THE CHARTERED SOCIETY OF FORENSIC SCIENCES**

**2014/2015**

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### MEMBERS OF COUNCIL

President:	Mr T Nelson
Immediate Past President	Dr A Priston
Vice President:	Mr C Ratcliff
Honorary Editor:	Professor T Thompson
Honorary Secretary:	Mr C Sutherland ( <i>acting</i> )
Honorary Treasurer:	Mr R Green ( <i>acting</i> )
Honorary Chair of Quality Standards:	Professor W Vernon
Ordinary Member:	Mr B Rankin
Ordinary Member:	Mr P Ellis
Ordinary Member:	Miss A Walters
Ordinary Member:	Dr C Gwinnett
Ordinary Member:	Mr H Atkin
Co-opted:	Ms L Smith

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

### CHIEF EXECUTIVE OFFICER

Dr A Hunt

### REGISTERED OFFICE

Clarke House, 18a Mount Parade, Harrogate, North Yorkshire, United Kingdom, HG1 1BX  
Registered Charity No: 1156052

### 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

### INVESTMENT MANAGERS

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

## **Trustees' Report**

### **From the President**

Since I took over as President in November 2014 the Society has seen a period of significant change. Forensic Science is changing. Our delivery models are being reviewed, assessed and a Forensic Strategy for England & Wales will be announced soon. The economic climate in which we operate is putting significant pressure and focus on the forensic service.

When I started my tenure as President I was keen to hear your views. I wanted to make sure we heard from members and non-members. Over 500 of you completed our survey which gave us key information on what works and where we could do better as a Society.

The three key points that came from the survey were:

1. You wanted more meetings and conferences of shorter duration.
2. You wanted us to communicate with you better.
3. You wanted us to carefully consider where and when we held the meetings as more of you are finding it difficult to get away from work to attend.

We have listened to your feedback and I am pleased to say that our CEO is progressing these and other changes to improve how we work and how we communicate. We have also introduced more one day events and are looking to expand this portfolio across the forensic spectrum and across the country.

Collaboration with Clarion Event Management and The Investigator Magazine resulted in the Forensics Europe Expo, held in London at Olympia. This was a truly ambitious multi-disciplinary event which ran over two days focussing on counter terrorism and forensic science. It was very gratifying to see it so well attended. The Society's stand was busy throughout the two days, it was an excellent opportunity to meet and discuss ways of working together more closely.

The event also afforded the Society the platform upon which to formally relaunch as The Chartered Society of Forensic Sciences.

Over the year we continued to be represented at the Westminster Forum on Research and Innovation in the UK, the Forensic Regulator's Advisory Group, and I have continued to maintain the Society's presence at relevant police and government conferences and meetings as well as with other learned bodies. We were represented at a meeting hosted by the Royal Society to discuss Research and Development "The Paradigm Shift in Forensic Science", a conference held in London and followed by a two day event at the Royal Society.

I also provided an input into the National Audit Office report as they sought views on the state of the Forensic Service primarily in England & Wales. Their report gave us, as the voice of Forensic Science, the opportunity to put your views forward and ultimately led to the Home Office setting up a team to draft a Forensic Science Strategy for Forensic Science in England & Wales. There are a number of work streams addressing this issue and the Society are represented on a number of these with our CEO attending the knowledge and skills work stream.

One of my aims as President is to develop the Society as an umbrella organisation. I want to encourage other like-minded groups and societies to become members of The Chartered Society of Forensic Sciences. We are progressing with this and have held talks with groups such as ALEFA (Association of Law Enforcement Forensic Accountants), the Fingerprint Society and others. We will keep you informed as these progress.

By the time you read this I will have completed my first year of Presidency. I look forward to working with the new President Elect and Council to take forward the aims and objectives of your Society. Many thanks and warm wishes to you all.

**Tom Nelson**  
**President**

## Trustees' Report

### CEO Update

During 2014/2015 the Society has been working on a number of initiatives to improve both our offering to our members and standards within the forensic science arena.

One such initiative was the development of the Pre-Employment Assessment of Competence (PEAC) qualification. This is a skills based assessment available to those wishing to enter the forensic industry to provide additional assurance of their skills and reasoning competency to their prospective employer. This scheme has strong support from forensic science employers and provides them with additional confidence of a candidate seeking an employment interview.

The question of standards within forensic science has been much at the forefront and in response to the need for stakeholders to work together in setting and maintaining standards the Society, alongside FAPSA and other bodies, started to look at the development of a model for accreditation of SMEs and Sole Traders in the forensic arena.

The Accredited Forensic Practitioner scheme has been gathering steady momentum and there are now Accredited Forensic Practitioners listed within the fields of barefoot analysis, gait analysis, fire investigation, firearms, scenes of crime, forensic imaging and documents.

The number of accredited undergraduate and postgraduate courses has increased and the number of courses within the recognition scheme, for less than full MSc / BSc courses, which was introduced during 2013, has also increased.

As well as further extending the accreditation and recognition schemes within the UK the Society have broadened our reach to Ireland, Portugal and Australia in the past two years.

The Society continues to expand its offering of CPD approved training courses and events from a variety of providers, covering a wide range of forensic science disciplines, in order to support our members in their professional development.

In addition the Society is now working to broaden the range of Certificates of Professional Competence (CoPC) available. Alongside the CoPC in forensic podiatry and gait analysis, the Society has been working on the development of CoPC in firearms, collision investigation and BPA amongst others. This work is ongoing and the Diploma scheme has been temporarily withdrawn to allow this development and future proofing for competence assessment.

Membership figures show a steady increase year on year, across all categories, which is an endorsement of the developments we have invested in. Students and Graduates are the future of the Society and it is pleasing to see the increase in the number of graduates now taking up Associate membership.

The Society publications go from strength to strength with six issues of Science & Justice being published in 2014. The number of submissions to the Journal in 2014 increased to 174 from 161 in 2013 with an average of 9620 articles being downloaded per month from the Journal website representing a continued increase in usage (2013=8080). The impact factor for 2014 was 1.417 (Thomson Reuters) – up on previous years. A new Editorial Board was appointed for Science & Justice in 2014.

From 2014 a greater emphasis has been placed on the Society's other publications and the importance they have for engaging with the membership. Peter Ellis has been appointed Editor of CSEye and both interfaces and CSEye are now fully digital, with CSEye also being available to non-members.

**Dr Anya Hunt**  
**CEO**

## Trustees' Report

### Achievements and Performance

#### Prizes and Awards

The following prizes were awarded:

#### **Most Meritorious Student on an Accredited Undergraduate Forensic Course sponsored by Delmont ID**

Winner **Stephanie Ludlow** from Nottingham Trent University

#### **Most Meritorious Student on a Postgraduate Forensic Course sponsored by Wiley Blackwell**

Winner **Ellen Gousmits** from the University of Central Lancashire

#### **PW Allen Award 2014 - for the best paper published in Science & Justice**

*"Determining the order of deposition of natural latent fingerprints and laser printed ink using chemical mapping with secondary ion mass spectrometry"*

By Nicola Attard Montalto, co-authors J.J Ojeda, B.J Jones 2013:53/1, 2-7 received this recognition.

#### **Research Scholarship Award**

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.

#### **Best Research Scholarship**

**Dr Georgina Meakin**, University College London for her research "An investigation into the optimal locations to recover 'wearer DNA' from clothing"

#### **Postgraduate Diploma Awards**

##### **Crime Scene Investigation:**

Peter Hunter

##### **Fire Investigation:**

Giovanni Cocchi

##### **Firearms Examination:**

Kate Greenslade, Lynn Johnson, Henrik Larsen, Ronan Lawlor

##### **Identity Documents:**

Rasmus Borch, Steven Morgan, David Roberts, Ian Williams

##### **Document Examination:**

Camilla Larsen, John Sweetman, Ioanna Tzoura

##### **Award for the Highest Marks Achieved in the Society Professional Diploma – sponsored by Elsevier**

**Giovanni Cocchi**, Firearms Investigation

#### **University Accreditation & Recognition Scheme**

Universities which received Accreditation of their courses during 2014/2015 were:

Deakin University (Australia)  
Northumbria University

Universities which received Recognition of their courses during 2014/2015 were:

Teesside University  
University of Portsmouth

#### **Special Awards**

**2014** Ann Priston, Callum Sutherland, Andrew Jackson, Leon Barron and Marce Lee Gorman received awards in recognition of their special contributions to the Society.

## Trustees Report

### 2014-2015 Conference Programme (1 April 2014 until 31 March 2015)

#### **Forensic Europe Expo**

Olympia London

**29-30 April 2014**

In Collaboration with Clarion Events

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#### **Evaluation & Interpretation of Forensic Evidence Casework Report (Statement) Writing Workshops**

Institute of Technology, Sligo

**12-13 June 2014**

Felstead Training Ltd

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#### **Providing an awareness of the new DNA17 multiplexes**

Strand Campus, Kings College London

**4 September 2014**

With Principal Forensic Services Ltd and DNA17

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#### **Joint Firearms conference with ENSFI**

The Double Tree by Hilton, Leeds

**17-19 September 2014**

Strengthening the scientific basis of firearms and  
GSR

Convenor: Alice Walters

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#### **Autumn Conference and AGM**

College Court Conference Centre and Hotel,

University of Leicester

**7-8 November 2014**

The changing face and pace of trace evidence

Convenor: Robert Green

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#### **Postgraduate Research Symposium**

College Court Conference Centre and Hotel,

University of Leicester

**7 November 2014**

Convenor: Lisa Smith

#### **Providing an awareness of the new DNA17 multiplexes**

Met Hotel, Leeds

**19 November 2014**

With Principal Forensic Services Ltd and DNA17

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#### **Evaluation & Interpretation of Forensic Evidence Casework Report (Statement) Writing Workshops**

The University of the West of England

**1-2 December 2014**

Felstead Training Ltd

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#### **Student Conference**

University of Huddersfield

**6 December 2014**

How to get ahead in forensic science - career  
pathways in forensic science

Convenor: Anna Williams

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#### **Education & Industry Forum**

The Home Office, London

**19 December 2014**

Convenor: Brian Rankin

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#### **Evaluation & Interpretation of Forensic Evidence Casework Report (Statement) Writing Workshops**

The University of Derby

**23-24 February 2015**

Felstead Training Ltd

## **Trustees' Report**

### **Financial Review and reserves**

The Statement of Financial Activities shows a deficit for the year of £10,338 and reserves at the end of the year of £606,561.

The reserves of the Society are held in an unrestricted fund and at the end of the year £301,721 of the total is represented by tangible fixed assets. The balance of £304,840 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 twelve 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 an induction pack of 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 frequently 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 trustees on 31 January 2016 and signed on their behalf by:



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Callum Sutherland  
Honorary Secretary



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

I report on the accounts of The Chartered Society of Forensic Sciences for the year ended 31 March 2015, which are set out on pages 10 to 15.

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

31 January 2016

## Statement of Financial Activities for the year ended 31 March 2015

	Notes	Unrestricted funds 2015 £
<b>Incoming resources</b>		
Incoming resources from generated funds:		
Voluntary income		
Donations	2	163,446
Investment income	3	3,765
Incoming resources from charitable activities	4	<u>220,038</u>
<b>Total incoming resources</b>		387,249
<b>Resources expended</b>		
Cost of generating funds:		
Costs of generating voluntary income		
Investment management costs	5	36,614
Charitable activities	6	747
Governance costs	7	306,263
	8	<u>58,735</u>
<b>Total resources expended</b>		402,359
<b>Net incoming / (outgoing) resources</b>		(15,110)
<b>Other recognised gains and losses</b>		
(Losses) / gains on investment assets	12	4,772
		<u>(10,338)</u>
<b>Net movement in fund for the year</b>		(10,338)
<b>Transfer of net assets on incorporation</b>	16	616,899
		<u>606,561</u>
<b>Fund balance carried forward at 31 March</b>		<u>606,561</u>

## Balance Sheet as at 31 March 2015

	Notes		2015 £
<b>Fixed assets</b>			
Tangible assets	11		301,721
Investments	12		188,887
			<u>490,608</u>
<b>Current assets</b>			
Debtors	13	41,714	
Cash at bank and in hand		104,809	
		<u>146,523</u>	
<b>Creditors: amounts falling due within one year</b>	14	(30,570)	
<b>Net current assets</b>			<u>115,953</u>
<b>Net assets</b>			<u>606,561</u>
<b>Funds</b>			
Unrestricted income fund			606,561
<b>Shareholders' funds</b>			<u>606,561</u>

Approved by the Council on 31 January 2016 and signed on its behalf by Callum Sutherland, Honorary Secretary.



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Callum Sutherland  
Honorary Secretary

## Notes to the Financial Statements for the year ended 31 March 2015

### 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 2011

#### ***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 independent examination 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 1156052) and as such the income arising from and expended on its charitable activities is exempt from corporation tax. 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, in the opinion of the Trustees, 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 2015

	<b>2015</b>
	<b>£</b>
<b>2 Voluntary income – donations</b>	
Annual subscriptions	147,796
Other donations	900
Refund of taxes	14,750
	<u>163,446</u>
<b>3 Investment income</b>	
Dividends and interest on listed investment	3,561
Interest on cash deposits	204
	<u>3,765</u>
<b>4 Income from charitable activities</b>	
Educational activities	165,634
Research and development	47,062
Other income	7,342
	<u>220,038</u>
<b>5 Cost of generating voluntary income</b>	
Support costs allocated (see note 9)	36,614
<b>6 Investment management costs</b>	
Investment management	747
<b>7 Cost of charitable activities</b>	
Educational activities*	259,340
Research and development*	42,341
Other income*	4,582
	<u>306,263</u>
<i>*including allocated Support costs (note 9)</i>	
<b>8 Governance costs</b>	
Independent Examination	2,040
Consultancy and other professional fees	7,482
Council and committee expenses	12,048
Trustee indemnity insurance	2,968
Support costs allocated (see note 9)	34,197
	<u>58,735</u>
<b>9 Support costs</b>	
Employment costs	184,162
Depreciation, repairs and maintenance	33,632
Other administration costs	48,374
	<u>266,168</u>

Notes to the Financial Statements for the year ended 31 March 2015

	2015 £
<b>9 Allocation of support costs (based on staff time and cost)</b>	
Cost of generating voluntary income	36,614
Cost of charitable activities – Educational activities	178,788
Cost of charitable activities - Research and development	13,378
Cost of charitable activities – Other income	3,191
Governance costs	34,197
	<u>266,168</u>
<b>10 Staff numbers and costs</b>	
Salaries	159,861
Social security costs	14,452
Pension costs	8,554
	<u>182,867</u>
Apportioned to activities on the basis of time and cost:	
Cost of generating voluntary income	25,155
Cost of charitable activities	134,218
Governance costs	23,494
	<u>182,867</u>

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

	No
Cost of generating voluntary income	1.5
Cost of charitable activities	5.5
Governance costs	0.5
	<u>7.5</u>

No employee earned more than £60,000 per annum (2014: none)

**11 Tangible assets**

	Freehold property £	Fixtures and equipment £	Total £
<b>Cost</b>			
Transferred in on incorporation	265,000	16,411	281,411
Additions	-	32,550	32,550
At 31 March 2015	<u>265,000</u>	<u>48,961</u>	<u>313,961</u>
<b>Depreciation</b>			
Charge for the year	-	12,240	12,240
At 31 March 2015	<u>-</u>	<u>12,240</u>	<u>12,240</u>
<b>Net book value</b>			
At 31 March 2015	<u>265,000</u>	<u>36,721</u>	<u>301,721</u>

The freehold property, 18a Mount Parade, Harrogate, was revalued at 31 March 2014.

**Notes to the Financial Statements for the year ended 31 March 2015**

	<b>2015</b>
	<b>£</b>
<b>12 Investments</b>	
Market value transferred in on incorporation	181,301
Additions at cost, including income reinvested	2,814
Net investment gains/losses	<u>4,772</u>
Market value at 31 March 2015	<u><u>188,887</u></u>
Historical cost of investments held at 31 March	165,315
Investments are represented by:	
Fixed interest securities	63,663
Unit trusts and bonds	110,273
Cash deposit	<u>14,951</u>
	<u><u>188,887</u></u>
<b>13 Debtors</b>	
Trade debtors	23,169
Other debtors	14,750
Prepayments and accrued income	<u>3,795</u>
	<u><u>41,714</u></u>
<b>14 Creditors: amounts falling due within one year</b>	
Trade creditors	450
Income in advance	19,740
Other taxes and social security costs	4,492
Other creditors and accruals	<u>5,888</u>
	<u><u>30,570</u></u>

**15 Trustees' expenses and remuneration**

During the year Trustees received no remuneration (2014: £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 12 trustees totalled £8,715 (2014: £8,830)

**16 Transfer on incorporation**

On 1st April 2014 the entire operations, assets and undertaking were transferred from The Forensic Science Society, an unincorporated charity.

Assets and liabilities were transferred in at their book value user Merger accounting principles as set out in Financial Reporting Standard No 6 as a below the line transaction on the Statement of Financial Activity. The trustees believe this treatment gives a true and fair view of the transaction, as opposed to the requirements under the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", published in March 2005, where it would have been recognised as an Incoming Resource.

The Chartered Society of Forensic Sciences  
Clarke House  
18A Mount Parade  
Harrogate  
North Yorkshire  
HG1 1BX

[www.csofs.org](http://www.csofs.org)