



The  
Chartered  
Society of  
Forensic  
Sciences

**ANNUAL REPORT**

**THE CHARTERED SOCIETY OF FORENSIC SCIENCES**

**2017/2018**

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### **MEMBERS OF COUNCIL**

President:	Professor M Evison
President Elect:	Mr R Robson
Vice President:	<i>vacant</i>
Honorary Editor:	Dr L Smith
Honorary Secretary:	Mr C Sutherland
Honorary Treasurer:	Mr P Ellis
Honorary Chair of Quality Standards:	Mr B Rankin
Ordinary Member:	Mrs L Brownlow
Ordinary Member:	Dr A Long
Ordinary Member:	Mrs H Davies
Co-opted:	Mrs J Dawkins
	Mr M Outhwaite

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

### **CHIEF EXECUTIVE OFFICER**

Dr A Hunt

### **REGISTERED OFFICE** *(at time of report)*

Copthall Bridge House, Station Bridge, Harrogate, HG1 1SP  
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

## **CEO Report**

The year from April 2017 to March 2018 has, again, been an exciting one for the Society. I continue to see that my key role as CEO is to manage the Society resources, maximize the benefit for the membership and wider community by enabling Council and its President to meet their strategic objectives. I feel also that as the Society has grown in the last few years that my role has expanded to take the lead on business development. The sale and move from Clarke House to serviced offices in 2016 released assets that we have now started to use to enhance the support we offer to the membership and wider forensic science community.

This year the Society has continued running more one-day events, with a Quality Management focus at a lower price point. By the time you read this Martin Evison will have completed most of his Presidency and 2018-2019 will see the Society present another larger scale multi streamed event in line with his strategic objectives. The AGM November 2017 saw the announcement of President Elect – Roger Robson who will formally take over at the 2018 AGM. The most significant decision by council this year was to continue with growth and the development of a training resource resulting in the recruitment of a training manager for the 2018-2019 year.

The year has seen huge progress as we continued the development of the Generic Quality Management programme to support Sole Traders SMEs and other niche forensic units on their route to accreditation. This continues to require a large financial commitment as reflected in the Statement of Financial Activities and also has an impact on other resources. The CEO and trustees agree that this continues to be the core area for development in the past year and the year ahead. Late 2018 will see the pilot scheme for GQMS for 17020 for case work review pilot come to its head. The Quality and Competency Manager, David Bellamy, joined the team in April 2017 and has made huge steps in bringing this to fruition. The team has also carried out a scoping exercise for a platform for delivery of the GQMS which will be implemented in the second half of 2018.

Last year the Society reported working with Hampshire Constabulary in the development of a competency assessment framework for CSIs and CSMs. The Society started work with a second force in July 2017 and a third force signed up in March 2018. Throughout the year the Society has worked closely with the forces to assess their staff and produce personal development plans. An in-house efficiency drive resulted in the development of real-time assessment management system, maximizing usable data generation offering forces even greater support on their accreditation journeys.

In 2015 the Societies key strategic objective was to develop the Society as an umbrella organisation enabling like-minded groups to become members of Society. On the 1<sup>st</sup> August 2017 FAPSA (Forensic & Police Services Authority) transferred to form the Small Business Division. Membership figures continue to show a slow steady increase year on year. Further the number of existing members applying for the Professional levels (Associate, Member & Fellow) continues to increase.

The number of accredited & recognised programmes continues to increase. As well as further extending the Educational accreditation scheme the UK the Society continues to broadened its reach with potential collaborations continuing to develop in India with the piloting of the Conditional accreditation Program planned for July 2018. In June 2017 year Brookland College became the first to receive Endorsement for their Level 3 BTEC program in Forensic Science.

The Society publications have had another great year under the guidance of Editor Professor Tim Thompson (April – November) and subsequently Dr Lisa Smith. The impact factor for 2017 showed a slight fall from 1.992 to 1.845 but this still an extremely strong result. (Thomson Reuters). In 2017-18 there continues to be an emphasis on the Society's other publications. The monthly newsletter introduced last year continues to be well received and continue to drive up member engagement. Submissions for Fingerprint World have been extremely low resulting in the decision to reduce the publication cycle to be more ad hoc with a maximum of 2 editions a year. Last year we expressed a wish to look at developing greater communications to and from all the Divisions leading to the three Divisions working collaborative and with council to release their own quarterly newsletter Intersection, the first one published in January 2018.

**Dr Anya Hunt**  
**Trustees' Report**

## **Achievements and Performance**

### **Prizes and Awards**

The following prizes were awarded:

#### **Most Meritorious Student on an Accredited Undergraduate Forensic Course**

Winner **Terry Devine** from University of the West of England

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

*'Analysis of transferred fragrance and its forensic implications'*

Authors: Simona Gherghel, Ruth M Morgan, Christopher S Blackman, Kersti Karu, Ivan P Parkin  
Volume 56, Issue 6, p413-420

#### **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.

#### **Best Research Scholarship**

**Dr. Athina Vidaki,**

Erasmus MC University Medical Centre Rotterdam

Paper title: *'The 'Five Cs' of mitochondrial DNA: Cytosine modifications as novel epigenetic tags for estimating age in forensics'*

#### **The Dr Ann Priston Award for Excellence in Casework**

**Mr Simon Bunter,** Keith Borer Associates

#### **Dr Ray Williams Award for Best Poster**

**Sarah Townsend,** University of Central Lancashire  
(awarded at Student Conference)

#### **CSEye Award**

*'Improved detection of human involvement in wildlife crime using latent fingerprint development techniques'*

February 2017

Authors: **Helen McMorris (Dr. Kevin Farrugia and Mr. Dennis Gentles)** Abertay University

## **Pre-Employment Assessment of Competence (PEAC)**

### **Crime Scene Investigation:**

Stephen Brearley

Thomas Huckle

Tadhgh Lane

Lois Lawrence

Jill Palmer

Charlotte Wilks

### **Laboratory Analysis (Biology)**

Liz Lewis

Yixun Ma

### **Laboratory Analysis (Chemistry)**

Anita Blazevic

Daniel Kemp

Emily Perry

Tak Yui Pun

## **Educational Accreditation & Recognition Scheme**

Universities which received **Accreditation** of their programmes during 2017/2018 were:

Bournemouth University

University of Cumbria

University of Derby

University of West London

Universities which received **Reaccreditation** of their programmes during 2017/2018 were:

University of Derby

University of Kent

University of Lincoln

London South Bank University

Nottingham Trent University

Robert Gordon University

University of Strathclyde

Teesside University

Universities which received **Recognition** of their courses during 2017/2018 were:

Bournemouth University

The Open University

Universities which received **Recognition renewal** of their courses during 2017/2018 were:

Teesside University

Institutions which received **Endorsement** of their courses during 2017/2018 were:

Brooklands College

### **Special Awards**

2017 **Tom Nelson, Professor Tim Thompson and Dr Claire Gwinnett** received awards in recognition of their special contributions to the Society.

**2017-2018 Conference Programme  
(1 April 2017 until 31 March 2018)**

**Originals: We work with them, but can we do  
without them?**

Staffordshire University  
**7 April 2017**

With Nikolaos Kalantzis

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**Education & Industry Liaison Forum  
'From Campus to Court Room'**

The Studio Birmingham  
**15 May 2017**

Convenor: Brian Rankin

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**How to succeed at publishing and funding  
applications in forensic science**

Stamford Court, Leicester  
**18 May 2017**

Convenor: Leisa Nichols-Drew

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**Weekend Forensic Podiatry Course**

College Court Conference Centre, Leicester  
**3-4 June 2017**

With Professor Ivan Birch

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**Combating Novel Psychoactive Substances - an  
analytical viewpoint**

The Centre at Birchwood Park, Risley  
**9 June 2017**

Convenor: Dr Anya Hunt

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**Joint CSFS and FAPSA One day Conference**

The Studio, Birmingham  
**19 June 2017**

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**Workshop on Cognitive Bias for Forensic Examiners**

Defence Science and Technology Laboratory (Dstl)  
Fort Halstead  
**21-22 June 2017**

With Dr Peter Fraser-Mackenzie

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**Educational Accreditation Event**

**10 Years of Accreditation – How are we doing?**  
The Studio Birmingham  
**11 September 2017**

Convenor: Brian Rankin

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**Validation and Verification Workshop**

The Studio Birmingham  
**11 October 2017**

Convenor: Dr Anya Hunt

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**CSFS Autumn Conference & Awards Dinner**

***Forensic Biometrics: the future***  
Novotel Nottingham Derby Hotel  
**2-3 November 2017**

Convenor: Brian Rankin

*In association with CSFS Fingerprint Division*

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**Forensic Science Technology Showcase 2017**

Novotel Nottingham Derby Hotel  
**2 November 2017**

In collaboration with KTN The Knowledge Transfer  
Network

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**Student Conference**

***Employability of Forensic Science Graduates: A  
showcase of alumni***  
University of Lincoln  
**2 December 2017**

Convenor: Dr Mark Baron

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**INTREPID Forensics Conference: Innovation  
through collaboration**

College Court Conference Centre, Leicester  
**1-2 March 2018**

Convenor: Dr Lisa Smith

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### **Financial Review and reserves**

The Statement of Financial Activities shows an excess of expenditure over income for the year of £91,765 (as explained in the CEO Report) and reserves at the end of the year of £526,918.

The reserves of the Society are held in an unrestricted fund and at the end of the year £30,591 of the total is represented by tangible fixed assets. The balance of £496,327 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 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 Honorary Secretary on behalf of the Trustees and signed on 12<sup>th</sup> October 2018.



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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 Society for the year ended 31 March 2018, 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

12<sup>th</sup> October 2018

## Statement of Financial Activities for the year ended 31 March 2018

	Notes	2018 £	2017 £
<b>Incoming resources</b>			
Income from:			
Donations and legacies	2	150	-
Charitable activities	3	369,407	377,210
Investments	4	3,071	3,792
Other	5	11,904	111,257
<b>Total incoming resources</b>		<u>384,532</u>	<u>492,259</u>
<b>Resources expended</b>			
Expenditure on:			
Charitable activities	6	<u>473,045</u>	<u>481,027</u>
<b>Total resources expended</b>		<u>473,045</u>	<u>481,027</u>
<b>Other recognised gains and losses</b>			
(Losses) / gains on investment assets	11	(3,252)	17,494
<b>Net incoming/(outgoing) resources</b>		<u>(91,765)</u>	<u>28,726</u>
<b>Net movement in fund for the year</b>		<u>(91,765)</u>	<u>28,726</u>
<b>Fund balance brought forward</b>		618,683	589,957
<b>Fund balance carried forward at 31 March</b>		<u>526,918</u>	<u>618,683</u>

## Balance Sheet as at 31 March 2018

	Notes	2018	2017
		£	£
<b>Fixed assets</b>			
Tangible assets	10	30,591	29,808
Investments	11	444,444	519,662
		<u>475,035</u>	<u>549,470</u>
<b>Current assets</b>			
Debtors	12	6,135	26,130
Cash at bank and in hand		96,661	116,433
		<u>102,796</u>	<u>142,563</u>
<b>Creditors: amounts falling due within one year</b>	13	<b>(50,913)</b>	<b>(73,350)</b>
		<u>51,883</u>	<u>69,213</u>
<b>Net current assets</b>		<b>51,883</b>	<b>69,213</b>
		<u>526,918</u>	<u>618,683</u>
<b>Net assets</b>		<b>526,918</b>	<b>618,683</b>
<b>Funds</b>			
Unrestricted income fund		526,918	618,683
		<u>526,918</u>	<u>618,683</u>
<b>Total funds</b>		<b>526,918</b>	<b>618,683</b>

Approved by the Honorary Secretary on behalf of the Trustees and signed on 12<sup>th</sup> October 2018.



Callum Sutherland,  
Honorary Secretary

## Notes to the Financial Statements for the year ended 31 March 2018

### 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.

The charity constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### ***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, including governance costs, have been allocated to activity cost categories on a basis consistent with the use of resources e.g. staff costs by time spent. Governance costs comprise all costs involving public accountability of the Society and its compliance with regulation and good practice. The allocation of support costs is analysed in note 7.

#### ***Pension costs***

The Society contributes to employee defined contribution personal pension plans.

The Society contribution is restricted to the contribution disclosed in Note 9.

#### ***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 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.

	2018	2017
	£	£
<b>2</b>		
<b>Donations and legacies</b>		
Other donations	150	-
	<u>150</u>	<u>-</u>
<b>3</b>		
<b>Income from charitable activities</b>		
Membership subscriptions	146,624	169,385
Educational activities	158,557	138,309
Research and development	59,690	53,184
Other income	4,536	16,332
	<u>369,407</u>	<u>377,210</u>
<b>4</b>		
<b>Investment income</b>		
Dividends and interest on listed investments	8,256	4,092
Interest on cash deposits	37	408
Less: Investment management costs	(5,222)	(708)
	<u>3,071</u>	<u>3,792</u>
<b>5</b>		
<b>Other income</b>		
Fingerprint Society (see note 15)	7,831	7,830
FAPSA (see note 16)	4,073	-
Gain on property disposal	-	103,427
	<u>11,904</u>	<u>111,257</u>
<b>6</b>		
<b>Cost of charitable activities</b>		
Membership subscriptions	50,411	51,328
Educational activities	391,482	396,824
Research and development	29,196	29,032
Other income	1,956	3,843
	<u>473,045</u>	<u>481,027</u>
Including allocated support costs (note 7)		
<b>7</b>		
<b>Support costs</b>		
Employment costs	213,974	180,136
Depreciation, repairs and maintenance	21,069	26,336
Other administration costs	67,713	62,328
Governance costs (note 8)	18,414	22,325
	<u>321,170</u>	<u>291,125</u>
<b>Allocation of support costs (based on staff time and cost)</b>		
Membership subscriptions	50,411	51,328
Educational activities	260,035	225,727
Research and development	9,192	10,227
Other income	1,532	3,843
	<u>321,170</u>	<u>291,125</u>

	2018	2017
	£	£
<b>8</b>		
<b>Governance costs</b>		
Independent Examination	2,460	2,340
Consultancy and other professional fees	4,361	5,572
Council and committee expenses	8,523	11,447
Trustee indemnity insurance	3,070	2,966
	<u>18,414</u>	<u>22,325</u>
<b>9</b>		
<b>Staff numbers and costs</b>		
Salaries	188,669	162,055
Social security costs	13,930	11,536
Pension costs	11,375	6,545
	<u>213,974</u>	<u>180,136</u>

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

	No	No
Charitable activities	5.5	6.0
Governance costs	0.5	0.5
	<u>6.0</u>	<u>6.5</u>

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

<b>10</b>	<b>Tangible assets</b>	<b>Fixtures and equipment</b>	<b>Total</b>
		£	£
	<b>Cost</b>		
	At 1 April 2017	156,144	156,144
	Additions	10,981	10,981
	At 31 March 2018	<u>167,125</u>	<u>167,125</u>
	<b>Depreciation</b>		
	At 1 April 2017	126,336	126,336
	Charge for the year	10,198	10,198
	At 31 March 2018	<u>136,534</u>	<u>136,534</u>
	<b>Net book value</b>		
	At 31 March 2018	<u>30,591</u>	<u>30,591</u>
	At 1 April 2017	<u>29,808</u>	<u>29,808</u>

	2018	2017
	£	£
<b>11</b>	<b>Investments</b>	
	Market value at 1 April 2017	188,784
	Additions/(withdrawals) at cost, including income reinvested	313,384
	Net investment gains/(losses)	17,494
	Market value at 31 March 2018	<u>519,662</u>
	Historical cost of investments held at 31 March	<u>475,315</u>
	Investments are represented by:	
	Securities	478,161
	Cash deposit	41,501
		<u>519,662</u>
<b>12</b>	<b>Debtors</b>	
	Trade debtors	12,560
	Other debtors	7,583
	Prepayments and accrued income	5,987
		<u>26,130</u>
<b>13</b>	<b>Creditors: amounts falling due within one year</b>	
	Trade creditors	955
	Income in advance	53,150
	Other taxes and social security costs	-
	Other creditors and accruals	19,245
		<u>73,350</u>

**14 Trustees' expenses and remuneration**

During the year trustees received no remuneration (2017: £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 or on behalf of 9 trustees plus other trustee meeting expenses totalled £8,523 (2017: £11,447).

**15 Fingerprint Society**

During the previous year, 2016/17, the Fingerprint Society (FPS) merged with the Society to form a division within the Society. The net contribution from the FPS is being written back to the Society's funds equally over three years including 2016/17.

**16 Forensic and Police Services Association (FAPSA)**

During the year, FAPSA was subsumed into the Society. The net remaining funds of FAPSA at that time are shown as income to the Society in these accounts.

The Chartered Society of Forensic Sciences  
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