



The
Chartered
Society of
Forensic
Sciences

ANNUAL REPORT

THE CHARTERED SOCIETY OF FORENSIC SCIENCES

2019/2020

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MEMBERS OF COUNCIL

President:	Mr R Robson
President Elect:	Dr S Willis
Vice President:	Mrs M Lee-Gorman
Honorary Editor:	Professor L Smith
Honorary Secretary:	Mr A Long (<i>acting</i>)
Honorary Treasurer:	Dr B Jones
Honorary Chair of Quality Standards:	Mr B Rankin
Ordinary Member:	Mrs H Davies
Ordinary Member:	Mr A Long
Ordinary Member:	Mr W Morris
Co-opted:	Mrs J Dawkins

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

CHIEF EXECUTIVE OFFICER

Dr A Hunt

REGISTERED OFFICE (*at time of report*)

Office 40, Flexspace, Hartwith Way, Harrogate, HG3 2XA
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 2019 to March 2020 has, as always, been an exciting and busy one especially given that 2019 was the 60th year of the Society, formerly known as the Forensic Science Society. 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. The end of the year saw the Society staff, together with the rest of the country, go into lockdown because of Covid-19. The staff completed the year all home working but with all staff maintaining normal hours and normal service.

Membership numbers continue to rise steadily with greater engagement via the block and bulk schemes, this helps to reduce costs but increase engagement within organisations, in particular police forces and fire services.

Last year the Society reported working with 6 forces in delivering competency assessment for CSIs and CSMs. The Society started work with an additional 6 forces in the year 2019/2020 with still more forces lined up to start collaboration later in 2020. The lockdown resulted in several planned assessments for the last month of the year being postponed with a view to re-establishing them later in 2020. In January 2020 it was determined that the capacity for growth in this area should be expanded resulting in the need to look to recruit a Technical Manager. In 2019 the team assessed close to 250 individual CSIs across the country. This has seen a significant increase in the income generated from these charitable activities.

The Society has continued running one-day events, with a Quality Management focus at a lower price point. Events management continues to be challenging with customers struggling to justify spending and abstractions. Attendance at events has been down and this unfortunately led to the Society losing money in recent times. All events are now managed wholly internally without a dedicated staff member. The decision was taken last year to scale back on the events and to look at a slightly different format for November 2020. In November 2019, the Autumn conference was incredibly well received by those who attended but numbers were low. Bookings for the awards dinner were particularly low making this largely unsustainable.

The number of Educational Accredited & Recognised courses continues to increase and the Society continues to broaden its reach with the award in October 2018 of Conditional Educational Accreditation to Jian University in Bangalore, India for its BSc (Hon)s programs in Forensic Science planned for July 2018. This takes the number of International organisations engaged with the programme to 8.

The Society publications have had another great year under the guidance of Honorary Editor Professor Lisa Smith. The impact factor for Science & Justice for 2019 has shown a significant increase from 1.675 to 2.075, this is the highest it has ever been, and it is great to see it finally break through the "2" barrier. Last year's move to Pub Med has now paid dividends. In 2019/20 the Society has continued with the publication of a monthly bulletin, newsletter and e-mag and delivered wholly electronically. These continue to be well received by members and non-members - the office continues to be challenged monthly to seek suitable content resulting in larger but less frequent editions of both Interfaces and CSEye. The monthly bulletin continues to be well received and has certainly driven up member engagement with the weekly webinars.

As reported last year, by far the largest challenge that the Society faces continues to be 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 huge financial commitment as well as an ongoing impact on our resources. The CEO and Trustees remain committed to this as a core area for development in the year ahead. As reported last year the decision was made, in order to manage commercial trading more effectively, that, like a number of Chartered Membership organisations, the Society would establish a Trading Arm. ForSciTE Ltd was formerly incorporated on the 9th November 2018 with the first set of accounts due for publication by 30th October 2020. The primary aim of the Trading Arm is to enable the

Society to have a mechanism by which commercial 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 the Society during the incorporation and setup processes resulting in a loan from the Society to ForSciTE Ltd, this will be repaid at an appropriate time.



Dr Anya Hunt
CEO

Achievements and Performance

Prizes and Awards

The following prizes were awarded:

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

"A systematic analysis of misleading evidence in unsafe rulings in England and Wales"

Authors: Nadine Smit, Ruth Morgan and David Lagnado

Volume 58 Issue 2, March 2018, Pages 128-137

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

Paper title: *"Investigating the use of massively parallel sequencing for complex kinship analysis"*.

Lucinda Davenport King's College London

Fingerprint Division Haque & Bose Award

Presentation title *"Finding Evidence in the Dark"*.

Award winner: Beth McMurchie, Loughborough University

CSEye Award

"Analysing If Data Extracted From Wearable Fitness Devices Can Add Value To Criminal Investigations"

Authors: Nadine Jones, Staffordshire University

Autumn Conference Bursary

Paper title *"The mental health of a scene examiner, a personal experience"*.

Jessica Adby, Key Forensic Services

Joint President's Award

Incorporating the CAC Paul Kirk Award

Melissa Moore

Special Awards

Mr Peter Ellis and Professor Martin Evison are recognised for their special contributions to the Society.

Chartered Forensic Practitioner (ChFP)

Awarded to:

Lee Trueman (Firearms)

Mark Outhwaite (Firearms)

Paul Moorcroft (Collision)

James Holder (Fire)

Nick Carey (Fire)

Simon Bunter (Fingerprint)

Michael Brown (Collision)

Sue Carney (Biology)

Nik Smith (Biology)

Educational Accreditation & Recognition Scheme

Universities which received **Accreditation** or **Reaccreditation** of their courses during 2019/2020 were:

Educational Accreditation

University of Bradford
Deakin University*
University of Greenwich*
University of Lincoln*
Northumbria University*

*indicates institution already has programmes accredited but additional programmes have been awarded educational accreditation.

Educational Reaccreditation

Deakin University, Australia
De Montfort University
Liverpool John Moores University
Northumbria University

Universities which received **Full Recognition** or **Recognition renewal** of their courses during 2019/2020 were:

Full Educational Recognition Renewal

Communications and Management Institute Dublin (CMI Dublin)
Keele University
Technological University Dublin (TU Dublin)

Educational Recognition

Ai Training Services (AiTS)

2019-2020 Conference Programme (1 April 2019 until 31 March 2020)

CSFS Fingerprint Division Conference

Radisson Blu Hotel
Birmingham
17 May 2019

Past Presidents Summer Ball

Majestic Hotel
Harrogate
15 June 2019

Forensic Digital Media Working Group

The Studio
Birmingham
21 October 2019

Autumn Conference & AGM

What Doesn't Kill You Makes You Stronger
Radisson Blu
Glasgow
31 October 2019

The Judicial System & Forensic Science In collaboration with BAFS

Derek Willoughby Lecture Theatre
Queen Mary University of London
8 November 2019

Annual Student Conference

University of Strathclyde
Glasgow
30 November 2019

Financial Review and reserves

The Statement of Financial Activities shows a surplus for the year of £3,796 and reserves at the end of the year of £432,860.

The reserves of the Society are held in an unrestricted fund and at the end of the year £24,499 of the total is represented by tangible fixed assets. The balance of £408,361 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 trustees on 24th September 2020 and signed on their behalf by:



Adam Long
Honorary Secretary (*acting*)

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 2020, which are set out on pages 9 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

24th September 2020

Statement of Financial Activities for the year ended 31 March 2020

		Unrestricted funds	
	Notes	2020	2019
		£	£
Incoming resources			
Incoming from:			
Donations and legacies	2	147	130
Charitable activities	3	510,023	430,175
Investments	4	2,890	2,677
Other	5	-	7,831
Total incoming resources		<u>513,060</u>	<u>440,813</u>
Resources expended			
Expenditure on:			
Charitable activities	6	<u>485,483</u>	<u>539,869</u>
Total resources expended		<u>485,483</u>	<u>539,869</u>
Other recognised gains and losses			
Gains/(losses) on investment assets	11	(23,781)	1,202
Net incoming / (outgoing) resources		<u>3,796</u>	<u>(97,854)</u>
Net movement in fund for the year		<u>3,796</u>	<u>(97,854)</u>
Fund balance brought forward		429,064	526,918
Fund balance carried forward at 31 March		<u>432,860</u>	<u>429,064</u>

Balance Sheet as at 31 March 2020

	Notes	2020	2019
		£	£
Fixed assets			
Tangible assets	10	24,499	27,576
Investments	11	<u>227,325</u>	<u>308,276</u>
		251,824	335,852
Current assets			
Debtors	12	58,750	136,267
Cash at bank and in hand		<u>184,869</u>	<u>25,195</u>
		243,619	161,462
Creditors: amounts falling due within one year	13	<u>(62,583)</u>	<u>(68,250)</u>
Net current assets		181,036	93,212
Net assets		<u>432,860</u>	<u>429,064</u>
Funds			
Unrestricted income fund		432,860	429,064
		<u>432,860</u>	<u>429,064</u>

Approved by the Honorary Secretary on behalf of the Trustees and signed on 24th September 2020.



Adam Long,
Honorary Secretary (*acting*)

Notes to the Financial Statements for the year ended 31 March 2020

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

Income is recognised once the charity has entitlement to the income, it is probable the income will be received, and the amount of income receivable can be measured reliably. Donations which are subject to performance conditions are recognised once the conditions are met. 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

Notes to the Financial Statements for the year ended 31 March 2020

	2020	2019
	£	£
2 Donations and legacies		
Donations	147	130
	<u>147</u>	<u>130</u>
3 Income from charitable activities		
Membership subscriptions	162,162	162,547
Educational activities	255,972	188,718
Research and development	72,102	73,860
Other income	19,787	5,050
	<u>510,023</u>	<u>430,175</u>
4 Investment income		
Dividends and interest on listed investments	5,686	6,316
Interest on cash deposits	60	47
Investment management costs	(2,856)	(3,686)
	<u>2,890</u>	<u>2,677</u>
5 Other income		
Fingerprint Society (<i>see note 15</i>)	-	7,831
	<u>-</u>	<u>7,831</u>
6 Cost of charitable activities		
Membership subscriptions	46,266	57,771
Educational activities	416,992	452,724
Research and development	20,851	28,000
Other income	1,374	1,374
<i>Including allocated Support costs (note 7)</i>	<u>485,483</u>	<u>539,869</u>
7 Support costs		
Employment costs (<i>see note 9</i>)	259,883	266,721
Depreciation, repairs and maintenance	20,283	28,158
Other administration costs	45,899	53,791
Governance costs (<i>see note 8</i>)	10,684	18,715
	<u>336,749</u>	<u>367,385</u>
Allocation of support costs (based on staff time and cost)		
Membership subscriptions	39,356	53,557
Educational activities	290,520	304,217
Research & Development	5,499	8,237
Other income	1,374	1,374
	<u>336,749</u>	<u>367,385</u>

Notes to the Financial Statements for the year ended 31 March 2020

	2020	2019
	£	£
8 Governance costs		
Accountancy and Independent examination	2,580	2,520
Consultancy and other professional fees	3,791	5,729
Council and committee expenses	4,313	7,195
Other costs	-	3,271
	<u>10,684</u>	<u>18,715</u>
9 Staff numbers and costs		
Salaries	223,420	225,175
Redundancy costs	-	10,310
Social security costs	18,301	17,397
Pension costs	18,162	13,839
	<u>259,883</u>	<u>266,721</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	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.

Notes to the Financial Statements for the year ended 31 March 2020

10 Tangible assets

**Fixtures
and
equipment
£**

Cost

At 1 April 2019	173,301
Additions	5,084
At 31 March 2020	<u>178,385</u>

Depreciation

At 1 April 2019	145,725
Charge for the year	8,161
At 31 March 2020	<u>153,886</u>

Net book value

At 31 March 2020	<u>24,499</u>
At 31 March 2019	<u>27,576</u>

	2020	2019
	£	£
11 Investments		
Market value at 1 April 2019	308,276	444,444
Withdrawals less income reinvested	(57,170)	(137,370)
Net investment (losses)/ gains	<u>(23,781)</u>	<u>1,202</u>
Market value at 31 March 2020	<u>227,325</u>	<u>308,276</u>
 Historical cost of investments held at 31 March	 229,921	 288,305
 Investments are represented by:		
Securities	222,473	300,215
Cash deposit	4,852	8,061
	<u>227,325</u>	<u>308,276</u>

	2020	2019
	£	£
12 Debtors		
Trade debtors	12,673	87,467
ForSciTE Ltd	42,000	42,000
Prepayments and accrued income	4,077	6,800
	<u>58,750</u>	<u>136,267</u>

Notes to the Financial Statements for the year ended 31 March 2020

13	Creditors: amounts falling due within one year	2020	2019
		£	£
	Trade creditors	3,068	37,935
	Income in advance	40,000	12,821
	Other taxes and social security costs	7,734	8,758
	Other creditors and accruals	11,781	8,736
		<u>62,583</u>	<u>68,250</u>

14 Trustees' expenses and remuneration

During the year trustees received no remuneration (2019: £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 10 trustees plus other trustee meeting expenses totalled £4,313 (2019: £7,073).

15 Fingerprint Society

During the year 2016/17 the Fingerprint Society (FPS) merged with the Society to form a division within the Society. The net contribution from the FPS has been written back to the Society's funds equally over the three years 2016/17 to 2018/19 inclusive.

The Chartered Society of Forensic Sciences
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www.csofs.org