



The
Chartered
Society of
Forensic
Sciences

ANNUAL REPORT

THE CHARTERED SOCIETY OF FORENSIC SCIENCES

2016/2017

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MEMBERS OF COUNCIL

President:	Professor MP Evison
Immediate Past President:	Mr T Nelson
Vice President:	<i>vacant</i>
Honorary Editor:	Professor T Thompson
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 C Gwinnett
Ordinary Member:	Mr H Atkin (<i>resigned November 2016</i>)
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 (*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 2016 to March 2017 has, once 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 and enable Council and its President to meet their strategic objectives. The new image generated by the new website has created a modern and efficient feel. The sale and move from Clarke House to serviced offices has been invigorating. As in previous years we continued to be represented on the Forensic Regulator's Advisory Group, Quality Group, subject specific groups, as well as having a significant voice in a wide range of key issues.

The Society has continued to deliver on what the members wanted by once again running more one-day events at a lower price point. Further to this the larger scale multi-streamed Autumn Conference sold out with close on 200 delegates in 6 parallel sessions over 2 days. By the time you read this Martin Evison will have completed the first year of his Presidency and 2018 will see CSFS present another larger scale multi-streamed event in line with his strategic objectives.

Work has gained considerable momentum as we continue the development of a programme to support Sole Traders and SMEs on their route to accreditation. The CEO and Trustees agree that this core area should be central to the work in the year ahead. A Quality and Competency Manager has been recruited to lead this, starting with the Society in April 2017. We look forward to reporting on this in the year ahead.

In April 2016 the Society began work with Hampshire Constabulary to develop a competency assessment framework for their CSIs and CSMs. Throughout the year CSFS has worked closely with the force to assess their staff and the outcomes to produce personal development plans. The scheme will continue for a further 2 years with CSFS supporting the force on their journey toward 17020 accreditation in Crime Scene Investigation by 2020.

In 2015 a key strategic objective was to develop the Society as an umbrella organisation, to enable like-minded organisations to become members of CSFS. This has continued to progress well with the Fingerprint Society membership formally transferring to CSFS in June 2016. Talks are also ongoing with FAPSA (Forensic & Police Services Authority) with the potential view to form a Small Business Division later in 2017. This activity has meant Membership figures continue to show a steady increase year on year. Further the number of existing members applying to upgrade to Professional member continues to increase steadily.

The number of educational accredited undergraduate and postgraduate courses has increased, as has the number of courses within the Educational Recognition scheme, for less than full MSc / BSc courses. As well as further extending the Educational accreditation scheme in the UK, CSFS continues to broaden its reach with potential collaborations ongoing in India. During 2017 we are looking forward to the Endorsement of the first BTEC (level 3 course).

PEAC (Pre-Employment Assessment of Competence) continued in the 2016-17 year. The assessment, which aims to provide additional assurance of candidate's skills and reasoning competency to their prospective employer, is available to all those seeking employment in the forensic sector. In the second year of offering a total of 30 candidates applied to sit the assessment with 13 completing successfully.

CSFS publications have had another great year under the guidance of the Editor Professor Tim Thompson. The six issues of Science & Justice a year are proving popular – submissions are gradually increasing and the advantage of now being wholly electronic means page count has also increased and is uncapped. The impact factor for 2016 was 1.992 (© Thomson Reuters Journal Citation Reports 2017). In 2016-17 there continues to be an emphasis on CSFS's other publications. To maximise awareness, we introduced a monthly email newsletter to the membership to highlight the month's activities and encourage contribution to the main publications. This has been well received and continues to drive up member engagement. The merger with the Fingerprint Society has also led to an electronic version of Fingerprint Whorld becoming part of the CSFS publication suite. In 2017-18 we are looking to develop greater communications to and from all the Divisions.

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 **Olivia Churchill** from Staffordshire University

Most Meritorious Student on a Postgraduate Forensic Course

Winner **Ellis Fletcher-Heeley** from University of Huddersfield

PW Allen Award 2016 - for the best paper published in Science & Justice

"Fingerprint composition and aging: A literature review"

Authors: Samuel Cadd (lead author), Meez Islam, Peter Manson, Stephen Bleay
Volume 55, Issue 4, Pages 219–238

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

Miss Sophie Hartless, Staffordshire University

Paper title: *"Critical Evaluation of DNA Recovery Methods for Forensic Purposes"*.

The Dr Ann Priston Award for Excellence in Casework

Dr. Chi Keung Li, Government Laboratory, HK

Dr Ray Williams Award for Best Poster

Jonathan Brooks, University of Leicester (*awarded at Student Conference*)

CSEye Award

"Forensic Radiography – Ballistics"

Authors: **Geoff Arnold, Chris Arnold, Locards Principle**, January 2015

Postgraduate Diploma Awards

Crime Scene Investigation:

Ray Kane (*merit*)

Sean Whelan

Sally-Anne Wood

Pre-employment assessment of Competence (PEAC)

Laboratory Analysis (Biology)

Amber Brooker

Lucinda Davenport

Celia Diez-Lopez

Aaishah Din

Debbie Jose

Vanessa Paynter

Yee Jee Roh

Anna Spanaki

Katherine Teague

Sireethorn Tungsirisurp

Toby Vickar

Suet Far Wong

Crime Scene Investigation

Gemma Bleasdale-Sanderson

Sophia Boer

Nia Davies-Sheldon

Sajaeda Dodson

Melanie Fraser

Shaun Reardon

Chloe Walsh

Educational Accreditation & Recognition Scheme

Universities which received **Reaccreditation** of their courses during 2016/2017 were:

University of Central Lancashire

University of the West of England

Hogeschool van Amsterdam

University of Wolverhampton

Universities which received **Full Recognition renewal** of their courses during 2016/2017 were:

CMI Dublin

Keele University

Wolverhampton

Special Awards

2016 **Miss Alice Walters, Professor Wesley Vernon** received awards in recognition of their special contributions to the Society.

**2016-2017 Conference Programme
(1 April 2016 until 31 March 2017)**

Forensic Europe Expo

Olympia London
19-20 April 2016

In Collaboration with Clarion Events

Bias Matters

University of Stirling
27 May 2016

Convenors: Mr Tom Nelson ??

Shooting Incident Reconstruction Course

EPA Lincoln
20-24 June 2016

With Michael G Haag

Bias Matters

The Centre at Birchwood Park
30 September 2016

In association with LGC

Weekend Forensic Podiatry Course

College Court, Leicester
1-2 October 2016

With Professor Ivan Birch

**New ways of harnessing images for Law
Enforcement and National Security**

Jury's Inn Hotel, Oxford
21 October 2016

With The Lord Dear QPM

CSFS Autumn Conference & Awards Dinner

Jury's Inn, Birmingham
3-4 November 2016

*Forensic Science and Beyond – the Professional
Response*

In collaboration with the Association of Forensic
Science Providers (AFSP) and CSFS Fingerprint
Division (formerly the Fingerprint Society)

Next Generation Sequencing Event

The Jury's Inn Hotel, Birmingham
25 November 2016

In Collaboration with the National DNA Database

Student Conference

The Studio, Manchester
10 December 2016

*Forensic Futures 2016: Exploring courses and careers
in forensic science*

**Exploring the challenges with
Novel Psychoactive Substances**

University of York
3 March 2017

Annual Conference CSFS Fingerprint Division

Manchester Conference Centre
31 March-1 April 2017

Financial Review and reserves

The Statement of Financial Activities shows a surplus for the year of £28,726 and reserves at the end of the year of £618,683

The reserves of the Society are held in an unrestricted fund and at the end of the year £29,808 of the total is represented by tangible fixed assets. The balance of £588,875 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 31st October 2017 and signed on their behalf by:



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 2017, 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

31st October 2017

Statement of Financial Activities for the year ended 31 March 2017

		Unrestricted funds	
	Notes	2017	2016
		£	£
Incoming resources			
Incoming from:			
Donations and legacies	2	-	200
Charitable activities	3	377,210	426,773
Investments	4	3,792	3,063
Other	5	111,257	-
Total incoming resources		492,259	430,036
Resources expended			
Expenditure on:			
Charitable activities	6	481,027	443,582
Total resources expended		481,027	443,582
Other recognised gains and losses			
Gains/(losses) on investment assets	11	17,494	(3,058)
Net incoming / (outgoing) resources		28,726	(16,604)
Net movement in fund for the year		28,726	(16,604)
Fund balance brought forward		589,957	606,561
Fund balance carried forward at 31 March		618,683	589,957

Balance Sheet as at 31 March 2017

	Notes	2016	2017
		£	£
Fixed assets			
Tangible assets	10	29,808	304,744
Investments	11	519,662	188,784
		<u>549,470</u>	<u>493,528</u>
Current assets			
Debtors	12	26,130	107,464
Cash at bank and in hand		116,433	58,460
		<u>142,563</u>	<u>165,924</u>
Creditors: amounts falling due within one year	13	<u>(73,350)</u>	<u>(69,495)</u>
Net current assets		69,213	96,429
Net assets		<u>618,683</u>	<u>589,957</u>
Funds			
Unrestricted income fund		618,683	589,957
		<u>618,683</u>	<u>589,957</u>

Approved by the Honorary Secretary on behalf of the Trustees and signed on 31st October 2017.



Callum Sutherland, Honorary Secretary

Notes to the Financial Statements for the year ended 31 March 2017

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.

Pension costs

The Society contributes to employee stakeholder 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 2017

	2017	2016
	£	£
2 Donations and legacies		
Donations	-	200
	<u>-</u>	<u>200</u>
3 Income from charitable activities		
Membership subscriptions	169,385	174,018
Educational activities	138,309	185,828
Research and development	53,184	40,580
Other income	16,332	26,347
	<u>377,210</u>	<u>426,773</u>
4 Investment income		
Dividends and interest on listed investments	4,092	3,712
Interest on cash deposits	408	108
Investment management costs	(708)	(757)
	<u>3,792</u>	<u>3,063</u>
5 Other income		
Gain on property disposal	103,427	-
Fingerprint Society (<i>see note 16</i>)	7,830	-
	<u>111,257</u>	<u>-</u>
6 Cost of charitable activities		
Membership subscriptions*	51,328	42,532
Educational activities*	396,824	364,142
Research and development*	29,032	31,893
Other income*	3,843	5,015
<i>*including allocated Support costs (note 7)</i>	<u>481,027</u>	<u>443,582</u>
7 Support costs		
Employment costs	180,136	176,392
Depreciation, repairs and maintenance	26,336	31,000
Other administration costs	62,328	36,994
Governance costs (see Note 8)	22,325	19,530
	<u>291,125</u>	<u>263,916</u>
Allocation of support costs (based on staff time and cost)		
Membership subscriptions	51,328	42,532
Educational activities	225,727	209,716
Research & Development	10,227	8,501
Other income	3,843	3,167
	<u>291,125</u>	<u>263,916</u>

Notes to the Financial Statements for the year ended 31 March 2017

	2017	2016
	£	£
8 Governance costs		
Independent examination	2,340	2,220
Consultancy and other professional fees	5,572	5,126
Council and committee expenses	11,447	9,284
Trustees indemnity insurance	2,966	2,900
	<u>22,325</u>	<u>19,530</u>
9 Staff numbers and costs		
Salaries	162,054	155,460
Social security costs	11,536	11,877
Pension costs	6,545	9,055
	<u>180,135</u>	<u>176,392</u>

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

	No	No
Cost of generating voluntary income	1.5	1.5
Cost of charitable activities	5.5	5.5
Governance costs	0.5	0.5
	<u>7.5</u>	<u>7.5</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 2017

10 Tangible assets

	Freehold property	Fixtures and equipment	Total
	£	£	£
Cost			
At 1 April 2016	265,000	156,144	421,144
Disposals	(265,000)	-	(265,000)
At 31 March 2017	<u>-</u>	<u>156,144</u>	<u>156,144</u>
Depreciation			
At 1 April 2016	-	116,400	116,400
Charge for the year	-	9,936	9,936
At 31 March 2017	<u>-</u>	<u>126,336</u>	<u>126,336</u>
Net book value			
At 31 March 2017	<u>-</u>	<u>29,808</u>	<u>29,808</u>
At 31 March 2016	<u>265,000</u>	<u>39,744</u>	<u>304,744</u>
	2017	2016	
	£	£	

11 Investments

Market value at 1 April 2016	188,784	188,887
Additions at cost, including income reinvested	313,384	2,955
Net investment gains/(losses)	17,494	(3,058)
Market value at 31 March 2017	<u>519,662</u>	<u>188,784</u>
Historical cost of investments held at 31 March	475,315	165,315
Investments are represented by:		
Securities	478,161	181,747
Cash deposit	41,501	7,037
	<u>519,662</u>	<u>188,784</u>
	2017	2016
	£	£

12 Debtors

Trade debtors	12,560	33,678
Other debtors	7,583	69,900
Prepayments and accrued income	5,987	3,886
	<u>26,130</u>	<u>107,464</u>

Notes to the Financial Statements for the year ended 31 March 2017

13	Creditors: amounts falling due within one year	2017	2016
		£	£
	Trade creditors	955	9,734
	Income in advance	53,150	51,820
	Other taxes and social security costs	-	4,020
	Other creditors and accruals	19,245	3,921
		73,350	69,495

14 Trustees' expenses and remuneration

During the year trustees received no remuneration (2016: £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 £11,051 (2016: £9,037).

15 Prior period error

Due to an accounting error, income from charitable activities was overstated by £40,000 in the previous accounting period. The receipt of this income was in the prior period but related to services in future periods and should therefore have been carried forward. The comparative for the previous accounting period has been altered to reflect this by reducing income from charitable activities by £40,000 in the Profit and Loss Account and reducing Debtors in the Balance Sheet.

16 Fingerprint Society

During the year the Fingerprint Society (FPS) merged with the Society to form a division within the Society. The net contribution from the FPS will be written back to the Society's funds equally over this year and the following two years.

The Chartered Society of Forensic Sciences
Cophall Bridge House
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www.csofs.org