

Centre for Scientific Archives @ the Science Museum

Annual Report and Accounts

For the period ended 30 November 2019



**A registered charity in England and Wales (No. 1138303).
A company limited by guarantee (Company No. 7090482 – England and Wales).
Registered Office: 455 Sherfield Building, Imperial College, London SW7 2AZ.**

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Centre for Scientific Archives @ the Science Museum

Reference and Administrative Details

Registered numbers:

A registered charity in England and Wales (No. 1138303).

A company limited by guarantee (Company No. 7090482 – England and Wales).

Registered Office:

455 Sherfield Building, Imperial College, London SW7 2AZ.

Trustees:

Anne Rainford

Rene Kinzett

Emma Anthony

Sian Prosser

Chairman

(Removed 26 April 2019)

Bankers:

Lloyds Bank plc

802 Oxford Street

Swansea SA1 3AF

Legal Advisers:

Veale Wasbrough Vizards LLP

Second Floor

3 Brindleyplace

Birmingham B1 2JB

Trustees' Report

The trustees (who are also the directors of the company) present their report for the year ended 30 November 2019.

Structure, Governance and Management

Centre for Scientific Archives @ the Science Museum was incorporated as a company limited by guarantee registered in England and Wales with number 7090482 on 30 November 2009 and registered as a charity in England and Wales with number 1138303 on 7 October 2010. The charity is governed by its articles of association.

The trustees of the charity are detailed on page 1. The charity may have between three and six trustees, who must be appointed by the members by ordinary resolution. New trustees receive an induction from the Chairman of Trustees. Trustees are chosen for their relevant expertise but any training needs are addressed as required. The charity has no staff.

The trustees have reviewed the major risks to which the charity is exposed and have put in place systems or procedures to manage those risks. They have identified the principal risk as being a shortage of funds and are actively seeking new sources of funding.

Objectives and Activities

The charity's objects are:

To advance the education of the public and the scientific community, researchers and academics in the subject of the understanding of the history of science through the proper cataloguing of the collections of scientists and to secure appropriate accommodation for archival collections.

The charity's main activity is to organise the proper cataloguing of the collections of scientists as they become available and appropriate funding is secured and to deposit the catalogued collections in suitable repositories.

Public Benefit

The trustees are committed to ensuring that the work of the charity is for the public benefit, taking full account of the published Charity Commission guidance. The charity's principal activity of cataloguing scientific collections satisfies the primary charitable purpose of the advancement of education.

Achievements and Performance

During the year under review the charity finished cataloguing the correspondence of Sir Joseph Rotblat KCMG CBE FRS and deposited them at the Churchill Archives Centre Cambridge. The charity also transferred the papers of Philip Hall FRS to the Cambridge University Library. Brief notes on each of these distinguished scientists are given below.

Reserves Policy

The trustees had previously set a target level of reserves of £10,000, which would have been sufficient to maintain catalogued archives in storage at Wroughton for one year while additional funds were sought. Following the move to the offices of Max Communications, who have kindly agreed to waive storage charges, and the new emphasis on digitisation of catalogues through Project Arbour, the trustees are re-examining the charity's reserves policy. The interruption to operational activity caused by the corona virus pandemic has meant that it is currently too early to estimate a sensible level of reserves for the new style of work envisaged. For the time being the trustees have therefore retained a reserves target of £10,000, which should be sufficient to maintain operations for a year should the charity ever have to find alternative accommodation again. The reserves at year end were £17,714. The trustees anticipate that the surplus will be spent developing Project Arbour once circumstances return to normal.

Plans for Future Periods

The main focus of future activity is likely to be Project Arbour. It had been planned to hold further focus groups to discuss the project and then to host a launch reception once a satisfactory product was available. All work on Project Arbour is currently on hold however because of the corona virus situation. In the meantime, the charity will be collaborating with Max Communications on the redevelopment of its website.

Serious Incident

One trustee was removed during the year following the discovery that they had acquired a criminal conviction automatically disqualifying them from serving.

At no point did their conviction negatively impact the charity's work or its beneficiaries. A Serious Incident Report was made to the Charity Commission, who confirmed that no further action needed to be taken. As an added safeguard, a declaration form as to suitability for office in a charity, to be signed by the trustee at interview and thereafter annually, has now been introduced by the charity.

Financial Statements

The accounts that follow have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.



Anne Rainford
Chairman of Trustees
8th April 2020

Sir Joseph Rotblat KCMG CBE FRS

Sir Joseph was a Polish-born British-naturalised physicist. His work on nuclear fallout was a major contribution to the agreement of the Partial Test Ban Treaty. A signatory of the Russell–Einstein Manifesto, he was secretary general of the Pugwash Conferences on Science and World Affairs from its founding until 1973. In conjunction with the Pugwash Conferences, he received the Nobel Peace Prize in 1995 for their efforts towards nuclear disarmament.

Philip Hall FRS

A distinguished mathematician, Philip Hall's major work was on group theory, notably finite groups and solvable groups. He was elected a Fellow of the Royal Society in 1951 and awarded its Sylvester Medal in 1961. He was President of the London Mathematical Society in 1955–1957, and awarded its Berwick Prize in 1958 and De Morgan Medal in 1965.

The charity also commenced a new cultural blockchain initiative, Project Arbour, during the year, in collaboration with Max Communications, a digitization and archive services company, and Cognizant, a global digital services company. The project aims to digitise approximately 200 catalogues of the manuscript papers of scientists and apply to these linked data technology for cross searchability and blockchain technology for verification purposes. The impetus is to open up the catalogues of the CSA and its predecessor body, the National Cataloguing Unit for the Archives of Contemporary Scientists (NCUACS), to new audiences. Work began in December 2018 with Cognizant developing the blockchain element. Progress was reported to a series of focus groups between July 2019 and February 2020. Representatives also presented the project at the Research Libraries UK (RLUK) and The National Archives (TNA) conference DCDC in November 2019.

The trustees would like to take this opportunity to thank Nigel Palmer and the Blair-Fish family for their financial support, without which the above achievements would not have been possible. Their generous support has also left the charity well positioned to navigate the uncertainties generated by the corona virus pandemic which arose shortly after the period under review and remains ongoing.

Following notification that the Science Museum intended to redevelop its Wroughton site, which had been the charity's home since its incorporation, in order to accommodate storage of artefacts previously held in London, towards the end of the period under review the charity transferred its operations to the London offices of Max Communications. Max Communications has kindly agreed to provide in kind support to the charity, including accommodation and help developing a new website. The trustees would like to take this opportunity to thank Max Communications for the generous support they have agreed to provide.

Statement of Trustees' Responsibilities

The Trustees of the Centre for Scientific Archives @ the Science Museum are responsible for ensuring the preparation of the annual report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company and charity law require the preparation of financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the net incoming/outgoing resources and applications of resources for that period. In the preparation of those financial statements, the Trustees are responsible for ensuring:

- selection of suitable accounting policies and their consistent application;**
- that judgements and estimates are reasonable and prudent;**
- that applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;**
- preparation of the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.**

The Trustees are responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the charity and that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and regulations made thereunder. 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.

Independent Examiner's Report to the Trustees of Centre for Scientific Archives @ the Science Museum

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 November 2019.

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

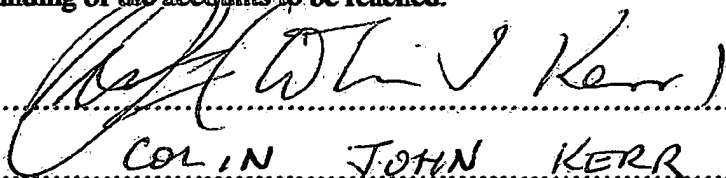
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signature:

Name:

Address:

Date:


COLIN JOHN KERR
Flat 11, 18 Shepherds M.H.
Highgate, LONDON
N6 5AR
16 April 2020

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 NOVEMBER 2019

(Incorporating the income and expenditure account)

	Notes	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Income from:					
Grants and donations	2	27,000	-	27,000	1,280
Total income		<u>27,000</u>	<u>-</u>	<u>27,000</u>	<u>1,280</u>
Expenditure on:					
Charitable activities	3	6,808	-	6,808	4,071
Total expenditure		<u>6,808</u>	<u>-</u>	<u>6,808</u>	<u>4,071</u>
Net income / (expenditure)		20,192	-	20,192	(2,791)
Net movement in funds		<u>20,192</u>	<u>-</u>	<u>20,192</u>	<u>(2,791)</u>
Total funds brought forward		(2,478)	5,000	2,522	5,313
Total funds carried forward		<u>17,714</u>	<u>5,000</u>	<u>22,714</u>	<u>2,522</u>

There are no recognised gains or losses other than those in the statement of financial activities therefore no statement of total recognised gains and losses has been prepared. For Companies Act purposes, total income and expenditure are the same as total income and total expenditure respectively as shown in the statement of financial activities. No operations have been acquired or discontinued during the year. All results relate to continuing activities. The notes on pages 10 to 12 form part of these accounts. Note 1 provides details of the charity's accounting policies.

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

BALANCE SHEET

AS AT 30 NOVEMBER 2019

Company No. 7090482

	Notes	Total Funds 2019 £	Total Funds 2018 £
Current assets			
Cash at bank and in hand		29,124	2,727
		<u>29,124</u>	<u>2,727</u>
Liabilities			
Creditors: Amounts falling due within one year	4	(410)	(205)
		<u>28,714</u>	<u>2,522</u>
Net current assets / (liabilities)			
		28,714	2,522
Liabilities			
Creditors: Amounts falling due after one year	4	(6,000)	-
		<u>22,714</u>	<u>2,522</u>
Total assets less current liabilities			
		22,714	2,522
The funds of the Charity:			
Unrestricted funds		17,714	(2,478)
Restricted funds		5,000	5,000
	5	<u>22,714</u>	<u>2,522</u>

For the period ending 30 November 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Trustees on 8th April 2020 and signed on their behalf by:



Anne Rainford
Chairman

The notes on pages 10 to 12 form part of these accounts.

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 NOVEMBER 2019

	Notes	Total Funds 2019 £	Total Funds 2018 £
Cash flows from operating activities			
Net cash provided by / (used in) operating activities	A	26,397	(2,898)
Change in cash and cash equivalents in the reporting period		26,397	(2,898)
Cash and cash equivalents at the beginning of the reporting period		2,727	5,625
Cash and cash equivalents at the end of the reporting period		29,124	2,727

Note A – Reconciliation of net income / (expenditure) to net cash flow from operating activities

Net income / (expenditure for the reporting period (as per the Statement of Financial Activities)	20,192	(2,791)
<i>Adjustments for:</i>		
(Increase) / decrease in debtors	-	-
Increase / (decrease) in creditors	6,205	(107)
Net cash provided by / (used in) operating activities	26,397	(2,898)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2019

1. ACCOUNTING POLICIES

The accounts are prepared on a going concern basis under the historic cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective January 2015) (FRS102), Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective January 2015) (SORP) and the Charities Act 2011. The charity has no immediate expenditure commitments and sufficient unrestricted reserves to continue operating for at least 18 months should it need to find alternative accommodation at short notice. The accounts have therefore been prepared on a going concern basis. The charity meets the definition of a public benefit entity under FRS102.

(a) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the charitable objectives of the charity.

Restricted income funds are funds subject to specific restrictions imposed by donors or by the purpose of the appeal.

(b) Incoming resources

All income, including grants, is accounted for as soon as the charity has entitlement to the income, there is probability of receipt and the amount is quantifiable.

(c) Resources expended

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all the costs related to that activity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resources.

Support costs are allocated in full to charitable activities as the element of support costs relating to the cost of raising funds is not considered to be material.

Governance costs relate to the general running of the charity and in particular the costs of providing the information required for public accountability.

(d) Fixed Assets and Depreciation

Assets with a cost in excess of £250 intended to be of ongoing use to the charity in carrying out its activities are capitalised as fixed assets and depreciated on a straight line basis over their estimated useful economic lives. Currently no items are being depreciated.

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 NOVEMBER 2019

2. INCOME

The charity received unrestricted donations of £2,000 from Nigel Palmer and £25,000 from Mrs Diana Blair-Fish. The Trustees express their sincere thanks to both, without whose support the work of the charity would not be possible.

3. COSTS OF CATALOGUING SCIENTIFIC COLLECTIONS

	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Total Funds £	2018 Total Funds £
<i>Direct costs</i>				
Cataloguing services	5,088	-	5,088	2,764
Archive storage	-	-	-	-
<i>Support costs</i>				
Telephone / internet	1,080	-	1,080	1,228
Bank charges	80	-	80	79
Sundry other costs	560	-	560	-
	<u>6,808</u>	<u>-</u>	<u>6,808</u>	<u>4,071</u>

Support costs are allocated in full against the cost of cataloguing scientific collections as it is considered that any element relating to costs of raising funds is immaterial.

4. CREDITORS

Falling due within one year	2019 £	2018 £
Trade creditors	182	-
Accruals	228	205
	<u>410</u>	<u>205</u>
Falling due after more than one year		
Loan from trustee	6,000	-
	<u>6,000</u>	<u>-</u>

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 NOVEMBER 2019

5. MOVEMENT IN FUNDS

	As at 01/12/2018 £	Incoming Resources £	Resources Expended £	As at 30/11/2019 £
Unrestricted Funds				
General Fund	(2,478)	27,000	(6,808)	17,714
Total unrestricted funds	<u>(2,478)</u>	<u>27,000</u>	<u>(6,808)</u>	<u>17,714</u>
Restricted Funds				
RSC Fund	5,000	-	-	5,000
Total restricted funds	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
Total Funds	<u>2,522</u>	<u>27,000</u>	<u>(6,808)</u>	<u>22,714</u>

6. RELATED PARTY TRANSACTIONS

No remuneration was paid to or waived by any trustee during the period (2019: £nil). One trustee was reimbursed expenses of £547 during the period (2018: £nil). The Chairman extended a long-term, unsecured, interest free loan of £6,000 (2018: £nil) to the charity to provide working capital. The loan will be repaid once the charity's financial position is secure and it is safe to do so.