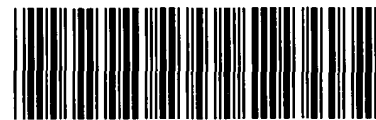


Centre for Scientific Archives @ the Science Museum

Annual Report and Accounts

For the period ended 30 November 2018

SATURDAY



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13/04/2019
COMPANIES HOUSE

A registered charity in England and Wales (No. 1138303).
A company limited by guarantee (Company No. 7090482 – England and Wales).
Registered Office: Science Museum at Wroughton, Red Barn Gate, Hackpen Lane
Gatehouse, Wroughton, Swindon SN4 9LT.

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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:

Science Museum at Wroughton, Red Barn Gate, Hackpen Lane Gatehouse,
Wroughton, Swindon SN4 9LT.

Trustees:

Anne Rainford *Chairman*

Rene Kinzett

Emma Anthony (appointed 4 December 2017)

Sian Prosser (appointed 6 December 2017)

Joanna Corden (deceased 16 December 2017)

Bankers:

Lloyds Bank plc

802 Oxford Street

Swansea SA1 3AF

Legal Advisers:

Anthony Collins Solicitors LLP

134 Edmund Street

Birmingham B3 2ES

Trustees' Report

The trustees (who are also the directors of the company) present their report for the year ended 30 November 2018.

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 papers of Thomas Richard Hennessy CMTH FIMA FSUT and deposited these in the National Oceanography Centre Southampton and continued to work on cataloguing the Pugwash Papers and correspondence of Sir Joseph Rotblat KCMG CBE FRS in conjunction with the Churchill Archives Centre Cambridge. Work on the papers of Philip Hall FRS was interrupted by the sudden death of the archivist concerned with the cataloguing. Brief notes on each of these distinguished scientists are given below.

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.

Thomas Richard Hennessy CMTH FIMA FSUT

A distinguished expert in diving physiology; decompression modelling and health informatics, Tom Hennessy worked at the University of Cape Town, Royal Naval Physiological Laboratory and Admiralty Research Establishment, before taking up a post at City University where he introduced the first MSc Medical Informatics course in Europe. In 2000 he was awarded the Houlder Cup by the Society of Underwater Technology for his contribution to North Sea underwater diving operations.

The charity continues to work closely with The National Archives in respect of the Science and Technology Archives Group, having ownership of the listserve and organising completion of the Group's website.

The trustees thank the Hennessy family for their financial support, without which the work of the charity would be impossible.

Reserves Policy

The trustees have set a reserves target of £10,000, which would be sufficient to maintain catalogued archives in storage for one year while additional funds were sought. The trustees anticipate that the charity's major source of funding is likely to be educational grants for the cataloguing of specific collections. Since these are likely to be restricted in nature and fully expended on cataloguing the relevant collections it is unlikely that they will allow reserves to be accumulated. The trustees are therefore exploring the scope to generate contributions to reserves from larger projects associated with the digitising of catalogues.

Plans for Future Periods

The trustees are in discussion with partners in the City, at Max Communications and the Science Museum concerning a major grant-funded 'cultural block chain' project, which would significantly extend the scope of the charity's activities and provide much needed financial stability.

In the meantime, the trustees anticipate that cataloguing of the Rotblat correspondence and the Hall papers should be completed during 2019.

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
10 April 2019



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.

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 NOVEMBER 2018

(Incorporating the income and expenditure account)

	Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Income from:					
Grants and donations	2	-	1,280	1,280	3,500
Charitable activities	2	-	-	-	413
Total income		<u>-</u>	<u>1,280</u>	<u>1,280</u>	<u>3,913</u>
Expenditure on:					
Charitable activities	3	2,791	1,280	4,071	7,918
Total expenditure		<u>2,791</u>	<u>1,280</u>	<u>4,071</u>	<u>7,918</u>
Net income / (expenditure)		<u>(2,791)</u>	<u>-</u>	<u>(2,791)</u>	<u>(4,005)</u>
Net movement in funds		<u>(2,791)</u>	<u>-</u>	<u>(2,791)</u>	<u>(4,005)</u>
Total funds brought forward		<u>313</u>	<u>5,000</u>	<u>5,313</u>	<u>9,318</u>
Total funds carried forward		<u>(2,478)</u>	<u>5,000</u>	<u>2,522</u>	<u>5,313</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 9 to 11 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 2018

Company No. 7090482

	Notes	Total Funds 2018 £	Total Funds 2017 £
Current assets			
Cash at bank and in hand		2,727	5,625
		<u>2,727</u>	<u>5,625</u>
Liabilities			
Creditors: Amounts falling due within one year	7	(205)	(312)
		<u>(205)</u>	<u>(312)</u>
Net current assets / (liabilities)		<u>2,522</u>	<u>5,313</u>
Total assets less current liabilities		<u>2,522</u>	<u>5,313</u>
The funds of the Charity:			
Unrestricted funds		(2,478)	313
Restricted funds		<u>5,000</u>	<u>5,000</u>
	8	<u>2,522</u>	<u>5,313</u>

For the period ending 30 November 2018 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 10 April 2019 and signed on their behalf by:

Anne Rainford
Chairman



The notes on pages 9 to 11 form part of these accounts.

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 NOVEMBER 2018

	Notes	Total Funds 2018 £	Total Funds 2017 £
Cash flows from operating activities			
Net cash provided by / (used in) operating activities	A	(2,898)	(2,980)
Change in cash and cash equivalents in the reporting period		(2,898)	(2,980)
Cash and cash equivalents at the beginning of the reporting period		5,625	8,605
Cash and cash equivalents at the end of the reporting period		2,727	5,625
 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)		(2,791)	(4,005)
<i>Adjustments for:</i>			
(Increase) / decrease in debtors		-	2,606
Increase / (decrease) in creditors		(107)	(1,581)
Net cash provided by / (used in) operating activities		(2,898)	(2,980)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2018

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 trustees have been notified of unrestricted long term interest free loans of at least £6,000 to be received in the first quarter of 2019 and expect to receive unrestricted donations totalling at least £2,000. The trustees do not believe therefore that there are material uncertainties that call into doubt the charity's ability to continue and 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 2018

2. INCOME

The charity received £1,280 from the family of Thomas Richard Hennessy CMTH FIMA FSUT for the cataloguing of his papers (2017: £nil). In 2017 the charity received £1,000 from Churchill College Cambridge for cataloguing the correspondence of Sir Joseph Rotblat KCMG CBE FRS; unrestricted grants of £2,000 from The National Archives and £500 from the Freemasons' Grand Charity.

3. COSTS OF CATALOGUING SCIENTIFIC COLLECTIONS

	2018 Unrestricted Funds £	2018 Restricted Funds £	2018 Total Funds £	2017 Total Funds £
<i>Direct costs</i>				
Cataloguing services	2,764	-	2,764	2,177
Archive storage	-	-	-	4,307
<i>Support costs</i>				
Telephone / internet	-	1,228	1,228	1,230
Bank charges	27	52	79	69
Sundry other costs	-	-	-	135
	<u>2,791</u>	<u>1,280</u>	<u>4,071</u>	<u>7,918</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. TRUSTEE COSTS

No remuneration was paid to or waived by any trustee during the period (2017: £nil). No expenses were paid in respect of any trustee during the period (2017:£ nil).

5. CREDITORS

Falling due within one year	2018 £	2017 £
Accruals	205	312
	<u>205</u>	<u>312</u>

CENTRE FOR SCIENTIFIC ARCHIVES @ THE SCIENCE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 NOVEMBER 2018

6. MOVEMENT IN FUNDS

	As at 01/12/2017 £	Incoming Resources £	Resources Expended £	As at 30/11/2018 £
Unrestricted Funds				
General Fund	313	-	(2,791)	(2,478)
Total unrestricted funds	<u>313</u>	<u>-</u>	<u>(2,791)</u>	<u>(2,478)</u>
Restricted Funds				
RSC Fund	5,000	-	-	5,000
Hennessy Fund	-	1,280	(1,280)	-
Total restricted funds	<u>5,000</u>	<u>1,280</u>	<u>(1,280)</u>	<u>5,000</u>
Total Funds	<u>5,313</u>	<u>1,280</u>	<u>(4,071)</u>	<u>2,522</u>