MIDLOTHIAN SCIENCE FESTIVAL

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 JANUARY 2019

Company No: SC446006

Charity No: SC044130
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MIDLOTHIAN SCIENCE FESTIVAL
TRUSTEES’ ANNUAL REPORT

The Trustees present their annual report and financial statements for the year ended 31 January 2019 which are also prepared to meet the requirements for a Directors’ report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102).

REFERENCE AND ADMINISTRATIVE INFORMATION

Midlothian Science Festival is a Scottish Charity, Registration Number SC044130 and was registered on 10 July 2013.

It is a private company limited by guarantee, registered on 26 March 2013, incorporated in Scotland under registration number SC446006.

Registered Office
2.36, Michael Swann Building
University of Edinburgh
Max Born Crescent,
Kings Buildings,
Edinburgh, EH9 3BF

Trustees
The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law. The Trustees and officers serving during the year and since the year end were as follows:

- Philip Wark (Chair), former Library Services Manager, Midlothian Council
- Sarah Keer-Keer (Treasurer), Outreach and Communication Manager, Wellcome Trust Centre for Cell Biology, University of Edinburgh
- Dr Heather McQueen, Senior Lecturer in Molecular Genetics at the University of Edinburgh
- Jane Milne, Customer Services Manager, Midlothian Council (resigned 29 March 2019)
- Dr Nicola Stock, Public Engagement Officer, The Roslin Institute, University of Edinburgh
- Ken Aitchison, Outreach Manager Queen Margaret University (appointed 3 April 2019)
- Grant McGowan, STEM Officer, Midlothian Council (appointed 3 April 2019)
MIDLOTHIAN SCIENCE FESTIVAL

Committee Members
- Susi Bachmann, volunteer
- Jo Cooke, Midlothian Ranger Service
- Alison Dunwell, Midlothian Libraries
- Grant McGowan, Midlothian Council, STEM officer
- Lewis Hou, Science Ceilidh
- Kathleen Pullen, retired from the University of Edinburgh
- Ken Aitchison, Outreach Manager Queen Margaret University
- Aileen Scobie, Midlothian Council, Economic Development

Creative Team
- Rosie Cane, PhD student, School of Physics and Astronomy, University of Edinburgh
- Emily Goddard, PhD student, School of Chemistry, University of Edinburgh
- Kaitlyn Hair, PhD student, Centre for Clinical Brain Sciences, University of Edinburgh
- Dr Catherine Humphreys, PhD student, Centre for Clinical Brain Sciences, University of Edinburgh
- Ella Mercer – PhD student, Wellcome Trust Tissue Repair PhD Student, Centre for Discovery Brain Sciences, University of Edinburgh
- Vrushali Patil – Post-doctoral Research Fellow (Mammalian Synthetic Biology), Deanery of Biomedical Sciences, University of Edinburgh
- Aliie McWhinney – Undergraduate – BSC Biological Science, University of Edinburgh
- Laura Quick, PhD student, School of Geoscience, University of Edinburgh
- Matjaz Vidmar, PhD student, Science Technology and Innovation Studies, University of Edinburgh

Freelancers:
- Ruby Buchanan, website and social media content
- Eamonn Coyne, website design and management
- Lewis Hou, Science Ceilidh, Events in schools

Bank
CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner
Christian Owens BSc BFP FCA
24 Newtongrange Place
Newtongrange
Midlothian
EH22 4DF
MIDLOTHIAN SCIENCE FESTIVAL

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document
The operation of Midlothian Science Festival is governed by its Articles of Association.

Appointment of Trustees
The Trustees are nominated by the members to serve as directors of the charitable company. The Trustees are the directors of the charitable company and are elected by the members at the annual general meeting of the company until the following annual general meeting at which point they all retire from office. All directors are eligible for re-election on retiring.

Trustee Induction and Training
New Trustees attend induction and training courses where necessary to become familiar with their roles, responsibilities and the work of Midlothian Science Festival.

Organisation
The Trustees are responsible for the overall direction of the charity and also contribute to the day to day management of the charity.

Related Parties
None of our Trustees receive remuneration for their work with the Charity.

The Charity works closely with the University of Edinburgh and Midlothian Council in the pursuit of its charitable objectives (see ‘In-Kind Support’ for further details). The University of Edinburgh employs the administrator and is reimbursed by the Charity for the staff costs incurred. These organisations are however not classed as Related Parties.

Pay Policy for Senior Staff
The pay of our only member of staff is set by the Trustees and is benchmarked against the administrator grades used by the University of Edinburgh.

Risk Management
The Trustees have assessed the major risks to which the charity is exposed, in particular, those related to the operations and finances of the charity and are satisfied that systems are in place to mitigate our exposure to the major risks.

OUR PURPOSES AND ACTIVITIES

Background
Midlothian residents are surrounded by cutting edge science and technology, however the science campuses and businesses are not well connected with local communities and most of the excellent and interesting science and technology jobs do not go to Midlothian residents: the centres, their science and their jobs are not visible.
MIDLOTHIAN SCIENCE FESTIVAL

Midlothian communities can feel distrustful of scientists and science campuses and do not feel much pride in the modern history of Midlothian innovation.

Within Midlothian schools there is no culture of aspiration towards these local science and technology jobs and careers.

Mission

Midlothian Science Festival’s mission is to:

- Inspire and engage visitors in science and discovery and build trust between local science centres and local communities;
- Encourage people to look towards these science centres as places of potential employment, and to understand issues of controversy so that they might become informed citizens involved in decision making;
- Cultivate curiosity and communicate the power of knowledge and creativity to change our world view; and
- Raise the aspirations of local children and cultivate the next generation of scientific explorers.

Aims

The principal objects of Midlothian Science Festival are:

- To run enjoyable science activities in Midlothian appealing to a large, diverse audience of all ages and backgrounds, from professionals to novices, from science enthusiasts to the merely curious.
- To provide a non-threatening entry point for local people from a varied demographic area (including rural and deprived areas) to engage with science.
- To provide role models for careers in the form of festival staff, volunteers and presenters who work in STEM (Science, Technology, Engineering and Maths) in the local area.
- To showcase current and historical science originating within Midlothian.
- To demonstrate Midlothian’s contribution and importance to science and technology at a global level and to broaden the horizons of future generations of scientists.

Our additional aims for 2018 were:
- To create more researcher-led and ‘home grown’ events.
- To co-create events with different (non-science) local communities / groups
- Develop events / activities for underrepresented audiences – i.e. teenagers and adults.
- Increase involvement from local science organisations / centres / businesses
- Improve and increase local visibility and advertising

ACHIEVEMENTS AND PERFORMANCE - 2018 Midlothian Science Festival in brief

The Midlothian Science Festival (MSF) ran for a sixth consecutive year from 6th to 20th October 2018. We held 76 public events and 49 school events. We reached 8,321 people in total (5662 at public events and 2659 at school events). Our events engaged our audiences
MIDLOTHIAN SCIENCE FESTIVAL

for an average of 1.5 hours: a total of around 9,260 engagement hours. We continued our excellent track record of running events, the majority of which (90%) were free, in community locations and reaching a wide demographic.

We hosted excellent quality events with our audiences scoring events as 4.7 on average (on a scale of 0-5, where 4 is very good and 5 is excellent). And 52% of those people who filled in feedback, had never or rarely (less than once per year) attended science events. 95% of our events are ‘home grown’

Postcode date showed that 25% of the festival’s total audience reside in the 4 most deprived classifications of the Scottish Index of Multiple Deprivation (SIMD 1-4) and 25% of the festival’s total audience reside in either ‘small towns’ or ‘accessible rural’ areas within the Rural/Urban classifications.

2018 Festival in Key Numbers

<table>
<thead>
<tr>
<th>People</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>8321 People</td>
<td>125 Events</td>
</tr>
<tr>
<td>5442 Members of the Public</td>
<td>76 Public Events</td>
</tr>
<tr>
<td>2659 School Pupils</td>
<td>49 Schools Events</td>
</tr>
<tr>
<td>74 People/Event</td>
<td>188 Public Hours</td>
</tr>
<tr>
<td>54 Pupils/School Event</td>
<td>23 Schools</td>
</tr>
<tr>
<td>4.7/5.0 Average Engagement Rate</td>
<td>1.5 hours</td>
</tr>
<tr>
<td>84% Rated Very/Highly Attended Science Event</td>
<td>1 Hour</td>
</tr>
<tr>
<td>9260 Engagement Hours (Actual &amp; Average Time On Event)</td>
<td></td>
</tr>
</tbody>
</table>

The public programme runs for the entire two-week period, the second week being the October half term holiday. (The schools programme runs for the first week only.) The public programme offered 76 events, with a mix of large scale family friendly gala day events, activities, workshops and shows for children and young people, and a series of events tailored towards adults including talks, debates and practical sessions too. Audience figures for the public programme was down by near 500 people (8%) this year, mainly due to having to cancel one of our larger gala days, ‘Wild About Science’ and associated events, due to unfortunate extreme weather conditions.

Over 90% of the events in the programme had no charge to attend. 55% of events required online booking, the remaining 45% were drop-in activities. Booking allowed us to both cap the maximum number of people attending certain events and also to plan accordingly for others. Of the 7 events that did charge, 6 were ticket fees paid direct to partner organisations at a subsidised or reduced rate as part of the Festival. The festival itself only charged for the ‘Family Colour Run’ - the nominal entry fee allows us to cover the costs of running a mass participation activity.
MIDLOTHIAN SCIENCE FESTIVAL

The programme included some new gala days including ‘World of Plastic’ in partnership with Edinburgh College and InterSci (student group) and ‘Blast from the Past’, exploring the last 200 years of scientific discoveries in partnership with the National Mining Museum, in addition to stalwart days such as ‘Science Alive’, ‘Dino’s & Rocks’ and The Easter Bush Open Day which received a record attendance of 766 people.

We are very proud that 95% of our events are home grown, coming primarily from researchers at the 4 main Universities within Edinburgh (the University of Edinburgh, Heriot Watt, Napier and Queen Margaret University) Only two shows were paid in – ‘Dr Bunhead’ and ‘The Physics of Fire’ shows. The ticket cost of ‘Dr Bunhead’ was subsidised by a local sponsor and the festival, and the ‘Physics of Fire’ shows were offered as free outdoor performances.

In alignment with our 2018 aim to offer more events for underrepresented groups our festival programme included events specifically aimed at teenagers and young adults. Our ‘Silent Disco’ in partnership with Y2K youth group and ‘Zombie Brains’ at Newbattle Community Campus were both new events created for a teenage audience. Both events were quite small this year, but provided a lot of learning and scope to build upon.

Moving away from traditional, formal talks, our adult events included various practical and fun workshops including a Harry Potter themed wizarding event, we focussed on promoting more locally across Midlothian at libraries and partner venues and less promotion further afield. The festival invested in more materials to increase visibility locally, such as banners, pop-up stands and bunting.

2018 saw the expansion of our core volunteer initiative. Our volunteer ‘Creative Team’, comprised of 10 PhD and researchers from the University of Edinburgh. They were involved in developing content, marketing and event management. This team were responsible for 15 events in the programme including 8 of the 10 ‘Science Gala Days’, which accounted for a third of the overall public audience figures.

We continued to deliver work with audiences with additional needs with monthly visits to Beeslack Disabled Club, engaging with adults with moderate to severe learning difficulties. This project is delivered in partnership with the Science Ceilidh organisation, whom over 2018 recruited and trained 5 volunteers and delivered 10 bespoke sessions on topics such as music, health and hygiene.

Key learning points from the 2018 festival
- Revise the festival’s overall mission and aims to ensure that ‘community’ is at the heart of everything we do
- Move the festival HQ out-with the university to be more public facing and connected within Midlothian
- Continue to identify and strengthen community links to co-produce relevant events.
- Continue to develop links with Midlothian science organisations and centres.
- Identify gaps in reach from geographic and demographic data and prioritise these areas in 2019
- Further expand our ‘creative team’ to be involved in more areas of the festival
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- Explore bringing community volunteers on-board with the planning and delivery of the festival

Midlothian Science Festival continues to host, co-produce and create events in the heart of the community. The Midlothian Ranger Service also contributed to the 2018 programme, as well as hosting events.

The Roslin Institute and Royal (Dick) School of Veterinary Studies and Heriot Watt University both delivered a headline event and Queen Margaret University staff and students also delivered and supported a number of events. IKEA have also continued to support the festival by hosting events, including a Gala Day and an open drop-in event along with distributing our programme and promoting the festival on their website.

A number of organisations offered their venues free of charge, including the National Mining Museum, Pentland Plants and The Glencorse Centre. Alongside the libraries and IKEA, using such venues ensures that our events are held in familiar and accessible spaces. Also many organisations and individuals offer their time and skills free of charge, including The Chemistry Brothers, the National Youth Choir of Scotland, the Science Ceilidh, and the Midlothian Dog Training Club.

External Venues
The Festival works with many different types of venues to run and host events and all of our partner venues offer their spaces free of charge/ in-kind. One third of all events (26 events) were held within Midlothian’s Libraries, four of which are multi-functional community hub facilities linking to both a school and a sports centre. These venues are excellent locations for our larger gala days providing a high number of visitors to the site, and helping us to reach new audiences. Smaller libraries hosted our smaller more in-depth workshop activities. The Ranger Service also ran 8 outdoor events at 3 different parks.

Again IKEA supported the festival hosting 5 events, including 2 adult evening talks on the topics of ‘Happiness’ and ‘Greenland’s ice sheets’, alongside drop-in family activities and a ‘Fun Science’ show. Evening talks at IKEA again enable the festival to reach new audiences with approximately 15% of the audiences coming from the shop floor.

Returning to known venues such as the Glencorse Centre or Rosslyn Chapel which we have been running events at for several years and have built strong relationships with enabled the festival to run events confident that they would be well attended and enjoyed by the local community. For example, following a very popular children’s event in 2017 at the Glencorse Centre, this year we revised and expanded our ‘Tiny Tots’ Gala Day, which again proved very popular with over twice as many people attending than anticipated.
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Acknowledgements

Midlothian Science Festival gratefully acknowledges the contributions from the following entities for the 2018 festival:

<table>
<thead>
<tr>
<th>Entity</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scottish Government Science Festival Funding</td>
<td>10,000</td>
</tr>
<tr>
<td>Darwin Trust of Edinburgh</td>
<td>9,700</td>
</tr>
<tr>
<td>Lothian Health Board</td>
<td>5,000</td>
</tr>
<tr>
<td>British Science Association</td>
<td>1,250</td>
</tr>
<tr>
<td>Cairn Energy PLC</td>
<td>1,000</td>
</tr>
<tr>
<td>Cala Homes</td>
<td>900</td>
</tr>
<tr>
<td>University of Edinburgh</td>
<td>900</td>
</tr>
<tr>
<td>IKEA</td>
<td>750</td>
</tr>
<tr>
<td>The Roslin Institute</td>
<td>631</td>
</tr>
<tr>
<td>Midlothian Tourism Forum</td>
<td>500</td>
</tr>
<tr>
<td>Techsoup Grant Tech Trust</td>
<td>435</td>
</tr>
<tr>
<td>FP Out There Projects</td>
<td>350</td>
</tr>
<tr>
<td>Biochemical Society</td>
<td>150</td>
</tr>
<tr>
<td>Heriot Watt University</td>
<td>150</td>
</tr>
<tr>
<td>Strathclyde University</td>
<td>75</td>
</tr>
</tbody>
</table>

\[31,791\]

FINANCIAL REVIEW

Grants
Midlothian Science Festival has in the course of the year obtained grants from the Scottish Government and Darwin Trust for the purpose of delivering its mission. These grants are solely received for the delivery of the company’s objectives.

Results
Funding of £32,629 was secured during the year (2018: £34,003) of which £31,166 was expended (2018: £31,932).

Investment Powers and Policy
The Trustees have the power to make any investment which they see fit. Cash reserves are currently placed in a bank current account.

Reserves Policy and Going Concern
The level of reserves is monitored by the Trustees. The reserves policy is to maintain around three months’ expenditure. Reserves stand at £15,077 (2018: £13,614) all of which is of an unrestricted nature. The Trustees have assessed reserves to be in line with the policy.

The Charity continues to have adequate cash reserves to ensure the continuity of its charitable activities. As such, the accounts have been prepared on a going concern basis.
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TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of Midlothian Science Festival for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the 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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime under Part 15 of the Companies Act 2006.

On behalf of the Trustees

Ken Aitchison
Trustee

Date 21st October 2019
MIDLOTHIAN SCIENCE FESTIVAL

INDEPENDENT EXAMINER’S REPORT TO THE TRUSTEES AND MEMBERS OF MIDLOTHIAN SCIENCE FESTIVAL

I report on the accounts of the charity for the year ended 31 January 2019 which are set out on pages 14 to 18.

Respective responsibilities of Trustees and Examiner
The charity’s trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity’s trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44) (1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner’s Statement
My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

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 44(1) (a) of the 2005 Act and
   Regulation 4 of the 2006 Regulations, and
   – to prepare accounts which accord with the accounting records and comply with
   Regulation 9 of the 2006 Regulations 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.

Christian Owens BSc BFP FCA
24 Newtongrange Place
Newtongrange
Midlothian
EH22 4DF

Date 21 October 2019
MIDLOTHIAN SCIENCE FESTIVAL

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JANUARY 2019

<table>
<thead>
<tr>
<th></th>
<th>2019 Notes</th>
<th>2019 Total Funds (Unrestricted)</th>
<th>2018 Total Funds (Unrestricted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations and legacies</td>
<td>2</td>
<td>31,791</td>
<td>32,770</td>
</tr>
<tr>
<td>Charitable activities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket sales</td>
<td></td>
<td>838</td>
<td>1,233</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td></td>
<td><strong>32,629</strong></td>
<td><strong>34,003</strong></td>
</tr>
</tbody>
</table>

| Expenditure          |            |                                 |                                 |
| Charitable activities:|            |                                 |                                 |
| Staff costs          | 3          | 17,397                          | 19,497                          |
| Administrative support costs |  | 1,128                           | 1,134                           |
| Advertising          |            | 64                              | 609                             |
| Catering, events and entertainment |  | 1,591                           | 711                             |
| Equipment costs      |            | 252                             | 202                             |
| Insurance            |            | 401                             | 381                             |
| Materials            |            | 447                             | 526                             |
| Miscellaneous expenses |        | 95                              | 192                             |
| Photography and design |    | 390                             | 400                             |
| Printing             |            | 5,368                           | 4,262                           |
| Science communicator costs |  | 2,296                           | 1,835                           |
| Travel, mileage & vehicle hire | | 680                             | 358                             |
| Venue & equipment hire |      | 227                             | 565                             |
| Website development costs | | 830                             | 1,260                           |
| **Total expenditure** |            | **31,166**                      | **31,932**                      |

| Net income           |            | **1,463**                       | **2,071**                       |
| Transfers between funds |          |                                 |                                 |
| **Net movement in funds for the year** | | **1,463**                       | **2,071**                       |
| Total funds brought forward |  | **13,614**                      | **11,543**                      |
| **Total funds carried forward** | | **15,077**                      | **13,614**                      |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities. There were no restricted funds or movements during the year.
### BALANCE SHEET
#### AS AT 31 JANUARY 2019

<table>
<thead>
<tr>
<th>Notes</th>
<th>2019 £</th>
<th>2018 £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>6</td>
<td>105</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td></td>
<td>14,972</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td></td>
<td>15,077</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors falling due within one year</td>
<td>7</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td></td>
<td>15,077</td>
</tr>
<tr>
<td><strong>Funds of the Charity:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td></td>
<td>15,077</td>
</tr>
<tr>
<td>Restricted funds</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Total funds</strong></td>
<td></td>
<td>15,077</td>
</tr>
</tbody>
</table>

The Trustees are satisfied that for the year in question, the Charitable Company was entitled to exemption from an audit under section 477 of the Companies Act 2006 and that the members have not required the Charitable Company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies’ regime under Part 15 of the Companies Act 2006.

The financial statements were approved on behalf of the Trustees on **21 October 2019** and were signed by:

Ken Aitchison  
Trustee

21 Oct 2019
MIDLOTHIAN SCIENCE FESTIVAL

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED 31 JANUARY 2019

1. Accounting Policies

Midlothian Science Festival is a private company limited by guarantee and incorporated in Scotland (Company Registration Number SC446006). The company has no share capital. The liability of each member in the event of winding up is limited to £1. The registered office address is 2.36, Michael Swann Building, University of Edinburgh, Max Born Crescent, Kings Buildings, Edinburgh, EH9 3QR.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

a) Basis of preparation
The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the provisions applicable to companies subject to the small companies’ regime under Part 15 of the Companies Act 2006.

Midlothian Science Festival meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Going concern
The accounts have been prepared on a going concern basis as the Trustees have a reasonable expectation the Charity has adequate resources to continue in operational existence for the foreseeable future. With respect to the next reporting period, the most significant areas of uncertainty that affect the carrying value of assets held by the Charity are the level of donations and grants receivable.

c) Income – Grants Receivable and Other Income
Where as part of the grant conditions the donor has imposed restrictions on the expenditure of resources which amount to pre-conditions for use, any grant received over and above the level of expenditure is deferred. If no such restrictions are imposed then the income is recognised on a receivable basis.

The company charges for services as part of its charitable activities and income is recognised on a receivable basis. Such income is included as ticket sales.
MIDLOTHIAN SCIENCE FESTIVAL

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED 31 JANUARY 2019

1 Accounting Policies (continued)

d) Expenditure
Expenditure is accounted for on an accruals basis, inclusive of any VAT which cannot be recovered. Where costs cannot be directly attributed to activities they have been allocated on a basis consistent with use of the resources.

Direct and support costs are charged to the charitable activities.

e) Funds
Funds are treated as unrestricted except where they have been donated or granted for a specific purpose. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

f) Cash at bank and in hand
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

g) Financial instruments
Financial assets and financial liabilities are recognised when the Charity becomes a party to the contractual provisions of the instrument, and are offset only when the Charity currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets
Other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

Financial liabilities
Other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being transaction price less any amounts settled.
NOTE TO FINANCIAL STATEMENTS
YEAR ENDED 31 JANUARY 2019

1. Accounting Policies (continued)

   h) Taxation
   No provision is made for corporation tax as the Charity is able to claim full statutory exemption subject to proper application of all its charitable resources.

2. Donations and legacies

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations and gifts</td>
<td>5,406</td>
<td>6,531</td>
</tr>
<tr>
<td>Government, local authority and other grants</td>
<td>26,385</td>
<td>26,239</td>
</tr>
<tr>
<td></td>
<td>31,791</td>
<td>32,770</td>
</tr>
</tbody>
</table>

3. Staff costs and remuneration of key management personnel

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>14,294</td>
<td>15,965</td>
</tr>
<tr>
<td>Social security costs</td>
<td>804</td>
<td>976</td>
</tr>
<tr>
<td>Pension costs</td>
<td>2,299</td>
<td>2,557</td>
</tr>
<tr>
<td></td>
<td>17,397</td>
<td>19,497</td>
</tr>
</tbody>
</table>

   The key management of the Charity comprise the Trustees and the administrator. The total employee benefits of the key management personnel of the Charity were £15,869 (2018: £17,626).

4. Trustees’ remuneration, expenses and related party transactions

   No Trustees or related parties received or are due to receive any remuneration for their services as Trustees during the period directly or indirectly from the charity’s funds. Sarah Keer-Keer, a Trustee, received £85 (2018: £232) for reimbursement of expenses.
5. Independent examiner’s remuneration

No independent examination fee was charged for the year (2018: £nil).

6. Debtors: due within one year

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other debtors – University of Edinburgh</td>
<td>105</td>
<td>316</td>
</tr>
<tr>
<td></td>
<td>105</td>
<td>316</td>
</tr>
</tbody>
</table>

7. Creditors: amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accruals</td>
<td>-</td>
<td>705</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>705</td>
</tr>
</tbody>
</table>