

**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY  
EDUCATION**

**(A company limited by guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
**(A company limited by guarantee)**

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**Trustees**

Mrs Sandra Barker  
Professor Peter Belton  
Mr David Glenn  
Mr Nicholas Phillips  
Mr David Knighton

**Company registered number**

03566631

**Charity registered number**

1071276

**Registered office**

31 Westwick Street, Norwich, Norfolk, NR2 4TT

**Company secretary**

Mr Ian Barker

**Chief executive officer**

Dr Malcolm Seddon

**Accountants**

Larking Gowen LLP, King Street House, 15 Upper King Street, Norwich, NR3 1RB

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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The Trustees present their annual report together with the financial statements of the charity for the 1 April 2017 to 31 March 2018. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

### **Objectives and Activities**

#### **a. Policies and objectives**

The objects of the charity are to advance education and to further knowledge of science and technology for the benefit of the public in the UK and worldwide.

The charity's principal activity, as stated in its Memorandum of Association, and internal Terms of Reference, is promoting science in schools and the community by the provision of lectures, workshops, interactive dramas and inter-school science on-line competition.

The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### **Achievements and performance**

#### **a. Review of activities**

The work of the past year has been primarily concerned with planning and running two Top Class in Science competitions, (i.e. 2017 and 2018). Financial support for the competitions in Norfolk has been provided by three local charities (i.e. Norwich Town Close Estate Charity, John Jarrold Trust, Paul Bassham Charity) and a national charity (Garfield Weston Foundation). A second major project was a collaboration with UEA Drama Department and Radio Norfolk in developing a radio broadcast of four dramas that were specially written to raise public awareness of the incidence and social effects of dementia among old people. The dramas were broadcast in May as part the National Dementia Awareness Week. The four dramas were broadcast as 15-minute episodes on successive days (Monday – Thursday). On the Friday there was an omnibus edition followed by an hour-long question-and-answer programme.

Top Class in Science is a quiz competition with matches that take place over the Internet between two whole classes in different schools. There were separate competitions for primary schools (Year 6), and secondary schools (Year 9). The matches began at the start of the Summer Term, and took place over the weeks leading up to the Grand Finals at UEA during the first week of July. The Grand Finals took the form of colourful evening stage shows in which two teams compete in front of a large audience of pupils, parents, teachers, and members of the general public.

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**Financial review**

**a. Reserves policy**

At the year end, free reserves (consisting of the unrestricted net current assets) amounted to £11,971.

The reserves policy is to always have funds to complete a project, pay overheads and expenses and not to start any new project without pledged funds: that is, at any time to be solvent so that the charity could wind up and be able to pay its commitments.

**Structure, governance and management**

**a. Constitution**

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 1 September 1998.

The charity is constituted under a Memorandum of Association dated 1 September 1998 and is a registered charity number 1071276.

**b. Method of appointment or election of Trustees**

Trustees have absolute discretion to appoint and remove trustees, but may delegate this or any of their powers to a committee consisting one or more trustees and such other persons not being trustees co-opted on to such a committee as the trustees think fit.

Trustees are not required to retire at the Annual General Meeting and any trustee may nominate a person for appointment or re-appointment as a trustee.

The minimum number of trustees must be two and there is no maximum number.

The charity aims to have sufficient trustees with sufficient relevant expertise and knowledge to ensure the probity, financial security and success appropriate to the aims of CAST Education and the stipulations, if any, of parties providing funds.

The trustees will consider the standing proposed trustees regarding their educational knowledge, experience and expertise related to current and likely future projects as well as any contribution to legal, financial and administrative aspects. The aim is to have a balance over the age range and educational needs of the population at whom projects are aimed and the general running of the charity.

**c. Policies adopted for the induction and training of Trustees**

The trustees will discuss the role with the intended trustee, to explain their contribution, involvement, responsibilities and duties.

At any time, any trustee is invited to make proposals or comment on the working of the charity.

The company secretary will provide new trustees with a copy of The Charity Commission "The Essential Trustee" ref CC3.

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**d. Organisational structure and decision making**

The day to day management of the charity is vested in the Management Committee, which consists of the charity's Trustees who are elected and co-opted under the terms of the Articles of Association.

**Trustees' responsibilities statement**

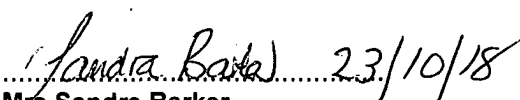
The Trustees (who are also directors of Centre for the Advancement of Science & Technology Education for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on \_\_\_\_\_ and signed on their behalf by:

  
\_\_\_\_\_  
**Mrs Sandra Barker**  
**Chairman**

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**CHARTERED ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE PREPARATION OF THE  
UNAUDITED STATUTORY FINANCIAL STATEMENTS OF CENTRE FOR THE ADVANCEMENT OF  
SCIENCE AND TECHNOLOGY EDUCATION  
FOR THE YEAR ENDED 31 MARCH 2018**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Centre for the Advancement of Science and Technology Education for the year ended 31 March 2018 which comprise the Statement of financial activities incorporating income and expenditure account, the Balance sheet and the related notes from the charity's accounting records and from information and explanations you have given to us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Trustees in accordance with the terms of our engagement letter dated 4 August 2016. Our work has been undertaken solely to prepare for your approval the financial statements of Centre for the Advancement of Science and Technology Education and state those matters that we have agreed to state to the Trustees in this report in accordance with ICAEW Technical release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Centre for the Advancement of Science and Technology Education and its Trustees for our work or for this report.

It is your duty to ensure that Centre for the Advancement of Science and Technology Education has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and net incoming resources of Centre for the Advancement of Science and Technology Education. You consider that Centre for the Advancement of Science and Technology Education is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of Centre for the Advancement of Science and Technology Education. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

*Larking Gowen LLP*

**Larking Gowen LLP**

Chartered Accountants

King Street House  
15 Upper King Street  
Norwich  
NR3 1RB

Date: *24 October 2018*

**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2018**

	Note	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
<b>Income from:</b>					
Grants	2	12,000	-	12,000	13,000
Interest	3	-	-	-	1
<b>Total income</b>		<b>12,000</b>	<b>-</b>	<b>12,000</b>	<b>13,001</b>
<b>Expenditure on:</b>					
Charitable activities		9,954	-	9,954	12,056
<b>Total expenditure</b>	6	<b>9,954</b>	<b>-</b>	<b>9,954</b>	<b>12,056</b>
<b>Net income before other recognised gains and losses</b>		<b>2,046</b>	<b>-</b>	<b>2,046</b>	<b>945</b>
<b>Net movement in funds</b>		<b>2,046</b>	<b>-</b>	<b>2,046</b>	<b>945</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		3,028	12,220	15,248	14,303
<b>Total funds carried forward</b>		<b>5,074</b>	<b>12,220</b>	<b>17,294</b>	<b>15,248</b>

The notes on pages 8 to 14 form part of these financial statements.



**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**

**(A company limited by guarantee)**

**REGISTERED NUMBER: 03566631**

**BALANCE SHEET  
AS AT 31 MARCH 2018**

	Note	£	2018 £	£	2017 £
<b>Fixed assets</b>					
Tangible assets	9		249		332
<b>Current assets</b>					
Debtors	10	206		202	
Cash at bank and in hand		18,677		16,778	
		<u>18,883</u>		<u>16,980</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(1,838)</u>		<u>(2,064)</u>	
<b>Net current assets</b>			17,045		14,916
<b>Net assets</b>			<u>17,294</u>		<u>15,248</u>
<b>Charity Funds</b>					
Restricted funds	12		5,074		3,028
Unrestricted funds	12		12,220		12,220
<b>Total funds</b>			<u>17,294</u>		<u>15,248</u>

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit 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 financial statements.

The financial statements were approved and authorised for issue by the Trustees on \_\_\_\_\_ and signed on their behalf, by:

*(Sandra Barker) 23/10/18*  
Mrs Sandra Barker, Chair

The notes on pages 8 to 14 form part of these financial statements.

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

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 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Centre for the Advancement of Science and Technology Education meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Company status**

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**1.3 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

**1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	-	25% Reducing Balance
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**1.6 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 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.

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**1. Accounting policies (continued)**

**1.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.9 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.10 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.11 Voluntary help**

There is a significant level of support received by way of voluntary help. This unpaid assistance is not quantifiable and does not appear on the Statement of Financial Activities. Where material, donated services and facilities are included at their value to the charity.

**2. Income from grants**

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Grants	<b>12,000</b>	-	<b>12,000</b>	13,000
<i>Total 2017</i>	<b>13,000</b>	-	<b>13,000</b>	

**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**Grants Received**

	2018 £	2017 £
The John Jarrold Trust	1,000	1,000
Garfield Weston Foundation	5,000	5,000
Paul Bassham Charitable Trust	1,000	2,000
Norwich Freeman's Charity	5,000	5,000
<b>Total</b>	<b>12,000</b>	<b>13,000</b>

**3. Investment income**

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Interest received	-	-	-	1
<i>At 31 March 2017</i>	1	-	1	

**4. Direct costs**

	Total 2018 £	Total 2017 £
Top Class	6,417	8,130
<i>At 31 March 2017</i>	8,130	

**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**5. Administration and other costs**

	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Office overheads and administration	1,923	1,625
Accountancy	1,200	1,230
Entertainment	263	713
Wages and salaries	68	275
Depreciation	83	83
	<u>3,537</u>	<u>3,926</u>
<i>Total 2017</i>	<u>3,926</u>	

**6. Analysis of Expenditure by expenditure type**

	<b>Staff costs 2018 £</b>	<b>Depreciation 2018 £</b>	<b>Other costs 2018 £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Direct costs	-	-	6,417	6,417	8,130
Administration	68	83	3,386	3,537	3,926
	<u>68</u>	<u>83</u>	<u>9,803</u>	<u>9,954</u>	<u>12,056</u>
<i>Total 2017</i>	<u>275</u>	<u>83</u>	<u>11,698</u>	<u>12,056</u>	

**7. Net income/(expenditure)**

This is stated after charging:

	<b>2018 £</b>	<b>2017 £</b>
Depreciation of tangible fixed assets: - owned by the charity	<u>83</u>	<u>83</u>

During the year, no Trustees received any remuneration, benefits in kind or reimbursement of expenses (2017 - £Nil). Mrs S Barker's husband, Mr I Barker, was remunerated as disclosed in note 8.

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**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**8. Staff costs**

Staff costs were as follows:

	2018 £	2017 £
Wages and salaries	<u>68</u>	<u>275</u>

The average number of persons employed by the charity during the year was as follows:

	2018 No.	2017 No.
Employees	1	1

No employee received remuneration amounting to more than £60,000 in either year.

Wages and salaries represents fees paid to Mr I Barker (Secretary). Dr Seddon's services as chief executive in the year were unremunerated and so are not reflected in the wages cost or employee number.

**9. Tangible fixed assets**

	Office equipment £
<b>Cost</b>	
At 1 April 2017 and 31 March 2018	<u>11,122</u>
<b>Depreciation</b>	
At 1 April 2017	10,790
Charge for the year	<u>83</u>
At 31 March 2018	<u>10,873</u>
<b>Net book value</b>	
At 31 March 2018	<u>249</u>
At 31 March 2017	<u>332</u>

**10. Debtors**

	2018 £	2017 £
Prepayments and accrued income	<u>206</u>	<u>202</u>

**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**11. Creditors: Amounts falling due within one year**

	2018 £	2017 £
Accruals and deferred income	<u>1,838</u>	<u>2,064</u>

**12. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>				
Unrestricted funds	<u>12,220</u>	-	-	<u>12,220</u>
<b>Restricted funds</b>				
Top Class	<u>3,028</u>	<u>12,000</u>	<u>(9,954)</u>	<u>5,074</u>
Total of funds	<u>15,248</u>	<u>12,000</u>	<u>(9,954)</u>	<u>17,294</u>

**Statement of funds - prior year**

	Balance at 1 April 2016 £	Income £	Expenditure £	Balance at 31 March 2017 £
<b>Unrestricted funds</b>				
Unrestricted funds	<u>12,220</u>	-	-	<u>12,220</u>
<b>Restricted funds</b>				
Top Class	<u>2,083</u>	<u>13,001</u>	<u>(12,056)</u>	<u>3,028</u>
Total of funds	<u>14,303</u>	<u>13,001</u>	<u>(12,056)</u>	<u>15,248</u>

**CENTRE FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY EDUCATION**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**13. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>
Tangible fixed assets	-	249	249
Current assets	6,912	11,971	18,883
Creditors due within one year	(1,838)	-	(1,838)
	<u>5,074</u>	<u>12,220</u>	<u>17,294</u>

**Analysis of net assets between funds - prior year**

	<i>Restricted funds 2017 £</i>	<i>Unrestricted funds 2017 £</i>	<i>Total funds 2017 £</i>
Tangible fixed assets	-	332	332
Current assets	5,092	11,888	16,980
Creditors due within one year	(2,064)	-	(2,064)
	<u>3,028</u>	<u>12,220</u>	<u>15,248</u>