

# **SCIENTIFIC INSTRUMENT SOCIETY**

## **Report to the Charity Commission**

**2021**

### **1. INTRODUCTION**

#### **OBJECTS**

In the interest of the public benefit and education, the objects of the Society are the promotion and advancement of the knowledge of the history of scientific artifacts and their preservation.

#### **POLICIES**

The main policy of the Society is to provide the infrastructure to gain its objectives and in approved cases to provide financial assistance by which its members and others may benefit in some aspect of their activities whilst helping to achieve the objects of the Society.

To achieve this overall policy, the Society maintains a worldwide membership, issues the Bulletin of the Scientific Instrument Society, holds regular meetings and conferences, and contributes where appropriate to debate on issues concerning the objects of the Society. In terms of direct financial benefits, membership for students is subsidised and grants are made to individuals for research work related to the Society's aims.

#### **GOVERNANCE**

The society was formed in 1983 and is a registered UK charity, number 326733. It is regulated by a written constitution last amended in 2021 (to allow meetings and AGM's to take place via digital means). The appointment and induction of new trustees is carried out as appropriate to the needs and best interests of the society.

#### **ORGANISATION**

The controlling body of the Society is its Committee in which several members hold designated posts (e.g. Treasurer) and which includes up to seven ordinary members of the Society. Elected Members of the Committee are the Trustees of the Society during their terms of office. (The Committee may co-opt other members of the society but these co-opted members are not Trustees of the Charity.) There is an Executive Officer responsible for the day-to-day administration of the Society; this post is provided under contractual terms and is reviewed annually. No member of the Committee receives any remuneration for services to the Society but expenses may be paid in approved instances.

#### **ACCOUNTING**

The Society is not obliged to have a full audit of the accounts, and therefore the Committee has chosen to have the accounts examined. For this year the examination was carried out by Hunter & Co. Chartered Accountants.

Accountant      Hunter & Co. Chartered Accountants  
415 Blackburn Road, Bolton, BL1 8NJ

Bankers          Lloyds Bank plc, Commercial Banking, P.O. Box 1000, BX1 1LT

### **2. REVIEW OF ACTIVITIES**

#### **ANNUAL GENERAL MEETING**

The 36<sup>th</sup> Annual General Meeting was held on Saturday 12<sup>th</sup> June 2021 at 3pm via Zoom (because of the Covid19 pandemic) and was attended by 36 members.

The following elections were made:

**Officers**

Chairman	Charles Miller
Vice Chairman	David Howarth
Treasurer	David Howarth
Editor	Willem Hackmann
Secretary	Alison Boyle
Meetings Secretary	Louise Devoy
Grants	Stephen Burt

**Ordinary Committee Members**

Nicolás de Hilster (Website); Michael Stewart (Advertising and Marketing)

**OTHER MEETINGS**

Unfortunately planned study tours to Armagh Observatory (March) was postponed and Northern Italy (May) had to be postponed to 2022 due to the Covid19 pandemic which prevented us from travelling.

The Society's AGM took place virtually on Saturday 12<sup>th</sup> June via Zoom.

The Society continued with the monthly online lecture series for our members 'Fireside Chats', which proved to be a great way to stay connected with our international members. Eight talks took place with approximately 30-40 members attending each event. Our speakers spoke on a range of topics including Enigma-like machines, the real James Glaisher, Microscopes by Ernst Leitz Wetzlar and Italian physics collections to name a few.

On Friday 12<sup>th</sup> November the Society's 9<sup>th</sup> Gerard Turner Memorial Lecture in honour of the Society's first President and founding Chairman took place at the Society of Antiquaries, London. This attracted an audience of 16 people to hear guest lecturer Professor Simon Werrett of University College London speak about 'The History of Scientific Instruments is Thriving'. A further 80 people joined via Zoom online.

**MEMBERSHIP**

The annual membership subscriptions for the year 2021 were held the same as in 2020 and were as follows:

Residence in UK	£55.00 (Family £63.00)
Residence in Europe	£70.00/\$90 (Family £75.00/\$100)
Residence in Rest of World	£75.00/\$100 (Family £80.00/\$120)
Student rate	£20.00 in UK & £32.00/\$45 elsewhere

There were 379 members as at 31 December 2021, a slight increase on last year.

**THE SIS BULLETIN**

Four issues of the Bulletin were published on time during the year. This continues to be the Society's main vehicle for achieving its objectives.

**THE WEBSITE**

The website continued to be developed as an increasingly important vehicle of communication.

## **RESEARCH GRANTS**

The Society has agreed as a means of furthering its objectives to award a number of grants to assist research in its field of study on a regular basis. Details were published in the Bulletin, on the website and by direct communications to academic departments. 9 applications were received and 4 awards were made for the 2021 awards. Grants are paid when applicants have carried out the relevant work but are accrued to our accounts at the time the application is approved. 4 were paid this year.

## **SUPPORT FOR PUBLICATIONS**

The Society has a policy of making advance purchases, on behalf of members, of important reference works which can secure the publication of specialised works. In 2021 no purchases were made.

### **3. FINANCIAL RESERVES**

The Society has no income from investments as such but has sums deposited in an interest-bearing savings account. This capital acts as a source for charitable activities and a reserve against uncertainties.

The Society is not active in 'fund-raising' but receives small donations from time to time. Conferences are essentially self-supporting and any surplus is directed to furthering the Society's objectives.

The Society supports student membership at reduced rates and seeks to promote specific items to achieve its aims rather than the general distribution of its charitable assets. Thus sums are made available from time to time for research, publications, etc., all requiring such sums to be available when required.

The reserves policy may therefore be stated as the maintenance of sums on deposit to provide a source for major charitable activities and a reserve against uncertainties, any income from which is directed towards the running costs of the Society.

Figures given for levels of reserves relate only to that money which is currently available for use by the trustees. As at 31 December 2021 the Society's net funds amounted to £31,305 including £528 designated as the Bunge Award fund, giving unrestricted funds of £30,77.

### **4. RISK ASSESSMENT**

A full risk assessment was carried out during 2008. The Committee reviews this on an annual basis and is once again able to confirm that the few risks to which the charity is exposed have been identified and suitable precautions are in existence.

### **5. ADMINISTRATION**

The Committee met on five occasions during the year.

Our Executive Officer for the past 5 years has been Mrs. Sarah Cavalier.

All enquiries should be addressed to:

The Scientific Instrument Society,

The Old School House, School Lane, Stadhampton, Oxfordshire, OX44 7TR

E-mail [info@scientificinstrumentsociety.org](mailto:info@scientificinstrumentsociety.org)

The Society has a website at [www.scientificinstrumentsociety.org](http://www.scientificinstrumentsociety.org)

### **6. FULFILLMENT OF CHARITABLE OBJECTIVES**

As detailed above the Society continues to fulfill its objectives by publishing its learned journal on time four times a year; by holding lectures on appropriate topics which are open to the public and in the case of the Annual Lecture without charge; by arranging and organising study tours, by supporting the publication of educational books in its field of interest and by the award of research grants.

## **7. DUTY OF TRUSTEES**

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission.

## **8. ADOPTION**

This Report was adopted unanimously by the Committee in its meeting on Saturday 12<sup>th</sup> June 2021.

Charles Miller

Chairman of Committee of Trustees

**REGISTERED CHARITY NUMBER: 326733**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 DECEMBER 2021  
FOR  
SCIENTIFIC INSTRUMENT SOCIETY**

Hunter & Co.  
Chartered Accountants  
415 Blackburn Road  
Bolton  
BL1 8NJ

**SCIENTIFIC INSTRUMENT SOCIETY**

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FOR THE YEAR ENDED 31 DECEMBER 2021**

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## SCIENTIFIC INSTRUMENT SOCIETY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Charity number**

326733

**Principal address**

Sarah Cavalier  
The Old School House  
School Lane  
Stadhampton  
Oxfordshire  
OX44 7TR

**Trustees**

Mr Charles Miller  
Dr Willem Hackmann  
Mr David Howarth  
Dr Louise Devoy  
Dr Alison Boyle  
Mr Michael Stewart  
Dr Stephen Burt  
Dr Nicolas de Hilster

**Independent examiner**

Ian Hunter  
ICAEW  
Hunter & Co.  
Chartered Accountants  
415 Blackburn Road  
Bolton  
BL1 8NJ

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 6 May 2022 and signed on its behalf by:

Mr Charles Miller - Trustee

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCIENTIFIC INSTRUMENT SOCIETY**

I report on the accounts for the year ended 31 December 2021, which are set out on pages three to seven.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Ian Hunter  
ICAEW  
Hunter & Co.  
Chartered Accountants  
415 Blackburn Road  
Bolton  
BL1 8NJ

6 May 2022

SCIENTIFIC INSTRUMENT SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted fund £	Total £	2021 Total funds £	2020 Total funds £
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income		24,365	-	24,365		25,159
Activities for generating funds	2	-	-	-		(130)
Investment income	3	<u>187</u>	<u>-</u>	<u>187</u>		<u>-</u>
<b>Total incoming resources</b>		<b>24,552</b>	<b>-</b>	<b>24,552</b>		<b>25,029</b>
<b>RESOURCES EXPENDED</b>						
<b>Charitable activities</b>						
Conferences		1,646	-	1,646		-
Expenditure		27,649	-	27,649		27,277
<b>Governance costs</b>		<u>624</u>	<u>-</u>	<u>624</u>		<u>626</u>
<b>Total resources expended</b>		<b>29,919</b>	<b>-</b>	<b>29,919</b>		<b>27,903</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>						
		<b>(5,367)</b>	<b>-</b>	<b>(5,367)</b>		<b>(2,874)</b>
<b>Gross transfers between funds</b>	8	<u>1,036</u>	<u>(1,036)</u>	<u>-</u>		<u>-</u>
<b>Net incoming/(outgoing) resources</b>		<b>(4,331)</b>	<b>(1,036)</b>	<b>(5,367)</b>		<b>(2,874)</b>
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<b>35,108</b>	<b>1,564</b>	<b>36,672</b>		<b>39,546</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>30,777</u></b>	<b><u>528</u></b>	<b><u>31,305</u></b>		<b><u>36,672</u></b>

The notes form part of these financial statements

SCIENTIFIC INSTRUMENT SOCIETY

BALANCE SHEET  
AT 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted fund £	Total £	2021 funds £	Total £	2020 funds £
<b>CURRENT ASSETS</b>							
Stocks	5	1,940	-	1,940		1,940	1,940
Debtors	6	245	-	245		747	747
Cash at bank		<u>33,063</u>	<u>1,709</u>	<u>34,772</u>		<u>40,194</u>	<u>40,194</u>
		<b>35,248</b>	<b>1,709</b>	<b>36,957</b>			42,881
<b>CREDITORS</b>							
Amounts falling due within one year	7	<u>(4,471)</u>	<u>(1,181)</u>	<u>(5,652)</u>			(6,209)
<b>NET CURRENT ASSETS</b>		<u><b>30,777</b></u>	<u><b>528</b></u>	<u><b>31,305</b></u>			<u><b>36,672</b></u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>							
		<u><b>30,777</b></u>	<u><b>528</b></u>	<u><b>31,305</b></u>			<u><b>36,672</b></u>
<b>NET ASSETS</b>							
		<u><u><b>30,777</b></u></u>	<u><u><b>528</b></u></u>	<u><u><b>31,305</b></u></u>			<u><u><b>36,672</b></u></u>
<b>FUNDS</b>							
Unrestricted funds	8			<u><b>30,777</b></u>			35,108
Restricted funds				<u><b>528</b></u>			<u>1,564</u>
<b>TOTAL FUNDS</b>				<u><u><b>31,305</b></u></u>			<u><u><b>36,672</b></u></u>

The financial statements were approved by the Board of Trustees on 6 May 2022 and were signed on its behalf by:

Mr Charles Miller -Trustee

Mr David Howarth -Trustee

The notes form part of these financial statements

## SCIENTIFIC INSTRUMENT SOCIETY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### Taxation

The charity is exempt from tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	2021	2020
	£	£
Conferences	<u>-</u>	<u>(130)</u>

#### 3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>187</u>	<u>-</u>

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

SCIENTIFIC INSTRUMENT SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021

5. STOCKS

	2021	2020
	£	£
Stocks	<u>1,940</u>	<u>1,940</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	127	127
Other debtors	<u>118</u>	<u>620</u>
	<u>245</u>	<u>747</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other creditors	<u>5,652</u>	<u>6,209</u>

8. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	Transfers between funds	At 31.12.21
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	35,108	(5,367)	1,036	30,777
<b>Restricted funds</b>				
Bunge Award Fund	1,564	-	(1,036)	528
	<u>36,672</u>	<u>(5,367)</u>	<u>-</u>	<u>31,305</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	24,552	(29,919)	(5,367)
	<u>24,552</u>	<u>(29,919)</u>	<u>(5,367)</u>

SCIENTIFIC INSTRUMENT SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
<b>Unrestricted Funds</b>				
General fund	37,581	(2,874)	401	35,108
<b>Restricted Funds</b>				
Bunge Award Fund	1,965	-	(401)	1,564
<b>TOTAL FUNDS</b>	<u>39,546</u>	<u>(2,874)</u>	<u>-</u>	<u>36,672</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	25,029	(27,903)	(2,874)
<b>TOTAL FUNDS</b>	<u>25,029</u>	<u>(27,903)</u>	<u>(2,874)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General fund	37,581	(8,241)	1,437	30,777
<b>Restricted funds</b>				
Bunge Award Fund	1,965	-	(1,437)	528
<b>TOTAL FUNDS</b>	<u>39,546</u>	<u>(8,241)</u>	<u>-</u>	<u>31,305</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	49,581	(57,822)	(8,241)
<b>TOTAL FUNDS</b>	<u>49,581</u>	<u>(57,822)</u>	<u>(8,241)</u>

SCIENTIFIC INSTRUMENT SOCIETY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 £	2020 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	-	101
Gift aid	875	894
Subscriptions	18,630	19,284
Publications	82	580
Adverts	<u>4,778</u>	<u>4,300</u>
	<b>24,365</b>	25,159
<b>Activities for generating funds</b>		
Conferences	-	(130)
<b>Investment income</b>		
Deposit account interest	<u>187</u>	<u>-</u>
<b>Total incoming resources</b>	<b>24,552</b>	25,029
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Conferences	1,402	-
Bulletin	16,399	15,044
Committee expenses	135	427
Executive officer	7,000	7,000
Office costs	1,770	2,263
Grants	-	3,128
Web site related costs	320	547
Grants rescinded	-	(2,683)
Insurance and charges	1,904	1,551
Wreath donation	<u>365</u>	<u>-</u>
	<b>29,295</b>	27,277
<b>Governance costs</b>		
Accountancy	<u>624</u>	<u>626</u>
<b>Total resources expended</b>	<b>29,919</b>	27,903
<b>Net expenditure</b>	<u><u>(5,367)</u></u>	<u><u>(2,874)</u></u>