

Charity Number 1117449
Company Number 5794137



Report and Financial Statements
For the year ended 30 April 2013

Charity Number 1117449
Company Number 5794137

Surveillance Studies Network
Report and Financial Statements for the year ended 30 April 2013

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Surveillance Studies Network

Report and Financial Statements for the year ended 30 April 2013

The Directors present their report and independently examined financial statements for the year ended 30 April 2013.

Reference and administrative information

Charity Name: Surveillance Studies Network

Charity Registration Number: 1117449

Company Registration Number: 5794137

Registered Office: 26 Woodholm Road
Sheffield
South Yorkshire
S11 9HT

Board of Directors

Dr Kirstie Wright (re-appointed January 2008)
Dr David Murakami Wood (re-appointed January 2008)
Dr Dean Wilson Treasurer (appointed January 2011)
Professor Clive Norris (re-appointed January 2008)
Dr Nilz Zurawski (appointed January 2012)

Company Secretary

Dr Kirstie Wright (re-appointed January 2008)

Bankers

The Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Solicitors

Simmons and Simmons, CityPoint, One Ropemaker Street, London EC2Y 9SS

Accountants

Counterculture Partners Ltd, LGoS, 160 Mount Pleasant, Liverpool, L3 5TR, UK

DIRECTORS' REPORT

Structure, Governance and Management

Governing document

The organization is a charitable company limited by guarantee, incorporated on 25th April 2006 and registered as a charity on 4th January 2007. The company was established under a Memorandum of Association which contained the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of the board of directors

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting for a further three years. No director may serve more than six consecutive years on the board.

Surveillance Studies Network's primary aim is to inform and educate the public about current developments in surveillance practice through its free to access online journal, '*Surveillance & Society*'. Surveillance Studies Network was founded to form a legally independent home for the journal, and so the first board of directors are the journal's co-founding editors. In future years, individuals will be eligible to stand for election to directorship if they are a member of the Network and Editorial Board of the charitable company, which is described later in this report. Each director is required to be an appointed academic whose main research interest is an aspect of the surveillance society, as evidenced through their scholarly publications and practice.

Director induction and training

Every director is already familiar with the practical work of Surveillance Studies Network, each having served as a founding co-editor of the journal *Surveillance & Society* since its inception in 2002. Since its registration as a Charitable Company, each director has been diligent in familiarising themselves with the responsibilities associated with director/trustee role, as outlined by the Charity Commission, and in the Nolan principles. Directors have collaborated to produce a code of conduct and have undertaken to adhere to the newly-drawn-up internal governing document of the charitable company. One director has undertaken additional training concerning the role of the Company Secretary.

Risk Management

As part of the registration process the directors considered the major risks to which the charitable company was exposed, which primarily concerned the viability of running Surveillance Studies Network as a going concern. The main risk in this respect concerns competition. As it is the first formal academic organization in this field of study (Surveillance Studies) it does not have any direct competitors. As a trans-disciplinary sub-discipline of sociology, geography, criminology, law, organization theory, political science, art, literature, film studies and international studies (among others), it is not envisaged that we are in competition for membership with larger academic associations (such as the British Sociological Association, or the British Society of Criminology, for example). Campaigning organizations such as Privacy International or the Electronic Privacy Information Centre (EPIC) are not our direct competitors as their core activities concern activism rather than education.

Becoming a charitable company is itself a risk management strategy for the journal and its editors in two significant ways. First, it gives the journal independent legal status which protects it from being sold to publishing houses, thereby ensuring that it remains free to access for the general public. Second, it protects the editors from personal legal liability in the event of any dispute surrounding the content of the journal.

Organisational Structure

The organisational structure of Surveillance Studies Network is derived from the following:

- It has two classes of member: ordinary members and executive members
- It has two streams of activity: administration of the charitable company and production of its journal

Executive Members comprise the directors and the members of the Network and Editorial Board. Executive members have various responsibilities regarding the management of the charitable company's activities, and are entitled to vote at annual general meetings. Ordinary members pay a biannual subscription and as part of their membership are entitled to:

- The opportunity to stand for election to the board of Surveillance Studies Network and *Surveillance & Society*
- Discounts on all SSN-sponsored conferences and events
- Approval and sponsorship of their research bids and events about surveillance
- Access to a member's area on the website, containing network and knowledge building opportunities
- Optional entry onto a list of media experts

The charitable company is governed by the Executive Board, which is constituted by its four directors, a treasurer and a company secretary, which deals with overall matters of governance and policy relating to the charitable company. When the charity is fully launched and ordinary members are able to join, there will be two seats on the executive board for members' representatives.

The day to day running of the journal is completed by the Network and Editorial Board, where the directors and other executive members work together on journal production. The relationship between the two boards is shown in the diagram below. The diagram also shows the content of our two websites – one relating to the charitable company (surveillance-studies.net) and one containing our journal (surveillance-and-society.org) – and how they inter-relate.

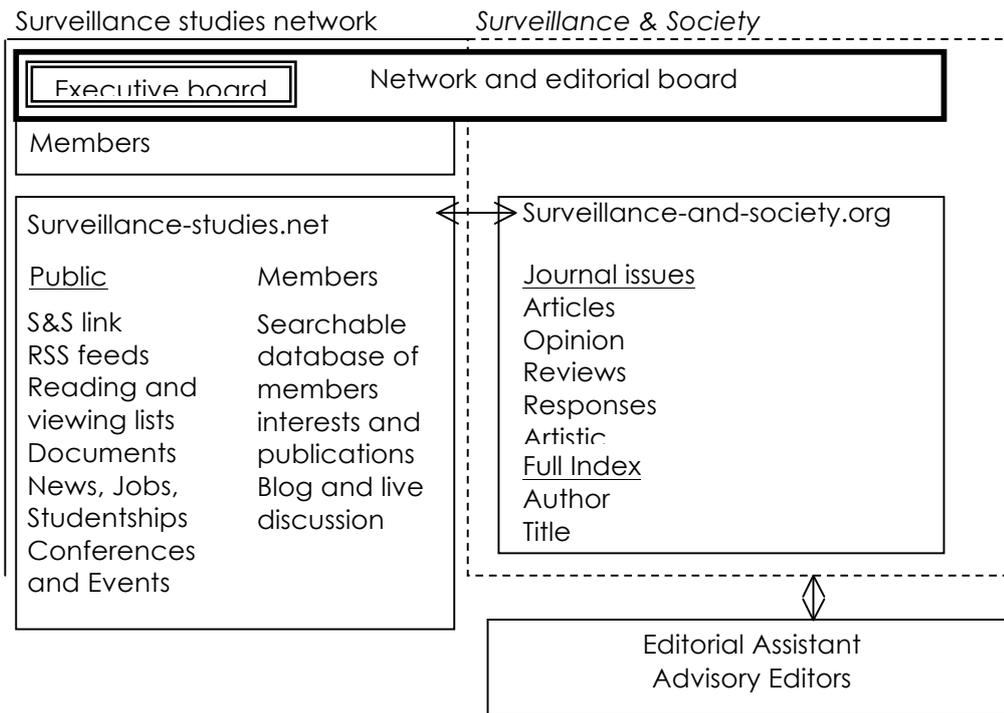


Figure 1: Governance structure of Surveillance Studies Network, incorporating our two websites Surveillance-Studies.net and Surveillance-and-Society.org

Currently, the Network and Editorial Board comprises 14 members. The aim is to have as many areas of the world represented as possible, cutting across as many disciplines and areas of expertise relevant to surveillance studies – although strategic issues related to funding (see Financial Review, below) meant that the two new NEB members appointed this year were both from Canadian universities. So far the disciplines represented are: Sociology; Human Geography; Criminology; Urban Studies; Law; Science and Technology Studies; Organization Studies; Political Science; Media and Communication Studies; Gender Studies. The geographic regions represented are: Canada; Europe, Australasia, and Japan.

There are a few specific mandates for board members, but individual roles are still emerging. General responsibilities for board members are:

- Generating proposals for new issues based on their own research and expertise; or pressing issues within the field
- Identifying potential guest editors and reviewers
- Suggesting journal content which is representative of their geographical area or region
- Attendance at and contribution to decisions and discussion items at board meetings
- Suggesting fund raising ideas

Specific responsibilities which have emerged so far include:

- Communications editor: responsible for website development
- Book Review Editor
- Associate Editors of the journal, formally appointed from the Network and Editorial Board, to take a more active role in journal production activities

The only selection criteria are that the editorial board member has a record of scholarly research and publication in Surveillance Studies and has strong collegial values. Everyone's contributions to the organization are on a purely voluntary basis. The network and editorial board is supported by an editorial assistant, whose time is currently being paid for by an eJournal grant from the Social Sciences and Humanities Research Council of Canada. In future years, it is hoped that enough funding will be raised to pay a small honorarium to a post-graduate student for editorial assistance.

The advisory editors referred to in figure one are external advisors who are not part of the governance structure of the organization, but who are sufficiently experienced in order to advise the journal on technical and academic matters as and when they arise.

Objectives and Activities

The objects for which the Charitable Company is established are to advance education for the public benefit by promoting the study of surveillance as a facet of contemporary social and technological change, and the study of its consequences for individuals, groups, organizations, nations and regions. Pursuant to this overall objective we also:

- Support and promote the free exchange of academic information about surveillance across academic disciplines and cultures
- Promote learning and the sharing of knowledge about surveillance between scholars, students, organisations and the public world-wide;
- Own and publish the journal '*Surveillance & Society*' and other online resources devoted to the publication of communications which advance knowledge concerning the study of *Surveillance & Society*.

The trustees have given due consideration to Charity Commission published guidance on the operation of the public benefit requirement and are satisfied that the charity meets these requirements.

The main objectives for the year 2012 – 2013 concerned continuing to establish Surveillance Studies Network as an organization, which primarily involved:

- Raising awareness of Surveillance Studies Network
- Ensuring continuation of funding by running our biannual conference
- Continued development surveillance-studies.net
- Continuing to publish *Surveillance & Society*
- Awards and Prizes for both established authors and junior scholars

Achievements and Performance

In this section we report against each objective set for this year which we regard as pursuant to our overall charitable objectives.

Raising Awareness of the Surveillance Studies Network

Throughout the current reporting period SSN Directors and members have been involved in a broad range of public and scholarly activities that have advanced the profile the network. SSN is now closely aligned with two funded international research networks. The EU-COST framework funded project ‘Living in Surveillance Societies’ has ensured funding available for research collaboration on surveillance across 27 European countries until 2013. SSN is also closely aligned with ‘The New Transparency’ a Major Collaborative Research Initiative funded by the Canadian Social Sciences and Humanities Research Council and bringing together surveillance scholars internationally and involving the Universities of Alberta, Toronto, Victoria and Queens in Canada, and the Open University, UK.

Ensuring continuation of funding by running our biannual conference

The Surveillance Studies Network/*Surveillance & Society* biannual conference is the main way to raise funds for two reasons. The first is that it enables members to join the organization, and the second is that a portion of the profits generated by the conference are donated to the organization.

Following the successful hosting of the 2012 ‘Watch this Space: Surveillance Futures’ conference in Sheffield, England, a Conference Organising Committee of SSN Board Members (Clive Norris, Dan Trottier, Rosamunde Van Brakel and Dean Wilson) was formed to review applications for hosting the 2014 conference. Three very strong proposals to host the conference were received from London, Edinburgh and Barcelona. Following consultation and feedback from the SSN Board, the final winning bid was that headed by Dr Gemma Galdon Clavell for Barcelona. The Organising Committee now comprises Dr Dan Trottier (Westminster), Clive Norris (Sheffield), Rosamunde Van Brakel (Vrije University), Gemma Galdon Clavell (Universitat de Barcelona), Liliana Arroyo Moliner (Universitat de Barcelona), Dean Wilson (Plymouth) and Nils Zurawski (Hamburg). With the broad theme of ‘Surveillance: Ambiguities and Asymmetries’ this will be the 6th Biannual Surveillance and Society Conference. It will be held at the Centre de Cultura Contemporània de Barcelona and University of Barcelona, Spain between the 24th and 26th April 2014. Early indications from abstract submissions suggest it will continue to build upon the success of previous conferences. Importantly, also, the 6th conference will break new ground in being the first Surveillance and Society conference to be held outside the United Kingdom.

Developing *surveillance-studies.net*

The website is the main vehicle through which we promote our activities and events, and is being developed on an ongoing basis to serve as a networking hub and resource base for our members. The website www.surveillance-studies.net is running well and is stable, and has been established as the charitable company’s digital presence. It is updated regularly and primarily features announcements regarding upcoming conferences, relevant employment opportunities and the activities of SSN. Sub-sections of the website are being updated on a rolling basis – including a reading list, a film list, and other information relevant to these. Rosamunde van Brakel has also initiated a Twitter account on surveillance, which is in the process of being linked to the site (<http://twitter.com/SurvStudiesNet>). We need to extend the communication of SSN in the future, particularly to our membership but also to the broader public. The website itself is running on the latest version of Wordpress. The members section

has now closed due to insufficient traffic. There are ongoing plans for improving the website's functionalities, which are increasingly possible due to improvements in the Wordpress software, and technological developments more generally.

Continuing to publish *Surveillance & Society*

Publication of the journal *Surveillance and Society* is the main way that we pursue our charitable objectives. We aim to publish four issues per calendar year. This is the third full year of the journal's operation on the 'Open Journal System' (OJS), which is an open source platform specifically for the publication of online academic journals. The OJS enables the streamlining and automation of many aspects of journal production, thus saving time and effort in the publication of issues. Following the move of its physical hosting location from Germany to the Queen's University Library in Canada, all remaining technical issues have now been resolved.

This year saw the completion of the first full decade (ten volumes) of *Surveillance & Society*. 2012 was in many ways something of a milestone year for *Surveillance Studies* for it also saw the release of the enormous *Routledge Handbook of Surveillance Studies*, which drew heavily on the legacy of *Surveillance & Society*, which was referenced more than 6 times more frequently than the next nearest most cited academic journal.

In this reporting year, we began to use the funds won from the Canadian Social Sciences and Humanities Research Council (SSHRC) Aid to Scholarly Journals grant. The Editorial Assistant, Sarah Cheung, has greatly speeded up the editorial process as well as working to improve the experience of readers and authors. One of the main tools for the latter improvements is the Readership Survey, which is still in process and will be reported on in next year's annual report.

This year also saw the first full year of our new editorial system in operation, with four Associate Editors (Torin Monahan, Gavin Smith, Val Steeves and Dean Wilson) taking up the majority of the day-to-day editorial work, and Laura Huey coming on board as Debates Editor to increase the volume of non-peer-reviewed content. Also during this year, we saw our invaluable Book Review Editor, Kevin Haggerty, step down. Because of the increased volume of work in this area, and our desire to expand our reviewing to include non-English language books on surveillance, we appointed two replacements: Ben Goold, for the Americas, and Chiara Fonio, for Europe and the Rest of the World.

Refereeing Process

Surveillance and Society accepts submissions in a number of formats:

- Full length peer reviewed article (8000 words)
- Opinion piece (3000 words)
- Review article (3000 words)
- Book reviews (1200 words)
- Artistic submissions (images, videos, poetry, performance pieces etc)

Our peer review process is of the highest standard. For each issue of *Surveillance and Society*, either the editor in chief, one of the four Associate Editors, or a set of guest editors are responsible for the review process. In the case of the latter, a member of the editorial board is usually on hand to answer any queries from the guest editors. The editorial assistant

deals with administration of each issue and communication with the authors, editors and reviewers.

Upon receiving a submission, the assigned editor reads the submission to decide whether it is to be sent out for review. If not, the submission is rejected, if so, the submission is sent to a minimum of two referees, selected by the editor on the basis of their expertise in the subject matter of the submission. The identity of the author is not revealed to the referees, nor that of the referees to the author. Referees are encouraged not to accept the submission for review if they think they recognize the work.

Referees are provided with a set of detailed guidelines by which to write their reviews. They rate the submission, and then provide separate comments for the authors and the editor of the issue. In each case, the editor in chief or guest editor constructively summarizes the reviews for the authors, and prioritizes the most critical or important revisions.

Acceptance / Rejection rates

Crude acceptance / rejection rate (from initial submission): 59% / 41%

Acceptance / rejection rate of articles sent out for review: 72% / 18%

Articles accepted without revisions or resubmission required: 0%

Directories

Surveillance & Society is indexed by EBCSO SocINDEX™ (and Academic Search™), and both CSA Sociological Abstracts and CSA Worldwide Political Science Abstracts, Scopus, Google Scholar, the International Bibliography of Social Sciences (IBSS), and the Directory of Open Access Journals (DOAJ). We are also listed by the SocioSite, and OJS journals.

Content

In the current reporting year four (4) issues of Surveillance and Society have been published, as follows:

- Vol 10, No 1 (2012): Surveillance in Latin America.
This issue was our first 'regional special' and was accompanied by an online exhibition connected to one of the pieces on surveillance art in Latin America.
- Vol 10, No 2 (2012): Open Issue
- Vol 10, No 3/4 (2012): Open Issue
This double issue featured an extended Debate section, under our new Debates Editor, Laura Huey, with eight contributors considering the question of privacy online.

In these 4 issues, there were 43 published pieces:

- 21 peer-reviewed articles
- 1 artistic presentation
- 8 moderated debate pieces

- 1 editorial
- 12 book reviews

In terms of institutional affiliation of the authors, there were 35 authors from 10 countries:

- Australia, 3
- Brazil, 10
- Canada, 3
- Israel, 1
- Mexico, 2
- Netherlands, 2
- Norway, 1
- Sweden, 1
- UK, 6
- USA, 6

Volume 10 Readership

As of the end of 2013, the issues have the following readership statistics (unique article views / issue)*:

- Vol 10, No 1 (2012): Surveillance in Latin America - 7625
- Vol 10, No 2 (2012): Open Issue - 7475
- Vol 10, No 3/4 (2012): Open Issue - 17410 (8705 / issue)

This gives a total of 32,510 unique article views for issues published in the reporting year, or an average of 8127.5 / issue, or 756 / published piece.

Citation Metrics

Please note that metrics do not correlate exactly to the reporting year but refer to the calendar year. There is no way of calculating metrics for the reporting year.

Impact Factor (2012)

1.2 (2011: 1.33; 2010: 1.11, 2009: 1.1 and 2008: 0.75)

This impact factor was calculated using the same method used by Thompson Reuters, but based on Google Scholar figures: number of citations (in any peer-reviewed journal articles, in 2012) of peer-reviewed articles published by Surveillance & Society in the two previous years, 2010 and 2011, divided by the total number of peer-reviewed articles published by Surveillance & Society in those two years. Preliminary figures indicate that our impact factor will be similar in 2013.

1.2 is a very strong impact factor for a social science journal. If we were to be included by Thomson Reuters, 1.2 would put us above *Identity in the Information Society* (IDIS) alongside other interdisciplinary social science journals like *New Media and Society*, *Media, Culture and Society* and *Social Problems*, and just below *Sociology*, *Social Forces* and *Sociological Quarterly*, *the British Journal of Sociology*, *Urban Studies* and *Theory, Culture*

and Society.

h5-index (2012)

In 2012, we had a Google Scholar h5-index, which relates to the number of citations for articles published in the last 5 years, of 11.

Awards and Prizes

Having identified new funding sources in the previous reporting year, stemming from membership, conference profits, book royalties and copyright, the directors devised ways of using this money to achieve SSN's charitable objects. It was decided that SSN would fund a number of different activities.

- Small grants
- Surveillance Studies Summer Seminar (SSSS) global surveillance studies scholar awards
- Annual paper prize
- Surveillance Studies Book Prize

Small grants are now available, on an ad hoc basis, although none were awarded in the current reporting year.

Up to four annual paper prizes can be awarded to the best papers published by Early Career Researchers in *Surveillance & Society*. Announcements of prize recipients will be made during the 2014 reporting year.

The SSN 2013 Surveillance Studies Book Prize was awarded to Dr Dan Trottier for *Social Media as Surveillance* (Ashgate, 2012). This year's judges noted that: "*Social Media as Surveillance* stands as a challenge to many commonly-held assumptions about privacy in an age of social media, and that it is likely to appeal to a wide audience outside of surveillance studies. The judges were also impressed by the author's success in eliciting valuable information from his interviewees, and the insights provided by his empirical data more generally. It is clearly a work that sheds substantial light on a much talked about but under-researched topic"

The 2013 Global Scholar award was made to Eric Agyei-Bekoe. Eric is from Ghana, and is currently studying for a PhD at DeMontfort University in the UK. His research investigates the privacy and data protection issues which arise when eGovernment is introduced in developing countries such as Ghana.

SSN Mentorship Program

In 2013, the Surveillance Studies Network initiated a mentorship program for doctoral students engaged in research topics on surveillance. The objectives of this program were to assist junior scholars in conceptualizing their projects and networking with established scholars in the field. It was an informal mentorship arrangement intended to supplement existing mentorship relationships had by students. For those involved, one faculty member was paired with one Ph.D. student for a one-year period. Each pair engaged in at least two

conversations (by phone, Skype, or in person at a conference) over the course of the year. The focus of these conversations was on the student's research, the job market, or literatures that might be relevant to the student's work. In total, seventeen students (from eleven different countries) participated in the program.

Financial Review

The Surveillance Studies Network has successfully reached a modest though robust financial position over the course of the 2012/13 financial year. These resources are invaluable in facilitating SSN to pursue its charitable objectives.

Principal Funding Sources

All of the work undertaken for the charitable company by the directors and the editorial board of *Surveillance & Society* are on a voluntary basis. SSN has been very fortunate to secure, through the initiative of the Editor-In-Chief of *Surveillance & Society*, David Murakami Wood, funding from the Canadian Social Sciences and Humanities Research Council to support the journal including the employment of an editorial assistant. The biannual conference continues to produce a profit, and membership fees and conference surplus remain the principal sources of funding for the Network. While this funding has previously been used primarily to cover support costs, SSN is now generating sufficient surplus to enable it to expand its activities – be that in newly evolving activities or the augmentation of existing ones. The modest extra income derived from royalties and copyright has enabled SSN to offer prizes, awards and research pump priming grants to members. The capacity to engage in such activities is now enhanced.

Investment Policy

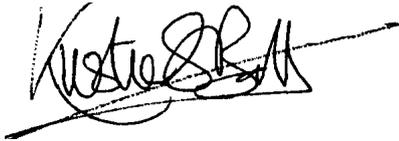
For the first time since the inception of SSN, the reserves are sufficient to consider the development of an investment policy, which would potentially secure a more robust financial platform for the company to pursue its charitable objectives. The company is legally permitted to pursue investments – provided they are consistent with its charitable objectives – while maintaining tax exempt status on any profit generated as a result.

Reserves Policy

As the amount held by the charitable company in reserves has to date been small, the only policy currently is that they be held as a buffer in case of any unexpected start up and support costs. Given the growth of reserves, it may be advisable for the Board to consider the development of a clearer policy in relation to reserves.

Plans for future periods

The charitable company plans to continue its activities outlined above in future years subject to satisfactory funding arrangements. SSN continues to prioritise the production and dissemination of the journal as a key charitable objective. It is of fundamental importance that the journal remain free to access online and as such journal production remains core business for SSN and is likely to remain so in the forthcoming years. The current relative financial strength of SSN should also facilitate the further development of charitable objectives – including prizes, awards and public and membership communication and community building – in the upcoming period.



15th January 2014



15th January 2014

***The Financial Statements
For the Year Ended 30th April 2012***

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
YEAR ENDED 30TH April 2013

Recommended categories by activity	Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
		F01	F02	F03	F04	F05
Incoming resources						
Incoming resources from generated funds						
Voluntary income	3	2,149	-	-	2,149	1,725
Activities for generating funds		-	-	-	-	
Investment income	3	25	-	-	25	16
Incoming resources from charitable activities	3	-	-	-	-	6,518
Other incoming resources		-	-	-	-	-
Total incoming resources		2,174	-	-	2,174	8,259
Resources expended						
Costs of Generating Funds						
Costs of generating voluntary income	4	-	-	-	-	-
Fundraising trading costs		-	-	-	-	-
Investment management costs		-	-	-	-	-
Charitable activities	4	1,195	-	-	1,195	1,758
Governance costs	4	364	-	-	364	236
Other resources expended		-	-	-	-	-
Total resources expended		1,559	-	-	1,559	1,994
Net incoming/(outgoing) resources before transfers		615	-	-	615	6,265
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		615	-	-	615	6,265
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
Net movement in funds		615	-	-	615	6,265
Total funds brought forward		16,734	-	-	16,734	10,469
Total funds carried forward		17,349	-	-	17,349	16,734

**Surveillance Studies Network
CHARITY BALANCE SHEET
AS AT 30TH April 2013**

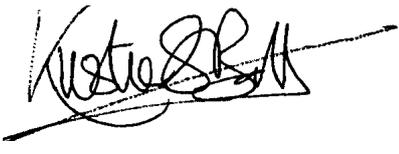
	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
Fixed assets						
Tangible assets		-	-	-	-	-
Investments		-	-	-	-	-
Total fixed assets		-	-	-	-	-
Current assets						
Stock and work in progress		-	-	-	-	-
Debtors	7	880	-	-	880	8,193
(Short term) investments		-	-	-	-	-
Cash at bank and in hand		16,880	-	-	16,880	10,395
Total current assets		17,760	-	-	17,760	18,588
Creditors: amounts falling due within one year	8	411	-	-	411	1,854
Net current assets/(liabilities)		17,349	-	-	17,349	16,734
Total assets less current liabilities		17,349	-	-	17,349	16,734
Creditors: amounts falling due after one year		-	-	-	-	-
Provisions for liabilities and charges		-	-	-	-	-
Net assets		17,349	-	-	17,349	16,734
Funds of the Charity						
Unrestricted funds		17,349			17,349	16,734
		-			-	-
Restricted income funds			-		-	-
Endowment funds				-	-	-
Total funds		17,349	-	-	17,349	16,734

The directors are satisfied that for the year in question the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board of Trustees on: 15th January 2014

Signature: 

Print Name: KIRSTIE WRIGHT NEE BALL

Signature: 

Print Name: CLIVE NORRIS

NOTES TO THE ACCOUNTS YEAR ENDED 30TH APRIL 2013

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on a going concern basis, on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act and Companies Act.

The accounts include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (except for the following).

50% of membership income has been deferred to the following year to reflect the fact that membership covers a 2 year period. As the majority of membership is received in alternate years, there is no material impact on the prior year figures and these have not been restated.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years

1.4 Cash Flow Statement

The charity has taken advantage of the exemption applicable to small companies and not produced a cash flow statement.

1.5 Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

Note 2 Accounting policies	
<i>This standard list of accounting policies has been applied by the charity. Where a different or additional policy has been adopted then this is detailed in the box below.</i>	
INCOMING RESOURCES	
Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
	Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.
	Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.
EXPENDITURE AND LIABILITIES	
Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.
ASSETS	
Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

Note 3 Analysis of incoming resources			
	Analysis	This year	Last year
		£	£
Voluntary income	Membership	2,149	179
	Donated time	-	1,546
	Total	2,149	1,725
Investment income	Interest receivable	25	16
	Total	25	16
Incoming resources from charitable activities	SSN Conference membership		1,675
	Conference income		3,843
	Conference administration		1,000
	Total	-	6,518

Note 4 Analysis of resources expended			
	Analysis	This year	Last year
		£	£
Costs of generating voluntary income	S&S Site development	-	-
	Membership Site development	-	-
	Total	-	-
Charitable activities	Internet	69	86
	Editor		1,546
	Conference costs	337	
	Book award	258	
	Grants made	531	126
	Total	1,195	1,758
Governance costs	Stationery, postage and sundry	14	136
	Accounts preparation	350	100
	Total	364	236

Note 5		
Details of certain items of expenditure		
5.1 Trustee expenses		
<i>Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).</i>		
	This year	Last year
Number of trustees who were paid expenses	1	None
Nature of the expenses	Reimbursement of consumable expenditure	
Total amount paid	122	-
5.2 Fees for examination or audit of the accounts		
<i>Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).</i>		
	This year	Last year
	£	£
Independent examiner's or auditors' fees for reporting on the accounts		-
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	350	100

Note 7 Debtors and prepayments				
<i>Please complete this note if the charity has any debtors or prepayments.</i>				
Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	3,643	-	-
Other debtors	880	4,550	-	-
Prepayments and accrued income	-	-	-	-
Total	880	8,193	-	-
Note 8 Creditors and accruals				
<i>Please complete this note if the charity has any creditors or accruals.</i>				
12.1 Analysis of creditors				
	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	-	-	-	-
Accruals and deferred income	411	1,854	-	-
Total	411	1,854	-	-

Note9 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.

9.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
None			

9.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties	None			
Due from trustees and related parties	None			

9.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year	Last year
			£	£
Dr David Murakami-Wood	Trustee	Payment of grant to Queens University where Dr Murakami-Wood is an Associate Professor (£880 debtor subsequently returned to SSN)	1,411	344