

**Charity Number 1117449**

**Surveillance Studies Network**

**Report and Financial Statements  
For the year ended 30 April 2009**

**Charity Number 1117449  
Company Number 5794137**

**Surveillance Studies Network**  
**Report and Financial Statements for the year ended 30 April 2009**

**Contents**

|  |           |
|--|-----------|
| <b>Legal and administrative information</b>  | <b>3</b>  |
| <b>Directors' report</b>                     | <b>4</b>  |
| <b>The Financial Statements</b>              | <b>12</b> |
| <b>Balance Sheet and Cash Flow Statement</b> | <b>13</b> |
| <b>Notes to the Financial Statements</b>     | <b>14</b> |

**Surveillance Studies Network**  
**Report and Financial Statements for the year ended 30 April 2009**

The Directors present their report and independently examined financial statements for the year ended 30 April 2009.

**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  
Professor Stephen Graham  
Professor David Lyon  
Dr David Murakami Wood  
Ms Laurie Nicholls                      Treasurer  
Professor Clive Norris

**Company Secretary**

Dr Kirstie Wright

**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

## **Structure, Governance and Management**

### **Governing document**

The organization is a charitable company limited by guarantee, incorporated on 25<sup>th</sup> April 2006 and registered as a charity on 4<sup>th</sup> 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 and 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 and 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, 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 Criminological Association, 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 and 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 five 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.

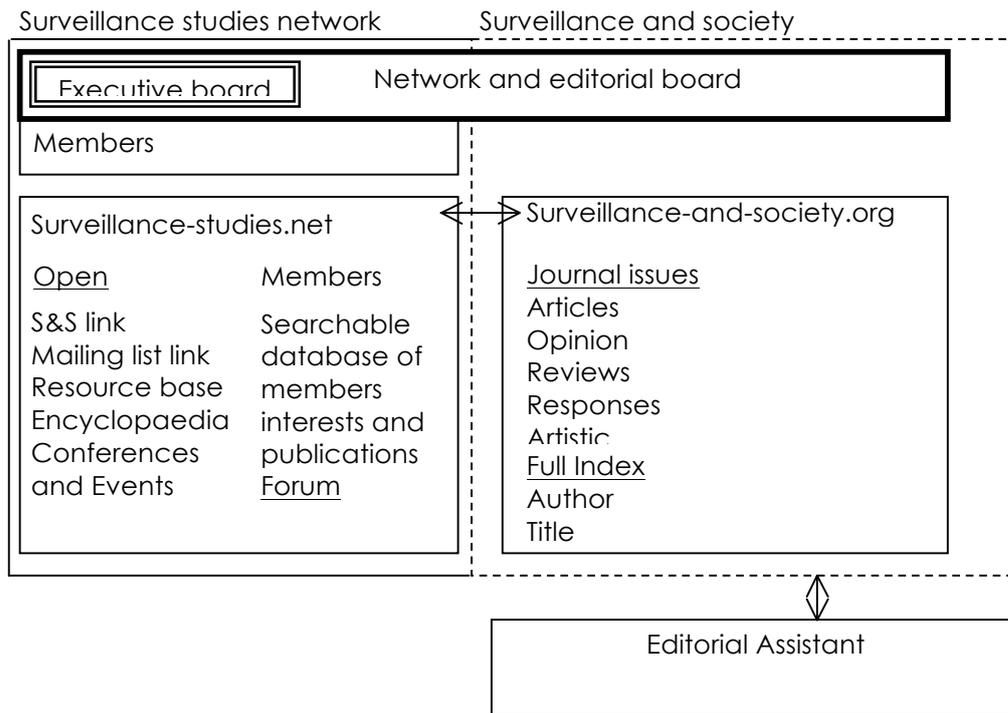


Figure 1: Governance structure of Surveillance Studies Network, incorporating our two websites *Surveillance-Studies.net* and *Surveillance-and-Society.org*

Currently, the Network and Editorial Board comprises 16 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. So far the disciplines represented are: Sociology; Human Geography; Urban Studies; Science and Technology Studies; Organization Studies; Government; Media and Communication Studies; Gender Studies. The geographic regions represented are: Canada; Europe (Finland, Germany, Norway, UK); Australasia; India 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

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 editorial board is supported by an editorial assistant, whose time is currently being donated by Queen's University, 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 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 and Society' and other online resources devoted to the publication of communications which advance knowledge concerning the study of surveillance and society.

The main objectives for the year 2008 – 2009 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
- Developing surveillance-studies.net
- Continuing to publish Surveillance and Society
- Sponsoring other events and conferences
- Developing an awards and prizes scheme

### ***Achievements and Performance***

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

#### ***Raising awareness of Surveillance Studies Network***

Prior to its registration as a charitable company, the directors of Surveillance Studies Network successfully tendered for a contract to write 'A Report on the Surveillance Society' for the Information Commissioner of the United Kingdom. In the year's activities covered by the current annual report and accounts, the Directors, and

members of the Network and Editorial Board have continued to appear regularly in the international and national broadcast and print media to comment on aspects of The Surveillance Society.

Following last year's appointment of Surveillance Studies Network as a partner to 'The New Transparency', a Major Collaborative Research Initiative (MRCI) funded by the Social Sciences and Humanities Research Council of Canada, a further funding success has ensured growing influence of Surveillance Studies Network. Early in 2009 Dr David Murakami Wood, one of the directors, was successful in a joint bid with Dr William Webster of Stirling Management School, to the EU-COST framework. Their bid, entitled 'Living in Surveillance Societies'(LiSS) has ensured funding is available for research collaboration on Surveillance across 21 European countries over the next four years. SSN's biannual conference in April 2010 is to be the LiSS launch event. As a result the conference will almost double in size, and with additional funding from LiSS will be a much higher profile event. SSN is now at the heart of two funded international research networks on Surveillance, covering Canada, the US and Europe.

Finally, the British government has responded to 'A Report on the Surveillance Society' by conducting A House of Lords Constitution Committee enquiry into the Surveillance Society, launched in April 2007. Professor Charles Raab, from the University of Edinburgh, a member of the Network and Editorial Board, is the specialist advisor to the House of Lords committee. In February 2009 the results of the enquiry were published, to great acclaim. Its discussion of the relationship between citizens and the state in a surveillance society received significant media coverage. Surveillance and Society also published a series of reviews and responses to the report.

### ***Ensuring continuation of funding by running our biannual conference***

The Surveillance Studies Network/Surveillance and Society biannual conference is the main way to raise funds two reasons. First, because it enables members to join the organization, and second, because a portion of the profits raised at the conference are donated to the organization.

'Invisibilities: The Politics, Practice and Experience of Surveillance in Everyday Life', our third biannual conference, took place at the University of Sheffield on the 2nd and 3<sup>rd</sup> April 2008. A total of 54 papers were presented, which explored a broad range of perspectives on and incidences of surveillance in society. Young scholars, in particular, made excellent contributions. An exciting keynote speech was given by Dr John McGrath, author of 'Loving Big Brother' and now Artistic Director of the National Theatre of Wales. The highlight, however, was the reading of a paper specifically written for the conference by one of the world's leading sociologists, Professor Zygmunt Bauman, with a response delivered by Professor David Lyon.

As well as being a stimulating intellectual event, the conference also achieved its objective of recruiting members and raising funds.

### ***Developing surveillance-studies.net***

The website is the main vehicle through which we promote our activities and events, and eventually it will serve as a networking hub and resource base for our members. Work on the web site is almost complete. Members may now join Surveillance Studies Network online and make donations through it. In the current reporting year we have commissioned and implemented software which enables us to administer membership through our website. Additional work on the appearance of the site has been commissioned and undertaken.

### ***Continuing to publish Surveillance and Society***

Publication of the journal Surveillance and Society is the main way that we pursue our charitable objectives. We aim to publish either three or four issues a year with an average of six articles per issue. In the current reporting year the journal was moved to 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. In the reporting year the journal has also sought evaluation by organizations responsible for the production of academic metrics (for example, EBSCO, Thomson ISI).

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, a member of the editorial board, 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 editor in chief or guest 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 recognise 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 summarises the reviews for the authors, and prioritises the most critical or important revisions.

In the current reporting year four issues of Surveillance and Society have been published, on the following themes:

- Smart borders and Mobilities: Spaces, zones, enclosures
- Surveillance and Inequality
- Revisiting Videosurveillance
- Health, Medicine and Surveillance

In total we have published 23 full length articles, 33 book reviews, one artistic presentation and four opinion/review pieces. A particular highlight was our funding and publication in digital format of the first known recorded CCTV footage in Britain, in collaboration with Dr Chris Williams (Open), James Patterson and James Taylor (Media Archive for Central England).

Furthermore, in the current reporting year, an edited collection produced by Routledge, entitled 'Surveillance: Critical Concepts in Criminology' edited by Dr Benjamin Gould, featured eleven articles from Surveillance and Society and secures an income stream from royalties and copyright. We have also used the 'Law Works for Community Groups' scheme to refine our copyright and licensing processes, which will enable us to charge for the reproduction of our published material by third parties in future.

### ***Sponsoring other events and conferences***

As part of their academic roles, several of the directors and other colleagues have successfully applied for funding to the UK's Economic and Social Research Council to run a 6 part seminar series entitled 'The Everyday Life of Surveillance'. While this does not mean that material funding will accrue to Surveillance Studies Network, the Network is able to lend its name to the series for publicity purposes.

Five seminars of this six-seminar series have taken place so far and three of these have been in the current reporting year. On 1<sup>st</sup> April 2008, a seminar was held at The University of Sheffield, entitled 'Exposure: Understanding the experience of surveillance', co-ordinated by Dr Kirstie Ball, an SSN director. It featured talks by Dr John McGrath, (National Theatre of Wales), Dr Gareth Palmer (Salford University), Professor Mike Nellis, (Strathclyde University) and Dr Hille Koskela (Academy of Finland). On 18<sup>th</sup> July 2008, a seminar was held at Durham University and was co-ordinated by Professor Stephen Graham, another SSN director. The seminar was themed 'Anticipation, Pre-emption, Prediction' and featured talks by Professor Roger Burrows (York), Professor Stephen Graham (Durham), Dr David Murakami Wood (Newcastle) and Jordan Crandall. The third seminar was held on 8<sup>th</sup> January 2009, and was entitled 'Surveillance and Non-human Life', co-ordinated by Dr Andrew Donaldson (Newcastle). It featured talks by Dr Andrew Donaldson (Newcastle), Dr Steve Hinchcliffe (Open), Amber Marks (Kings College) and Dr Gareth Enticott (Cardiff).

### ***Developing an Awards and Prizes Scheme***

Having identified new funding sources in the current 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 to pump prime research activity
- An annual paper award
- SSSS global surveillance studies scholar awards

Small grants are now available, on an ad hoc basis, and up to a value of £500, to pump prime research projects on surveillance. In the current reporting year, SSN funded the transfer of the first ever recorded CCTV footage into a digital format, for publication in the journal *Surveillance and Society*.

The annual paper award was launched in early 2009, although no awards have yet been made. Four prizes of up to £100 each will be awarded to papers published in *Surveillance and Society* by early career scholars. 'Early career' is defined in this context as pertaining to those who are within five years of finishing their PhD.

The SSN Global Surveillance Studies Scholar awards is a scheme which aims to fund two scholars from the global south to attend the bi-annual Surveillance Studies Summer Seminar held at Queens University Canada. Surveillance Studies Network pays the tuition fees of the students in order that they can attend the seminar. This was launched early in 2009. Two scholars were funded to attend the seminar, although the expenditure occurs outside the current reporting period.

### ***Financial Review***

During the third year of operation for Surveillance Studies Network, we have begun to develop our financial resources. This has enabled us to pursue our charitable objects more closely and to develop our website.

#### ***Principal funding sources***

All of the work undertaken for the charitable company by the directors and editorial board is on a voluntary basis, and the work of our part time editorial assistant is a gift in kind from Queens University. Now [surveillance-studies.net](http://surveillance-studies.net) is fully functional, and the biannual conference produces profit, membership fees and conference profit are main source of funding. These funds are primarily to be used to cover support costs. The extra income from royalties and copyright has enabled us to offer prizes, awards and research pump priming grants to members. We will also be able to apply for funding to develop aspects of its website, for example, an online resource base about surveillance.

#### ***Investment policy***

Aside from retaining a small amount in reserves most of the charitable company's resources are to be spent in the short term so there are no funds available for long term investment.

#### ***Reserves policy***

As the amount held by the charity in reserves is extremely small, the only policy relating to the reserves is that they are held as a buffer in case of any unexpected start up and support costs.

### ***Plans for future periods***

The charitable company plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Surveillance Studies Network will always operate on a small scale, only intending to cover the costs of producing our journal, particularly those associated with editorial assistance. With the main source of funding as our biannual conference and membership fees, any further income will need to be secured through grant applications. It is of fundamental importance that the journal remains free to access online and as such journal production is our core business and will remain a priority in the coming years.

### ***Financial Review***

The Surveillance Studies Network remains a very small charitable company with limited financial resources. The main source of income this year has been from subscriptions received during our biannual conference held at the University of Sheffield in April 2008. Conference revenue and membership subscriptions were received in January 2009.

### ***Principal funding sources***

All of the work undertaken for the charitable company by the directors and editorial board is on a voluntary basis, and the work of our part time editorial assistant is a gift in kind from Queens University. Membership fees and the biannual conferences remain the main source of funding. We also derive a small amount of income from republishing rights.

These funds are primarily to be used to generate a small honorarium for editorial assistance, and to cover support costs. We are also aiming to provide small travel grants and research pump priming grants to members. We will also be using funds to develop aspects of our website such as a shared membership contact area and an online resource base about surveillance.

### ***Investment policy***

Aside from retaining a small amount in reserves most of the charitable company's resources are to be spent in the short term so there are no funds available for long term investment.

### ***Reserves policy***

As the amount held by the charity in reserves is extremely small, the only policy relating to the reserves is that they are held as a buffer in case of any unexpected support costs. The only current commitment incurred by the charity is the development of the web site and security upgrades to online membership software.

### ***Plans for future periods***

The charitable company plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Surveillance Studies Network will always operate on a small scale, only intending to cover the costs of producing our journal, particularly those associated with editorial assistance. With the

main source of funding as our biannual conference and membership fees, any further income will need to be secured through grant applications. It is of fundamental importance that the journal remains free to access online and, as such, journal production is our core business and will remain a priority in the coming years.

***The Financial Statements***

**Surveillance Studies Network**  
**Statement of Financial Activity**  
**(including Income & Expenditure Account)**  
**For the period 01 May 2008 to 30 April 2009**

| Recommended categories by activity  | Details of own analysis | Note | Restricted              |                   |                      | Total this year<br>£ | Total last year<br>£ |
|---|-------------------------|------|-------------------------|-------------------|----------------------|----------------------|----------------------|
|   |                         |      | Unrestricted funds<br>£ | income funds<br>£ | Endowment funds<br>£ |                      |                      |
|   |                         |      | F01                     | F02               | F03                  | F04                  | F05                  |
| <b>Incoming resources (Note 3)</b>  |                         |      |                         |                   |                      |                      |                      |
| <b>Incoming resources from generated funds</b>                                  |                         |      | -                       | -                 | -                    | -                    |                      |
| Voluntary income  |                         | S01  | 2,883                   | -                 | -                    | 2,883                | 2,667                |
| Activities for generating funds   |                         | S02  | 3,974                   | -                 | -                    | 3,974                | -                    |
| Investment income   |                         | S03  | 11                      | -                 | -                    | 11                   | -                    |
| <b>Incoming resources from charitable activities</b>                            |                         | S04  | 2,366                   | -                 | -                    | 2,366                | -                    |
| <b>Other incoming resources</b>   |                         | S05  | -                       | -                 | -                    | -                    | -                    |
| <b>Total incoming resources</b>   |                         | S06  | 9,234                   | -                 | -                    | 9,234                | 2,667                |
| <b>Resources expended (Notes 4-8)</b>   |                         |      |                         |                   |                      |                      |                      |
| <b>Costs of Generating Funds</b>  |                         |      | 586                     | -                 | -                    | 586                  | -                    |
| Costs of generating voluntary income  |                         | S07  | -                       | -                 | -                    | -                    | -                    |
| Fundraising trading costs   |                         | S08  | -                       | -                 | -                    | -                    | -                    |
| Investment management costs   |                         | S09  | -                       | -                 | -                    | -                    | -                    |
| <b>Charitable activities</b>  |                         | S10  | 2,284                   | -                 | -                    | 2,284                | 2,220                |
| <b>Governance costs</b>   |                         | S11  | 48                      | -                 | -                    | 48                   | 55                   |
| <b>Other resources expended</b>   |                         | S12  | -                       | -                 | -                    | -                    | -                    |
| <b>Total resources expended</b>   |                         | S13  | 2,918                   | -                 | -                    | 2,918                | 2,275                |
| <b>Net incoming/(outgoing) resources before transfers</b>                       |                         | S14  | 6,316                   | -                 | -                    | 6,316                | 392                  |
| <b>Gross transfers between funds</b>  |                         | S15  | -                       | -                 | -                    | -                    | -                    |
| <b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b> |                         | S16  | 6,316                   | -                 | -                    | 6,316                | 392                  |
| <b>Other recognised gains/(losses)</b>  |                         |      |                         |                   |                      |                      |                      |
| Gains and losses on revaluation of fixed assets for the charity's own use       |                         | S17  | -                       | -                 | -                    | -                    | -                    |
| Gains and losses on investment assets   |                         | S18  | -                       | -                 | -                    | -                    | -                    |
| <b>Net movement in funds</b>  |                         | S19  | 6,316                   | -                 | -                    | 6,316                | 392                  |
| <b>Total funds brought forward</b>  |                         | S20  | 1,207                   | -                 | -                    | 1,207                | 815                  |
| <b>Total funds carried forward</b>  |                         | S21  | 7,523                   | -                 | -                    | 7,523                | 1,207                |

## Surveillance Studies Network

## Balance sheet as at 30 April 2009

|   | Note | Unrestricted funds<br>£ | Restricted income funds<br>£ | Endowment funds<br>£ | Total this year<br>£ | Total last year<br>£ |
|---|------|-------------------------|------------------------------|----------------------|----------------------|----------------------|
|   |      | F01                     | F02                          | F03                  | F04                  | F05                  |
| <b>Fixed assets</b>   |      |                         |                              |                      |                      |                      |
| Tangible assets (Note 9)  | B01  | -                       | -                            | -                    | -                    | -                    |
|   | B02  | -                       | -                            | -                    | -                    | -                    |
| Investments (Note 10)   | B03  | -                       | -                            | -                    | -                    | -                    |
| <b>Total fixed assets</b>                                       | B04  | -                       | -                            | -                    | -                    | -                    |
| <b>Current assets</b>   |      |                         |                              |                      |                      |                      |
| Stock and work in progress                                      | B05  | -                       | -                            | -                    | -                    | -                    |
| Debtors (Note 11)   | B06  | -                       | -                            | -                    | -                    | 4,340                |
| (Short term) investments  | B07  | -                       | -                            | -                    | -                    | -                    |
| Cash at bank and in hand  | B08  | 7,523                   | -                            | -                    | 7,523                | 1,207                |
| <b>Total current assets</b>                                     | B09  | 7,523                   | -                            | -                    | 7,523                | 5,547                |
| <b>Creditors: amounts falling due within one year</b> (Note 12) | B10  | 2,167                   | -                            | -                    | 2,167                | 580                  |
| <b>Net current assets/(liabilities)</b>                         | B11  | 5,356                   | -                            | -                    | 5,356                | 4,967                |
| <b>Total assets less current liabilities</b>                    | B12  | 5,356                   | -                            | -                    | 5,356                | 4,967                |
| <b>Creditors: amounts falling due after one year</b> (Note 12)  | B13  | -                       | -                            | -                    | -                    | -                    |
| <b>Provisions for liabilities and charges</b>                   | B14  | -                       | -                            | -                    | -                    | -                    |
| <b>Net assets</b>   | B15  | 5,356                   | -                            | -                    | 5,356                | 4,967                |
| <b>Funds of the Charity</b>                                     |      |                         |                              |                      |                      |                      |
| Unrestricted funds  | B16  | 5,356                   |                              |                      | 5,356                | 4,967                |
|   | B17  | -                       |                              |                      | -                    | -                    |
| Restricted income funds (Note 13)                               | B18  |                         | -                            |                      | -                    | -                    |
| Endowment funds (Note 13)                                       | B19  |                         |                              | -                    | -                    | -                    |
| <b>Total funds</b>  | B20  | 5,356                   | -                            | -                    | 5,356                | 4,967                |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
|           |            |                  |
|           |            |                  |

**Surveillance Studies Network**

**Balance sheet as at 30 April 2009 continued**

(a) For the year ended 30 April 2009 the company was entitled to exemption under section 249A(1) of the Companies Act 1985.

(b) Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985;

(c) The directors acknowledge their responsibility for:

i. ensuring the company keeps accounting records which comply with section 221; and

ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

(d) The accounts have been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies.

The accounts and Directors' report were approved by the Directors at the Meeting of 25 January 2009

Authorising Director: Dr Kirstie Wright

## Surveillance Studies Network

### Notes to the accounts

#### **1. Note 1: Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared 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 Accounting Standards;
- And with the Charities Act 1993

##### **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.

##### **1.3 Changes to previous accounts**

No changes have been made to accounts for previous years.

## 2. Note 2: Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

### INCOMING RESOURCES

|  |   |
|--|---|
| <b>Recognition of incoming resources</b>                 | These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• the charity becomes entitled to the resources;</li> <li>• the trustees are virtually certain they will receive the resources; and</li> <li>• the monetary value can be measured with sufficient reliability.</li> </ul>                             |
| <b>Incoming resources with related expenditure</b>       | Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.   |
| <b>Grants and donations</b>                              | Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.   |
| <b>Tax reclaims on donations and gifts</b>               | Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.  |
| <b>Contractual income and performance related grants</b> | This is only included in the SoFA once the related goods or services have been delivered.   |
| <b>Gifts in kind</b>                                     | Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.<br><br>Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.<br><br>Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable. |
| <b>Donated services and facilities</b>                   | 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.  |
| <b>Volunteer help</b>                                    | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.   |
| <b>Investment income</b>                                 | This is included in the accounts when receivable.   |
| <b>Investment gains and losses</b>                       | 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

|  |  |
|--|--|
| <b>Liability recognition</b>                         | Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.   |
| <b>Governance costs</b>                              | 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.  |
| <b>Grants with performance conditions</b>            | 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.                  |
| <b>Grants payable without performance conditions</b> | 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.  |
| <b>Support Costs</b>                                 | 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

|   |  |
|---|--|
| <b>Tangible fixed assets for use by charity</b> | 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.                            |
| <b>Investments</b>                              | 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. |
| <b>Stocks and work in progress</b>              | These are valued at the lower of cost or market value.   |

There have been no policies adopted additional to or different from those above.

### 3. Note 3: Analysis of incoming resource

#### Note 3 Analysis of incoming resources

*Incoming resources may be further analysed if this would help the reader of the accounts.*

|  | Analysis  | This year<br>£ | Last year<br>£ |
|--|---|----------------|----------------|
|  | Contribution from SSN Director                                  | 500            | 500            |
|  | Membership subscriptions  | 175            | 25             |
|  | Donation of editorial assistance from Queens University, Canada | 2,208          | 2,142          |
|  | <b>Total</b>  | <b>2,883</b>   | <b>2,667</b>   |
| <b>Activities for generating funds</b>               | Consultancy services (ICO)                                      | 2,000          | -              |
|  | Royalty Payment (Carleton University, Ottawa)                   | 74             | -              |
|  | Publisher reproduction fee (Routledge)                          | 1,900          | -              |
|  |   | -              | -              |
|  |   | -              | -              |
|  | <b>Total</b>  | <b>3,974</b>   | <b>-</b>       |
| <b>Investment income</b>                             | Bank account interest   | 11             | -              |
|  |   | -              | -              |
|  |   | -              | -              |
|  |   | -              | -              |
|  |   | -              | -              |
|  | <b>Total</b>  | <b>11</b>      | <b>-</b>       |
| <b>Incoming resources from charitable activities</b> | SSN Conference membership subscriptions                         | 2,366          | -              |
|  |   | -              | -              |
|  |   | -              | -              |
|  |   | -              | -              |
|  |   | -              | -              |
|  | <b>Total</b>  | <b>2,366</b>   | <b>-</b>       |

**4. Note 4: Analysis of resources expended**

|   | Analysis   | This year<br>£ | Last year<br>£ |
|---|--|----------------|----------------|
| <b>Costs of generating voluntary income</b> | Membership software  | 580            | -              |
|   | Paypal fees  | 6              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   | <b>Total</b>   | <b>586</b>     | <b>-</b>       |
| <b>Fundraising trading costs</b>            |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   | <b>Total</b>   | <b>-</b>       | <b>-</b>       |
| <b>Investment management costs</b>          |  | -              | -              |
|   |  | -              | -              |
|   |  | -              | -              |
|   | <b>Total</b>   | <b>-</b>       | <b>-</b>       |
| <b>Charitable activities</b>                | Internet hosting   | 76             | 78             |
|   | Editorial Assistant services: 162 hours at graduate rate of £13.63 an hour for four issues | 2,208          | 2,142          |
|   |  | -              | -              |
|   |  | -              | -              |
|   | <b>Total</b>   | <b>2,284</b>   | <b>2,220</b>   |
| <b>Governance costs</b>                     | Payment of E1 Account to Companies House   | 15             | 15             |
|   | Company Secretary Training   | -              | 40             |
|   | Editorial Assistant thank you flowers  | 33             | -              |
|   | <b>Total</b>   | <b>48</b>      | <b>55</b>      |

**5. Notes 5-8: Support costs, directors' remuneration, auditor fees, paid employees and grants**

Surveillance Studies Network has no support or staff costs - the services of the Editorial Assistant are provided as a donation by Queen's University, Canada. No expense claims or auditor fees have been incurred during this financial year and no grants have been made.

**6. Notes 9-10: Tangible fixed assets, investment assets**

Surveillance Studies Network has no tangible fixed assets or investment assets.

**7. Notes 11-12: Debtors and Creditors**

No major income is anticipated in the next reporting period, although there may be some article reproduction fees. The next major source of income is expected to be the biannual conference to be held in London in April 2010.

Anticipated outgoings next year include payment for web design and software upgrades. We will also be awarding small student grants.

**Note 12 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**12.1 Analysis of creditors**

|  | Amounts falling due within one year |                | Amounts falling due after more than one year |                |
|--|-------------------------------------|----------------|--|----------------|
|  | This year<br>£                      | Last year<br>£ | This year<br>£                               | Last year<br>£ |
| Loans and overdrafts   |                                     | 0              | -  | -              |
| Trade creditors (membership software)                          | 120                                 | 580            | -  | -              |
| Amounts due to subsidiary and associated undertakings (grants) | 2047                                | -              | -  | -              |
| Other creditors  |                                     | 0              | -  | -              |
| Accruals and deferred income                                   |                                     | 0              | -  | -              |
| <b>Total</b>   | <b>2167</b>                         | <b>580</b>     | <b>-</b>                                     | <b>-</b>       |

**8. Note 13: Funds**

Surveillance Studies Network has no designated or restricted funds.

**9. Note 14: Transactions with related parties**

There are no transactions to report.

Prepared by L. Nicholls, Treasurer  
20 December 2009

