

**Charity Number: 241990**  
**Company Number: RC000353**

**ROYAL MICROSCOPICAL SOCIETY**

**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 December 2019**

**ROYAL MICROSCOPICAL SOCIETY**

**REPORT AND FINANCIAL STATEMENTS – For the year ended 31 December 2019**

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## ROYAL MICROSCOPICAL SOCIETY

### Legal and administrative information

**Charity Registration No:** 241990  
**Company Registration No:** RC000353  
**Registered Office:** 37/38 St Clements Street  
Oxford  
OX4 1AJ

### Council of Management:

Professor Michelle Peckham	President (until 3 July 2019)
Professor Grace Burke	President (from 3 July 2019)
Dr Peter O'Toole	Vice President (from 3 July 2019)
Professor Susan Anderson	Vice President (from 3 July 2019)
Dr Debbie Stokes	International Secretary
Professor Chris Hawes Hon FRMS	Executive Honorary Secretary (until 3 July 2019)
Professor Michelle Peckham	Executive Honorary Secretary (from 3 July 2019)
Dr Lynne Joyce	Honorary Treasurer
Professor Rik Brydson	Honorary Secretary Science - Physical
Professor Maddy Parsons	Honorary Secretary Science – Biological
Dr Kerry Thompson	Honorary Secretary Education
Dr Alex Ball	
Professor Stan Botchway	
Dr Andy Brown	
Dr Lucy Collinson	
Professor Sonia Contera	
Mr Derek Davies	
Dr Liz Duke	
Mrs Kim Findlay	
Professor Beverley Inkson	(until 2 July 2019)
Professor Roland Kroger	(from 2 July 2019)
Professor Gail McConnell	(from 2 July 2019)
Professor Paul Midgley Hon FRMS	
Professor Klaus Qvortrup	
Mr Alex Sossick	(until 2 July 2019)
Dr Theresa Ward	(from 2 July 2019)
Dr Claire Wells	(until 2 July 2019)
Dr Neil Wilson	

The following members retired from Council during the year: Mr Alex Sossick, Dr Claire Wells and Professor Beverley Inkson.

**Chief Executive:** Ms Allison Winton

**Solicitors:** Spires Legal Limited  
Oxford House  
Parkway Court, John Smith Drive  
Oxford Business Park  
Oxford, OX4 2JY

**Auditors:** Cooper Parry Group Limited  
One Central Boulevard  
Blythe Valley Business Park  
Solihull  
West Midlands  
B90 8BG

## **ROYAL MICROSCOPICAL SOCIETY**

### **Legal and administrative information**

**Bankers:**

Royal Bank of Scotland Plc  
Minns Business Park  
7 West Way  
Oxford  
OX2 0JB

**Investment Managers:**

Investec Wealth and Investment Limited  
30 Gresham Street  
London  
EC2V 7QN

## ROYAL MICROSCOPICAL SOCIETY

### Foreword to this Annual Report *Professor Grace Burke, President*

2019 was the 180<sup>th</sup> year of the Royal Microscopical Society, the oldest microscopy society in the world, and an exceptionally active and dynamic Society. The year has been exceptionally busy for the RMS in terms of major meetings and events as well as our many courses, workshops and Outreach activities. Our focus is on serving our members and the microscopy and science communities, as well as promoting our internationally-recognized courses. The RMS is a well-supported, highly active society, which plays an important role in running meetings, events, workshops and contributing to Outreach activities.

I must express our great sadness at the passing of a very vital and important RMS friend and colleague, Professor Chris Hawes, Hon FRMS and past President of the Society, on 4 July 2019. Chris' dedication and involvement with the RMS are widely recognised. In his honour, we are establishing the Chris Hawes Medal for Education/Outreach as those were especially important activities to Chris. In addition, the RMS held a special one-day memorial tribute meeting to honour Chris' memory and achievement: "Don't Ask Why, Ask How" at Corpus Christi College, Oxford on 8 November 2019. Special thanks go to Dr Federica Brandizzi, Dr Verena Kriechbaumer, Dr Ulla Neumann, Dr Béatrice Satiat-Jeunemaitre and our RMS Staff for this wonderful tribute to Chris.

I have briefly summarised some key points from the Annual Report below, and encourage you to read the detailed accounts of the Society's activities contained within this Annual Report.

Our 4<sup>th</sup> biennial Microscience Microscopy Congress (mmc2019) held in Manchester, 1-4 July 2019, was a major international microscopy event with a tremendous scientific programme and superb commercial exhibition that provided an outstanding opportunity to learn about new scientific and instrumentation developments. mmc2019 also included pre-Congress meetings and workshops as well as our new Early Career symposium. Our very successful mmc2019 was just one of the many activities and meetings held during 2019: 22 RMS meetings and courses were held, and are described in the Annual Report. In addition, we have several very popular Focused Interest Groups (FIGs) (Training, Image Analysis, Bioimaging UK and Quality Control), with interest from RMS members in establishing new FIGs in 2020. Huge thanks go to our Honorary Secretaries Science, Professor Rik Brydson and Professor Maddy Parsons and all the meeting Chairs and Section Committee members who made this such a successful year.

We are very pleased that Professor Michelle Peckham is the new General Editor of the Journal of Microscopy, as Professor Pete Nellist has decided to step down as General Editor, but will continue as an Editor. The Journal has great plans for several themed issues for 2020 including a Festschrift for Professor Tony Wilson Hon FRMS, and a Ptychography-themed special issue. Our Early Career Symposium attendees were delighted to hear Professor Pete Nellist's presentation "Getting Published - how to get your work into a scientific journal". New Scientific Editors joining the Journal in 2019 include Dr Kurt Anderson (Francis Crick Institute), Professor Carolyn Larabell (University of California, San Francisco), Professor Gail McConnell (University of Strathclyde) and Dr Ulla Neumann (Max Planck Institute).

Our **infocus** magazine, distributed to all our members, remains very popular. We express our sincere thanks to Dr Adrian Burden, who steps down as Scientific Editor at the end of 2019, for his outstanding work for many years. We wish him well and are very grateful for his excellent service. We also welcome Dr Vikas Trivedi as our new Scientific Editor. Vikas was previously Deputy Editor of **infocus**.

Our Handbook Editor, Professor Susan Brooks, reports that the RMS has published two new books in 2019, with four more in preparation.

Education and Outreach are vital activities for RMS. I am delighted with Dr Kerry Thompson that over 100,000 children have now accessed the Microscopy Activity kits since the scheme began; this truly is a great achievement for the Outreach activities of the Society. In addition, the Training FIG has continued to be very effective. New workshops which have been run include Facility Managers Training Course, and the Image Analysis FIG on "Train the Trainers".

I am pleased to report that the RMS investment portfolio is performing well under the management of Investec Wealth Management Ltd. We take a cautious approach to ensure that the Society continues to have a sound financial base to enable it to fulfil its charitable objectives into the future.

Finally, I want to remind all RMS members that all of our activities and achievements would not have been possible without the hard work and professionalism of all the members of staff in the RMS Office in Oxford. I know I speak

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for all RMS members in formally recognising the RMS staff's wonderful work, and offering our heartfelt thanks for yet another very successful year!

### **Governing Document**

The Royal Microscopical Society's governing document is its Royal Charter. The Supplemental Royal Charter was obtained 9 October 2008.

### **Objectives**

The Royal Microscopical Society's objects are constituted in Supplemental Royal Charter, they are:

- To promote the advancement of microscopical science by such means as the discussion and publication of research into those branches of science where microscopy is important; and
- To organise educational activities concerned with microscopy for the benefit of the general public and for the science community.

### **Recruitment of Trustees**

All members of Council (except the chairs of the sections) must be elected at the Annual General Meeting and re-elected after three years in office. Every year the longest serving members of Council must retire according to the agreed rotational pattern. They are not eligible to serve on Council during the year following their retirement.

A notice inviting nominations from the Fellowship is published on the RMS website and in **infocus** magazine at least four calendar months before the Annual General Meeting.

At a meeting not less than three calendar months before the Annual General Meeting, Council nominates qualified persons (ensuring a balance in experience, scientific expertise, and gender) for election as Officers and Ordinary Members.

The list of Council nominations is published to all members of the Society not later than three weeks before the Annual General Meeting. This list also contains the names of any nominations from the members of the Society, if there are any, along with the name of the nominating member.

If no candidates have been nominated by the membership, the persons nominated by Council shall be judged to be elected, and no ballot shall be held.

### **Training of Trustees**

New Trustees (Council Members) are sent an Introductory booklet about the Society, which contains general information about the operations of the charity, including a specific section for trustees. In addition to this, all new Trustees receive a more detailed trustee Training Document. Further Trustee training takes place at Council meetings every few years.

### **Pay and Remuneration**

The pay of senior staff is agreed by a remuneration committee consisting of the President, Honorary Treasurer and Executive Honorary Secretary. The salary scales are based on a University salary scale, and the senior staff member's pay grades are linked to the most appropriate scale where the breadth of responsibilities are similar.

### **Organisation & Governance Structure**

The Executive Committee, on behalf of the Trustees, has responsibility of the day-to-day management of the Society. The Executive Committee consists of the President, the Vice-President(s), the Executive Honorary Secretary, the Honorary Treasurer and the Honorary Secretaries. The Executive Committee normally meet quarterly. The Chief Executive is the senior permanent officer of the Society and is responsible to Council initially through the Executive Honorary Secretary and the Honorary Treasurer jointly. The Chief Executive is responsible to the members of the Society for ensuring that the actions of the Council are in accordance with the Society's Charter and Bylaws. To facilitate effective operations, the Chief Executive, along with the Finance Director and Event Director, has delegated authority for operational matters including finance, employment and facilitating the event programme.

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### Principal Risks and Uncertainties

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity face
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk to the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of trade debtors and creditors balances to ensure sufficient working capital.

The RMS is aware that the Journal of Microscopy revenue could decrease due to open-access journal submissions. A procedure and plan has been put into place to reduce our overheads if this risk became apparent. This risk is reviewed at least annually during Executive Committee Meetings.

Attention has also been focussed on non-financial risks arising from Health and Safety issues, Disaster Recovery and a loss of reputation. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular training for staff.

The RMS is also aware of the data it processes and ensures it complies with the latest security standards. With the implementation of the new GDPR, fines for data breaches have increased. This poses a heightened risk for the RMS as it is essential to ensure our data is secure. An ISO 27001 accreditation has been achieved to ensure all potential risk is reduced and managed in line with the guideline set out in the standards of the qualification.

The Society is also exposed to risks associated with being an employer, e.g. legislation and litigation.

The Royal Microscopical Society is closely monitoring the implications of the Brexit negotiations. We would like to take this opportunity to state that we are an International Society, and welcome members from all countries and backgrounds who are working with microscopes and are interested in the science of microscopy. Brexit is frequently reviewed at our Executive Committee meetings, with future plans evaluated to ensure we can continue to support all of our members. We are aware that funding to attend our activities may be affected by Brexit and will review our current strategy when details of the deal become clear.

### Events

#### ***Report by Professor Rik Brydson and Professor Maddy Parsons (Honorary Secretaries Science)***

The Honorary Secretaries Science share the job of overseeing the range and scope of scientific activities undertaken by the Society, and are co-chairs of the Microscience Microscopy Congress (mmc) Organising Committee.

The range of activities undertaken by the Society is a vital role of the RMS. The RMS organised and supported 22 meetings, courses or workshops in 2019, attracting over 2000 delegates and supported by over 100 companies. These events ranged from conferences and exhibitions through to the courses and networking events that are essential to the RMS strategy of helping to assist in the development of those seeking careers in microscopy. The Society is very fortunate to have many willing and dedicated members who organise, run and participate in these events and we take this opportunity to thank them for their hard work and significant contributions. In addition, the Section Chairs, Honorary Secretaries and Section Committee members have all played a very valuable role in ensuring that we continue to maintain such high standards over a diversity of offerings.

The flagship RMS Microscience Microscopy Congress was the most significant RMS event in 2019 (mmc2019), again held in Manchester with over 1000 attendees, including many international delegates and 120 exhibitors including co-exhibitors. Within mmc2019, the RMS embedded many well attended pre-congress training workshops and opportunities for early career researcher networking. The RMS is now also a partner in BiolmagingUK and hosted an open pre-congress meeting to encourage community engagement in BiolmagingUK and help support activities of this group going forward.

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The courses run by the Society in 2019 covered both basic and advanced techniques and provided a unique portfolio of events for training both the next generation and established expert microscopists and end users. These included the Light and Confocal Microscopy Summer Schools (York), Flow Cytometry Course (York), Electron Microscopy School (Leeds) and Super-resolution workshop (Leeds). The RMS also ran the ESRIC summer school in Edinburgh for the third time. Many of these events were significantly supported by the commercial microscopy vendors through the loan of microscopes and the provision of time from their expert applications staff. In total, RMS run courses in 2019 attracted more than 120 attendees.

Other RMS organised or co-organised meetings covered a range of fields and emerging areas in microscopy. These meetings and workshops were also very well supported by exhibitions or techno-bites from a range of different companies. These events included the LM Facility Managers Meeting in Liverpool (151 attendees), the Flow Cytometry Facility Managers Meeting in Cambridge (90 attendees), the EBSD meeting at the NPL (89 attendees) and the EM-UK Facility Managers Meeting in Warwick (95 attendees). The RMS additionally hosted the Botanical Microscopy meeting in Oxford (70 attendees). The breadth of these events highlights the importance of microscopy across many fields and once again demonstrates that the RMS is in place to assist its membership across the world. The RMS also supported a number of other key events through advertising other related events on our website.

The RMS introduced three new events in 2019. The Facility Managers Training Course (York) was a sell-out event with a long waiting list; this event is planned to run again in the near future. The RMS also hosted a High Content Imaging workshop (Nottingham) in February, which was very well received and will run again in 2021.

Finally, the RMS held a special symposium in November to honour the life, work and legacy of the late Professor Chris Hawes FRMS, who worked tirelessly to help support the RMS for many years and will be very sorely missed by all his friends and colleagues.

To further support developing microscopists, in 2019 the RMS awarded a total of 63 travel bursaries to support members attending relevant meetings and conferences including 31 awards for attendance at mmc2019.

It is a credit to the Society that we have such fantastic support from all of those in the office who are vital to the success of these activities. Along with the office team, which has grown in 2019 to support the increasing demand for new meeting support, none of these events would be possible without the countless number of willing volunteers who contribute significant effort and time. These efforts allow the RMS to fulfil all of the annual events and take on the staging of significant national and international meetings. 2020 will see a diverse range of events including Frontiers in Bioimaging (London, June) and the European Microscopy Congress(emc2020), which will be held in Copenhagen in August next year.

Finally, through the ongoing work and combined efforts of the three Focussed Interest Groups in Training, Image Analysis and also BiolmagingUK, we are taking a close look at all our offerings during 2020 and beyond and actively seeking new opportunities to address emerging fields within microscopy.

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### Membership

#### *Report by Professor Michelle Peckham, Executive Honorary Secretary*

The total number of paid up members of the Society for the year 2019 is 1457, broken down as shown. This is a reduction of 23 compared with the 2018 figure of 1480.



158 new members joined in 2019 - (For comparison, 129 new members joined in 2018, 221 members joined in 2017, 204 in 2016 and 185 in 2015)

We were also pleased to welcome back 3 members who re-joined during 2019.

One Honorary Fellowship was awarded during 2019.

The number of student members represents around 14% of the total individual membership. Out of the total 197 Student members, 107 have taken advantage of the PhD Free year, 7 received a free year's membership offered to Masters Students and 12 as undergraduate students.



We are proud to be a truly International Society and are pleased to be able to offer as a benefit to members, membership of the European Microscopy Society.

We are always grateful for the support given to us by our Corporate Members and are pleased to report that 2 new companies joined us in 2019.

The Society aims to increase membership numbers and attends many events to actively recruit new members and we urge all members to encourage anyone who might be interested in joining.

We value and appreciate the support given to us by our members and were pleased to see that of those who did not renew their

subscription in 2019 this was largely due to external circumstances and not because the membership failed to provide value to them, so we are confident that RMS Membership continues to offer a real benefit to microscopists worldwide.

### Education and Outreach Report

#### *Report by Dr Kerry Thompson*

As I'm sure most you now know, I took over from Susan last year as Honorary Secretary for Education and Outreach and Chair of the committee. Firstly, I would like to thank the committees I now serve on and ALL the RMS staff, for making me feel so welcome and for their tremendous support during the transition. Secondly, I would like to thank Susan for being such a wonderful mentor and having the confidence that I could continue to develop the committee and role.

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The Education and Outreach committee has quite a varied brief and I will report on the activities of the three main areas we cover (Primary School Outreach and the MAK's, the RMS Diploma or CPD, and the Public Engagement), along with some other items the committee has contributed to and participated in over the past year.

### The MAKs

We recently celebrated officially having 100,000 primary school children gain access to the MAK's since the inception of the programme in 2011. I am certain that in fact, the reach of the programme far exceeds this number. We continue to work with County Print Finishers, who do a wonderful job carrying out the restocking between visits to schools, and maintain the essential quality and assurance checks to the highest level.

This year we rolled out the new **Partnership Agreement** for the fellow academic societies who partner with us in this programme. The Microscopy Society of Ireland (led by Dr Alanna Stanley – Outreach Officer), the Primary Science Teaching Trust (Mr Peter Sainsbury) and the Scottish Microscopy Group (Dr Paul Appleton), soon to be the Scottish Microscopy Society. In Ireland alone, with just two kits, the 'Under the Microscope team', which is co-supported by the RMS and MSI, has given access to this equipment to over 4000 children and adults since 2015. The programme also runs successfully internationally in Malaysia. All are wonderful examples of the true collegiality and generosity of time and skills this programme inspires in our community.

We are continuing to work with the sections to create **new activities and resources**, which will be collated onto the **website**, as a source of material for outreach and public engagement events for both members and the general public alike. We hope to review the current activities within the kit and this will be carried out by Susan Anderson.

The RMS Diploma now has 8 candidates. This year alone we have received 3 new applications. Susan Brookes and the Education subgroup continues to promote and review our registrants. Susan delivered a Learning Zone talk on "How to Study for an RMS Diploma" at mmc2019, and we met with as many of the candidates as possible to continue to offer support and guidance where necessary. Again, this would not be possible with the support of the many mentors and external staff which contribute to the Diploma's continued success.

In April this year Michelle Peckham, Allison Winton and I attended a meeting with representatives of the **Science Council** to reawaken discussions on accreditation of the Diploma with a Registered or Chartered Scientist Status. A brief survey of the membership was conducted, and it appears there is still interest in our community for the RMS, along with the Science council, to facilitate this professional accreditation. We will continue to work to develop this.

The Training FIG, led by Alex Ball, also reports into this committee. These meetings help identify training fields and topics of priority, from our community, to help best inform the Society on what new courses should come on stream. Amongst the areas identified were the continual need for upskilling of microscopists in Image Analysis Techniques and the growing importance of how to manage the vast data we accrue with modern microscopy. This year the Image Analysis Training FIG, led by Dominic Waithe, successfully ran an "Image J/Fiji Train the Trainer" course, which was a great success. It is hoped that more events like this can take place in the future again.

Each year the committee reviews the events which it will attend. In the past 12 months many RMS committee members had a presence at the following events:

- Science Live in the Natural History Museum
- Galway Science and Technology Festival and the Midlands Science Festival, Ireland
- Big Bang, NEC
- Big Bang Weston
- Primary Science Education Conference in Edinburgh
- Nottingham Festival of Science and Curiosity

Again, a huge thank you to everyone who was giving of their time and enthusiasm.

Finally, the last items I would like to note:

- We received 11 Summer Studentship applications again this year and after review by the Education Subgroup and the Hon Sec, 6 were awarded to very interesting high-quality projects in both life and physical sciences.

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- This year we have begun to construct a safeguarding statement and child protection policy, to highlight best practise for our members involved with public engagement and outreach events. As with our recently published RMS code of conduct, the Society recognises the importance of having this information readily available to its members and on the website.
- We have also successfully launched a £100 Public Engagement and Outreach Bursary to go towards the cost of running an event. Already, one application has come in and more information can be found on the RMS website. Please apply if you are interested.

I would like to once again thank all the members of this vibrant committee and all the RMS staff, who have been such wonderful support in my first year as Honorary Secretary for Education and Outreach.

### The Journal of Microscopy

#### ***Professor Michelle Peckham, Editor of the Journal of Microscopy***

The Journal of Microscopy has published 58 papers in 2019 so far, made up of 50 original articles, 6 hot topic papers, 1 review paper and 1 obituary. The November and December issues are still to be finalised.

The number of submissions to the Journal of Microscopy is down slightly on the same period last year; 151 have been submitted up to 11/11/2019 compared with 154 on the same period last year. A total of 173 papers were submitted in 2018. There have been 53 papers accepted for publication in 2019 (as at 11/11/2019), a reduction of 25% on the previous year. The reduction in submission rates may be associated with the tightening of the scope of the journal agreed by the Editors in May 2018. The aim of these changes is to raise the scientific quality of the work published in the Journal.

The Journal of Microscopy provides a flexible open access platform for authors. Three Online Open papers were published in the Journal in 2019.

While there have been no short, invited review series papers published in 2019, there are plans in place to revive the series in 2020. There are also plans for the following themed issues in 2020: Botanical Microscopy meeting themed issue; an EMAG-themed issue; a Festschrift for Tony Wilson; a Ptychography themed special issue; and a themed issue arising from the 15th International Congress for Stereology and Image Analysis meeting.

The Journal pages on the Royal Microscopical Society's website continue to be regularly updated and feature Journal news, details of the current issue, reviews published by the Journal, a sample issue, links to highly cited and most accessed papers and information on submitting papers to the Journal. The web pages also have links to follow the Journal on Facebook and Twitter.

The Journal group on Facebook has 1609 likes and the Journal has 2376 followers on Twitter (these have risen by 12% and 21% respectively over the last 12 months). They are regularly updated with Journal news, updates and interesting and useful links.

The Journal was promoted at numerous events, including M&M 2019 and mmc2019, where Prof Pete Nellist led a workshop entitled "Getting Published - how to get your work into a scientific journal".

The ISI Journal Citation Report 2018 reports the Journal of Microscopy's impact factor is 1.813 which is an increase on the 2017 impact factor of 1.693.

Professor Michelle Peckham took over from Professor Pete Nellist in October 2019. Dr Kurt Anderson (Francis Crick Institute), Professor Carolyn Larabell (University of California, San Francisco), Professor Gail McConnell (University of Strathclyde) and Dr Ulla Neumann (Max Planck Institute) have joined the team of Scientific Editors in 2019.

The Journal of Microscopy thanks the Scientific Editors; Dr Kurt Anderson (Francis Crick Institute, UK), Dr Bert Hecht (University of Wurzburg, Germany), Professor Carolyn Larabell (University of California, San Francisco, USA), Dr Richard Leapman (National Institutes of Health, USA), Professor Gail McConnell (University of Strathclyde, UK), Professor Pete Nellist (University of Oxford, UK), Dr Ulla Neumann (Max Planck Institute, Germany), Professor Jens Randel Nyengaard (Aarhus University, Denmark), Professor Michelle Peckham (University of Leeds, UK), and Professor Mark Rainforth (University of Sheffield, UK), for their hard work and contribution to the Journal.

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### infocus Magazine

#### **Report by Dr Adrian Burden, Scientific Editor**

In 2019, **infocus** Magazine published 4 issues as standard, made up of 408 pages, all with colour images and attractive page layouts. There was a total of 16 Feature Articles and 19 Reports, plus the Calendar, News, Journal of Microscopy Information, new RMS Member Details and Corporate Member Profiles, New Product Information and Company News.

There was a total of 36 advertisements in 2019, which is comparable to previous years (33 – 2018, 36 – 2017, 38 – 2016, 36 – 2015, 40 – 2014, 36 – 2013, 39 – 2012, 29 – 2011, 32 – 2010). A copy of **infocus** was given to every delegate who attended an RMS event this year, including at mmc2019.

In the September and December issues we celebrated the 150<sup>th</sup> anniversary of the Periodic Table with a two-part article featuring images of a wide range of chemical elements. The September issue included the first of a planned series of articles focussing on the RMS Science Sections.

The December issue was also my last as Scientific Editor, following my decision to step down from **infocus** after 20 years on the editorial board. As such I have included an article looking back at the changing face of the publication, and some of my memories of what has been a hugely rewarding time.

Moving forward I am delighted to hand over the Scientific Editor duties to my colleague Dr Vikas Trivedi, who is stepping up from his current Deputy Editor role.

Supporting Vikas on the Editorial Board in 2020 are:

- Dr Susan Cox, King's College London (Light Microscopy)
- Dr Emily Eden, University College London (Life Sciences)
- Dr Laura Fumagalli, University of Manchester (SPM)
- Dr Rebecca Higginson, Loughborough University (EPS)
- Dr Ian Titley, Institute of Cancer Research UK (Flow Cytometry)
- Dr Rebecca Thompson, University of Leeds (EM)
- Dr Leandro Lemgruber, University of Glasgow

The Board is tasked with encouraging submissions and suggesting articles topics as well as representing and promoting **infocus** at conferences and events. This strategy has proved particularly fruitful, with many articles and ideas coming from the board. We also use the Board to sound out new ideas for the publication in terms of content and format.

The **infocus** website ([www.infocus.org.uk](http://www.infocus.org.uk)) is updated regularly with details of the Editorial Board, information on submitting articles or advertising in the Magazine. In addition, all articles published in back issues of **infocus**, excluding the previous year, are available online. All the articles on the RMS website have a DOI reference and this will continue as each issue is uploaded. Selected published articles are promoted using the RMS Facebook and Twitter pages.

The article pipeline is healthy, though as always, we continue to seek new material of interest to the readership and are keen to encourage new contributors and sources of potential articles from RMS members.

It has been a privilege to help edit this magazine for so long, and I would like to thank all the contributors who have provided interesting and good quality copy over the years. I wish Vikas all the best as he takes up the mantle.

I would also like to thank the team at the RMS Office for their efficiency and attention to detail in preparing each edition of **infocus**. In particular, I would like to acknowledge Lucy Ridler, Jill Hobbs, and Owen Morton.

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### RMS-Wiley Handbook Series

#### **Report by Professor Susan Brooks – Handbook Editor**

The RMS-Wiley Handbook Series continues to progress well. Having published 5 books up until the end of 2013, we are delighted that 4 new books have been produced since 2017. This includes, significantly, a two-volume set and a long-awaited and seminal microscopy text in 2019.

The o-book usage of the new titles is especially pleasing with 3948 full text and 1941 abstracts for Dr Bruno Humbel and Dr Roland Fleck's 'Biological Field Emission Scanning Electron Microscopy' two-volume set, and 6895 full text and 1230 abstracts for Mr Jeremy Sanderson's 'Understanding Light Microscopy' since their publication in April and May this year, respectively. This compares with 2269 full text and 968 abstracts in any full year of sale for the previous most successful book in the series to date, Professor Rick Brydson's 'Aberration-Corrected Analytical Transmission Electron Microscopy'. Physical sales of these two most recent titles are also going very well, with Humbel and Fleck having sold 90 print and 6 e-books to date, and Sanderson 153 print and 9 e-books.

We currently have one book contracted, with publication expected by the end of 2019 or early 2020. Three further books are also contracted and progressing slowly.

However, we have received no new proposals in the past year, and as always, new proposals are being sought.

#### **Published to date:**

- **Understanding Light Microscopy** by Jeremy Sanderson Published: May 2019
- **Biological Field Emission Scanning Electron Microscopy 2V Set** Dr Bruno Humbel and Dr Roland Fleck (Eds). Published: April 2019
- **Electron Beam-Specimen Interaction and Applications in Microscopy** by Dr Budhika Mendis. Published April 2018.
- **Standard and Super-Resolution Biolmaging Data Analysis: A Primer** by Dr Ann Wheeler and Dr Ricardo Henriques (Eds) published 15 December 2017.
- **Low Voltage Electron Microscopy for Materials Science and Biology** by Dr David Bell (*Harvard University*) and Dr Natasha Erdman (*JEOL USA Inc.*) published 4 January 2013. (Sales to date: print – 326, o-book – 119, e-book – 51)
- **Diagnostic Electron Microscopy** by Professor John Stirling (*The Centre for Ultrastructural Pathology, Australia*), Dr Alan Curry (*Manchester Royal Infirmary*) and Dr Brian Eyden (*Christie NHS Foundation Trust*). Published 7 December 2012. (Sales to date: print – 556, o-book – 90, e-book – 70)
- **Aberration-Corrected Analytical Transmission Electron Microscopy** by Professor Rik Brydson (*University of Leeds*). Published 16 September 2011. (Sales to date: print – 515, o-book – 166, e-book – 61)
- **Principles and Practice of Variable Pressure/Environmental Scanning Electron Microscopy** by Dr Debbie Stokes. Published 14 November 2008. (Sales to date: print 620, o-book – 118, e-book – 40)
- **Correlative Imaging: Focusing on the Future** by Professor Paul Verkade and Dr Lucy Collinson (Eds). Published November 2020.

#### **Progressing :**

- **Atlas of images and spectra for electron microscopists** By Ursel Bangert.
- **The Preparation of Geomaterials for Microscopical Study: A Laboratory Manual** by Mr Owen Green and Mr Jonathan Wells,
- **Electron Energy Loss Spectroscopy** by Professor Rik Brydson and Dr Ian MacLaren (Eds)

## ROYAL MICROSCOPICAL SOCIETY

### Website and Social Media

The RMS Website and Social Media presence is an important tool in the promotion of Events, Society News and Outreach Activities.

To date, during 2019, the RMS has welcomed over 61,000 users which is an 11% increase on last year. Demonstrating the truly international nature of the RMS, less than half visitors to the website are from the UK (46%). The United States, Germany, India and France have provided over 27% of our traffic for the year and the remaining 27% of traffic has come from all over the world including The Netherlands, Canada, Japan and Australia, RMS Events have been our most popular pages with 6 of the top 10 pages being events related. The events calendar page being at # 2 (after the home page). Also included in the top 10 are the Membership page, Jobs Listings, and the 'Contact Us' page, which shows the diverse interests of our visitors.

The mmc series and emc2020 websites have been moved under the same CMS as the main RMS website, this has helped greatly with updating and maintaining the sites in-house. The event registration/management system for mmc2019 was run through the main website system which made the whole process much simpler; moving forward all event registrations will be handled through our CMS.

The emc2020 website has been gradually expanding its reach over the last few months, and as we add more content, we expect this continue into the new year.

The RMS, the Journal of Microscopy and mmc-series all have active social media accounts with Twitter being the most popular platform in terms of followers compared to facebook and LinkedIn. The RMS Twitter account now has over 3,600 followers, with posts regularly receiving monthly tweet impressions of around 60k.

A Twitter account has been created for emc2020 which will become more crucial as we move nearer to the event. The Society Instagram account launched in July 2018 and has now gained over 2,300 followers with individual posts regularly receiving well over 100 likes and numerous comments. We plan to continue extending the reach of this over the coming 12 months.

The RMS LinkedIn account has gained over 600 followers in the last year alone, taking the overall following close to 2,000.

Our CRM system is currently in final development by Pixl8 and we hope to have this up and running in late 2019, it will provide all the content and functionality we require to help develop our membership offer.

## FINANCIAL REVIEW

### *Report by Dr Lynne Joyce, Honorary Treasurer*

#### **Foreword**

These accounts have been prepared in accordance with the Charity Commission Statement of Recommended Practice which was updated in 2015. In accordance with these guidelines, indirect or support costs are allocated to each charitable activity based on the percentage of income provided by the particular charitable activity, e.g. if an activity generates 20% of the annual income, then 20% of indirect costs will be apportioned to the activity. In this way an accurate representation of the costs of activities can be presented.

A flagship event (Microscience Microscopy Congress – MMC) is staged every two 'odd' years, so whilst a comparison of income between years is straightforward, a comparison of expenditure requires a level of understanding and interpretation. This is because the percentages used to apportion indirect costs change from year to year, i.e. expenditure on 'meetings and courses' will include a larger proportion of indirect costs in a non mmc year.

## ROYAL MICROSCOPICAL SOCIETY

### Overall

The Society received incoming resources of £2.094M compared to £1.722M in 2018 reflecting the fact that 2018 was not an MMC year, but 2019 was. The Investec managed portfolio of listed investments had a value at the end of 2019 of £3.429M (2018: £3.098M). The overall value of the Society's funds, including the property and other investments at the end of 2019 was £4.801M (2018: £4.375M).

When viewing the 2019 accounts, the following points should also be noted:

- The total value of the Society's funds has increased by £427K primarily due to the gain made during the year in our investment portfolio of £371K.
- £3K was spent on Outreach activities with a further £12K being spent on Microscope Activity Kit (MAK) equipment and logistics, the microscopes in schools' fund and summer studentships (see note 9).

During the course of the year, one of the designated funds (portions of the Society's free reserves that are ring-fenced) was used to support activities in the area of its Outreach programme. The value of the designated funds and the expenditure charged to them appears in the accounts and provides the reader with a picture of expenditure in these areas (see note 18).

### Generated funds

The Society owns the St Clements building in Oxford and leases the ground floor to a restaurant. During 2015 a new lease was negotiated which expires in 2039. During 2019 rent provided an income of £24K (2018: £24K).

Investment income in 2019 was £83K (2018: £79K) which includes bank interest and interest from the charity property fund of £3K (2018: £3K). The cost of generating these funds was £40K (2018: £39K).

### Charitable activities

#### **Meetings and Courses**

During the year, the Society organised seventeen meetings and five courses; last year the Society organised nine courses and eleven meetings. Total income from Meetings was £161K (2018: £623K), and income from courses was £211K (2018: £177K). Expenditure on Meetings was £311K (2018: £816K). Expenditure on Courses was £134K (2018: £185K).

The Society's policy on meetings and courses is that the income from a meeting should at least meet the direct costs of that meeting, and courses should try to return a surplus on direct costs (but excluding direct staff time). Once the indirect costs are apportioned, meetings and courses made a deficit with expenditure exceeding income by £72K (2018: £201K deficit). A breakdown of direct and indirect costs for meetings and courses can be found in Note 8 of the accounts.

#### **Subscriptions**

Income from membership subscriptions were consistent at £112K (2018: £107K). We are grateful for the support given to us by our Corporate Members.

#### **Publications**

The Society publishes the internationally recognised Journal of Microscopy and the membership magazine, **infocus**. In addition, we have back issues of the Journal of Microscopy dating from 1841 available through Wiley online. Together they generated income of £706K (2018: £706K) with expenditure of £460K (2018: £496K).

#### **Outreach**

Outreach income of £3.1K (2018: £2.5K) is largely generated by the sale of microscopes to enthusiasts. These microscopes are donated to the Society by organisations and universities when they become surplus to requirements. They are then restored and sold on by Dr Peter Evennett Hon FRMS and Dr Chris Hammond. The Society continues to be indebted to them both for their time and expertise in generating this income. Efforts continue, via articles in **infocus**, to publicise this activity and to encourage organisations to donate redundant and unwanted microscopes to the Society.

## **ROYAL MICROSCOPICAL SOCIETY**

### **Donations and grants**

The level of donations and grants was £20K (2018: £16K), which includes expenditure on the Microscope Activity Kits.

### **Governance costs**

Governance costs were £66K (2018: £49K), comprising costs incurred for meetings of Council, professional fees (including the auditors fee), and a proportion of office costs. The 2019 figure is 3.2% (2018: 2.8%) of income.

### **Investment Policy**

The investment manager has discretionary powers – investments are bought and sold without the need for the Society's consent for each transaction.

The objective is to achieve a long term return over and above inflation, using a diversified portfolio of investments, with a moderate risk profile.

Should there be a future reduction in other income streams, the Society would rely on increased income from the portfolio to support future charitable activities of the Society, and there would then be a change of emphasis between capital growth and income.

The Society will hold an amount in Government and Corporate Bonds that is equivalent to twenty four months operating costs for the Society. This may be managed by the investment manager or invested in an alternative fund to be agreed by trustees.

There are no restrictions on the Society's power to invest and the trustees have not adopted an ethical investment policy.

### **Investment Performance**

As at the 31 December 2019 the total value of the Society's investments were £3,429,265 (2018: £3,098,473), the majority of this is held in an Investec managed mixed portfolio.

### **Reserves Policy**

The current reserves policy is:

“The reserve will be sufficient to confront the risks (recorded within the Risk Register) that the Society is exposed to. These include those associated with the charitable activities. In addition to expenditure commitments for the annual meetings and courses, The Society makes a major commitment two years in advance of its flagship meeting Microscience Microscopy Congress (mmc), so that in any one year the sum approaches £1,000,000.

The Society is also exposed to risks associated with being an employer, e.g. legislation and litigation.

The Society relies on sources of significant income (the Journal of Microscopy and its investments) that are particularly vulnerable to external factors.

The Society has a risk register and acknowledges the financial risk to the Society from reduced and/or curtailed income sources, e.g. Journal of Microscopy, investments and events (fewer people attending conferences as a result of a poor economic climate).

The Journal provides an income of around £515K so if there were to be a loss of revenue from the Journal in the future due to changes in publication models for scientific journals, provision should be made for this additional amount each year from investments to cover the potential loss.

The Society's reserves therefore need to be sufficient to allow it to operate and adapt for a minimum of twenty-four months in the event of cessation of income from these sources and thereafter if it ceased to be financially viable to meet its commitments to staff. Twenty-four months running costs equate to around £1.94 million (not including direct costs on activities). Running costs including all direct costs less Journal income would be approximately £3.56 million.

## **ROYAL MICROSCOPICAL SOCIETY**

Increasing our Reserves to thirty-six months has been discussed at various Executive meetings. This will continue to be reviewed at the annual Executive Strategy meeting.

In 2019 - 2020 the Society's commitment to growth – described within its rolling five-year strategy – will continue with its ambitious Outreach & Education projects and will continue to draw on some of its reserves. The rolling strategy also requires us to make improvements to the building and also the IT and infrastructure.

Plans for the future include marketing the Societies expertise in organising conferences and exhibitions, increase membership, making investments in growing the appeal of infocus magazine, running of the 100 Microscope Activity Kit loan scheme for the foreseeable future at a cost of approximately £25K per year.”

The Society's unrestricted funds consist of the accumulated fund and the capital fund. The accumulated fund represents the charity's reserves that have not been assigned to any other funds. At 31 December 2019, the balance of this fund was £579K (2018: £358K). The capital fund represents the society's interest in investments and the freehold property. The cost of investment management is shown as a charge against the capital fund and similarly the depreciation cost on freehold property has been charged to the capital fund. At 31 December 2019, the balance of this fund was £4.09M (2018: £3.82M).

The Society's designated funds consist of the Building Fund £25K (2018: £25K), Outreach Fund £31K (2018: £31K) and IT Fund £60K (2018: £100K). The Building Fund was set up to fund future repairs, maintenance and improvements to the offices, flat and restaurant. The Outreach Fund was set up to support any activities in the area of its Outreach program. The IT Fund was set up to fund future improvements to IT database.

The Society has two restricted funds. Firstly, the Pearse Prize Fund, to fund the award of the Pearse Prize Medal, which had a year-end balance of £15K (2018: £15K). Secondly, ToScA, which had a year-end balance of £Nil (2018: £24K), to fund the annual ToScA event and travel bursaries. ToScA are now established in their own right and will therefore require their funds to be transferred during 2020.

### **PUBLIC BENEFIT**

The Trustees' Annual Report describes the activities undertaken to further the Society's charitable purposes for the public benefit. Particular highlights of the Society's public benefit activities include the provision of the Microscope Activity Kits, which are lent to Primary Schools for a school term at a time, free of charge, and include microscopes and activities which are linked to the school curriculum. These kits are booked out up to a year in advance and so far have benefited over 100,000 primary school children, encouraging them to have an interest in science. At the other end of the scale the Society organises training courses and scientific meetings. The courses provide basic training to scientists to enable them to get the best possible results from using their microscopes in their research, in teaching at various Universities, and in Industry. The Scientific Meetings provide a forum for cutting edge science networking and discussion, which attendees take back to their colleagues to work on and develop further their scientific research. The Society provides bursaries to enable scientists to attend these meetings.

The trustees have considered the Charities Commission's requirement in respect of Public Benefit. In their view the charity meets, in full, the criteria to satisfy the test. The trustees' annual report further describes the activities undertaken to further its charitable purposes for the public benefit.

### **SUBSEQUENT EVENTS**

Since the year end, there has been an outbreak of Coronavirus which has developed into a global pandemic. The trustees are naturally concerned about the impact this will have on the employees, members, sponsors and suppliers of the Charity and are currently assessing what those impacts might be.

The charity is well placed in terms of business continuity as, being ISO 27001 accredited, we have initiated several actions to enable our team to continue working safely, such as working from home and using technology to hold virtual meetings rather than face to face meetings.

## **ROYAL MICROSCOPICAL SOCIETY**

As the Royal Microscopical Society run a range of Scientific Events and Training courses, we are continuously monitoring the impact on such events due to the pandemic. To date, one event has been cancelled with a further three being postponed until later in 2020, three to 2021 and one event to 2022. We are currently reviewing platforms to provide online training resources to ensure we meet the needs of our community during this time.

We are closely monitoring the impact of the Coronavirus on all of our activities and events later in 2020 and 2021.

There is clearly and understandably a lot of uncertainty around the impact of the virus on the global economy, but the Trustees are confident they will be able to manage the Charity through the uncertainty. The charity's bank balances are strong and our employees are able to work efficiently from home. The Royal Microscopical Society may have to draw upon its reserves depending on the length and effect of the pandemic. As reported at note 14 to the financial statements, there has also been an impact on the Charity's investment portfolio valuation.

### **PLANS FOR THE FUTURE**

#### **General**

The Society's finances are inextricably linked with the performance of its investments, the Journal of Microscopy and its other charitable activities.

The long-term strategy is to keep the number of Microscope Activity Kits to a maximum of 100 to enable us to ensure that the high standard of distribution procedures and the quality of the Kits can be maintained. We will also continue to run a broad range of topical meetings to raise our profile within the scientific community and provide additional resources to improve the public understanding of science and microscopy.

#### **Generated funds**

The restaurant will be leased to the existing tenant until 2039 and rent for the restaurant will continue to be charged at the market rate with regular rent reviews. The flat is not rented out through a letting agent, but may be rented on an ad hoc basis.

On-going repairs and maintenance to the building will continue to be funded from the designated Building Fund.

The Society will continue to explore ways of maximising investment income (within the boundaries of the Investment Policy) and will work closely with its investment manager and bankers to maximise returns on cash holdings.

#### **Charitable activities**

The Society is forecasting to draw on its reserves in 2020 in order to carry out its charitable activities.

During 2020 we will be organising some of our usual Courses and Workshops including the Electron Microscopy Spring School, the Light Microscopy Summer School, Getting the Most from your Confocal Course, the Flow Cytometry Course, the Cool Runnings Cryo Microscopy Course and the Facility Managers Course. We will be repeating the Electron Backscatter Diffraction (EBSD) workshop and organising the ESRIC Super-Resolution Summer School. Meetings will include the LM Facility Managers Meeting, the EM-UK Meeting, the Flow Cytometry Facility Managers Meeting, the Electron Backscatter Diffraction (EBSD) meeting, the Frontiers in Bioluminescence Meeting, the AFM and SPM Meeting, and the Flow Cytometry UK (FCUK) Meeting.

Future planning has already started on the regular RMS events taking place in 2021, as well as planning for the Microscience Microscopy Congress 2021 (mmc2021).

The RMS is the Professional Congress Organiser for the European Microscopy Congress (EMC2020) which will be taking place in Copenhagen in August 2020, and all planning is well underway.

We will try to increase our current membership numbers by keeping subscription rates low, with just a small increase. We will be encouraging junior members to join the society with a range of special offers available to them. We will be recruiting new members at our own events, and attending other events to promote both membership and the Society in general.

The quality of the Journal has enabled us to maintain income similar to previous years; this plays a major role in retaining subscribers and securing future income. On-line subscriptions will continue to replace hardcopy subscriptions and the digitized back issues of the Journal continue to be popular, providing in the short term an

## **ROYAL MICROSCOPICAL SOCIETY**

additional income stream. Developments in Open Access publishing will continue to be monitored carefully by the trustees and Wiley, particularly with the potential introduction of PlanS in 2020.

The well-established infocus will be reviewed, and we will concentrate on including more scientific, technical and tutorial articles. We are continuing to promote infocus to organisations as a vehicle to advertise scientific instruments and we will further explore ideas to make the magazine available on electronic devices.

We have been putting additional resources into Social Media as it is proving to be a tool widely used within the scientific community to communicate more effectively and in a more instantaneous way. Our followers on Facebook and Twitter increase steadily each month and this helps us to promote the Society, engage with our members and the wider community. 2018 saw the very successful introduction of Instagram, we will continue to promote the RMS in this way. We will be moving forward with Phase 2 of our website, which will improve functionality and make it more interactive. We are also working with our website company, Pixl8, to develop a membership CRM as well as continue to use their efficient and customer-friendly online registration system which was introduced for mmc2019.

During 2020 various activities will be organised through the Outreach section and we will continue to work with third parties to broaden the reach of the Kits still further. The Diploma programme will continue to be supported to ensure that all candidates receive a good experience as they work towards achieving the qualification.

The RMS had a very busy year in 2019 and in addition to running events and other charitable activities, has continued to implement improvements to the IT and infrastructure.

Having been awarded the ISO27001 standard, we will ensure that sufficient resources are available to maintain this, by ensuring that policies and procedures are followed to ensure continued best practice in providing adequate data security to protect the RMS from breaches in cyber security. With the new General Data Protection Regulation (GDPR) being implemented from 25 May 2018, we have adapted our working practices to ensure that all new requirements are met. We will continue to improve the ISO 27001 system and ensure compliance with GDPR.

### **Trustees' responsibilities in relation to the financial statements**

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with Part 8 of the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the Charter and By-Laws. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The maintenance and integrity of the charity's website is the responsibility of the trustees. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

## ROYAL MICROSCOPICAL SOCIETY

In so far as the Trustees are aware:

There is no relevant information of which the charity's auditor is not aware, and

The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the trustees on 20 April 2020 and signed on their behalf by:

DocuSigned by:  
*Grace Burke*  
6310B49450F546C...

**Professor G Burke**

DocuSigned by:  
*Lynne Joyce*  
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**Dr L Joyce**

## ROYAL MICROSCOPICAL SOCIETY

### Independent Auditor's Report to the Members of Royal Microscopical Society

#### Opinion

We have audited the financial statements of Royal Microscopical Society (the 'charitable company') for the year ended 31 December 2019 which comprise of the statement of financial activities, balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Emphasis of matter

We draw attention to the going concern accounting policy in note 1, which refers to the global Coronavirus pandemic. Our opinion is not modified in this respect of this matter.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the report of the trustees, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **ROYAL MICROSCOPICAL SOCIETY**

### **Independent Auditor's Report to the Members of Royal Microscopical Society**

#### **Opinions on matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the report of the trustees (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Report of the Trustees and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 14, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## ROYAL MICROSCOPICAL SOCIETY

### Independent Auditor's Report to the Members and Trustees of Royal Microscopical Society

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:  
  
BDFD747BBC084BE...

Simon Atkins FCA

Senior Statutory Auditor  
for and on behalf of:

**Cooper Parry Group Limited**  
Chartered Accountants  
Statutory Auditor  
One Central Boulevard  
Blythe Valley Park  
Solihull  
West Midlands  
B90 8BG

Date: 7/15/2020

## ROYAL MICROSCOPICAL SOCIETY

### Statement of financial activities for the year ended 31 December 2019

	Note	Unrestricted funds £	Restricted funds £	2019 Total £	2018 Total £
<b>Income and endowments from:</b>					
Donations and legacies	3	24,024	-	24,024	3,741
Charitable activities	4	1,880,662	32,103	1,912,765	1,615,267
Other trading activities	5	74,000	-	74,000	24,000
Investments	6	83,325	-	83,325	79,093
<b>Total</b>		<b>2,062,011</b>	<b>32,103</b>	<b>2,094,114</b>	<b>1,722,101</b>
<b>Expenditure on:</b>					
Raising funds	7	40,189	-	40,189	38,910
Charitable activities	8	1,938,323	29,976	1,968,299	1,643,003
Other expenditure		3,162	-	3,162	2,934
<b>Total</b>		<b>1,981,674</b>	<b>29,976</b>	<b>2,011,650</b>	<b>1,684,847</b>
Transfers		-	(26,656)	(26,656)	-
Gains/(losses) on investment assets	14	370,890	-	370,890	(123,308)
Net movement in funds		451,227	(24,529)	426,698	(86,054)
<b>Reconciliation of funds</b>					
Total funds brought forward at 1 January 2019		4,334,637	39,863	4,374,500	4,460,554
<b>Total funds carried forward at 31 December 2019</b>		<b>4,785,864</b>	<b>15,334</b>	<b>4,801,198</b>	<b>4,374,500</b>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 25 to 37 form part of these Financial Statements.

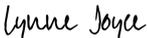
**ROYAL MICROSCOPICAL SOCIETY****Balance sheet at 31 December 2019****Company Number: RC000353**

	<b>Note</b>	<b>2019</b> <b>£</b>	<b>2018</b> <b>£</b>
<b>Fixed assets</b>			
Tangible assets	13	661,261	662,856
Listed investments	14	3,429,265	3,098,473
		<hr/>	<hr/>
		4,090,526	3,761,329
<b>Current assets</b>			
Debtors	15	422,583	422,302
Cash at bank and in hand	16	733,223	453,030
		<hr/>	<hr/>
		1,155,806	875,332
<b>Creditors</b>			
Amounts falling due within one year	17	(445,134)	(262,161)
		<hr/>	<hr/>
		710,672	613,171
<b>Net current assets</b>		<hr/>	<hr/>
<b>Net assets</b>		<b>4,801,198</b>	<b>4,374,500</b>
<b>The funds of the charity</b>			
Restricted income funds	19	15,334	39,863
Unrestricted income funds	18	4,785,864	4,334,637
		<hr/>	<hr/>
<b>Total charity funds</b>		<b>4,801,198</b>	<b>4,374,500</b>

Approved by the Council on 20 April 2020 and signed on their behalf by:

DocuSigned by:  
  
 6310B49450F546C...

**Professor G Burke**  
**President**

DocuSigned by:  
  
 56AB5A92D75B498...

**Dr L Joyce**  
**Honorary Treasurer**

The notes on pages 25 to 37 form part of these financial statements.

**ROYAL MICROSCOPICAL SOCIETY****Cash flow Statement at 31 December 2019**

	<b>Note</b>	<b>2019</b> <b>£</b>	<b>2018</b> <b>£</b>
<b>Cash flows from operating activities</b>	<b>25</b>	190,783	62,558
<b>Cash flows from investing activities</b>	<b>26</b>	89,410	100,277
		<hr/>	<hr/>
<b>Change in cash &amp; cash equivalents in the reporting period</b>		280,193	162,835
Cash & cash equivalents at the beginning of the reporting period	<b>27</b>	453,030	290,195
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>27</b>	<hr/> <b>733,223</b> <hr/>	<hr/> <b>453,030</b> <hr/>

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019

#### 1. Accounting policies

##### Charity information

Royal Microscopical Society is a charity registered in England and Wales No.241990. The Charity is incorporated as a Royal Charter company (RC000353), domiciled in England and registered in England and Wales. The charity's principal address is: 37/38 St Clements Street, Oxford, OX4 1AJ.

##### a) Basis of preparation

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) effective from 1 January 2015, preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity meets the definition of a public benefit entity as defined by FRS 102 so has applied the specific "PBE" prefixed paragraphs of FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements have been prepared for the charitable company as a single entity.

The financial statements are denominated in sterling, which is the Society's functional currency, and are rounded to the nearest whole pound.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the Charity's accounting policies (see note 2)

##### b) Going concern

As explained in note 28, since the year end there has been a global Coronavirus pandemic which is having a significant economic impact globally. At the time of signing these financial statements, it is relatively early days regarding an assessment of the impact of the virus on the global economy, but it is clear there will be a significant level of uncertainty in all markets around the world for a sustained period of time. However, the Trustees believe the Charity is well placed through the uncertain times caused by the Coronavirus pandemic due to the revenue generated from the Journal of Microscopy and Membership, which is unaffected by the outbreak. The Royal Microscopical Society has a strong cash position and is reviewing its expenditure to ensure spending is reduced. We are also utilising the Government furlough scheme to protect future employment of its staff.

On this basis the trustees are confident at present that the charity has adequate resources to continue in operation and, accordingly, have adopted the going concern basis in preparing the financial statements.

##### c) Listed investments

Listed investments are stated at market value at the year end.

Gains and losses on disposal and revaluation of investments are charged or credited to the SOFA. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (or purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later).

##### d) Tangible fixed assets

Fixed assets over £1,000 are capitalised at cost. Depreciation is provided on all tangible fixed assets to write off the cost, less estimated residual value of each asset, over its expected useful life.

The rates used for this purpose are as follows:

Freehold property	: 2% straight line
Flat fixtures and fittings	: 20% to 33 ⅓% reducing balance
Office equipment and fittings	: 20% to 33 ⅓% straight line
Microscopes	: 10% straight line

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019 (continued)

#### Heritage assets

The society possesses an historical collection of microscopes and allied equipment with a current insured value of £788,010 (2018 - £788,010). Any market valuation of the collection is indeterminable due to the age and a lack of accurate financial information relating to the individual items making up such a collection. Therefore, no value has been included in the tangible fixed assets included in these financial statements in relation to this collection. The collection is presently in the care of the Museum within the History of Science in Oxford.

#### e) Pensions

The society contributes to a defined contribution pension scheme. The assets are held separately from those of the society in independently administered funds. The contributions are charged to the statement of financial activities on a payable basis. The contributions paid are shown in note 12.

#### f) Fund accounting

The society maintains various types of funds as follows:

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

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the society for particular purposes.

#### g) Income

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

#### h) Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the society to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the heading.

Expenditure on raising funds are those costs involved in attracting voluntary income and those associated with the management of the investment portfolio.

Expenditure on charitable activities includes expenditure associated with the production of publications, organisation of meetings and courses and the processing of grants.

Governance costs include those incurred in the governance of the society and its assets and are primarily associated with constitutional and statutory requirements.

Support costs represent the costs incurred by staff directly providing support for the production of publications, meetings and other activities that further the charity's objects. Support costs that cannot directly be allocated to activity cost categories are then apportioned on a basis consistent with the proportion of incoming resources for charitable activities.

#### i) Foreign currencies

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains or losses on translation are included in the income and expenditure account.

#### j) Operating leases

Rentals payable in respect of an operating lease are charged on a straight line basis over the term of the lease.

#### k) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measures at their settlement value.

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019 (continued)

#### 2. Judgements

In preparing the Financial Statements, trustees are required to make estimates and assumptions which affect reported income, expenses, assets, liabilities and disclosure of contingent assets and liabilities. Use of available information and application of judgement are inherent in the formation of estimates, together with expectations of future events that are believed to be reasonable under the circumstances. Actual results in the future could differ from such estimates.

There are not considered to be any significant judgements or estimates other than the valuation placed on the heritage assets. These are carried at nil value on the basis that the value of these assets is impossible to estimate, due to their unique nature.

There is little estimation involved in determining the value of accruals and prepayments, as these are mostly based on supplier invoices etc. Depreciation rates are based on "industry" norms and experience of the life of assets.

#### 3. Income from: Donations and legacies - unrestricted

	2019 £	2018 £
Donations	<u>24,024</u>	<u>3,741</u>

Donations and legacies are the only income that the charity obtains from non-exchange transactions. There are no unfulfilled conditions or other contingencies attaching to resources from non-exchange transactions.

#### 4. Income from: Charitable activities

	Unrestricted funds £	Restricted funds £	2019 Total £	2018 Total £
Publications	705,561	-	705,561	705,648
Subscriptions	111,586	-	111,586	107,155
Meetings and courses income (see below)	340,385	32,103	372,488	800,009
Outreach	3,092	-	3,092	2,455
MMC 2019	720,038	-	720,038	-
	<u>1,880,662</u>	<u>32,103</u>	<u>1,912,765</u>	<u>1,615,267</u>
Total 2018	<u>1,581,742</u>	<u>33,525</u>	<u>1,615,267</u>	

Meetings and courses income is made up as follows:

	2019 £	2018 £
Meetings	161,336	622,889
Courses	<u>211,152</u>	<u>177,120</u>
	<u>372,488</u>	<u>800,009</u>

#### 5. Income from: Other trading activities - unrestricted

	2019 £	2018 £
Rents receivable	24,000	24,000
Other income	50,000	-
	<u>74,000</u>	<u>24,000</u>

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019 (continued)

#### 6. Income from: Investments

	Unrestricted funds £	Restricted funds £	2019 Total £	2018 Total £
Bank interest receivable	2,762	-	2,762	3,228
Dividends	80,563	-	80,563	75,865
	<u>83,325</u>	<u>-</u>	<u>83,325</u>	<u>79,093</u>
Total 2018	<u>79,078</u>	<u>15</u>	<u>79,093</u>	

#### 7. Expenditure on: Raising funds - unrestricted

	2019 Total £	2018 Total £
Brokers' management fees	<u>40,189</u>	<u>38,910</u>

#### 8. Expenditure on: Charitable activities

	Support costs £	Direct costs £	2019 Total £	2018 Total £
Publication costs	168,518	291,385	459,903	496,130
Subscriptions	26,651	27,838	54,489	58,115
Meetings	50,432	260,129	310,561	815,821
Courses	38,534	95,773	134,307	185,494
Outreach	738	11,458	12,196	8,134
MMC 2019	171,975	725,517	897,492	(45)
Grants payable (note 9)	-	32,866	32,866	30,052
Governance costs	66,484	-	66,484	49,302
	<u>523,333</u>	<u>1,444,966</u>	<u>1,968,299</u>	<u>1,643,003</u>
<b>Total 2018:</b>	<u>494,293</u>	<u>1,145,290</u>	<u>1,643,003</u>	

Included within Meeting costs is £29,976 (2018: £33,310) of restricted expenditure which relates to the costs of the TOSCA hosted meeting held in the year. Full details of the TOSCA fund can be found in note 19.

#### 9. Charitable activities

	2019 Total £	2018 Total £
Grants payable are made up as follows:		
Activity kit equipment and logistics	12,395	13,952
Donations and grants	<u>20,471</u>	<u>16,100</u>
	<u>32,866</u>	<u>30,052</u>

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019 (continued)

#### 10. Allocation of support costs

	Publications	Subscriptions & Membership	Meetings & courses	Microscience	Outreach	Governance	Total 2019	Total 2018
	£	£	£	£	£	£	£	£
Office overheads								
Rates	814	129	430	831	4	-	2,208	1,924
Heating and lighting	1,666	264	880	1,799	7	-	4,517	3,270
Insurance	2,830	448	1,494	2,888	12	-	7,673	6,988
Council and committee general expenses	8,528	1,349	4,502	8,703	37	33,316	56,437	44,938
Printing and stationery	2,850	451	1,504	2,908	12	-	7,725	10,337
Advertising	1,752	277	925	1,788	8	-	4,749	6,912
Public Relations	1,062	168	561	1,084	5	-	2,880	4,358
Postage	1,108	175	585	1,130	5	-	3,003	4,491
IT Infrastructure	9,766	1,545	5,156	9,967	43	-	26,476	27,656
Telephone	1,402	222	740	1,431	6	-	3,802	3,608
Professional fees	1,814	287	958	1,851	8	-	4,918	1,285
Audit and accountancy	-	-	-	-	-	8,109	8,109	8,150
Legal and professional	-	-	-	-	-	15,058	15,058	4,950
Bookkeeping fees	867	137	458	885	4	-	2,350	2,300
Bank charges	4,167	659	2,200	4,253	18	-	11,298	16,687
<i>Repairs and renewals</i>								
- Property	2,607	412	1,376	2,660	11	-	7,067	7,322
- Equipment	1,499	237	791	1,529	7	-	4,063	6,455
<i>Depreciation</i>								
- Office	8,001	1,265	4,224	8,165	35	-	21,690	20,056
- Freehold property	5,134	812	2,710	5,239	22	-	13,917	13,917
Input VAT not recovered	18,767	2,968	9,908	19,152	82	-	50,878	51,569
Catering	2,516	398	1,328	2,567	11	-	6,820	6,570
Parking	3,563	563	1,881	3,636	16	-	9,659	9,663
Staff training	761	120	402	777	3	-	2,064	2,761
Staff travel	332	53	175	339	1	-	900	552
Health insurance	1,895	300	1,000	1,934	8	-	5,137	8,209
Subscriptions	887	140	468	905	4	-	2,405	2,603
Exchange rate gain	4,309	681	2,275	4,397	19	-	11,680	4,475
Bad debts	1,281	203	677	1,308	6	-	3,474	4,232
Sponsorship	2,887	457	1,524	2,946	13	-	7,826	2,525
Recruitment	3,496	553	1,846	3,568	15	-	9,478	14,940
Other	2,577	407	1,360	2,629	11	-	6,985	14,946
Wages and Salaries	69,379	10,972	36,628	70,803	304	10,000	198,086	175,644
	168,518	26,651	88,966	171,975	738	66,484	523,333	494,293
<b>Total 2018:</b>	<b>194,399</b>	<b>29,521</b>	<b>220,395</b>	<b>-</b>	<b>676</b>	<b>49,302</b>	<b>494,293</b>	

The society allocates its support costs as shown in the table above and then further apportions those costs between the charitable activities undertaken. Support costs are allocated on a basis consistent with the proportion of incoming resources for charitable activities.

**ROYAL MICROSCOPICAL SOCIETY****Notes to the accounts for the year ended 31 December 2019 (continued)****10a. Governance costs**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Support costs (note 8)	56,484	39,302
Direct wages	10,000	10,000
	<u>66,484</u>	<u>49,302</u>

**11. Net incoming/(outgoing) resources**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation	35,608	34,894
Auditors' remuneration:		
Audit services	9,000	8,150
Amounts payable under operating leases	3,378	4,267
Amounts receivable under operating leases	24,000	24,000
	<u>                    </u>	<u>                    </u>

**12. Staff costs**

Staff costs during the year amounted to:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Salaries and wages	459,427	387,552
Social security costs	38,651	35,713
Pension costs	43,679	34,790
	<u>541,757</u>	<u>458,055</u>

The number of employees whose total employee benefits (excluding employer pension costs) exceeded £60,000 during the year was 2 (2018: 1). The emoluments they received were within £60,000 - £70,000 and £70,000-£80,000 (2018: £60,000-£70,000).

The average number of employees analysed by function was:

	<b>2019</b>	<b>2018</b>
Charitable activities	15	13
Governance	3	2
	<u>18</u>	<u>15</u>
Total full time equivalent staff	<u>13.5</u>	<u>10.5</u>

The members of the Council of Management received no remuneration for their services (2018: £Nil).

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019 (continued)

During the year, members of the Council of Management were reimbursed for out of pocket expenses incurred during the course of their duties. The amounts incurred in out of pocket expenses and payable at the year end are detailed in note 24.

Key management personnel remuneration, including pension contributions, for the year ended 31 December 2019 totalled £187,617 (2018: £174,884).

Pension costs and liabilities have been assigned entirely to unrestricted funds on the basis that the amount of time spent by staff working on the activities associated with the restricted funds is minimal in proportion of time spent on unrestricted activities.

#### 13. Tangible assets

	Microscopes	Freehold property	Office equipment and fittings	Flat fixtures and fittings	Total
Cost or valuation:	£	£	£	£	£
1 January 2019	23,022	695,842	335,907	31,469	1,086,240
Additions	<u>24,024</u>	<u>-</u>	<u>5,595</u>	<u>4,394</u>	<u>34,013</u>
31 December 2019	<u>47,046</u>	<u>695,842</u>	<u>341,502</u>	<u>35,863</u>	<u>1,120,253</u>
<b>Depreciation:</b>					
1 January 2019	19,569	68,317	306,064	29,434	423,384
Provided this year	<u>2,302</u>	<u>13,917</u>	<u>18,063</u>	<u>1,326</u>	<u>35,608</u>
31 December 2019	<u>21,871</u>	<u>82,234</u>	<u>324,127</u>	<u>30,760</u>	<u>458,992</u>
<b>Net book value:</b>					
31 December 2019	<u>25,175</u>	<u>613,608</u>	<u>17,375</u>	<u>5,102</u>	<u>661,261</u>
31 December 2018	<u>3,453</u>	<u>627,525</u>	<u>29,843</u>	<u>2,035</u>	<u>662,856</u>

In respect of certain fixed assets stated at valuations, the comparable historical cost and depreciation values are as follows:-

	Freehold property	
	2019	2018
	£	£
<b>Net book value at end of year</b>	<u>613,608</u>	<u>627,525</u>
<b>Historical cost</b>		
At 1 January 2019	173,559	173,559
At 31 December 2019	<u>173,559</u>	<u>173,559</u>
<b>Depreciation</b>		
At 1 January 2019	105,080	101,609
Charge for the year	3,471	3,471
At 31 December 2019	<u>108,551</u>	<u>105,080</u>
<b>Net Historical cost value</b>		
At 31 December 2019	<u>65,008</u>	<u>68,479</u>
At 31 December 2018	<u>68,479</u>	<u>71,950</u>

A professional valuation of the freehold property, prepared by an independent chartered surveyor R Sherrott FRICS, was obtained in December 2013 which valued the property at an open market value of £615,000.

**ROYAL MICROSCOPICAL SOCIETY****Notes to the accounts for the year ended 31 December 2019 (continued)**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>14. Fixed asset investments</b>		
Listed investments:		
Market value 1 January 2019	3,098,473	3,262,026
Additions	457,728	427,105
Disposals	(385,466)	(555,610)
Realised gains/(losses) on disposals	-	(4,543)
Unrealised gains/(losses)	370,890	(118,765)
Movement in cash awaiting investment	<u>(112,360)</u>	<u>88,260</u>
Market value 31 December 2019	<u>3,429,265</u>	<u>3,098,473</u>
	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Investments at market value comprised:</b>		
Equities	2,633,253	1,881,507
UK fixed interest securities	585,663	645,264
Cash deposits	89,778	202,138
Alternative Assets	70,571	190,231
Property	50,000	114,533
Open ended investment fund	<u>-</u>	<u>64,800</u>
	<u>3,429,265</u>	<u>3,098,473</u>

The trustees consider individual holdings at 31 December 2019 in excess of 5% of the portfolio value to be material. At 31 December 2019 there were no such holdings.

During March 2020, World stock markets took a sharp decline as a result of the impact of the Coronavirus pandemic. As at the date of signing the financial statements, stock market indices around the World had fallen in the region of 25%.

The portfolio has suffered a fall of 10.3% over the first quarter of 2020 but has fared a great deal better than the equity market as a whole which is down by 25.1%. The portfolio remains at risk due to the Coronavirus outbreak and there may still be a considerable change in the value of the portfolio. No adjustments have been made in respect of this.

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Listed investments at cost</b>		
1 January 2019	2,216,547	2,174,492
Additions	457,728	427,105
Disposals	<u>(301,321)</u>	<u>(385,050)</u>
31 December 2019	<u>2,372,954</u>	<u>2,216,547</u>
<b>15. Debtors</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade debtors	293,396	242,568
Prepayments and accrued income	<u>129,182</u>	<u>179,734</u>
	<u>422,583</u>	<u>422,302</u>

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019 (continued)

16. Cash at bank and in hand	2019 £	2018 £
Bank current accounts	732,473	452,280
Petty cash	750	750
	<u>733,223</u>	<u>453,030</u>

17. Creditors: Amounts falling due within one year	2019 £	2018 £
Trade creditors	43,951	45,422
Accruals	49,012	38,086
Deferred income (see Note 17a)	318,689	141,413
Other taxes and social security	26,503	30,820
Pension	5,123	4,140
Other creditors	1,856	2,280
	<u>445,134</u>	<u>262,161</u>

17a. Deferred income	Membership	Meetings and courses	MMC	EMC	2019 £	2018 £
	£	£	£		£	£
At 1 January 2019	20,718	73,925	46,770	-	141,413	165,433
Released to incoming resources	(20,718)	(73,925)	(46,770)	-	(141,413)	(165,433)
Deferred in the year	18,378	68,534	-	231,777	318,689	141,413
<b>At 31 December 2019</b>	<b>18,378</b>	<b>68,534</b>	<b>-</b>	<b>231,777</b>	<b>318,689</b>	<b>141,413</b>

Deferred income related to membership fees, emc and meetings and courses income related to future periods, which is invoiced in advance during the year.

### 18. Unrestricted funds

	Balance 1 January 2019 £	Movement in resources		Transfer between funds £	Investment Gains and Revaluation of assets £	Balance 31 December 2019 £
		Incoming	Outgoing			
		£	£			
Accumulated Fund	358,414	1,978,686	(1,798,485)	40,723	-	579,338
Capital Fund	3,820,223	83,325	(40,189)	(143,723)	370,890	4,090,526
<i>Designated Funds:</i>						
Building Fund	25,000	-	(19,000)	19,000	-	25,000
Outreach Fund	31,000	-	(31,000)	31,000	-	31,000
IT Fund	100,000	-	(93,000)	53,000	-	60,000
	<u>4,334,637</u>	<u>2,062,011</u>	<u>(1,981,674)</u>	<u>-</u>	<u>370,890</u>	<u>4,785,864</u>

The capital fund represents the society's interest in investments and the freehold property. The cost of investment management is shown as a charge against the capital fund and similarly the depreciation cost on freehold property has been charged to the capital fund.

## ROYAL MICROSCOPICAL SOCIETY

### Notes to the accounts for the year ended 31 December 2019 (continued)

The Building Fund was set up to fund future repairs, maintenance and improvements to the offices, flat and restaurant.

The Outreach Fund was set up to support any activities in the area of its Outreach program.

The IT Fund was set up to fund future improvements to IT database.

#### Analysis of movements in unrestricted funds previous year

	Balance 1 January 2018 £	Movement in resources Incoming £	Outgoing £	Transfer between funds £	Investment Gains and Revaluation of assets £	Balance 31 December 2018 £
Accumulated Fund	337,453	1,697,208	(1,586,393)	(8,854)	-	349,414
Capital Fund	3,903,468	79,093	(39,030)	-	(123,308)	3,820,223
<i>Designated Funds:</i>						
Building Fund	40,000	-	-	(15,000)	-	25,000
Outreach Fund	40,000	2,260	(7,458)	(3,802)	-	31,000
IT Fund	100,000	-	(27,658)	27,658	-	100,000
	<u>4,420,921</u>	<u>1,688,561</u>	<u>(1,660,537)</u>	<u>-</u>	<u>(123,308)</u>	<u>4,343,637</u>

#### 19. Restricted funds

	Balance 1 January 2019 £	Movement in resources Incoming £	Outgoing £	Transfer Between funds £	Balance 31 December 2019 £
Pearse Prize Fund	15,303	-	-	-	15,303
TOSCA	<u>24,560</u>	<u>32,103</u>	<u>(29,976)</u>	<u>(26,656)</u>	<u>31</u>
	<u>39,863</u>	<u>32,103</u>	<u>(29,976)</u>	<u>(26,656)</u>	<u>15,334</u>

#### Name of fund

#### Purpose of fund

Pearse Prize Fund To fund the award of the Pearse Prize Medal

TOSCA To fund the annual TOSCA event and travel bursaries

#### Analysis of movements in restricted funds previous year

	Balance 1 January 2018 £	Movement in resources Incoming £	Outgoing £	Transfer Between funds £	Balance 31 December 2018 £
Pearse Prize Fund	15,288	15	-	-	15,303
TOSCA	<u>24,345</u>	<u>33,525</u>	<u>(33,310)</u>	<u>-</u>	<u>24,560</u>
	<u>39,633</u>	<u>33,540</u>	<u>(33,310)</u>	<u>-</u>	<u>39,863</u>

**ROYAL MICROSCOPICAL SOCIETY****Notes to the accounts for the year ended 31 December 2019 (continued)****20. Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	2019 Total £	2018 Total £
Tangible fixed assets	661,261	-	661,261	662,856
Listed investments	3,429,265	-	3,429,265	3,098,473
Debtors	422,589	-	422,589	422,302
Cash at bank and in hand	717,889	15,334	733,223	453,030
Creditors	(445,134)	-	(445,134)	(262,161)
	<u>4,785,864</u>	<u>15,334</u>	<u>4,801,198</u>	<u>4,374,500</u>

**Analysis of net assets between funds – Prior year**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
Tangible fixed assets	662,856	-	662,856	678,689
Listed investments	3,098,473	-	3,098,473	3,262,026
Debtors	422,302	-	422,302	536,295
Cash at bank and in hand	413,167	39,863	453,030	290,195
Creditors	(262,161)	-	(262,161)	(306,651)
	<u>4,334,637</u>	<u>39,863</u>	<u>4,374,500</u>	<u>4,460,554</u>

**21. Capital commitments**

There were capital commitments contracted at the year-end totalling £nil (2018: £nil).

**22. Financial commitments****Operating leases**

At 31 December 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2019 Total £	2018 Total £
Amounts due within one year	1,246	3,378
Amounts due between one and five years	-	1,246
	<u>1,246</u>	<u>4,624</u>

**ROYAL MICROSCOPICAL SOCIETY****Notes to the accounts for the year ended 31 December 2019 (continued)****22. Financial commitments (continued)**

At 31 December 2019 the total of the Charity's future rentals receivable under non-cancellable operating leases was:

	<b>2019 Total £</b>	<b>2018 Total £</b>
Amounts due within one year	24,000	24,000
Amounts due between one and five years	96,000	96,000
Amounts due after five years	336,000	360,000
	<u>456,000</u>	<u>480,000</u>

The company owns a building of which the ground floor is rented out by a restaurant. This non-cancellable lease runs to 1 January 2039.

**23. Financial instruments**

	<b>2019 Total £</b>	<b>2018 Total £</b>
Financial assets measured at fair value through SOFA	732,472	453,030
Financial assets measured at amortised cost	<u>293,396</u>	<u>242,568</u>
	<b>2019 Total £</b>	<b>2018 Total £</b>
Financial liabilities measured at amortised cost	<u>101,738</u>	<u>120,748</u>

Financial assets at fair value through the statement of financial activities comprises of cash at bank and on hand. The fair value of this asset is determined with reference to the bank statements at the year end.

Financial assets measured at amortised cost consist of trade debtors and other debtors. The value of these is the amount expected to be recovered at the year end.

Financial liabilities measured at amortised cost consist of trade creditors, other taxation & social security, pension, other creditors and accruals. The value of trade creditors and other creditors is based on purchase invoices received from suppliers. Invoices denominated in foreign currencies are translated into sterling at the prevailing exchange rate at the year end. Accruals are based on management's best estimate of the cost of settling the liability.

**24. Related party transactions**

The only related party transactions that the charity has is with its trustees. Details of trustee remuneration can be found in note 12.

At 31 December 2019 £2,523 was owed to 14 Trustees (2018: £2,577 to 12 Trustees) for amounts claimed in out of pocket expenses but not yet reimbursed. These short term creditors, upon which no interest is incurred, will be reimbursed in the normal course of the Society's ordinary activities.

Travel and subsistence expenses were reimbursed to 21 members of the Council of Management totalling £18,936 (2018: £21,040 to 22 members).

**ROYAL MICROSCOPICAL SOCIETY****Notes to the accounts for the year ended 31 December 2019 (continued)**

<b>25. Cash flows from operating activities</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Net income/(expenditure) for the year	426,698	(86,054)
Adjustments for:		
Depreciation charges	35,608	34,894
(Gains)/losses on investments	(370,890)	123,308
Dividends, interest & rents from investments	(83,325)	(79,093)
(increase)/decrease in debtors	(280)	113,993
Increase/(decrease) in creditors	182,972	(44,490)
	<hr/>	<hr/>
<b>Net cash used in operating activities</b>	<b><u>190,783</u></b>	<b><u>62,558</u></b>
<b>26. Cash flows from investing activities</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Dividends, interest and rents from investments	83,325	79,093
Purchase of property, plant & equipment	(34,213)	(19,061)
Proceeds from sales of investments	385,466	555,610
Purchase of investments	(457,728)	(427,105)
Movement in cash awaiting investment	112,560	(88,260)
	<hr/>	<hr/>
<b>Net cash used in investing activities</b>	<b><u>89,410</u></b>	<b><u>100,277</u></b>
<b>27. Analysis of cash and cash equivalents</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Cash at bank	732,473	452,280
Petty cash	750	750
	<hr/>	<hr/>
	<b><u>733,223</u></b>	<b><u>453,030</u></b>

**28. Subsequent events**

Subsequent to the year end, there has been an outbreak of Coronavirus which has developed into a global pandemic. At this stage the Trustees are assessing what impact this may have on the charity but although there is a high level of uncertainty about the extent and the timeframe of the virus on the global economy, they believe the charity is strongly positioned to handle any downturn that may occur in any of the territories the charity operates in.

Further detail can be found in the Report of the Board of Trustees and note 14 to the financial statements.