

ROYAL MICROSCOPICAL SOCIETY

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2015

ROYAL MICROSCOPICAL SOCIETY

REPORT AND FINANCIAL STATEMENTS – For the year ended 31 December 2015

Contents	Pages
Legal and administrative information	1
Report of the Board of Trustees	2 - 12
Auditors Report	13
Statement of Financial Activities	15
Balance Sheet	16
Notes to the Financial Statements	17 – 25

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

Council of Management:

Professor Peter Nellist	President
Professor Tony Wilson Hon FRMS	Vice President
Dr Debbie Stokes	Vice President until 1 July, then International Secretary
Professor Michelle Peckham	Vice President from 1 July
Professor Chris Hawes Hon FRMS	Executive Honorary Secretary
Dr Lynne Joyce	Honorary Treasurer
Dr Peter O'Toole	Honorary Secretary Science - Biological
Professor Rik Brydson	Honorary Secretary Science - Physical
Dr Susan Anderson	Honorary Secretary Education
Dr Simon Ameer-Beg	
Dr Kesara Anamthawat-Jonsson	(from 1 July 2015)
Mr Eric Bennett	
Dr Steve Briddon	
Dr Richard Grenfell	
Dr Sarah Haigh	(from 1 July 2015)
Dr Pippa Hawes	
Professor Beverley Inkson	(from 1 January 2015)
Mr Chris Kennedy	
Professor Martin Leahy	(from 1 July 2015)
Dr Terry McMaster	
Dr Ricardo Morilla	(from 1 July 2015)
Dr Paul Verkade	

The following members retired from Council during the year:

Mr Derek Davies
Dr Rebecca Higginson
Professor Paul O'Shea
Professor Mark Rainforth

Administrator: Ms Karen Collins

Solicitors: Mills & Bann
8 Cheap Street
Newbury
RG14 5DD

Auditors: Moore Stephens LLP
Chartered Accountants
Cheviot House
53 Sheep Street
Northampton
NN1 2NE

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

Investment Managers: Investec Wealth and Investment Ltd
30 Gresham Street
London
EC2V 7QN

The members of the Board of Trustees present their report and accounts for the year ended 31 December 2015 for Royal Microscopical Society (also referred to as RMS or Society).

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

Foreword to this Annual Report

Professor Pete Nellist, President

Once again, 2015 has been a very busy year for the Royal Microscopical Society. The biggest event of the 2015 RMS calendar was mmc2015. This event built upon the momentum generated by the RMS hosting both emc2012 and mmc2014, again at the Manchester Central venue. With a strong scientific programme including 6 parallel sessions which this year fully incorporated the EMAG2015 meeting, technical workshops, major exhibition, poster sessions, a learning zone and a number of associated satellite meetings and workshops, the meeting attracted 703 conference delegates, 662 exhibition visitors and 439 scientific abstracts. In addition to this the Society ran five courses and five meetings, and these events attracted over 467 delegates, which were well supported by a broad range of exhibitors.

An important structural change to the Society was the formation of a new science section covering engineering and physical science applications of microscopy. We were delighted that Professor Beverly Inkson and Dr Roland Kröger agreed to act as the first Chair and Secretary respectively of the new section, and the new section has made an energetic start.

I must highlight the wonderful work that the Outreach team do in promoting microscopy and science more generally. One aspect of their work is the Schools Microscopy Activity kits. Microscopy is a wonderfully visual way of bringing science to life, and the numbers of students who have now been reached through this scheme is now almost 40,000 and we have started working with partners to expand our reach further still via teaching trust networks. The RMS was also pleased to take part in a Hooke day at the Worshipful Company of Scientific Instrument Makers, to celebrate the 350th anniversary of his book Micrographia, attended by over 250 children.

We have been attending a variety of events to promote membership and the RMS in general during 2015 and membership numbers showed a pleasing increase. The mmc2015 (incorporating EMAG) event provided an opportunity to encourage new members as they visited the RMS zone to find out about the activities of the Society. We have been particularly pleased to note that almost half of the applications for membership during 2015 were from students.

The Society's journal, The Journal of Microscopy, will itself be 175 years old in 2016 and continues to flourish as a leading journal for the dissemination of the science of microscopy. We continue to monitor developments on open access and offer authors the option of publishing their article open access in the Journal, with a range of different Creative Commons licences available to choose from. I know from my own experience how much our magazine, infocus, distributed to all members, is appreciated by microscopists and non-microscopists alike and the book series of RMS Handbooks is also an invaluable resource to many.

Towards the end of 2015 we launched our exciting new website which has a fresh new look, with new layouts and navigation. The site will display relevant content and encourage users to visit areas of the site that they may not have previously looked for, to explore the broad range and scope of the society's activities. It also allows more flexibility for the website to expand and accommodate all future ventures of the RMS.

2015 also saw the launch of the new Facilities Database hosted online by the RMS in collaboration with the BiolmagingUK consortium. The Society is proud to have been selected as the location to host this listing which is a resource aiming to attract users from areas such as academia, Research Councils and government and more. Biolmaging UK is already well-connected with the BBSRC, MRC and the Wellcome Trust, so providing the listing enables us to strengthen our links with all of these organisations.

Our investment portfolio, under the management of Investec Wealth Management Ltd, suffered along with most others but did still show a positive return for the year. Our cautious approach ensures that the Society continues to have a sound financial base to enable it to fulfil its charitable objectives into the future.

The RMS had an extremely busy and exciting year in 2015. As always none of these achievements would have been possible without the hard work and professionalism of all the members of staff in the RMS office in Oxford and I would like to formally record here our sincere thanks for their efforts.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

Events

Report by Dr Peter O'Toole and Professor Rik Brydson, 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 main event for 2015 was Microscience Microscopy Congress (mmc2015), which was held between 29 June – 2 July 2015 in Manchester. The Congress attracted more than 703 registered conference delegates, 662 exhibition visitors and 481 company representatives, making for a hugely successful meeting in a lively atmosphere. It was great to see that more than 400 scientific abstracts were received, divided between six parallel symposia consisting of platform presentations, 256 poster presentations and six world-class plenary lectures throughout the week, who were also awarded Honorary Fellowship of the Society. The RMS Learning Zone was once again very popular, with demonstrations, workshops and experts on hand to answer microscopy-related questions. Thank you to those who were involved in the organisation of the Congress, particularly the Scientific Organising Committee, the Corporate Advisory Board, the Learning Zone Committee and session Chairs. mmc2015 also incorporated ten EMAG sessions.

Beyond mmc2015 the Society remained exceptionally busy. As such, the RMS organised and supported over 12 significant events in 2015, attracting 467 attendees, not including mmc2015. These events ranged from major conferences and exhibitions through to the ever important courses that help develop microscopists in their careers. 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 contributions. In addition, the Section Chairs, Honorary Secretaries and Section Committee members have played a valuable role in ensuring that we continue to maintain such high standards and a diversity of offerings.

The courses run by the Society cover both basic and advanced techniques and provide a unique portfolio of events for training the next generation of microscopists as well as established microscopists. They included the Light Microscopy Summer School and the 'Getting the most from your Confocal' course at York which were both popular (18 and 9 students respectively, with numbers limited to enable full hands-on practice), and the Electron Microscopy Spring School (22 attendees) which was held in Leeds. The Flow Cytometry Course in York was also well subscribed with 30 attendees. An introduction on how to colour EM images using Photoshop, a new workshop held in Norwich had 22 attendees. We also administered a Practical Flow Cytometry Course in Glasgow for the International Society for Advancement of Cytometry which had 47 attendees. Six of the annual courses are scheduled to run in 2016.

In total, RMS courses attracted 148 attendees. A further 319 participants, including many from overseas, attended RMS organised or co-organised meetings. The RMS Organised the Facility Managers Meeting in Cambridge (149 Attendees), The Electron Backscatter Diffraction meeting in Glasgow (68 Attendees), the Botanical Microscopy Meeting in Exeter (53 attendees), the Scanning Probe Microscopy Meeting and the Frontiers of Biolmaging, both took place during mmc2015 in Manchester, Advances in Cytometry (49 Attendees) took place in London. The breadth of these events and number of international delegates and 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. These included the EMBO/MRC Course in Plymouth, Scottish Microscopy User Group Meeting in Glasgow, Cryo Microscopy Group Meeting in Birmingham, Recent Appointees in Materials Science (RAMS) Conference in Warwick, NanoteC 15 in Oxford, Malvern Festival of Innovation, The Edinburgh Tropism Exhibition, Oxford Biomedical Imaging Festival, Society for Electron Microscopy Meeting in London (the RMS Beginners Competition was held at this meeting), and the Tomography for Scientific Advancement Symposium held at the University of Manchester. The inaugural EM UK Meeting was held at mmc2015 and this will develop into an annual meeting for EM Facility Managers from 2016 onwards.

In 2015 the RMS awarded a total of 13 travel bursaries to give travel support to members attending meetings and conferences, excluding mmc2015. The RMS awarded 21 bursaries to assist members in attending the mmc2015 conference and 22 bursaries to assist with travel to the mmc2015 exhibition.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

It is a credit to the Society that we have such fantastic support from all of those in the office and all the willing volunteers which allow the RMS to fulfil all of the annual events and take on the staging of significant national and international meetings. 2016 will see a diverse range of events, the planning for which of course starts well in advance of the meeting itself, and is currently well underway during 2015.

Exhibitions

During 2015 the Society's meetings, conferences and courses were well supported by a broad range of exhibitors. In total, RMS events provided our companies with 136 exhibition and sponsorship opportunities, of which mmc2015 attracted 98 companies. These exhibitions, which are linked to specific topic-focused meetings, allow the companies to reach their target audience in a relaxed and friendly environment and offer the delegates the opportunity to view the latest equipment. Mmc2015 also enabled companies to run workshops, whilst the Facility Managers Meeting, though it did not have an exhibition, was supported by a total of 30 companies who attend as delegates and have the opportunity to give short technobites.

On behalf of the Society we would like to thank those involved in the exhibitions this last year. In particular, we must acknowledge the dedication and skills of the team in the office and it is also important to acknowledge the work of the Corporate Advisory Board which comprises the RMS Executive Committee and company representatives who provide an invaluable input from the commercial side of microscopy. The Society thanks those members of the Board who gave their time and support in helping the society to ensure its meetings are best able to appeal to both delegates and exhibitors. Finally thanks should also be given to the companies who contribute, support and exhibit at the meetings and make them exciting, vibrant and cost effective for members to attend.

Outreach

Report by Dr Susan Anderson, Honorary Secretary for Education and Outreach

2015 has again been a busy year for the Education and Outreach section and I would like to start by thanking the Committee members and the RMS office staff for their continued enthusiastic support and hard work.

Our key area of activity-the primary school-focussed Microscope Activity Kit (MAK) continues to grow. The assembly, distribution and restocking of the MAKs has been outsourced to County Print Finishers, a collective of people with learning, mental health, visual and hearing difficulties who might otherwise find it difficult to gain employment. This partnership continues to work very well, with some additional QA checking of the microscopes now being carried out by our partners. In addition, we have now got 4 kits in the Republic of Ireland: 2 with a University of Galway initiative-cell explorers (funded by the University, and linked to the Microscopical Society of Ireland) and 2 with an initiative in Dublin, funded by Science Foundation Ireland. Dr Susan Anderson as part of the RMS role has worked with these partners to secure funding from NUI Galway and SFI to maintain the scheme in Ireland (Explore- a grant from NUI Galway for outreach activities in collaboration with the Microscopical Society of Ireland (with Dr Kerry Thompson); and another from Science Foundation Ireland (the main Irish research council) in collaboration with Trinity College Dublin (Ms Mary Colclough). Currently, 460 children have accessed the kits via the Galway initiative directly and further outreach activities have included local Science festivals.

We are also in discussions with the Primary Science Teaching Trust in the UK about partnering to expand our numbers of kits via their network of enthusiastic and engaged teachers. Our main criteria for partnership is ensuring that the kits are associated with partners who understand our ethos and values and ensure the brand of the RMS is maintained by ensuring the kits and contents are maintained to a high standard. Partnerships reduce the cost of transporting the kits and may provide a sustainable long term options for a proportion of the kits.

The number of children who benefitted from their school borrowing the Kits during 2015 was 17,141. This represents an increase on the previous year (15,770 for 2014), because there were 50 kits available for the full year in 2015. Hard work by staff in the office (Mrs Kate Wooding and Mr Adam Clay in particular) has ensured the accurate collection and collation of feedback, and an excellent negotiated rate for transport to ensure the scheme is sustainable. By the end of Autumn 2015 the Kits had reached 39,926 children since the scheme began. The Kits are currently booked completely until Autumn 2016.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

Our priorities in 2016 will be to develop the website and social media, to investigate the potential of a junior membership scheme, and to develop robust agreements with partners to expand the MAK scheme as well as attending several science events and festivals.

We have kept our profile of outreach activities high during 2015. In terms of non-MAK outreach activities we exhibited at The Association for Science Education annual exhibition in Reading, the Inverness Science Festival, the Malvern Festival of Innovation and the Wychwood Fair. Oxford Brookes University Bioimaging Unit Exhibition used some of our Micrographs at their 'Zoom: worlds through the microscope' event for the general public.

In 2015 we also held a day of Science outreach for children in March in collaboration with the Worshipful Company of Scientific Instrument Makers to celebrate the 350 year anniversary of Hooke publishing the first book about microscopy: Micrographia. This incorporated help from several other institutions and students including Prof Rob Kessler and students from the Central St Martins University of the Arts, Hitachi and St Pauls School and students. This was a very successful day with over 250 children attending and very good feedback. Thanks to Miss Mel Reedman, Mr Adam Clay, Mr Steve Metcalfe, Dr Pippa Hawes and Mrs Kate Wooding in particular.

Other activities beyond the MAKs include the continuation of our education programme for professional microscopists - the DipRMS. We have 8 candidates enrolled with one new candidate in 2015 (Mr Michael Brookes). Mr Kevin Smith and Mr Fredrik Wallberg were awarded the DipRMS at mmc2015 making a total of 3 DipRMS graduates, one further candidate having just submitted. The oversight of the DipRMS programme will be now the task of the Education Sub Group, led by Dr Susan Brookes and reporting to the Outreach Committee.

We also delivered a full programme of education over the 3 days of mmc2015 with over 340 attendees for the talks at the Learning Zone. Many thanks to Mr Leslie Stump for organising this.

2016 will be another busy year supporting our Diploma candidates and MAK scheme. We are also on track to get a new website up and running with more content from Schools added to aid in using the MAKs beyond the activities provided (due Summer/Autumn 2016). Finally, we will make clear arrangements with our national and international partners in the MAK scheme.

Membership

Report by Professor Chris Hawes Hon FRMS, Executive Honorary Secretary

The total current membership of the Society for the year 2015 is 1379 which is an increase of 119 on the 2014 figure of 1260. Of those 1379 members, 910 are Fellows (including 50 Honorary Fellows), 256 are Ordinary members, 151 are students and 62 are Corporate members.

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. 179 new members joined in 2015, a 65% increase on the 109 new members in 2014 and 77 in 2013. We were also pleased to welcome back 18 members who re-joined during 2015.

We are always grateful for the support given to us by our Corporate Members and are pleased to report that 5 new companies joined us in 2015.

We are encouraged by our numbers of student members and were pleased that 89 students joined in 2015 which represents 50% of the total new membership for the year. We have a range of offers for students at different levels of their study to encourage them to join, and hope that they benefit from their membership and continue to be members as they progress through their career. This year we ran a limited time offer for PhD students and as a result, we recruited 49 new PhD student members.

We are proud to be a truly international Society and out of the 1379 current members, the geographical spread of our individual members is wide with 1003 from the UK, 181 from the rest of Europe and 195 from outside of Europe.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

81 members have been invited to become Fellows, of whom 36 have confirmed that they have fulfilled the qualifying criteria and 9 are students who can only become Fellows once they have finished their studies.

We value and appreciate the support given to us by our members and were pleased to see that of the 84 members who did not renew their subscription in 2015, 41% of these did not renew for reasons such as retirement or that membership is no longer relevant to them, so we are confident that RMS membership continues to offer a real benefit to microscopists worldwide.

Publishing

Journal of Microscopy

Report by Professor Tony Wilson Hon FRMS, General Editor

In 2015 the Journal of Microscopy published a total of 119 papers, made up of 108 original research articles, six invited reviews, two review articles and three 'hot topic' papers. The number of submission to the Journal of Microscopy (243) represents a 29% over the previous year and, of these submissions, 141 were accepted for publication. The increased number of submissions is very welcome and the Society will continue to work hard to increase this number. The Journal impact factor also rose to 2.331.

The Journal of Microscopy has an open access option so that authors can choose to pay to publish in the Online Open version of the Journal of Microscopy and sign an Open Access Agreement for the different types of Creative Commons licences. There were 15 Online Open papers published in the Journal during 2015.

The 'Short Invited Reviews' series featuring articles which explain the main ideas behind particular techniques was launched in 2011. Since then 34 papers have been published (10 in 2011, 7 in 2012, 9 in 2013, and 8 in 2014). 6 further papers were published in 2015 and 4 more authors have accepted invitations to submit.

The Journal pages on the Royal Microscopical Society's website continue to be regularly updated and feature a sample issue, details of review articles published by the Journal, Journal news, details of the current issue, as well as links to highly cited and the most frequently accessed papers together with details of the submission process. The web pages also have links to follow the Journal on Facebook and Twitter. The Journal group on Facebook has 787 likes and the Journal has 679 followers on Twitter (both continue to rise steadily, especially on Facebook). They are regularly updated with journal news, and updates together with interesting and useful links.

The Journal of Microscopy thanks the Scientific Editors; Professor Graham Dunn (King's College London, UK), Professor Chris Hawes (Oxford Brookes University, UK), Dr Bert Hecht (University of Wurzburg, Germany), Dr Richard Leapman (National Institutes of Health, USA), Professor Torsten Mattfeldt (University of Ulm, Germany), Prof. Jens Randel Nyengaard (Aarhus University, Denmark), and Professor Mark Rainforth (University of Sheffield, UK), for their hard work and contribution to the Journal.

The ISI Journal Citation Report 2014 shows the Journal of Microscopy in 3/11 place among microscopy journals published worldwide with an impact factor of 2.331.

During 2015 the Journal was promoted at 35 global conferences by our publisher John Wiley. It also had a presence at RMS events throughout the year, with promotional material, sample copies and flyers available.

The Journal of Microscopy hosted a promotional lunch at the society's mmc2015 meeting in Manchester and together with John Wiley, also held a successful publishing workshop aimed at guiding early career researchers through the publication process. We are confident that these activities, together with our other promotional efforts, will help to further increase the number of submissions to the Journal and Microscopy. The editors and editorial team are committed to working toward this goal.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

infocus Magazine

Report by Dr Adrian Burden and Professor Tim Watson, Scientific Editors

In 2015 **infocus** Magazine published 4 issues as standard, made up of 484 pages, all with colour images and attractive page layouts, this is over a 20% increase on 2014. With a total of 20 Feature Articles, 21 Reports, 3 Book Reviews, plus the Calendar, News, Journal of Microscopy Information, new RMS Member Details & Corporate Member Profiles, New Product Information and Company News.

There was a total of 36 advertisements in 2015; this is comparable to previous years (40 – 2014, 36 – 2013, 39 – 2012, 29 – 2011, 32 – 2010, 25 – 2009). A copy of **infocus** was given to every delegate who attended an RMS event in 2015, including mmc2015 and this will continue throughout the events planned for 2016.

- The Editorial Board has been established from members of each science section committee. They are:
- Dr Susan Cox, King's College London (Light Microscopy)
- Dr Rebecca Higginson, Loughborough University (Engineering and Physical Science)
- Dr Neil Thomson, Leeds University (Scanning Probe Microscopy)
- Mr Ian Titley, Institute of Cancer Research UK (Flow Cytometry)
- Dr Yau Yau Tse, Loughborough University (Electron Microscopy) – currently on maternity leave, her role is being covered by Dr Pippa Hawes
- Dr Hannah Lomax-Browne, Imperial College London (Life Sciences)

They have been tasked with encouraging submissions and suggesting articles topics as well as representing and promoting **infocus** at conferences and events. This has proved particularly fruitful, with many articles and ideas coming from the board.

The **infocus** website (www.infocus.org.uk) has been updated with the new website, this has meant that the library of previous articles is easier to search through and download. Clear information on advertising opportunities can easily be found by interested parties and submission guidelines can be viewed and downloaded. Selected published articles are promoted using the RMS Facebook and Twitter pages with links to the **infocus** website.

Although copy is looking healthy at the moment, we continue to seek new material of interest to the readership and would welcome more articles or sources of potential articles from RMS members.

Wiley Book Series

Report by Dr Susan Brooks, Handbook Editor

The RMS-Wiley Handbook Series is progressing well, with 4 books published, 8 books contracted, 2 ideas under discussion. This is very encouraging, but as detailed below many of the contracted books have been delayed. The RMS team is working closely with Wiley to assist authors wherever possible.

Published to date:

- 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 – 248, o-book – 75, e-book – 33)
- 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 – 399, o-book – 46, e-book – 40)
- Aberration-Corrected Analytical Transmission Electron Microscopy by Professor Rik Brydson (*University of Leeds*). Published 16 September 2011. (Sales to date: print – 462, o-book – 126, e-book – 51)
- Principles and Practice of Variable Pressure/Environmental Scanning Electron Microscopy by Dr Debbie Stokes. Published 14 November 2008. (Sales to date: print – 568, o-book – 89, e-book – 37)

Contracted:

- Principles and Practice of Focused Ion Beam Microscopes by Dr Dudley Finch and Dr Alexander Buxbaum.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

- Understanding Practical Light Microscopy handbook by Mr Jeremy Sanderson
- Electron Beam-Specimen Interaction and Applications in Microscopy by Dr Budhika Mendis.
- The Preparation of Geomaterials for Microscopical Study: A Laboratory Manual by Mr Owen Green and Mr Jonathan Wells.
- EELS by Professor Rik Brydson and Dr Ian MacLaren
- BioFEGSEM by Dr Bruno Humbel and Dr Roland Fleck.
- Correlative Light Electron Microscopy (CLEM) by Dr Paul Verkade and Dr Lucy Collinson
- Working with Imaging Data in the Biosciences: An Introduction by Dr Wheeler and Dr Henriques.

Under Discussion:

- Facility Management – Professor Kurt Anderson and Dr Spencer Shorte
- Practical Atomic Force Microscopy by Dr Colin Grant

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. During 2015 the website had around 35,000 unique visitors, this is slightly lower than 2014, however, with mmc2015 having its own site, the traffic was always likely to be lower with promotional material and event listings directing visitors straight to an alternative site. The mmc2015 site had over 25,000 unique views.

The average visitor duration on the site dropped further in 2015 from 3:34 to 2:38 which is disappointing. This can be partly put down to the speed issues that the website continued to experience throughout the year. In addition, 72% of visits from mobiles and 66% of visits from tablets were new sessions, suggesting users are directly accessing pages through social media, emails etc and so are not needing to spend time clicking through the site to find what they are looking for.

Around 50% of traffic to our website comes from the UK, but we also have a significant number of visitors from USA, Western Europe, India, Canada and Australia which highlights the international nature of the Society. During 2015 visitors were primarily interested in RMS Events, particularly the Flow Cytometry Course, the 2015 Scientific Imaging Competition and the Journal of Microscopy, this fulfils one of our aims for 2015 which was to increase interaction with the publications area of the site.

In December 2015, Phase 1 of the new RMS website was launched, built by Pixl8. Cubik, the previous website hosting company went into liquidation in October 2015, meaning we lost the search functionality and support for the old site but this issue went unnoticed for the majority of our visitors. Phase 1 has completely replaced the old site with new layouts and navigation. It has been designed to address the issue of decreased visitor duration by displaying relevant content, encouraging users to visit areas of the site that they may not have previously looked for. It provides the Society with more flexibility for future projects, activities and collaborations designed at a wide range of audiences. Feedback will be collated and analysed in early 2016.

Phase 2 will get underway in mid-2016 and will integrate the website with the Society's membership data held on the new CRM database, providing a new login area for our membership. It will also expand and enhance the Outreach areas. Work on the second phase will be guided by a Working Committee.

As well as the website, the Society uses Facebook, LinkedIn and Twitter to publicise events, news items, publications and anything else we think might be of interest to our members. We have continued to see an increase in numbers of followers on all platforms, Facebook page likes are up 24%, Twitter followers are up 36% and LinkedIn followers have gone up by 39%. To increase engagement with Outreach, a new Microscope Activity Kit facebook page was established in 2015 and this already has over 120 likes.

Our aim for 2016 is to successfully implement Phase 2 of the new RMS website, increasing site traffic and the average visitor duration on the site. We also aim to continue increasing our profile on social media as this is an invaluable method of raising the awareness of the Society.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

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 is staged every two years, previously in even 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 Microscience/mmc year. However, in the 2015 accounts, this comparison is easier because as mmc moved from even to odd years, the event was held consecutively in 2014 and 2015 to manage this shift.

Overall

The Society received incoming resources of £1.639M compared to £1.619M in 2014 as both 2014 and 2015 had held the mmc series event as this moved from even to odd years. The Investec portfolio value at the end of 2015 was £2.764M (£2.852). The overall value of the Society's funds, including the property and other investments at the end of 2015 was £3.936M (£4.075).

When viewing the 2015 accounts, the following points should also be noted:

- The total value of the Society's funds has decreased by almost £139K due largely to the loss suffered during the year in our investment portfolio of almost £52K, and a drop in publications income of nearly £22K.
- Significant investment was made in improvements to the building, and also to IT and infrastructure, funded by free reserves.

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 any activities in the area of its Outreach program. 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 16).

The auditors have confirmed that once again there are no governance or financial procedures that require attention, which is testimony to the commitment of the Council and Executive to continue to review and improve the management and accounting practices used by the Society. We are appreciative of the administration team at the RMS office for carrying out their duties in a highly professional manner.

Generated funds

The Society owns the St Clements building in Oxford and leases the ground floor to a restaurant and during the year a new lease was negotiated for a further 20 years from the end of the current lease expiring in 2019. During 2015 rent provided an income of £10K (£20K) The decrease being due to some rent owing as the restaurant was shut for extensive refurbishment during the year, the rent has now been brought up to date.

Investment income in 2015 was £87K (£83K) which includes bank interest and income from the charity property fund of £2,062 (£2,774). The cost of generating these funds was £36K (£39K) though a comparison between these figures should not be made as there has been a change in the way this cost is reported, the figure from previous years included some property maintenance costs which is no longer included (the actual comparative figure from 2014 is £34K, shown as a re-stated figure in these accounts).

Charitable activities

Meetings and Courses

In addition to mmc2015, during the year the Society organised five courses, six meetings and one workshop.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

Total income from Meetings was £88K (£90K), and income from courses was £122K (£122K). Expenditure on Meetings was £201K (£158K). Expenditure on Courses was £148K (£184K).

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 £139K (£130K). A breakdown of direct and indirect costs for meetings and courses can be found in Note 7 of the accounts.

Subscriptions

Income from membership subscriptions remained level £95K (£95K). We are grateful for the support given to us by our Corporate Members. There were 62 Corporate Members and 151 Student Members at the end of 2015, compared with 58 and 86 respectively.

Publications

The Society publishes the internationally recognised Journal of Microscopy and the membership magazine, infocus. In addition we have back issues dating from 1841 available through Wiley online. Together they generated income of £628K (£650K) with expenditure of £414K (£431K). The drop in income can be attributed to reduced sales derived from the backfile digitisation of the Journal of Microscopy which was to be expected at this stage but the Society has benefitted financially from this project since the backfiles went on sale, which clearly reflects the usefulness of the project as a resource.

Outreach

Outreach income of £4.5K (£10K) 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 Peter Evennett and 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.

Donations and grants

The level of donations and grants was £30K (£16K), which includes expenditure on the Microscope Activity Kits. During 2015 the Outreach committee continued to make progress with its plan to provide greater access to microscope resources by providing Microscope Activity Kits (MAK) funded from RMS resources. Each kit costs in the region of £850 to put together and the society is looking to use selected partners to expand the reach, currently 5 kits are available to support the Primary Science Teaching Trust and 4 kits to remain in circulation to Primary Schools in Ireland. There were 4 requests for refunds to primary schools for the purchase of approved microscopes in 2015, together with some funding provided for PAGEANT, a charity providing educational resources for children in the Gambia £425 (£0).

Governance costs

Governance costs were £37K (£37K), comprising costs incurred for meetings of the Council, professional fees (including the auditors), a proportion of the Administrator's salary and a matching proportion of office costs. The 2015 figure is 2.3% (2.3%) 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 maximise growth in excess of inflation in order to support future charitable activities of the Society. Should there be a future reduction in other income streams, the Society would rely on increased income from the portfolio 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.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

Investment Performance

As at the 31st December 2015 the total value of the portfolio was £2,767,113. After allowing for withdrawals, the portfolio achieved a return of £32,466 or 1.1% over the year. This compares to a return of 2.7% in the APCIMS Balanced but 1.0% in the FTSE Allshare over the corresponding period. It has been a difficult year in markets with low returns in most asset classes. The resource heavy UK market heavily underperformed the rest of the world and the portfolio has historically been relatively well represented in this sector for the yield. Specifically, the holdings in Shell, BHP and an Enquest bond pulled back the performance in Q3 and Q4. Having performed strongly through to the end of May the markets were derailed by a sudden announcement by China that they would be devaluing their currency. This caused considerable volatility over the autumn and new worries have emerged about the possibility of a further recession. The second half of the year again saw UK Gilts providing most of the performance in the benchmark, which is an area we remain underweight. The investment manager does not propose any change in strategy at this juncture and believes that markets now reflect a lot of the potential risks to earnings growth. Over the longer term, we remain confident in the strategy and the portfolio to provide a balance between income and growth with a medium risk profile.

As at 31st December the value of equities stood at £2,151,813 (£2,210,285) including property and alternative assets at £242,255, fixed interest £541,603 (£558,060) and cash deposits £64,363 (£84,389).

In 2001 the Society invested £50K in the Charities Property Fund. At the end of 2015 the Fund stood at £59,002 (£55,185). The cumulative income for the fund up to year end 2015 is now £28,900. In view of the current climate, the performance of all investments is considered favourable.

Reserves Policy

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'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.

In 2015-2016 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, running the 100 Microscope Activity Kits for the foreseeable future, with a substantial annual cost for transportation and replenishing the boxes and making investments in growing the appeal of infocus magazine.

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 £450K so provision should be made for this additional amount each year from investments, to cover the potential loss.

Twenty four months running costs equate to around £1.56 million (not including direct costs on activities). Running costs including all direct costs would be approximately £2.6 million.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

The Society is committed to running the 100 Microscope Activity Kit loan scheme for the foreseeable future at a cost of approximately £25K per year.

Unfortunately two meetings, the joint meeting with the Royal Photographic Society on Microscopy in Medical Research and Diagnosis, and the Laboratory Diagnosis of Haematological Malignancies, had to be cancelled in 2015, due to insufficient registration numbers.

The investment portfolio saw a decline of £73K during the year, largely due to the falls in the stock market in August centred around the Far East as the portfolio was still a little overweight in this area. The strategy for long term balance between income and growth is still considered appropriate for the Society so there will be no significant changes to this approach. The last quarter saw some improvements resulting in an overall loss on investment assets of £52K over the year.

The company who supported the RMS Website unfortunately went into liquidation at the end of October leaving us and a number of other charities in a very difficult position. The decision had already been taken to develop a new site which would fit the growing needs of the society so we had already done a good deal of preparation work when we were informed of the situation. Nevertheless, this did mean that we had to launch the new site earlier than we had planned, which put us under considerable pressure to deliver ahead of schedule and before we were as happy with the site as we might have been had the situation not arisen. However, the new site was well received and we have plans to gather feedback and make any modifications necessary as a result of the comments we receive.

PUBLIC BENEFIT

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 describes the activities undertaken to further its charitable purposes for the public benefit.

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 expand the number of Microscope Activity Kits to meet demand, up to a total of 100 Kits. 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 lease to the existing tenant extends to 2019 and negotiations have just been finalised to extend this for another 20 years on terms favourable to the Society. Rent for the restaurant will continue to be charged at the market rate with regular rent reviews. The flat will not be rented out through a letting agent, but may be rented on an *ad hoc* basis.

During 2013 a decision was taken to significantly modify the structure of the third floor of the building. These works started at the end of 2014 and were completed in 2015. 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 2016 in order to carry out its charitable activities.

During 2016 we will be organising some of our usual courses and workshops including the Electron Microscopy Spring School, the Light Microscopy Summer School, the Quantitative Analysis of Grain Size Course, Getting the Most from your Confocal Course, the Flow Cytometry Course, the Cryo EM Course, and the Establishing and Providing Light Microscopy Core Facility Services Course. We will be repeating the successful workshop on Enhancing your Image - An Introduction on how to colour EM images using Photoshop, which ran for the first

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

time in 2015 and introducing a new SPM course. Meetings will include the Facility Managers Meeting, the 50th Anniversary of the EM Section Meeting, the first EM-UK Meeting, the Electron Microscopy Characterisation of Organic-Inorganic Interfaces, the Electron Backscatter Diffraction (EBSD) meeting, the SPM Meeting, the Frontiers in BioImaging Meeting and the *FlowCytometryUK* Meeting. The RMS will also be hosting the International Light Sheet Microscopy Meeting as well as the FIB EM Prep Meeting and a new Automated Microscopy Meeting.

The biennial RMS Microscience conference and exhibition, Microscience Microscopy Congress (mmc) will be held again in Manchester in 2017, and will again incorporate the EMAG Conference (Electron Microscopy and Analysis Group of the Institute of Physics). Plans for the organisation of this started in 2015 and will continue throughout 2016.

We will try to increase our current membership numbers by keeping subscription rates low, with just a small increase. We will be recruiting new members at both our own events, and attending other events to promote both membership and the RMS in general. We also hope to be able to introduce a junior membership level.

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 additional income stream.

Developments in Open Access publishing will continue to be monitored carefully by the trustees and Wiley. 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 iPad's and other eBook readers.

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. Further updates will also be made to our website to improve functionality, making it more accessible on mobile devices.

During 2016 through the activities of the Outreach section, we will expand the number of Microscope Activity Kits and hope to engage with selected third parties to broaden the reach of the Kits still further. We are also currently evaluating a microscope suitable for use in secondary schools.

The RMS had a very busy year in 2015 and in addition to running events and other charitable activities, has continued to implement improvements to the IT and infrastructure, particularly the CRM system which will benefit both members and the RMS when managing membership details and make booking of events, meetings and conferences a far easier journey. Throughout the year a new website was developed and in 2016 work will continue on this project to bring increased functionality to the site.

The Society takes its responsibility for data security very seriously and started a process to obtain ISO 27001 accreditation, which we hope to achieve in 2016. ISO27001 is a standard for data security and best practice. It is becoming increasingly necessary that policies and procedures are put in place to provide adequate data security and to protect the RMS from breaches in cyber security.

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 the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

ROYAL MICROSCOPICAL SOCIETY

Report of the Board of Trustees for the year ended 31 December 2015

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.

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 28 April 2016 and signed on their behalf by: -

Professor P Nellist

Dr L Joyce

ROYAL MICROSCOPICAL SOCIETY

Independent Auditor's Report to the members of Royal Microscopical Society

We have audited the financial statements of Royal Microscopical Society for the year ended 31 December 2015 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Society's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Society's trustees 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 Society and the Society's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and nonfinancial information in the trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2015, and of its incoming resources and application of resources, 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 Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters:

Under the ISAs (UK and Ireland), we are required to report to you if, in our opinion, information in the annual report is:

- materially inconsistent with the information in the audited financial statements; or
- apparently materially incorrect based on, or materially inconsistent with, our knowledge of the Group acquired in the course of performing our audit; or
- is otherwise misleading.

ROYAL MICROSCOPICAL SOCIETY

Independent Auditor's Report to the members of Royal Microscopical Society

Under the Charities Act 2011 we are required to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

MOORE STEPHENS LLP
Chartered Accountants
Registered Auditor
Cheviot House
53 Sheep Street
Northampton
NN1 2NE

Date:

ROYAL MICROSCOPICAL SOCIETY

Statement of financial activities for the year ended 31 December 2015

	Note	Unrestricted funds £	Restricted funds £	2015 Total £	2014 Total £
Income and endowments from:					
Donations and legacies	2	-	-	-	846
Charitable activities	5	1,509,385	32,195	1,541,580	1,515,079
Other trading activities	3	10,043	-	10,043	20,350
Investments	4	87,865	16	87,881	83,527
Total		1,607,293	32,211	1,639,504	1,619,802
Expenditure on:					
Raising funds	6	35,978	-	35,978	34,336
Charitable activities	7	1,657,524	30,502	1,688,026	1,537,981
Other expenditure		2,506	-	2,506	2,979
Total		1,696,008	30,502	1,726,510	1,575,296
(Loss) / gains on investment assets	12	(51,926)	-	(51,926)	85,656
Net income / (expenditure)		(140,641)	1,709	(138,932)	130,162
Transfers between funds		-	-	-	-
Other recognised gains and losses					
(Losses) on revaluation of fixed assets		-	-	-	-
Net movement in funds		(140,641)	1,709	(138,932)	130,162
Reconciliation of funds					
Total funds brought forward at 1 January 2015		4,048,926	26,745	4,075,671	3,945,509
Total funds carried forward at 31 December 2015		3,908,285	28,454	3,936,739	4,075,671

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 21 to 30 form part of these financial statements.

ROYAL MICROSCOPICAL SOCIETY

Statement of financial activities for the year ended 31 December 2014

	Note	Unrestricted funds £	Restricted funds £	2014 Total £
Income and endowments from:				
Donations and legacies	2	846	-	846
Charitable activities	5	1,490,069	25,010	1,515,079
Other trading activities		20,350	-	20,350
Investments		83,511	16	83,527
Total		1,594,776	25,026	1,619,802
Expenditure on:				
Raising funds	6	34,336	-	34,336
Charitable activities	7	1,509,383	28,598	1,537,981
Other expenditure		2,979	-	2,979
Total		1,546,698	28,598	1,575,296
Gains on investment assets		85,656	-	85,656
Net income / (expenditure)		133,734	(3,572)	130,162
Transfers between funds		(5,702)	5,702	-
Other recognised gains and losses				
(Losses) on revaluation of fixed assets		-	-	-
Net movement in fund		128,032	2,130	130,162
Reconciliation of funds				
Total funds brought forward at 1 January 2014		3,920,894	24,615	3,945,509
Total funds carried forward at 31 December 2014		4,048,926	26,745	4,075,671

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 21 to 30 form part of these financial statements.

ROYAL MICROSCOPICAL SOCIETY

Balance sheet at 31 December 2015

	Note	2015 £	2014 £
Fixed assets			
Tangible assets	11	783,226	655,987
Listed investments	12	2,823,115	2,907,919
		<hr/>	<hr/>
		3,606,341	3,563,906
Current assets			
Debtors	13	334,978	388,609
Cash at bank and in hand	14	215,930	336,122
		<hr/>	<hr/>
		550,908	724,731
Creditors			
Amounts falling due within one year	15	(220,510)	(212,966)
		<hr/>	<hr/>
Net current assets		330,398	511,765
		<hr/>	<hr/>
Net assets		3,936,739	4,075,671
		<hr/>	<hr/>
The funds of the charity			
Restricted income funds	17	28,454	26,745
Unrestricted income funds	16	3,908,285	4,048,926
		<hr/>	<hr/>
Total charity funds		3,936,739	4,075,671
		<hr/>	<hr/>

Approved by the Council on 28 April 2016 and signed on their behalf by

P NELLIST

PRESIDENT

L JOYCE

HONORARY TREASURER

The notes on pages 21 to 30 form part of these financial statements.

ROYAL MICROSCOPICAL SOCIETY

Cash flow Statement at 31 December 2015

	Note	2015 £	2014 £
Cash flows from operating activities	21	(40,005)	(51,610)
Cash flows from investing activities:			
Dividends, interest and rents from investments		85,260	77,985
Purchase of property, plant & equipment		(198,325)	(24,766)
Proceeds from sale of investments		470,802	303,090
Purchase of investments		(457,950)	(188,461)
Movement in cash awaiting investment		20,026	(83,892)
Net cash provided by/(used in) investing activities		(80,187)	83,956
Change in cash & cash equivalents in the reporting period		(120,192)	32,346
Cash & cash equivalents at the beginning of the reporting period	22	336,122	303,776
Cash and cash equivalents at the end of the reporting period	22	215,930	336,122

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015

1. Accounting policies

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, applicable UK Accounting Standards and the Charities Act 2011.

b) 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 (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).

c) 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%
Flat fixtures and fittings	: 20% to 33 ½%
Office equipment and fittings	: 20% to 33 ½%
Microscopes	: 10%

Heritage assets

The society possesses an historical collection of microscopes and allied equipment with a current insured value of £770,660. 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 these financial statements in relation to this collection. The collection is presently in the care of the Museum of the History of Science in Oxford.

d) 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 10.

e) 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.

f) Income

All incoming resources are recognised once the charity has entitlement to the resources, it is certain 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.

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015 (continued)

g) 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 include 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 can not directly be allocated to activity cost categories are then apportioned on a basis consistent with the proportion of incoming resources for charitable activities.

h) 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.

2. Income from: Donations and legacies

	2015 £	2014 £
Donations	-	846
	<u>-</u>	<u>846</u>

3. Income from: Other trading activities

	2015 Total £	2014 Total £
Rents receivable	10,043	20,350
	<u>10,043</u>	<u>20,350</u>

4. Income from: Investments

	Unrestricted funds £	Restricted funds £	2015 Total £	2014 Total £
Bank interest receivable	4,362	16	4,378	5,542
Dividends	83,503	-	83,503	77,985
	<u>87,865</u>	<u>16</u>	<u>87,881</u>	<u>83,527</u>

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015 (continued)

5. Incoming from: Charitable activities - unrestricted

	2015 Total £	2014 Total £
Publications	628,369	650,274
Subscriptions	95,257	94,986
Meetings and courses income (see below)	242,514	212,578
Outreach	4,519	10,393
MMC2014/2015	570,921	546,848
	<u>1,541,580</u>	<u>1,515,079</u>

Meetings and courses income is made up as follows:

	2015 £	2014 £
Meetings	88,025	90,386
Courses	122,294	122,192
	<u>210,319</u>	<u>212,578</u>

6. Expenditure on: Raising funds

	2015 Total £	2014 Total £
Brokers' management fees	35,978	34,336
	<u>35,978</u>	<u>34,336</u>

7. Expenditure on: Charitable activities

	Support costs £	Direct costs £	2015 Total £	2014 Total £
Publication costs	165,634	248,527	414,161	431,346
Subscriptions	33,499	30,679	64,178	51,426
Meetings	43,228	157,942	201,170	158,042
Courses	43,014	105,375	148,389	184,384
Outreach	1,589	34,431	36,020	45,255
MMC2015	200,779	554,964	755,743	612,753
Grants payable	-	30,568	30,568	15,611
Merchandise	-	-	-	2,057
Governance costs	27,797	10,000	37,797	37,107
	<u>515,540</u>	<u>1,172,486</u>	<u>1,688,026</u>	<u>1,537,981</u>

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015 (continued)

7. Charitable activities (continued)

Grants payable are made up as follows:

	2015 Total	2014 Total
	£	£
Activity kit equipment and logistics	15,105	12,491
Microscopes in schools	425	40
Donations and grants (unrestricted)	<u>15,038</u>	<u>3,080</u>
	<u>30,568</u>	<u>15,611</u>

8. Allocation of support costs

	Publications	Subscrip tions /Membe rship	MMC2015	Meetings and courses	Outreach	Governance	Total 2015	Total 2014
	£	£	£	£	£	£	£	£
Office overheads								
Rates	775	157	939	403	7	-	2,281	2,037
Heating and lighting	1,147	232	1,390	597	11	-	3,377	3,252
Insurance	2,449	495	2,969	1,275	24	-	7,212	5,641
Council and committee general expenses	8,179	1,654	9,914	4,259	78	17,344	41,428	34,973
Printing and stationery	3,324	672	4,030	1,731	32	3,013	12,802	9,526
Advertising	5,791	1,171	7,020	3,015	56	-	17,053	13,525
Public Relations	1,165	236	1,412	606	11	-	3,430	13,502
Postage	916	185	1,110	477	9	-	2,697	5,251
IT Infrastructure	8,879	1,796	10,764	4,623	85	-	26,147	28,737
Telephone	1,412	285	1,711	735	14	-	4,157	4,260
Professional fees	1,072	217	1,299	558	10	440	3,596	1,942
Audit and accountancy	-	-	-	-	-	7,000	7,000	7,000
Bookkeeping fees	750	152	910	391	7	-	2,210	2,220
Bank charges	3,028	613	3,671	1,577	28	-	8,917	9,701
Repairs and renewals								
Property	4,210	852	5,104	2,192	40	-	12,398	19,032
Equipment	3,624	733	4,393	1,887	35	-	10,672	6,789
Depreciation								
Office	18,294	3,700	22,176	9,525	176	-	53,871	18,594
Freehold property	4,726	955	5,729	2,461	45	-	13,916	12,650
Loss on disposal of fixed assets								-
Input VAT not recovered	25,197	5,096	30,543	13,120	242	-	74,198	79,445
Catering	2,253	456	2,731	1,173	22	-	6,635	6,052
Parking	3,137	635	3,803	1,634	30	-	9,239	9,115
Staff training	664	134	805	346	6	-	1,955	1,939
Staff travel	483	98	586	252	5	-	1,424	1,812
Health insurance	1,260	255	1,527	656	12	-	3,710	4,917
Subscriptions	1,213	245	1,470	631	12	-	3,571	2,165
Exchange rate gain	27	5	32	14	-	-	78	(1,164)
Bad debts	2,579	521	3,126	1,343	25	-	7,594	1,706
Sponsorship	1,251	253	1,516	651	12	-	3,683	5,023
								309,642
Wages and Salaries	57,829	11,696	70,099	30,110	555	-	170,289	104,466
	<u>165,634</u>	<u>33,499</u>	<u>200,779</u>	<u>86,242</u>	<u>1,589</u>	<u>27,797</u>	<u>515,540</u>	<u>414,108</u>

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 2015 (continued)

8a. Governance costs

	2015 £	2014 £
Support costs (note 8)	27,797	27,107
Direct wages	10,000	10,000
	<u>37,797</u>	<u>37,107</u>

9. Net incoming/(outgoing) resources

	2015 £	2014 £
This is stated after charging:		
Depreciation	71,086	34,790
Auditors' remuneration:		
Audit services	7,000	7,000
	<u>78,086</u>	<u>41,790</u>

10. Staff costs

Staff costs during the year amounted to:

	2015 £	2014 £
Salaries and wages	361,461	294,259
Social security costs	31,356	28,570
Other pension costs	31,945	25,336
	<u>424,762</u>	<u>348,165</u>

The number of employees whose emoluments amounted to over £60,000 during the year was nil (2014: nil).

The average number of employees (full-time equivalent) analysed by function was:

	Number	Number
Charitable activities	10	10
Governance	1	1
	<u>11</u>	<u>11</u>

The members of the Council of Management received no remuneration for their services (2014: £Nil).

Travel and subsistence expenses reimbursed to 21 members of the Council of Management totalling £13,859 (2014: £18,648 to 21 members).

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015 (continued)

11. Tangible assets

	Microscopes	Freehold property	Office equipment and fittings	Flat fixtures and fittings	Total
Cost or valuation:	£	£	£	£	£
1 January 2015	23,022	632,500	150,390	31,469	837,381
Additions	-	63,342	134,983	-	198,325
31 December 2015	23,022	695,842	285,373	31,469	1,035,706
Depreciation:					
1 January 2015	10,359	12,650	131,886	26,499	181,394
Provided this year	2,302	13,917	53,872	995	71,086
31 December 2015	12,661	26,567	185,758	27,494	252,480
Net book value:					
31 December 2015	10,361	669,275	99,615	3,975	783,226
31 December 2014	12,663	619,850	18,504	4,970	655,987

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

	Freehold property	
	2015	2014
	£	£
Net book value at end of year	669,275	619,850
Historical cost		
At 1 January 2015	110,217	92,717
Improvements	63,342	17,500
At 31 December 2015	173,559	110,217
Depreciation		
At 1 January 2015	91,196	88,992
Charge for the year	3,471	2,204
At 31 December 2015	94,667	91,196
Net Historical cost value		
At 31 December 2015	78,892	19,021
At 31 December 2014	19,021	3,725

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 2015 (continued)

12. Fixed asset investments	2015	2014
	£	£
Listed investments:		
Market value 1 January 2015	2,907,919	2,853,000
Additions	457,950	188,461
Disposals	(470,802)	(303,090)
Realised gains/(losses) on disposals	97,766	(14,161)
Unrealised gains/(losses)	(149,692)	99,817
Movement in cash awaiting investment	<u>(20,026)</u>	<u>83,892</u>
Market value 31 December 2015	<u>2,823,115</u>	<u>2,907,919</u>

	2015	2014
	£	£
Investments at market value comprised:		
Equities	2,151,813	2,210,285
UK fixed interest securities	547,937	558,060
Cash deposits	64,363	84,389
Open ended investment fund	<u>59,002</u>	<u>55,185</u>
	<u>2,823,115</u>	<u>2,907,919</u>

The trustees consider individual holdings at 31 December 2015 in excess of 5% of the portfolio value to be material. At 31 December 2015 there were no such holdings.

	2015	2014
	£	£
Listed investments at cost		
1 January 2015	1,979,051	2,046,888
Additions	460,655	188,461
Disposals	<u>(373,037)</u>	<u>(256,298)</u>
31 December 2015	<u>2,066,669</u>	<u>1,979,051</u>

13. Debtors	2015	2014
	£	£
Trade debtors	86,632	78,726
Other debtors	171,293	198,292
VAT recoverable	1,395	6,632
Prepayments and accrued income	<u>75,658</u>	<u>104,959</u>
	<u>334,978</u>	<u>388,609</u>

14. Cash at bank and in hand	2015	2014
	£	£
Bank current accounts	215,930	335,360
Petty cash	<u>-</u>	<u>762</u>
	<u>215,930</u>	<u>336,122</u>

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015 (continued)

15. Creditors: Amounts falling due within one year	2015	2014
	£	£
Trade creditors	69,742	29,848
Accruals and deferred income (see 15a)	112,704	148,110
Other taxes and social security	10,241	8,914
Pension	12,778	146
Other creditors	15,045	25,948
	<u>220,510</u>	<u>212,966</u>

15a. Deferred income	Membership	Meetings and courses	MMC	2015	2014
	£	£	£	£	£
At 1 January 2015	39,663	26,283	57,966	123,912	323,004
Released to incoming resources	(39,663)	(26,283)	(57,966)	(123,912)	(323,004)
Deferred in the year	41,338	62,526	-	103,864	123,912
At 31 December 2015	41,338	62,526	-	103,864	123,912

Deferred income related to membership fees, MMC 2015 and meetings and courses income invoiced in advance.

16. Unrestricted funds

	Balance 1 January 2015	Movement in resources Incoming	Outgoing	Transfer between funds	Investment Gains and Revaluation of assets	Balance 31 December 2015
	£	£	£	£	£	£
Accumulated Fund	347,969	1,515,440	(1,594,087)	(53,427)	-	215,895
Capital Fund	3,343,457	87,322	(49,895)	163,432	(51,926)	3,492,390
Designated Funds:						
Building Fund	112,500	-	-	(72,500)	-	40,000
Outreach Fund	100,000	4,531	(52,026)	47,495	-	100,000
IT Fund	145,000	-	-	(85,000)	-	60,000
	<u>4,048,926</u>	<u>1,607,293</u>	<u>(1,696,008)</u>	<u>-</u>	<u>(51,926)</u>	<u>3,908,285</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.

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.

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015 (continued)

17. Restricted funds

	Balance 1 January 2015 £	Movement in resources Incoming £	Outgoing £	Transfer Between funds £	Balance 31 December 2015 £
Pearse Prize Fund	15,240	16	-	-	15,256
BBSRC Bursary Fund	2,130	-	(1,706)	-	424
TOSCA	9,375	32,195	(28,796)	-	12,774
	<u>26,745</u>	<u>32,211</u>	<u>(30,502)</u>	<u>-</u>	<u>28,454</u>

Name of fund

Purpose of fund

Pearse Prize Fund

To fund the award of the Pearse Prize Medal

BBSRC Fund

To provide bursaries to enable members of the BBSRC institutes to attend RMS meetings or courses

TOSCA

To fund the annual TOSCA event

18. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	2015 Total £	2014 Total £
Tangible fixed assets	783,226	-	783,226	655,987
Listed investments	2,823,115	-	2,823,115	2,907,919
Debtors	334,978	-	334,978	388,609
Cash at bank and in hand	187,476	28,454	215,930	336,122
Creditors	(220,510)	-	(220,510)	(212,966)
	<u>3,908,285</u>	<u>28,454</u>	<u>3,936,739</u>	<u>4,075,671</u>

19. Capital commitments

There were capital commitments contracted at the year-end totalling £nil (2014: £77,538).

20. Related party transactions

There were no transactions with related parties as required to be disclosed under FRS 8.

ROYAL MICROSCOPICAL SOCIETY

Notes to the accounts for the year ended 31 December 2015 (continued)

21. Reconciliation of net (expenditure)/income to net cash flow from operating activities	2015	2014
	£	£
Net (expenditure)/income for the year	(138,931)	130,162
Adjustments for:		
Depreciation charges	71,086	34,790
Losses/(gains) on investments	51,196	(85,656)
Dividends, interest & rents from investments	(83,503)	(77,985)
Decrease in debtors	52,603	128,952
Increase/(decrease) in creditors	7,544	(181,873)
Net cash used in operating activities	(40,005)	(51,610)

22. Analysis of cash and cash equivalents	2015	2014
	£	£
Cash at bank	215,930	335,360
Petty cash	-	762
	215,930	336,122