



Association for Media Education in Scotland  
Scottish Charity Number SC029408

## Trustees' Annual Report for the year ending 31st January 2016

### Contact Address:

The Association for Media Education in Scotland (AMES) can be contacted c/o Des Murphy (Secretary), 24 Burnett Place, Aberdeen, AB24 4QD

### Current Trustees:

The members of the committee during the year to 31st January 2016, were:

Rob McDermott (Convenor)	Des Murphy (Secretary)
Robert Preece (Treasurer)	Wendy Elrick
Keith Hay	Rick Instrell
Steve James	Julie Laing
Catriona Smith (from 13th June 2015)	Liz Roberts (stood down June 2015)
Lorraine Teviotdale	

### Governing Document

The Association is a charitable unincorporated association and the purposes and administration arrangements are set out in the constitution.

### Recruitment and appointment of Trustees, their remuneration and expenses

All of the Association's Trustees are appointed or reappointed by the members at the annual general meeting which is normally held in the early summer of each year, generally following the annual conference in May or June, or are subsequently co-opted. The trustees did not receive any remuneration during the year, but payments were made for travel to and from committee meetings. An honorarium was paid to the editor of the *Media Education Journal* who is a trustee (see note 2 on page 3).

### Charitable purposes

Our purposes, as set out in our constitution, are to advance all aspects of Media Education throughout the Scottish educational system, and to develop and encourage a fuller understanding and appreciation of the value and benefits of media education throughout the public at large.

### Activities and achievements

During the year the Association continued its programme of activities, including running a successful conference in Forth Valley College, Stirling, in June, which brought the Association to the attention of many across the broad spectrum of media educators in Scotland. Two issues of the *Media Education Journal* were published, as were several copies of a newsletter for members. The committee has continued to liaise with officials of Creative Scotland, Education Scotland and the Scottish Qualifications Authority as well as Into Film and Scottish Film over issues relevant to the teaching of Media. Members of the committee have continued to be involved in the SQA Media award as well as engaging in discussions concerning a Teaching Media PDA. The coming year will proceed broadly along the same lines as 2015/2016 with another conference being held in Stirling in June.

### Reserves

Finances are relatively sound. Financial assistance of £1200 from BFI and IntoFilm allowed members' fees for the annual conference to be significantly reduced. Taking this into account the conference ran at a surplus of roughly £560. Further assistance for the 2016 conference will also allow reduced members' fees. The general income and expenditure (excluding the conference) ran with a deficit of about £250, but again Gift Aid has not been claimed during the past year. BFI also funded a mail-shot to our members, to the value of £300. Membership fees and Journal subscriptions both increased slightly, reflecting a slightly increased membership and the effects of the subscription increases a couple of years ago. Expenses have increased for both National Committee meetings and the operation of the website, but neither of these are major issues. Financial reserves are adequate to cover any shortfall in conference income and/or increased costs of production of the *Media Education Journal*. One issue of the *MEJ* in the current financial year is expected to be larger than normal.

Approved by the Trustees and signed on their behalf:

Rob McDermott (Convenor)  
9th May 2016

# ASSOCIATION FOR MEDIA EDUCATION IN SCOTLAND

Scottish Charity No. SC029408

## INCOME AND EXPENDITURE, 1st FEBRUARY 2015 TO 31st JANUARY 2016

	2015	2014
<b>INCOME</b>		
Membership fees	£2275.00	£2064.00
Subscriptions to MEJ	£941.00	£929.50
Fees for conference/day school	£1480.00	£2090.00
Grants: Conference (BFI/IntoFilm) & mail shot (BFI) see note 5	£1500.00	£1100.00
Gift Aid refund	£0.00	£0.00
Bank interest: general account	£1.98	£1.56
conference account	£2.59	£2.40
	£4.57	£3.96
	£6200.57	£6187.46
<b>EXPENDITURE</b>		
Journal: Production	£1560.00	£1470.00
Honoraria	£430.00	£420.00
Post/Stationery/Telephone see note 2	£447.12	£415.99
	£2437.12	£2305.99
National Committee meeting expenses	£723.64	£531.70
Conference: Venue costs	£1527.50	£1200.00
Speakers' fees and expenses	£460.65	£319.48
Other expenses	£131.47	£128.26
	£2119.62	£1647.74
Postage/Stationery (secretary/treasurer)	£269.25	£33.10
Direct Debit Bank charges	£84.29	£84.67
Other:		
Web site development and maintenance	£236.64	£104.54
Representing AMES at other meetings	£17.00	£8.30
	£5887.56	£4716.04
Surplus (deficit) for year	£313.01	£1471.42

## BALANCE SHEET AS AT 31st JANUARY 2016

		Previous year
<b>Bank and Cash in hand:</b>		
Balance 1st February 2015 - general a/c	£2131.10	£1044.34
- conference a/c	£5819.96	£5435.30
Surplus (deficit) for year - general a/c	£950.04	£1029.16
- conference a/c	<u>(£637.03)</u>	<u>£442.26</u>
	<u>£313.01</u>	<u>£1471.42</u>
Closing balance (31st January 2016)	<u>£8264.07</u>	<u>£7951.06</u>
<b>Reserves:</b>		
<b>Royal Bank of Scotland:</b>		
- general account	£3369.84	£2141.10
less: cheques uncashed at a/c date	<u>(£288.70)</u>	<u>(£10.00)</u>
	£3081.14	£2131.10
- conference account	£5182.93	£5819.96
less: cheques uncashed at a/c date	<u>£0.00</u>	<u>£0.00</u>
	<u>£5182.93</u>	<u>£5819.96</u>
Closing balance	<u>£8264.07</u>	<u>£7951.06</u>
<b>Assets:</b>		
Publications (see note 3)	£0.00	£0.00
<b>Liabilities:</b>		
The Association has no material liabilities or obligations		

### NOTES:

1. The Association maintains two bank accounts, one a general account and the other for conferences and day schools. No part of either account forms a restricted fund.
2. Trustees' remuneration and expenses: the editor of the *Media Education Journal* received an honorarium of £400 (2014: £400). A member who is not a trustee received an honorarium for proof reading of £40 in 2015 (2014: £20).
3. The assets of the Association include stocks of current and back issues of the *Media Education Journal* which are unlikely to be sold other than in very small quantities, and therefore have been valued at nil.
4. Invoices to the value of £120, had been issued but were unpaid at the end of the financial year.
5. Grants totalling £1200 were received from IntoFilm and BFI towards the costs of the annual conference; the sum of £300 was received from BFI towards the costs of a mailing on their behalf to members.

Signed:

Robert G. Preece  
(Treasurer)  
27th February 2016

# **Independent Examiner's Report to the Trustees of the Association for Media Education in Scotland (Scottish Charity No. SC029408)**

I report on the accounts of the charity for the year ended 31st January 2016 which are set out on pages 2 to 3 of this document.

## **Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended ("the 2006 Regulations")). The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

## **Basis of Independent Examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

## **Independent Examiner's statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: [E.R.Wiseman]

Name: Eric R. Wiseman

Address: 37 Innes Street, Inverness, IV1 1NP

Date: 15th March 2016