



Association for Media Education in Scotland
Scottish Charity Number SC029408

Trustees' Annual Report for the year ending 31st January 2017

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 2017, were:

Mary Birch (Convenor)	Des Murphy (Secretary)	Robert Preece (Treasurer)
Kirsty Brown (from June 2016)	Wendy Elrick	Keith Hay (until June 2016)
Rick Instrell	Steve James	Julie Laing
Emma McCluskey (from June 2016)	Rob McDermott	Catriona Smith (until June 2016)
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 has continued its programme of activities, including running a Conference in Stirling in June as well as an additional Winter event, *Seeing Beyond the Veil*, providing valuable curriculum resources for teachers. Two issues of the *Media Education Journal* were published – MEJ 59 and MEJ 60, the latter was significantly longer than usual in recognition of a historical milestone. In addition, regular electronic newsletters were sent to members. The Committee has continued to liaise with various media institutions in Scotland to engage on issues concerning media education. Members of the Committee have continued to be involved in delivering SQA (Scottish Qualifications Authority) qualifications. Further progress has been made with Professional Development Awards (PDAs) relating to media education. The coming year sees our conference taking place in June at Edinburgh University. It will focus on young people, media and politics.

Reserves

Finances are still relatively sound, even though we incurred a deficit of over £1700 during the year. Part of this was due to an agreement to subsidise the November day school in Dundee – this amounted to about £500. The main conference in June, even with the grants of £1200 (held in the general account), also ran at a loss of about £800, due to the limited number of delegates attending, and consequent higher costs per head. Other expenses are in line with previous years. A claim to HM Revenue and Customs (Charities) produced Gift Aid income of £455, covering the last three years. Income from membership fees was down slightly, but *Journal* subscriptions fluctuate yearly, depending on the precise date when subscription agencies make their payments to us. Reserves are adequate for the future, although continual care is needed to ensure that costs are kept under control.

Approved by the Trustees and signed on their behalf:

A handwritten signature in black ink, appearing to read 'Mary Birch', is written over the printed name.

Mary Birch (Convenor)
18th March 2017

ASSOCIATION FOR MEDIA EDUCATION IN SCOTLAND

Scottish Charity No. SC029408

INCOME AND EXPENDITURE, 1st FEBRUARY 2016 TO 31st JANUARY 2017

	2016	2015
INCOME		
Membership fees	£2030.00	£2275.00
Subscriptions to <i>MEJ</i>	£647.00	£941.00
Fees for conference/day school	£940.00	£1480.00
Grants: conference (BFI & IntoFilm) <i>see note 5</i>	£1200.00	£1500.00
Gift Aid refund	£454.97	£0.00
Bank interest: general account	£2.36	£1.98
conference account	£2.01	£2.59
	£4.37	£4.57
	A £5276.34	A £6200.57
EXPENDITURE		
Journal: Production	£1574.80	£1560.00
Honoraria <i>see note 2</i>	£460.00	£430.00
Post/Stationery	466.90	£447.12
	£2501.70	£2437.12
National Committee Meeting expenses	£731.36	£723.64
Conference (2016 and 2017), Day School (2017 only):		
Venue costs	£2198.00	£1527.50
Speakers' fees and expenses	£928.19	£460.65
Other expenses	£298.06	£131.47
	£3424.25	£2119.62
Postage/Stationery (secretary/treasurer) [2016 figure includes BFI mailshot – <i>see note 5</i>]	£56.33	£269.25
Direct Debit charges	£83.36	£84.29
Other: Web site development/maintenance	£216.31	£236.64
Representing AMES at other meetings	£0.00	£17.00
	B £7013.31	B £5887.56
Surplus (deficit) for year [A – B]	(£1736.97)	£313.01

BALANCE SHEET AS AT 31st JANUARY 2017

	This year	Previous year
At Bank: cash available		
Balance 1st February 2016 – general a/c	£3081.14	£2131.10
– conference a/c	£5182.93	£5819.96
Surplus (deficit) for year – general a/c	£745.27	£950.04
– conference a/c	(£2482.24)	(£637.03)
	(£1736.97)	£313.01
Closing balance, 31st January 2017	£6527.10	£8264.07
Reserves:		
Royal Bank of Scotland:		
– general account	£4047.85	£3369.84
less: cheques uncashed at a/c date	(£221.44)	(£288.70)
	£3826.41	£3081.14
– conference account	£2700.69	£5182.93
less: cheques uncashed at a/c date	£0.00	£0.00
	£2700.69	£5182.93
Closing balance, 31st January 2017	£6527.10	£8264.07
Assets:		
Publications (see note 3)	£0.00	£0.00
Liabilities:		
The Association has no material liabilities or obligations		

NOTES:

1. The Association maintains two bank accounts, one a general account and the other for operating 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 (2015: £400). Two members who are not trustees received total honoraria for proof reading of £60 in 2016 (2015: £40).
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. No invoices 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 in both 2016 and 2015; the sum of £300 was received in 2015 from BFI towards the costs of a mailing on their behalf to members.

Signed:



Robert G. Preece
(Treasurer)
20th February 2017

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 2017 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:



Name: Eric R. Wiseman

Address: 37 Innes Street, Inverness, IV1 1NP

Date: 26 February 2017