



Association for Media Education in Scotland
Scottish Charity Number SC029408



Trustees' Annual Report for the year ending 29th February 2020

Contact Address:

The Association for Media Education in Scotland (AMES) can be contacted c/o Isabel Sarran (Secretary), 18 Elderside, Peterculter, Aberdeen, AB14 0XE

Current Trustees:

The members of the committee during the year to 29th February 2020, were:

Wendy Elrick (Convenor)	Isabel Sarran (Secretary)	Robert Preece (Treasurer)
Steve James	Des Murphy	Catriona Smith
Lorraine Teviotdale	Rob O'Neill (from 11.2019)	Kirsty Brown (from 11.2019)
Mhairi Johnstone (from 11.2019)	Robert Duffin (to 11.2019)	Mary Birch (to 11.2019)
Julie Laing (to 11.2019)		

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. The 2019 AGM was in November, due to the revised timing of the annual conference. 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 also 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

In November 2019, the Association ran a conference themed around Society. It was attended by representatives from secondary schools, further education colleges, educational organisations and academics. The keynote was delivered by Alex Law from Abertay University and there were workshops from groups such as the BBC and the SQA as well as many other contributions. Financial support was gratefully received from Creative Scotland. This was the first conference that we ran in November and it had to be moved to the end of the month to avoid clashing with an SQA event. The committee is now planning the next conference which will take place in October or November 2020.

AMES continues to publish the *Media Education Journal* and has also issued regular newsletters. The website is also regularly maintained with resources and information being added. AMES has worked with the SQA as part of the Qualification Steering Team and continues to offer feedback on the widening range of qualifications on offer.

Reserves

The accounts for the 2019/20 financial year are reasonably satisfactory. The Conference account appears to show a significant loss of almost £630, but the grant from Creative Scotland is paid in two parts. The balance, amounting to £600, should be paid early in the new financial year. This grant helps hold the conference fees at a low level, especially for members, but the timing of the conference in late November seems to have affected attendance. The general account shows a slight surplus, but this is due to a claim for Gift Aid refunds of £465 – this was submitted to cover a three year period. Costs of holding national committee meetings and in producing the *Media Education Journal* continue to rise, and have been only partly offset by the rise in the level of membership fees and subscriptions to the *Journal*. The donation from the collection taken at Rick Instrell's funeral is liable to be expended in the current financial year. Every effort has to be made to increase membership and to restrict expenditure.

Approved by the Trustees (via Skype) and signed on their behalf:

Wendy M Elrick

Wendy Elrick (Convenor)

1st April 2020

ASSOCIATION FOR MEDIA EDUCATION IN SCOTLAND

Scottish Charity No. SC029408

INCOME AND EXPENDITURE, 1st MARCH 2019 TO 29th FEBRUARY 2020

	2019/20	2018/19 (13 months)
INCOME		
Membership fees	£2265.00	£2130.00
Subscriptions to <i>MEJ</i>	663.50	657.50
Fees for conference/day school	525.00	630.00
Grants: conference <i>see note 5</i>	2000.00	3600.00
Donation <i>see note 6</i>	0.00	700.00
Posters <i>see note 3</i>	36.00	208.00
Gift Aid refund (<i>covering 3 years</i>)	465.26	0.00
Bank interest: general account	£1.83	£2.06
conference account	1.96	£1.70
	3.79	3.76
	A £5958.55	A £7929.26
EXPENDITURE <i>see note 7</i>		
Journal: Production	£1821.54	£1780.00
Honoraria <i>see note 2</i>	480.00	460.00
Post/Stationery	258.10	439.62
	£2559.64	£2679.62
National Committee Meeting expenses	533.70	£712.10
Conference:		
Venue costs	2344.00	2205.75
Speakers' fees and expenses	283.66	298.00
Other expenses (incl. committee)	527.90	791.58
	3155.56	3295.33
Posters <i>see note 3</i>	0.00	135.80
Postage/Stationery (secretary/treasurer)	45.05	43.54
Direct Debit charges	113.79	100.84
Other: Web site development/maintenance	122.40	203.99
Representing AMES at other meetings	0.00	0.00
Gift	0.00	40.00
	B £6530.14	B £7211.22
Surplus (deficit) for year [A – B]	(£571.59)	£718.04

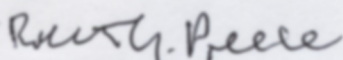
BALANCE SHEET AS AT 29th FEBRUARY 2020

	This year	Previous 13 months
Cash available:		
Balance 1st March 2019 – general a/c	£2572.58	£2790.91
– conference a/c	3750.28	£2813.91
Surplus (deficit) for year – general a/c	£57.01	(£218.33)
– conference a/c	(628.60)	£936.37
	(571.59)	£718.04
Closing balance, 29th February 2020 (28th Feb 2019)	£5751.27	£6322.86
Reserves:		
Royal Bank of Scotland:		
– general account	2649.59	£2636.88
<i>less: cheque uncashed at a/c date</i>	(20.00)	(£64.30)
	2629.59	£2572.58
– conference account	3139.68	£3750.28
<i>less: cheque uncashed at a/c date</i>	(18.00)	£0.00
	3121.68	£3750.28
Closing balance, 3rd March 2020 (28th Feb.2019)	£5751.27	£6322.86
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 (2018/19: £400). Two members who are not trustees received total honoraria for proof-reading of £80 (2018/19: £60).
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. Classroom posters were produced in 2018, with the production costs shared with the late Rick Instrell; income given here represents sales.
4. One invoice, for £40, had been issued but was unpaid at the end of the financial year.
5. A grant for £2000 was received from Creative Scotland towards the costs of the annual conference in November 2019, and the balance of £600 is expected in the new financial year (2018: £1200 from Film Nation and Scottish Film).
6. The donation represents the proceeds of the collection taken at the funeral of Rick Instrell, and is currently held in the general a/c pending a decision on its use for the benefit of the Association.
7. During this financial year three sums of money were fraudulently removed from the Conference Account. However, our bankers have refunded these sums in full, and the sums involved have been excluded from these accounts.

Signed:



Robert G. Preece (Treasurer)
21st March 2020

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 13-month period ended 29th February 2020, 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

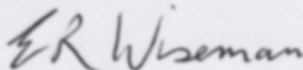
In the course of my examination, no matter has come to my attention:

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

26 March 2020