



## **TRUSTEES' REPORT & FINANCIAL STATEMENTS FOR THE PERIOD 1 JANUARY 2018 TO 31 DECEMBER 2018**

### **LEGAL & ADMINISTRATIVE INFORMATION**

|                              |   |
|------------------------------|---|
| <b>CHARITY NUMBER</b>        | 1169953   |
| <b>LEGAL FORM</b>            | Charitable Incorporated Organisation formed under the Charities Act 2011  |
| <b>TRUSTEES AT 31/12/18</b>  | Roy Blunt (Treasurer), Jane Clark, Peter Crabb (Secretary), Mike Foley, Cedric Longville, Nick Pollock and Philip Wallace (Chairman);   |
| <b>GOVERNING INSTRUMENT</b>  | Constitution as incorporated on 31/10/16  |
| <b>OBJECTS</b>               | To advance education in the science of astronomy and related subjects for the public benefit by furthering the knowledge of its members, promoting and conducting observations, and by providing facilities for active participation in astronomical observation  |
| <b>CONVERSION TO CIO</b>     | The members of the Cardiff Astronomical Society agreed at an Extraordinary General Meeting on 21 July 2016 that the Society should become a Charitable Incorporated Organisation (CIO). The Cardiff Astronomical Society (CIO) was formed and registered as a charity on 31 October 2016 when it took over all the activities of the former Cardiff Astronomical Society. |
| <b>INSPECTOR OF ACCOUNTS</b> | Philip Smith  |
| <b>SOCIETY MEMBERSHIP</b>    | The Society had 276 paid-up members as at 31 December 2018.   |

### **THE SOCIETY'S ACTIVITIES DURING THE PERIOD 1 JANUARY 2018 TO 31 DECEMBER 2018**

**Trustees/Committee** - The Trustees met three times and the Committee on seven occasions during 2018. The Trustees have delegated most of their duties and powers to the Committee which, thus, takes care of the main operational issues. Action was taken to ensure the Society complied with the General Data Protection Regulation which came into effect on 25 May 2018.

**Fortnightly Talks** - It was another busy and successful period for the Society which continued to hold well-attended evening meetings for members every other week from September to July to listen to talks given by visiting astronomical experts including, in particular, academics from the School of Physics and Astronomy at Cardiff University. A total of 20 lectures were given between 1 January 2018 and 31 December 2018. With one talk having to be cancelled because of adverse weather conditions.

## **Public Events**

13 January 2018 (Star Attractions Day at the National Museum of Wales, Cardiff) - The Society was a guest participant at this event which was hosted by the museum. CAS had its usual place in the foyer, alongside fellow astronomical societies from South Wales, and was able to provide help and advice to people thinking of starting out on the astronomy road. The Society's telescopes were also on display for the public to use. Some three thousand visitors poured through the doors on the day.

23 June 2018 (Solar Observing Day at the Brecon Beacons Visitor Centre in Libanus) - Star parties and observing sessions were plentiful throughout the year but this event, held with the Brecon Beacons National Park Authority, was probably the most popular. It could not have been a better day - the Sun was shining, it was warm, and the crowds turned up in their hundreds. Visitors were not disappointed as they looked through the Society's equipment ably helped by CAS volunteers. Sunspots 2715 and 2713 were present on the day but only 2715 could easily be viewed perhaps because it was much darker and cooler than 2713 and in view of its more favourable position on the Sun. Society members explained to the keen and enquiring observers looking through the telescopes what sunspots are, how they form and what occurs during the Solar Cycle. Throughout the day, CAS members were on hand to answer any general astronomy questions from the public and to promote the Society. An article about the event, produced by the Society, was published in *AstronomyNow* magazine.

29 September 2018 (SPA/CAS Lectures at Cardiff University) - In response to a call from the Society for Popular Astronomy (SPA) for local astronomical societies to co-host a series of talks with them, SPA and CAS held this special afternoon of meetings. The aim of the session was to bring the two societies together, meet members old and new, promote what each of the societies does, and enjoy an afternoon of talks. The speakers came from CAS, the University of Central Lancashire and the Royal Observatory in Edinburgh.

26 October 2018 (Stargazing with Dark Sky Wales at the Brecon Beacons Visitor Centre) - This was the Society's first ever stargazing evening with DSW. It proved to be a highly successful event, with perfect weather, and will therefore be repeated whenever possible. The Society provided binoculars for visitors and gave short, guided tours of the night sky. CAS representatives were on hand to answer visitors' questions and give advice on the Society's activities. The Society also gave several talks and put on a display of meteorites (loaned from the National Museum of Wales, Cardiff and the Science and Technology Facilities Council) together with educational booklets and leaflets suitable for astronomers of all ages. Unfortunately, when a bright waning Moon rose in the sky, its brilliance drowned out many of the dimmer celestial objects and the Milky Way became invisible. However, lunar viewing through the telescopes was enjoyed by many visitors some of whom attached their cameras to the telescopes to create impressive images of the Moon.

17 November 2018 (Space Capsule Family Day at the National Museum of Wales, Cardiff) - The highlight of the year for CAS was taking part in the Tim Peake Family Fun Day at the Museum. 3,600 people came through the doors to enjoy a day of all things space-themed! The main feature was of course the Soyuz space capsule which Tim Peake, Tim Kopra and Yuri Malenchenko shared in their descent back to Earth in June 2016 after their six-month stint on the International Space Station. The virtual reality experience was a must and all volunteer members at the museum gained a free experience, thanks to Tim Peake's narration, of what it was like on the descent back to Earth. The Society sold a lot of merchandise on the day and seemed to have drummed up a lot of new interest in astronomy.

**Observatory** - For regular stargazing events and occasional solar viewing the Society continues to run its own excellent Observatory, situated in the grounds of the Dyffryn Gardens, just outside Cardiff. Amongst other astronomical equipment, the Observatory houses a state-of-the-art 11" HD computer-driven telescope for use at star parties and observing sessions.

**Library** - The Society continued to maintain a comprehensive Library of astronomical books which is available for use by all members attending the fortnightly talks.

**UKMON (UK Meteor Observation Network)** - CAS continued to provide observational data to UKMON from two Cardiff-based cameras. On 20 October 2018, CAS co-ordinated and hosted, at the National Museum Cardiff, the fourth UKMON Collaboration Meeting.

**Website** - The Society's website is at <http://www.cardiff-astronomical-society.co.uk/>

**STATEMENT OF ACCOUNTS FOR THE PERIOD 1 JANUARY 2018 TO 31 DECEMBER 2018 (in £)**

| <b>Available Funds at 1 January 2018</b>  |                 | <b>Available Funds at 31 December 2018</b> |                 |
|---|-----------------|--|-----------------|
| Current Account Opening                   | 1,587.68        | Current Account Closing                    | 1,875.48        |
| Reserve Bank Opening                      | 5,591.04        | Reserve Bank Closing                       | 6,093.92        |
| Petty Cash Opening                        | 432.62          | Petty Cash Closing                         | 405.65          |
| PayPal                                    | 410.17          | PayPal                                     | 297.34          |
| <b>TOTAL</b>                              | <b>8,021.51</b> | <b>TOTAL</b>                               | <b>8,672.39</b> |
| <b>Surplus of Income over Expenditure</b> |                 | <b>650.88</b>                              |                 |

**Income and Expenditure**

| <b>Category</b>        | <b>Income</b>   | <b>Expenditure</b> | <b>Surplus</b> |
|------------------------|-----------------|--------------------|----------------|
| Subscriptions          | 3,277.00        | 77.83              | 3,199.17       |
| Raffle                 | 548.50          | 183.72             | 364.78         |
| Merchandise            | 150.50          | 110.68             | 39.82          |
| Donations              | 45.00           |                    | 45.00          |
| Amazon/easyfundraising | 82.22           |                    | 82.22          |
| Miscellaneous          | 300.00          |                    | 300.00         |
| Interest               | 2.88            |                    | 2.88           |
| Special Events         | 0.00            |                    | 0.00           |
| Books for members      | 0.00            |                    | 0.00           |
| Travel                 |                 | 62.40              | -62.40         |
| Insurance              | 28.00           | 678.28             | - 650.28       |
| Observatory            |                 | 739.15             | -739.15        |
| Equipment/Maintenance  |                 | 276.24             | -276.24        |
| Speaker expenses       | 203.48          | 1,075.33           | -871.85        |
| Hospitality            |                 | 152.71             | -152.71        |
| Website                |                 | 242.87             | -242.87        |
| Newsletter etc         |                 | 116.04             | -116.04        |
| Library                |                 | 0.00               | 0.00           |
| Telephone              |                 | 20.00              | -20.00         |
| Printing/copying       |                 | 38.80              | -38.80         |
| Stationery             |                 | 22.85              | -22.85         |
| Postage                |                 | 76.86              | -76.86         |
| Other                  |                 | 112.94             | -112.94        |
| <b>TOTAL</b>           | <b>4,637.58</b> | <b>3,986.70</b>    | <b>650.88</b>  |

These accounts were approved by the Trustees of the Society on ...14/03/2019... and signed

Signed .....*PHILIP WALLACE*..... (Philip Wallace) Signed .....*ROY BLUNT*..... (Roy Blunt)

## **Notes to the Accounts:**

**Reserves Policy** - The Trustees have kept under consideration the level of reserves they wish to retain appropriate to the Society's needs. This is based on the Society's size and the level of financial commitments held. The Trustees aim to ensure the Society will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure arises. The Trustees will endeavour not to set aside funds unnecessarily.

**Public Benefit** - The Society acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'objects' that are for the public benefit. Details of how the charity has achieved these are provided in the Trustees' report.

## **REPORT OF THE INSPECTOR OF THE ACCOUNTS**

Report to the Trustees/members of the Cardiff Astronomical Society on the accounts for the first period as a CIO from 1 January to 31 December 2018 and to provide a basis for the Society's return for 2018 to be made to the Charity Commission.

### **Respective responsibilities of the Trustees and the inspector**

The Society's Trustees are responsible for the preparation of the accounts and have noted that an audit of the Society's accounts is not required under section 144 of the Charities Act 2011 and an independent examination is not required under section 145 of the Act. However, the Trustees consider that an informal inspection of the accounts by an independent person should, for the sake of good order, be carried out.

It is the inspector's responsibility to examine the accounts, state whether particular matters have come to their attention, and then report on their findings. The purpose of the inspection was to establish the credibility of the finances of the Cardiff Astronomical Society for the period 1 January to 31 December 2018.

### **Statement by the inspector of the accounts**

|                                  |                          |
|----------------------------------|--------------------------|
| Period of examination:           | 01/01/2018 to 31/12/2018 |
| Examination Date:                | 26/02/2019               |
| Auditor:                         | Philip Smith             |
| Treasurer (01/01/18 to 31/12/18) | Roy Blunt                |

### **Observations/Suggested Improvements/Comments from the inspection**

My inspection included consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from the Treasurer concerning any such matters. A small number of relatively low value items of expenditure were not supported by invoices or other supporting documentation.

### **Findings**

No matter has come to my attention (other than that mentioned above) which gives me reasonable cause to believe that in any material respect the accounting records maintained by the Society were deficient. I have also raised queries that I had with the Treasurer and am satisfied with the responses I received. The results of the inspection were satisfactory and in my opinion the Accounts are a true and credible reflection of the Society's financial results and position at 31 December 2018.

### **Suggestions/Comments**

All items of expenditure should be supported by invoices/receipts, particularly with regard to Cash Book entries, primarily expenditure made from subscription monies collected. Where invoices/receipts are not received or produced to support expenditure, a cash expenditure slip should be completed and countersigned by the Treasurer or Committee member.

Signed: ..... **PHILIP SMITH** ..... (Inspector – Philip Smith)

Date .....**26/02/2019**.....