

## Committee 2007 - 2008

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(Elected July 2005 to July 2008)

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## Report of the President

This will be my last Report as President of the Society and once again I wish to start by thanking all the Officers, Committee Members and Office staff for their efforts throughout the past year. I very much appreciate their commitment, support and enthusiasm throughout my term of office as we work together to further the aims and objectives of the Society.

The main theme during my time as President has been to raise awareness of the importance of applied microbiology in general and, in particular, to see SfAM become increasingly recognised as the authoritative voice in this area. We have continued to work towards this aim in 2007 through a number of initiatives, including the establishment of the Communications subcommittee which has been tasked with producing an effective communications strategy for the Society.

We have made a conscious effort to increase awareness of applied microbiology through promotional activities at our own scientific meetings and other relevant conferences, as well as through articles in our new-look quarterly magazine *Microbiologist*. We have also, for the first time in 2007, produced a microbiology podcast in cooperation with The Society for General Microbiology ([www.micropodonline.com](http://www.micropodonline.com)). We feel that using new technologies such as this will help keep the Society relevant to the needs and expectations of 21st century microbiologists. The Society website has also continued to evolve. One new feature introduced during the year was the implementation of an online membership application form and we are looking to extend this, in 2008, to include online payment for attending our meetings.

We have continued to enhance other benefits to members during 2007. We increased the budget allocations for our existing grants and awards so that as many members as possible can receive financial support to attend conferences or other professional development activities. We also introduced a new award during the year - The New Lecturer Award - which is intended for newly appointed lecturers, in their first permanent academic appointment in a Higher Education Institute, to pump-prime their microbiological research. We had a large number of high calibre applications and two awards were made in 2007. In 2008 we plan to establish another award - the SfAM Communications Award, aimed at recognising individuals who have communicated their work in applied microbiology to the general public.

Our one-day Winter meeting and the 3 day Summer conference are carefully planned to be informative and relevant to the microbiological community and they continue to attract a good number of delegates. As a result of feedback from members we held an additional one-day meeting in April 2007, aimed primarily at microbiologists associated with biomedical science. This attracted a good number of delegates (members and non-members) and we have decided to hold a similar meeting in the Spring of 2008.

Our journals - Journal of Applied Microbiology and Letters in Applied Microbiology, along with Environmental Microbiology, continue to grow from strength to strength, and all 3 journals had an increased impact factor in 2007. We look forward to being associated with a new online journal "Microbial Biotechnology", which members will receive free as part of their Society membership from January 2008. Also in 2008 we plan to launch the first Environmental Microbiology Annual Lecture, in conjunction with Wiley-Blackwell. A high profile speaker will deliver a presentation relevant to applied microbiology and all members, as well as a number of other guests will be invited to attend.

I am pleased to report there has been an increase in our overall membership, including the number of corporate members and I would hope that this trend continues in the years to come. However, it has been slightly disappointing to find that many members do not take full advantage of their membership. During 2008 we plan to highlight the benefits of belonging to SfAM, including encouraging more members to attend our scientific meetings and to apply for grants and awards, in articles in the *Microbiologist*, through the monthly e-bulletins and on the website.

As mentioned in last year's report, the Society is progressing to becoming incorporated as a company limited by guarantee, whilst still retaining its charitable status. The legal progress has been slower than we would have liked but all the documentation, including an amended constitution and Memorandum of Association was submitted at the end of 2007 and we anticipate becoming incorporated during 2008.

I would like to conclude my report by saying that I feel the Society continues to grow and evolve in a positive manner. My hope is that SfAM will become increasingly recognised as a relevant and authoritative voice for applied microbiology. I wish the next President every success as he takes up his post in July 2008 and I hope he enjoys his term of office as much as I have.

Dr Margaret Patterson  
Honorary President

## Report of the Honorary General Secretary

### Committee Matters

Throughout 2007 the Society has continued to benefit from the work of a dedicated and enthusiastic group of officers and committee. Four new members were elected to main committee in 2007: Steve Davies, Louise Fielding, Andrew Fox and Andrew McBain; and Karen Stanley, John Coote and Susannah Walsh and Geoff Hanlon retired having completed their three-year term of office. At the AGM Geoff Hanlon was duly elected as Honorary Vice President. On behalf of the Society I would like to thank them all for their continued support and contribution to the running of the Society; as the diversity and scope of the Society's activities broadens it demands an ever increasing commitment from people who give freely of their time and effort. The officers and committee have also been ably supported by the permanent office staff without whom it would not be possible to maintain the smooth running of the Society, and my thanks also goes to them.

### Office Matters

The Society headquarters located in the Bedford Business Centre at Bedford Heights has proven to be an excellent location and continues to provide appropriate infrastructure and support to meet our growing needs. The office area is shared with our colleagues in Med-Vet-Net. The Society continues to receive excellent service from Sally Cryer of Kinetix Events, our external contractor specialising in events management.

### Membership

Currently we have 1298 members in 73 countries. These are divided into 6 classes of Membership: Full Ordinary (892), Full Student (173), Associate (29), Honorary (26), Retired (152) and Corporate (26).

### Awards

The most prestigious SfAM award is the W.H. Pierce Memorial Prize, presented by Oxoid to a young microbiologist who has made a substantial contribution to science. The winner in 2007 was Dr Dennis Linton from the University of Manchester who delivered his lecture at the 2007 summer meeting held in Cardiff. Colin Booth, Scientific Director from Oxoid presented Dr Linton with a certificate and cheque for £2000 at the Conference dinner.

### Grants

The Society offers a variety of grants to which all members are encouraged to apply. The recipients of awards made in 2007 are detailed in the following tables. Full details of the awards and guidelines for application can be found on the SfAM website and in the Microbiologist.

### The President's Fund

This fund, which is at the sole discretion of the President, provides grants for full-ordinary and full-student members to assist them to attend scientific meetings or workshops related to their area of work. This is one of the most widely used awards normally with a maximum value of £1,000 and a period of two years between repeat applications. Full-members can apply, provided they have been a full paid up member for at least one subscription year before the event to be attended. Table 1 gives details of the 26 awards made in 2007.

Table 1

## President Fund Awards 2007

<b>Name of Applicant</b>	<b>Institution/Organisation of Applicant</b>	<b>Name/Location of Meeting</b>
Aboaba, Olusimbo (Dr)	University of Lagos, Nigeria	47th Interscience Conference on Antimicrobial Agents & Chemotherapy, Chicago, USA
Baillie, Les (Prof)	Cardiff University, UK	Int. Conference on Baillos Anthracis, Oslo, Norway
Carter, Alun (Mr)	Veterinary Laboratories Agency, Surrey, UK	2007 Conference on Gastrointestinal Function, Chicago, USA
Davies, Cheryl (Dr)	University of New South Wales, Australia	6th Conference on Wastewater, Reclamation & Reuse for Sustainability, Antwerp, Belgium
Gkatzionis, Konstantinos (Mr)	University of Nottingham, UK	5th IDF Symposium on Cheese Ripening, Berne, Switzerland
Gibriel, Ahmed (Prof)	Aim-Shams University, Cairo, Egypt	R'07 World Congress, Davos, Switzerland
Heaton, Joanna (Miss)	Lancaster University, UK	Statistics for Microbiologists, Harrogate, UK
Holton, John (Dr)	University College London, UK	Sri Lanka Medical Assoc., Colombo, Sr Lanka
Ilori, Matthew (Dr)	University of Lagos, Nigeria	SfAM Summer Conference 2007, Cardiff, UK
Jones, Keith (Dr)	Lancaster University, UK	SfAM Summer Conference 2007, Cardiff, UK
Lumyong, Saisorn (Dr)	Chiang Mai University, Thailand	14th Int. Symposium on the Biology of Actinomycetes, Newcastle-upon-Tyne, UK
Madden, Robert (Dr)	Queen's University Belfast, UK	Int. Congress of Meat Science & Technology, Beijing, China
McCune, Victoria (Miss)	HPA Newcastle Lab., UK	Research visit to the CDC, Atlanta, Georgia, USA
Monsalud, Rosario (Dr)	University of the Philippines, Laguna, Philippines	11th Int. Culture Collection Congress (ICCC-11)
Nelson, Shona (Dr)	University of the West of England, UK	ASM 2007, Toronto, Canada
Pathom-Aree, Wasu (Dr)	Chiang Mai University, Thailand	14th Int. Symposium on the Biology of Actinomycetes, Newcastle-upon-Tyne, UK
Petty, Nicola (Miss)	University of Cambridge, UK	ASM 2007, Toronto, Canada
Robinson, Gareth (Dr)	University of the West of England, UK	ASM 2007, Toronto, Canada
Rowe, Michael (Dr)	Queen's University Belfast, UK	9th Int. Colloquium on Paratuberculosis, Tsukuba, Japan
Smith, Caroline (Miss)	University of Bradford, UK	14th Int. Symposium on the Biology of Actinomycetes, Newcastle-upon-Tyne, UK
Smith, Gillian (Miss)	University of the West of England, UK	47th Interscience Conference of Antimicrobial Agents, Chicago, USA
Snelling, William (Dr)	University of Ulster, UK	II International Giardia & Cryptosporidium Conference, Mexico
Spano, Guiseppe (Dr)	University of Foggia, Italy	International Congress on Stress, Budapest, Hungary
Thornton, Christopher (Dr)	University of Exeter, UK	3rd Advances Against Aspergillosis, Miami, Florida, USA
Williams, Gareth (Dr)	Cardiff University, UK	ASM 2007, Toronto, Canada
Winward, Gideon (Mr)	Cranfield University, UK	Disinfection 2007, Pennsylvania, USA

## Conference Studentships

The Society offers funding to enable student members to attend Society meetings. The grants cover registration, accommodation, meals and reasonable travel expenses. Preference is given to those contributing to the meeting either by offering a paper or poster and who have not previously received a studentship.

Table 2 gives details of the 12 awards made in 2007.

Table 2

## Conference Studentships Awarded in 2007

Name	Name	Name	Name	Name
Gibrieli, Hesham	Aboagyie, George	Asceric, Asja	Bruen, Diana	Considine, Keira
Kwakye-Awuah	Matug, Shadlia	Cass, James	Fisher, Katie	Ibenegbu, Christopher
McCune, Victoria	Musa, Haruna			

## Students into Work Grants

The Society offers Full-Members an opportunity to provide undergraduate students who are studying microbiology as part of their degree programme, or those who have recently graduated (within 6-months of graduation), the opportunity to gain work experience for up to 10-weeks at any time during the year.

Table 3 gives details of the 28 awards made in 2007.

Table 3

## Students into Work Grants awarded 2007

Name of Applicant	Institution/ Organisation of Applicant	Student Name
Adams, Martin (Prof)	University of Surrey, UK	Szwed, Edyta
Allen, Rosalind (Dr)	Edinburgh University, UK	McNeil, Amanda
Cunliffe, Michael (Dr)	University of Warwick, UK	Ouret, Nathalie
Davenport, Victoria (Dr)	University of the West of England, UK	Hughes, Jennifer
Donnelly, Ryan (Dr)	Queen's University Belfast	Curran, Stephen
Flint, Ken (Dr)	Warwick University, UK	Hope, Duncan
Gilmore, Brendan (Dr)	Queen's University Belfast	Foong, Jing Huai
Grant, Irene (Dr)	Queen's University Belfast	Thompson, Neil
Handley, Pauline (Dr)	University of Manchester, UK	McAtominey, Christopher
Hobson, Jon (Mr)	Mast Group Ltd, Liverpool, UK	Chechi, Vikhas
Jordan, Kieran (Dr)	Moorepark Technologies, C. Cork	Kirby, Bernadette
Kelley, Joan (Dr)	CABI Biosciences, UK	Broughton, Richard
Korolik, Victoria (Prof)	Griffith University, Australia	Semchenko, Eugeny
Madden, Bob (Dr)	Queen's University Belfast	Broderick, Sarah
Mahenthalingam, Eshwar (Dr)	Cardiff University, UK	Wilmot, Ceri
McBain, Andrew (Dr)	University of Manchester, UK	Aubrey, Elizabeth
Nelson, Shona (Dr)	University of the West of England, UK	Rubio-Aparicio, Debora
Phillips, Carol (Prof)	University of Northampton	Connerty, Shawn
Rickard, Alex (Dr)	Binghamton University, USA	Muse, Toyosi
Scanlan, Dave (Dr)	University of Warwick, UK	Nicoll, Michael
Schäfer, Hendrik (Dr)	University of Warwick, UK	Larsen, Sven
Spano, Guiseppe (Dr)	University of Foggia, Italy	Daniele, Pepe
Timms, Andrew (Dr)	University of Nottingham, UK	Darby, Craig
Tunney, Michael (Dr)	Queen's University Belfast	Nixon, Kathryn
Verran, Joanna (Prof)	Manchester Metropolitan University, UK	Sutula, Justyna
Ward, John (Prof)	University College London, UK	Tahiri, Rudina
Wigley, Paul (Dr)	University of Liverpool, UK	Bleasdale, Benjamin
Worthington, Tony (Dr)	Aston University, UK	Sheard, Johnathan

## Sponsored Lectures

The Society will provide funding for groups, clubs and Societies with an interest in microbiology to invite notable speakers to give guest lectures. The value of the grant is up to a maximum of £500. This will allow invitations to be made to eminent overseas speakers. Table 4 gives details of the single grant awarded in 2007

Table 4

### Sponsored Lecture Grant awarded in 2007

Name	University/Institute	Topic of Lecture
Spano, Guiseppe (Dr)	University of Foggia, Italy	Listeria monocytogenes (Lecturer - Colin Hill)

## Overseas Development Grant

No applications were made to this fund during 2007. This grant is intended to assist Society members in developing countries and Eastern Europe to visit laboratories and give lectures and training in appropriate areas of applied microbiology. The grant also provides support for overseas members to visit UK laboratories to receive training in appropriate areas of microbiology or to support technology transfer in applied microbiology where sources of funding do not exist. Nominations for the grant will normally be considered by the Society's Awards Panel in March, July and November each year. Individual awards up to a maximum of £5,000 will be considered and the laboratory supporter must be a Full Member of the Society for at least 3 years.

## Endangered Culture Collection Fund

Culture collections throughout the world are a vital resource for microbiologists. In many countries these collections are in danger of being lost to the scientific community. This fund is intended to allow UK collection staff to visit endangered collections and provide training and advice aimed at preserving culture collections either *in situ* or within the country of origin. In addition it can be used to provide short term relief and pay for the relocation of collections to a willing recipient where collections cannot be maintained *in situ*. A grant of up to £2,500 is available for these purposes. The grant is only available to Full-Members of the Society and a condition of funding is that a report must be produced for publication in the Microbiologist.

One award was made in 2007.

Table 5

### Endangered Culture Collection Fund

Applicants Name	SfAM Member Name	Name of Collection
Monsalud, Rosario	Green, Peter	Philippino Collection of Microorganisms

## Laboratory Fellowship Award

This fund is available to full members of SfAM working in a private, academic or government laboratory who wish to train in a new technique. The grant award is up to a maximum of £1000 per week for a 1 - 4 week visit and includes staff travel expenses and laboratory consumables. Three awards were made in 2007, the details of which are provided in table 6.

Table 6

## Laboratory Fellowship Award

Applicant Name	Institution	Host Laboratory	Host/Student Individual Name
Okoye, Tobenna (Dr)	Ricards Lodge High School, London, UK	London Metropolitan University, UK	Sutherland, Jane (Dr)
Saleh, Suhair (Dr)	Applied Science University, Jordan	University of Abertay, Dundee	Collier, Phillip J (Dr)
Upton, Mathew (Dr)	University of Manchester, UK	University of Otago, New Zealand	Sandiford, Stephanie

## External Affairs

The Society is represented on a number of external committees (Table 7) to ensure we are informed of up and coming issues and able to contribute to the decision-making processes.

Table 7 External Affairs 2007

Institute of Biology – Affiliated Societies Forum IOB Environment Committee	Dr M Patterson Dr S Tyrrel
Advanced Genomics Research Committee of the European Federation of Biotechnology (costs shared with SGM)	Dr C Harwood
British Standards Institute Technical Committees: AW/9 Microbiology Microbiological Methods Chemical Disinfectants & Antiseptics Disinfectants (National Standards)	Dr S Passmore Dr S Passmore Dr S Bloomfield Dr S Bloomfield
Federation of European Microbiological Societies	Dr A Hilton
Microbiology in Schools Advisory Committee	Prof M Adams
FSA Foodborne Disease Strategy Consultative Group	Mr P F Wheat
Parliamentary & Scientific Committee	Dr M Patterson Prof P Silley
UK Federation for Culture Collections	Dr P Green
British Co-ordinating Committee for Biotechnology	Dr J Coote
Biosciences Federation European Liaison Group	Prof N Poole (Chair) Mr P F Wheat
United Kingdom Federation for Science & Technology Committee	Dr J Sutherland
European Federation of Biotechnology (costs shared with SGM)	Prof P Silley

The Society has also been very active in responding to government consultation documents and media enquiries facilitated by our Communications Officer, Dr Lucy Harper. The main submissions made in response to such consultations in 2007 are:

## Public Affairs

SfAM contributed to the following task forces and working groups in conjunction with the Biosciences Federation:

1. Biofuels working group – SfAM representative Stuart Shales
2. Task Force to respond to the "Review of Science in the Health Service" – SfAM representative Mark Fielder

SfAM responded to the following consultation documents:

1. European Commission "Green Paper on Detection Technologies In The Work Of Law Enforcement, Customs And Other Security Authorities"
2. Health Protection Agency (HPA) Development of a National Network for the Delivery of Food, Water and Environmental (FW&E) Microbiology Services.

## Media

In 2007, SfAM did much background work briefing journalists, finding experts for the Science Media Centre (SMC) and guidance for the SMC on how to handle an issue and who was and who was not suitable to work with the media. Subjects ranged from the microbiological aspects of the UK floods (summer 2007) to the "Battle of the bugs" (an article for the Times Body and Soul supplement in which SfAM were named).

A background briefing run by SfAM and the SMC on Bacteriophage Therapy was a big success with coverage in many of the national newspapers and a radio interview on radio 4's 6pm news programme.

SfAM meetings in 2007 generated good coverage. The Summer conference topic attracted journalists and resulted in an excellent article in the Western Mail, together with an article in Lancet Infectious Diseases.

## Communications

A Communications Subcommittee was formed during 2007 to work on SfAM's communications strategy. This group discussed potential new initiatives prior to proposal at Main Committee.

This is my final report and I would like to take this opportunity to express my personal thanks to all my fellow Officers, Committee and Staff of the Society with whom it has been a pleasure to work with over the past four years in my current role as Hon. General Secretary and for the previous 9 years as a member of the committee. The Society has grown considerably in scope and activity in recent years and I am confident it will continue to thrive and serve the needs of its members in the years to come.

Dr Anthony Hilton  
Hon. General Secretary



## Report of the Honorary Meetings Secretary

Following the success of the previous meeting held at the same venue, the 2007 Winter Meeting was held at the Royal Society in London. The morning's plenary session was opened by Dr Charles Roberts from Johnson & Johnson in the USA who gave the second Denver Russell Memorial Lecture on "Microorganisms and their resistance to physical and chemical agents". Dr Roberts was followed by two lectures which set the scene for the afternoon's parallel sessions on *Hospital acquired infections and Simmering issues in food safety*. Professor Brian Duerden from the Department of Health spoke on the Government's role in controlling hospital acquired infections and Bob Adak of the HPA spoke on the real risks of food poisoning. Both the afternoon's parallel sessions attracted good audiences with a particularly strong contingent of environmental health officers attending the food session. A full account of the meeting appeared in the March 2007 issue of the Microbiologist.

April saw the introduction of a one day Spring Meeting held at Manchester Metropolitan University. Under the title *Broadening Microbiology Horizons*, it focused on topics of interest to those working in clinical microbiology and covered a range of areas from typing methods and fungal infections through to bacteriophage therapy and rabies. A full account of the meeting appeared in the June 2007 issue of the Microbiologist. The meeting attracted a good audience and excellent feedback and will be a regular feature of the SfAM meetings diary in the future.

*The Microbiology of Fresh Produce* was the title of the Summer Meeting held at the Park Plaza Hotel, Cardiff in July. The meeting commenced with the Lewis B. Perry Lecture. This year Dr Peter Green of the NCIMB presented a fascinating review of the work of William Coley entitled "Bacterial anti-cancer vaccines: a science frozen in time". An article based on his talk appeared subsequently in the December 2007 issue of the Microbiologist. The rest of the three day programme covered a number of fundamental and applied aspects of a very topical subject with sessions devoted to Microorganisms and the Plant, Public Health Aspects and Strategies for Control. Several of the papers presented at this meeting have since appeared in the Journal of Applied Microbiology. A regular feature of the Summer Meeting is the W. H. Pierce Memorial Prize Lecture which was given by Dr Dennis Linton from Manchester University on his work on phase variation and the changing cell surface of *Campylobacter jejuni*. The meeting received coverage in the press and was the subject of a feature article by Bernard Dixon in Lancet Infectious Diseases entitled, "It's not easy being green".

Meetings remain a high profile activity of the Society as demonstrated by the expansion of our programme to include a new Spring Meeting. The Meetings Secretary is very grateful for the thought and effort that members and staff put into organising these and making them such enjoyable and interesting occasions.

Professor Martin Adams  
Honorary Meetings Secretary

## Report of the Honorary Editors

### Journal of Applied Microbiology and Letters in Applied Microbiology

Both JAM and LAM continued to attract an increased number of submissions in 2007; 1276 as against 1133 in 2006 for JAM and 729 as against 655 for LAM. This represents an increase of 12% overall. During 2007 the review process was faster at every stage with the exception of time taken for reviewers to return comments. The Editorial Board now consists of 73 editors from across the world. The Board is refreshed from time to time by the Chief Editors.

The top five countries (in order) in terms of number of submissions are China, India, US, UK and Spain whereas the US, UK, China, Spain and India are (in order) the top five countries in terms of the number of papers accepted as against the number submitted.

The latest impact factor for JAM is improved at 2.206 being 46/88 in the list of Microbiology titles and 50/140 in the Biotechnology/Applied Microbiology category. LAM impact factor is currently 1.593 and is ranked at 67/88 in Microbiology titles and 81/140 in the Biotechnology/Applied Microbiology category.

The rejection rate during 2007 was 79% compared to 61% the previous year. Therefore, whilst the rate of acceptance is lower, the increased submission rate means that greater numbers of papers are being accepted and for JAM, this has led to a considerable backlog of papers published electronically and awaiting publication in hard copy format. The Society dealt with this problem by agreeing to buy more pages for 2008 with the intention of avoiding future backlogs and by funding more than 1000 extra pages to publish much of the existing backlog in volume 103.

Dr Jean-Yves Maillard Editor in Chief, Letters in Applied Microbiology  
Professor Arthur Gilmour Editor in Chief, Journal of Applied Microbiology

## Report of the Honorary Editor

### The Microbiologist

During the period January – December 2007 Dr Lucy Harper has continued her position as Editor of *Microbiologist*. She has continued the work of the magazine to great effect and receives very positive feedback from members of the Society for Applied Microbiology. She has worked alongside members of the committee, to promote Applied Microbiology through *Microbiologist*.

March 2007 saw the launch of the new look magazine with a new design incorporating colour-coding for each of the sections of the magazine and a cleaner, more professional look and feel. This new look also includes a change in the format of the magazine to perfect binding, providing a useful printed spine and an increase in the number of pages.

Regular columns in the *Microbiologist* include *MediaWatch*, *JournalWatch*, *PECS 'In the Loop'* and the previously described Careers articles as well as reports from all the SfAM meetings and articles from recipients of the many SfAM grants and awards.

SfAM continues to support the MISAC (Microbiology in Schools Advisory Committee) initiative, with an article on this years' competition appearing in the September 2007 issue of the magazine.

The packaging and distribution of the *Microbiologist* continues to be undertaken by JEM Educational Marketing Services and the graphic design and layout of the magazine continues to be outsourced to 'Pollard Creativity', with whom Lucy continues to have a good relationship. Lucy continues to commission good quality writing for *Microbiologist* and generates topical themed issues of the magazine.

Dr Lucy Harper  
 Honorary Editor – Microbiologist

## Report of the Honorary Treasurer

This year is once again successful in terms of increased membership and investment income. We continue to expand our portfolio of grants and this year saw the implementation of 'the New Lecturer Grant, designed to give new applied microbiology lecturers an opportunity to develop their research. Initiatives like these lead to long term sustainability of research and ultimately feed into teaching programmes which will benefit the Society in the long term. In addition, a new one-day spring meeting was introduced this year 'Broadening Microbiology Horizons', which has contributed to the expansion of membership and further benefits for our membership. The improved financial status of the Society's accounts has allowed the financing of these developments and there will be further funds for new grants which will be offered in 2008.

We have seen increases in all income streams and we hope to continue with these successes by financially supporting current initiatives which contribute to the successes. This year the Journal of Environmental Microbiology produced a profit for the Society which was earlier than predicted. The Journal of Applied Microbiology and Letters in Applied Microbiology continue to generate our major income, with membership, interest from investments and conferences bringing in the additional resource. We have agreed to underwrite the development of an additional new journal 'Microbial Biotechnology' which we hope will be another highly successful resource for the membership as well as the rest of the microbiology community.

The total income for 2007 was £978,019 (£757,959 unrestricted funds and £220,060 restricted funds (Med-Vet-Net)). We received £656,546 from journal publications and £104,827 from investment interest. The portfolio is still conservatively managed and has shown a steady increase this year over 2007 despite the problems with the markets this year. Our current total assets stand at £3,920,985. The full accounts and a list of our current share holdings are presented for you.

Professor Valerie Edwards-Jones  
 Honorary Treasurer

#### LIST OF STOCKS HELD 31/12/2007

AMEC PLC	HALMA	NEXT	STDRD CHTRD
AVIVA 8.375CIP	HBOS	NOR UK FOCUS	TEMPLTON EM
AVIVA	HENDRSN F/EAST INC	PEARSON	TR PROP IT
BIFFA	HEND SML 25P	POLAR CAP TECH	TR PRT IN SIGMA SH
BRITISH LAND ORD	HOME RETAIL GR	PRU GBP 0.05	TREAS5TSTK09
BSKYB	HSBC HDS	REED ELSVER	TREAS2H IND-L2013
BT GRP	JPM AMERICAN IT	RIO TINTO	TREAS2H IND-L2016
CMPSS GRP	JUP UT TST FIN OPP	ROLLS ROYCE GROUP	TREASURY5STK2008
CO-OP BK9Q NCIP	LEG & GEN	ROLLS ROY B JAN 08	UNITED UTILITIES
DIAGEO	LLOYDS TSB	ROYAL DUT B	VODAFONE GRP
EXPERIAN GR	M & G SEC HIGH YIELD	RUGBY ESTATES INV	WEIR GR
FID JAP VALUES	MCBRIDE	SMITH & NEPHEW	YELL GRP
GLAXO SMITH KLINE	N.STR TECH ACC	SMITHS GROUP	

## Reserves Policy

The Society for Applied Microbiology provides four main resources for its professional members.

1. Scientific publications, that is the Journal of Applied Microbiology, Letters in Applied Microbiology, Environmental Microbiology and the Microbiologist.
2. Scientific Conferences and Meetings
3. Grants.
4. The Society web-site.

For the past five years the Society has been in a situation of having an excess of income over expenditure. This is largely due to the provision of the Scientific Journals on-line, with increased take-up and reduction in production costs. This was driven by the Society to stabilise income streams and provide funds for strategic review of provision of benefits to the Society's members.

The market value of the listed investments of the Society, as of the 31st December 2007, is £2,831,118. These are not available for spending but are held for the purposes of income generation and are not regarded as free reserves. The Trustees of the Society have designated three reserve funds:

- 1) Property operating reserve (£150K). To ensure adequate reserves for maintaining the operational property. The Society has moved to new premises which are more economical and appropriate for the operational procedures of the Society.
- 2) Publications reserve (£200K). To ensure adequate reserves for the publication of journals for members. The journals are a core function of the Society and essential to its future stability.
- 3) Grants reserve (£100k). To ensure adequate reserves for meeting grant commitments. The Society provides grants for its members to attend scientific meetings, help students into work by providing funding for suitable work experience and attend and provide lectures. This is considered to be an increasingly important part of the Society's undertaking.

The trustees feel that these reserves will allow the charities activities to continue at the present level for one or two years in the event of a significant drop in income.

## Investment Powers and Policy

Under the Constitution the charity has the power to invest in any way the trustees wish.

The trustees, having regard to the liquidity requirements of operating the Society have operated a policy of keeping available funds in an interest bearing deposit account and seek to achieve a rate of deposit interest which matches or exceeds inflation as measured by the retail prices index.

## Constitution and Objects

The Charities constitution was adopted on 11 January 1984, amended July 1991, 1997 and 1999 and is an unincorporated Charity, registration number 326509. The object of the Charity is to advance for the benefit of the public, the science of microbiology and the application to environment, agriculture, medicine and industry.

## Risk Management

The trustees have a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan and
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

This work has identified only a few minor new risks but it has resulted in better emergency procedures and contingency plans and has given the impetus for better planning. Particular attention has focussed on non financial risks arising from health and safety legislation. A key element in the management of financial risk is the setting of a reserves policy and its regular review by trustees.

## Organisation

The trustees who have served during the year are set out on page 2. The main committee members can serve for a period of three years. Of the nine ordinary committee members, three must retire each year and are not eligible for re-election until a lapse of one year. The Society has policies and procedures in place for the induction and training of trustees.

## Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to smaller charities.

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 state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Trustees have:

- selected suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- prepared the financial statements on the going concern basis (unless it is inappropriate to presume that the Charity will continue in operation)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

So far as each of the Trustees is aware at the time the report is approved:

- there is no relevant audit information of which the Charity's auditors are unaware, 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 auditors are aware of that information.

## Independent Auditor's Report to the Trustees Year ended 31 December 2007

We have audited the financial statements of Society for Applied Microbiology for the year ended 31 December 2007 set out on pages 14 to 22. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an Auditors' 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 Trustees, as a body, for our audit work, for this report, or for the opinion we have formed.

### Respective Responsibilities of Trustees and Auditors

The responsibilities of the Trustees for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' responsibilities.

We have been appointed auditors under Section 43 of the Charities Act 1993 and report in accordance with regulations made under Section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees' annual report is not consistent with the financial statements, if the Charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' annual report and consider the implications for our report if we become aware of any apparent misstatements within it.

### Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 December 2007 and of its Incoming resources and application of resources, including its income and expenditure for the year then ended; and
- the financial statements have been properly prepared in accordance with the Charities Act 1993.

..... Date:

**PETERS ELWORTHY & MOORE**

**Chartered Accountants and Registered Auditor, Cambridge**

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2007

	Note	Restricted Funds 2007 £	Unrestricted Funds 2007 £	Total Funds 2007 £	Total Funds 2006 £
<b>Incoming Resources:</b>					
Incoming resources from generated funds:					
Investment income	2	1,686	127,541	129,227	123,188
Incoming resources from charitable activities	3	220,060	757,959	978,019	846,871
<b>Total Incoming Resources</b>		<u>221,746</u>	<u>885,500</u>	<u>1,107,246</u>	<u>970,059</u>
<b>Resources Expended:</b>					
Charitable activities	7	221,746	624,614	846,360	734,480
Governance costs	10	-	54,827	54,827	48,777
<b>Total Resources Expended</b>		<u>221,746</u>	<u>679,441</u>	<u>901,187</u>	<u>783,257</u>
<b>Net Incoming Resources before Investment Asset Disposals</b>		-	206,059	206,059	186,802
Gains and losses on disposals of investment assets		-	9,191	9,191	62,266
<b>Net Incoming Resources before Revaluations</b>		-	215,250	215,250	249,068
Gains and losses on revaluations of investment assets	14	-	80,086	80,086	237,390
<b>Net Movement in Funds for the year</b>		-	295,336	295,336	486,458
Total funds at 1 January 2007		-	3,625,649	3,625,649	3,139,191
<b>Total funds at 31 December 2007</b>		-	<u>3,920,985</u>	<u>3,920,985</u>	<u>3,625,649</u>

All activities relate to continuing operations.  
The notes on pages 15 to 22 form part of these financial statements.

## BALANCE SHEET 31 DECEMBER 2007

	Note	£	2007 £	£	2006 £
<b>Fixed Assets</b>					
Tangible fixed assets	13		15,286		21,408
Fixed asset investments	14		2,831,118		2,453,933
			<u>2,846,404</u>		<u>2,475,341</u>
<b>Current Assets</b>					
Debtors	15	407,018		412,960	
Cash at bank and in hand		910,857		919,177	
		<u>1,317,875</u>		<u>1,332,137</u>	
<b>Creditors: amounts falling due within one year</b>	16	(243,294)		(181,829)	
<b>Net Current Assets</b>			1,074,581		1,150,308
<b>Total Assets less Current Liabilities</b>			<u>3,920,985</u>		<u>3,625,649</u>
<b>Charity Funds</b>					
Unrestricted funds:	18		3,920,985		3,625,649
<b>Total Funds</b>			<u>3,920,985</u>		<u>3,625,649</u>

Approved by the trustees and signed on their behalf by:  
The notes on pages 15 to 22 form part of these financial statements.

.....  
Dr Margaret Patterson, Honorary President

.....  
Professor Valerie Edwards-Jones, Honorary Treasurer

Date:

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

### 1. Accounting Policies

#### 1.1 Basis of preparation of Financial Statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

#### 1.2 Fund Accounting -

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general 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. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Investment income, gains and losses are allocated to the appropriate fund.

#### 1.3 Incoming Resources -

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### 1.4 Resources Expended -

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

#### 1.5 Tangible Fixed Assets and Depreciation -

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Fixtures & fittings	-	20% straight line
Office equipment	-	20% straight line

#### 1.6 Investments -

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

#### 1.7 Operating Leases -

Rentals under operating leases are charged on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

#### 1.8 Foreign Currencies -

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction.

Exchange gains and losses are recognised in the Statement of financial activities account.

#### 1.9 Pensions -

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

**2. Investment Income**

	Restricted Funds 2007 £	Unrestricted Funds 2007 £	Total Funds 2007 £	Total Funds 2006 £
Investment income - listed investments	-	104,827	104,827	97,139
Investment income - cash	1,686	22,714	24,400	26,049
	<u>1,686</u>	<u>127,541</u>	<u>129,227</u>	<u>123,188</u>

**3. Incoming Resources from Charitable Activities**

	Restricted Funds 2007 £	Unrestricted Funds 2007 £	Total Funds 2007 £	Total Funds 2006 £
Journals and other publications	-	656,546	656,546	615,513
Subscriptions from members	-	59,759	59,759	58,582
Meetings and conferences	-	37,011	37,011	40,949
EC Grant	182,173	-	182,173	129,374
Other income	-	4,643	4,643	2,453
Other Med Vet Net Income	37,887	-	37,887	-
	<u>220,060</u>	<u>757,959</u>	<u>978,019</u>	<u>846,871</u>

**4. Grants to Individuals**

	Number	Total 2007 £	Number	Total 2006 £
Grants to individuals	<u>65</u>	<u>78,907</u>	<u>65</u>	<u>71,147</u>

**5. Grants to Institutions**

	2007 £	2006 £
Donations to other societies	11,869	750
75th Anniversary Fellowship	5,245	5,680
	<u>17,114</u>	<u>6,430</u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007**

**6. Expenditure by Charitable Activity**

<b>Summary by Fund Type</b>	<b>Restricted Funds 2007 £</b>	<b>Unrestricted Funds 2007 £</b>	<b>Total Funds 2007 £</b>	<b>Total Funds 2006 £</b>
Meeting & Conference Expenses	-	269,574	269,574	269,166
Journal Costs	-	93,092	93,092	57,691
Publication Expenses	-	93,138	93,138	109,233
Grants and Studentships	-	96,021	96,021	77,577
Project Costs	221,746	-	221,746	130,366
Members subscription	-	72,789	72,789	90,447
	<u>221,746</u>	<u>624,614</u>	<u>846,360</u>	<u>734,480</u>

<b>Summary by Expenditure Type</b>	<b>Staff costs 2007 £</b>	<b>Other costs 2007 £</b>	<b>Total 2007 £</b>	<b>Total 2006 £</b>
Meeting & Conference Expenses	34,300	235,274	269,574	269,166
Journal Costs	17,141	75,951	93,092	57,691
Publication Expenses	17,141	75,997	93,138	109,233
Grants and Studentships	-	96,021	96,021	77,577
Project Costs	96,553	125,193	221,746	130,366
Members subscription	34,303	38,486	72,789	90,447
	<u>199,438</u>	<u>646,922</u>	<u>846,360</u>	<u>734,480</u>

**7. Analysis of Resources expended by Activities**

	<b>Activities undertaken directly 2007 £</b>	<b>Grant funding of activities 2007 £</b>	<b>Support costs 2007 £</b>	<b>Total 2007 £</b>	<b>Total 2006 £</b>
Expenses of Meeting & Conferences	196,786	-	72,788	269,574	269,166
Cost of provision of Journal to Members	56,720	-	36,372	93,092	57,691
Publication Expenses	56,766	-	36,372	93,138	109,233
Grants and Studentships	-	96,021	-	96,021	77,577
Project Costs	221,746	-	-	221,746	130,366
Members subscription	-	-	72,789	72,789	90,447
Total	<u>532,018</u>	<u>96,021</u>	<u>218,321</u>	<u>846,360</u>	<u>734,480</u>



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

8. Direct Costs

	Meeting & Conference expenses £	Journal costs £	Publication Expenses £	Project costs £	Total 2007 £	Total 2006 £
Winter Meeting costs	17,892	-	-	-	17,892	16,440
Summer Meeting costs	80,742	-	-	-	80,742	97,400
Other meeting costs	72,493	-	-	-	72,493	42,739
Journal provision costs	-	56,720	-	-	56,720	12,494
Microbiologist costs	-	-	42,097	-	42,097	39,025
History of SfAM publication costs	-	-	70	-	70	14,140
Other publication expenses	-	-	14,599	-	14,599	10,871
Promotional costs	8,840	-	-	-	8,840	10,839
Presidents Dinner	10,156	-	-	-	10,156	11,301
MED-VET-NET	-	-	-	125,193	125,193	47,895
Spring Meeting costs	6,663	-	-	-	6,663	-
Wages and salaries	-	-	-	96,553	96,553	82,471
	<u>196,786</u>	<u>56,720</u>	<u>56,766</u>	<u>221,746</u>	<u>532,018</u>	<u>385,615</u>

9. Support Costs

	Meeting & Conference expenses £	Journal costs £	Publication Expenses £	Members subscription £	Total 2007 £	Total 2006 £
Professional fees	3,548	1,773	1,773	3,548	10,642	4,708
Promotional costs	-	-	-	-	-	9,996
Office costs	30,590	15,285	15,285	30,589	91,749	88,374
Accountancy	4,350	2,173	2,173	4,349	13,045	8,433
Dilapidation costs	-	-	-	-	-	45,000
Wages and salaries	24,388	12,187	12,187	24,389	73,151	82,864
National insurance	6,235	3,116	3,116	6,236	18,703	20,899
Pension cost	3,677	1,838	1,838	3,678	11,031	11,014
	<u>72,788</u>	<u>36,372</u>	<u>36,372</u>	<u>72,789</u>	<u>218,321</u>	<u>271,288</u>

10. Governance Costs

	Restricted Funds 2007 £	Unrestricted Funds 2007 £	Total Funds 2007 £	Total Funds 2006 £
Auditors' remuneration	-	4,500	4,500	4,500
Committee meeting costs	-	16,213	16,213	12,864
Trustees remuneration	-	34,114	34,114	31,413
	<u>-</u>	<u>54,827</u>	<u>54,827</u>	<u>48,777</u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007**

**11. Net Incoming Resources**

This is stated after charging:

	2007 £	2006 £
Depreciation of tangible fixed assets:		
- owned by the charity	6,493	5,969
Governance Auditors' remuneration	<u>4,500</u>	<u>4,500</u>

Trustees received remuneration amounting to £34,114 in the current year (2006 - £31,413).

During the year, no Trustees received any benefits in kind (2006 - £NIL).

Officers expenses during the year amounted to £51,304 (2006: £29,058).

All Officers' expenses are mainly a strict reimbursement of travel and subsistence costs of Trustees attending meetings on behalf of the Charity.

**12. Staff Costs**

Staff costs were as follows:

	2007 £	2006 £
Wages and salaries	203,818	196,749
Social security costs	18,703	20,899
Other pension costs	11,031	11,014
	<u>233,552</u>	<u>228,662</u>

The average monthly number of employees during the year was as follows:

	2007 No.	2006 No.
Management and administration of charity	<u>6</u>	<u>6</u>

No employee received remuneration amounting to more than £60,000 in either year.

**13. Tangible Fixed Assets**

	Fixtures and Fittings	Office Equipment	Total
<b>Cost</b>	£	£	£
At 1 January 2007	12,056	29,671	41,727
Additions	-	4,431	4,431
Disposals	(5,664)	-	(5,664)
At 31 December 2007	<u>6,392</u>	<u>34,102</u>	<u>40,494</u>
<b>Depreciation</b>			
At 1 January 2007	2,147	18,172	20,319
Charge for the year	1,232	5,261	6,493
On disposals	(1,604)	-	(1,604)
At 31 December 2007	<u>1,775</u>	<u>23,433</u>	<u>25,208</u>
<b>Net Book Value</b>			
At 31 December 2007	<u>4,617</u>	<u>10,669</u>	<u>15,286</u>
At 31 December 2006	<u>9,909</u>	<u>11,499</u>	<u>21,408</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

**14. Fixed Asset Investments**

Market Value	Listed Securities
	£
At 1 January 2007	2,453,933
Additions	511,409
Disposals	(214,310)
Revaluations	80,086
At 31 December 2007	<u>2,831,118</u>
<b>Historical Cost</b>	<u>2,140,214</u>

**Investments at Market Value comprise:**

	2007	2006
	£	£
Listed investments	<u>2,831,118</u>	<u>2,453,933</u>

All the fixed asset investments are held in the UK

**Material Investments**

Investments representing more than 5% of the total investments:

	31 December 2007	31 December 2006
	£	£
Weir Group ord 12.5p	216,946	143,112
TR Property	169,592	-
Treasury 5.75% stk 7/12/2009	-	132,584
	<u>386,538</u>	<u>275,696</u>

**15. Debtors**

	2007	2006
	£	£
Other debtors	18,037	-
Prepayments and accrued income	388,981	412,960
	<u>407,018</u>	<u>412,960</u>

**16. Creditors: Amounts falling due within one year**

	2007	2006
	£	£
Social security and other taxes	-	24,556
Other creditors	45,000	45,000
Accruals and deferred income	198,294	112,273
	<u>243,294</u>	<u>181,829</u>

Included within deferred income is £91,220 (2006: £33,244) of deferred grant relating to the MED-VET-NET project. This will be matched against the future expenditure of the project.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007**

**17. Restricted Funds – Med-Vet-Net**

During the year the Charity received an EC grant for the sum of £240,150 for the purposes of the MED-VET-NET project. The overall objective of MED-VET-NET is to develop a network of excellence for the integration of veterinary, medical and food sciences, in the field of food safety, at the European level, in order to improve research on the prevention and control of zoonoses including food borne diseases while taking into account the public health concerns regarding consumers and other stakeholders throughout the food chain.

Activity during the year has been as follows:

	2007 £
Opening balance at 1 January 2007	-
EU grant received	240,150
Investment and other income	39,573
Movement in deferred income	(57,977)
Expenditure	<u>(221,746)</u>
Closing balance at 31 December 2007	<u>-</u>

**18. Statement of Funds**

	Brought Forward £	Incoming resources £	Resources Expended £	Gains/ (Losses) £	Carried Forward £
<b>Designated Funds</b>					
Property operating reserve	150,000	-	-	-	150,000
Publications reserve	200,000	-	-	-	200,000
Grants reserve	100,000	-	-	-	100,000
	<u>450,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>450,000</u>
<b>General Funds</b>					
Accumulated Fund	3,175,649	528,583	(621,145)	89,277	3,172,364
Other General Funds	-	356,917	(58,296)	-	298,621
	<u>3,175,649</u>	<u>885,500</u>	<u>(679,441)</u>	<u>89,277</u>	<u>3,470,985</u>
Total Unrestricted funds	<u>3,625,649</u>	<u>885,500</u>	<u>(679,441)</u>	<u>89,277</u>	<u>3,920,985</u>
<b>Restricted Funds</b>					
Restricted Funds - all funds	-	221,746	(221,746)	-	-
Total of Funds	<u>3,625,649</u>	<u>1,107,246</u>	<u>(901,187)</u>	<u>89,277</u>	<u>3,920,985</u>
<b>Summary of Funds</b>					
Designated Funds	450,000	-	-	-	450,000
General Funds	3,175,649	885,500	(679,441)	89,277	3,470,985
Restricted Funds	3,625,649	885,500	(679,441)	89,277	3,920,985
	<u>-</u>	<u>221,746</u>	<u>(221,746)</u>	<u>-</u>	<u>-</u>
	<u>3,625,649</u>	<u>1,107,246</u>	<u>(901,187)</u>	<u>89,277</u>	<u>3,920,985</u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007**

**19. Pension Commitments**

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £11,031 (2006: £11,014). No contributions were outstanding at the balance sheet date.

**20. Operating Lease Commitments**

At 31 December 2007 the Charity had annual commitments under non-cancellable operating leases as follows:

	<b>Land and buildings</b>	
	<b>2007</b>	<b>2006</b>
<b>Expiry Date:</b>	<b>£</b>	<b>£</b>
After more than 5 years	<b><u>17,067</u></b>	<b><u>12,425</u></b>

**21. Trustees' Remuneration**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Emoluments	<b><u>34,114</u></b>	<b><u>31,413</u></b>