

COMPANY REGISTRATION NUMBER: 5516326

CHARITY REGISTRATION NUMBER: 1113386

The SAW Trust
Company Limited by Guarantee
Unaudited financial statements
31 December 2020

The SAW Trust

Company Limited by Guarantee

Financial statements

Year ended 31 December 2020

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The SAW Trust

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report)

Year ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Reference and administrative details

Registered charity name	The SAW Trust
Charity registration number	1113386
Company registration number	5516326
Principal office and registered office	Cambridge House Tombland Norwich Norfolk NR1 4DS

The trustees

The trustees who served during the year and at the date of approval were as follows:

	Professor A Osbourn P R Norton S E F Passingham A Randall
Company secretary	S E F Passingham
Independent examiner	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
Solicitors	Hansells 13 The Close Norwich Norfolk NR1 4DS

The SAW Trust

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Objectives and activities

The objects of the Charity are:

- To advance the education of the public by encouraging creativity and excellence through their involvement with science, the arts and writing;
- To encourage people of all ages and groupings to explore and experience the world around them through exposure to, and involvement with, all aspects of science, the arts and writing, thereby allowing them to develop themselves within their community and to improve their conditions of life.

Achievements and performance

SAW continues to develop new partnerships and write funding bids to enable more projects while also delivering adhoc activities as requested by teachers, scientists and the science communication community more widely. Here is a summary of some of the large projects we worked on during 2020 and plans for 2021.

The Food and Farming Discovery Trust (FFDT)

We have continued our work with the Food and Farming Discovery Trust (FFDT) to take forward countryside education in schools and local communities. We volunteer on the advisory board but have also begun to collaborate with other partners on the board to secure funding and create new projects. One such project that we developed with LEAF Education and the Youth Stem Award was funded by the Chadacre Trust and is entitled 'Conscious Consumers'. This project was developed for teenagers to look at three topical issues; food miles, plant-based diets and personalised nutrition. Our work with this age group had demonstrated how information on topics related to diet and body image are very prevalent on social media and they find it hard to separate fact from fiction. The Conscious Consumers project is therefore designed for young people to learn about these topics but also teaches them to question the sources of information online and to be confident in researching topics to make informed decisions on life choices. Uptake by schools in 2020 has been very low as schools have been facing the challenges of lockdown and online teaching to cover the basic curriculum. We did have a few schools test the resources and ran a competition as part of the Norwich Science Festival for young people to make a short video based on one of the topics. Again, uptake was low but we are primed and ready to run the competition next year. We have also had the resources included in the British Science Association secondary school pack for British Science Week and also accredited and added to the Children's University database and the Countryside Classrooms website.

The FFDT also commissioned us, in partnership with the Youth Stem Award to create a vision document to grow the offering they provide. In 2020, supermarket shelves became empty of basic produce and people were forced to stay local and explore their surroundings. This provided a unique opportunity to propose that the FFDT could become a digital platform to not only host educational content for schools but to broaden the reach to communities. We hope to be able to put some of our ideas into practice through 2021.

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Achievements and performance *(continued)*

OpenPlant Projects

SAW continues to work with OpenPlant researchers (openplant.org) from the JIC, TSL and Cambridge University on a range of activities to communicate their work to the public and provide opportunities for discussion with society around applications for synthetic biology. We previously built a robot called DNA Dave to explain how DNA makes Proteins at science fairs and were awarded funding from the BioMaker Challenge and the Biochemical Society to develop a 'Build your own DNA Dave' workshop for schools. We modified Dave to make him more suitable for teaching, wrote an instruction book and developed kits for schools to design and build their own robot to teach new skills in biology, coding, design and electronics. We launched the project by running a workshop for teams from local secondary schools in March 2020. It was a great success and all the schools took kits away to start building their own robots back in school. Unfortunately, the pandemic put the brakes on this project as schools were unable to carry on as planned. Therefore, we have started to develop video tutorials for schools to compliment the instructional guide. The teachers who participated in the live workshop are willing to test this out when they are able to restart the project again in schools.

Since 2017 we have been running a SAW-style workshop for adults entitled Global Gardens, that invites people to explore issues around global genetic plant resource sharing. For the first few workshops we collaborated with a social scientist from the University of Warwick, who led discussion sessions around the practical tasks and analysed the poetry written by participants to examine people's views on how we use and share benefits generated from plant natural products. In 2020, we published a paper on the workshop and the outcomes and impacts in a Journal called Plants People Planet so that we can share it widely.

Reference - Lee, N.M et al. (2020) The Global Garden project: Imagining plant science Plants People Planet Vol 2, Issue 6, pp 602 - 613
nph.onlinelibrary.wiley.com/doi/10.1002/ppp3.10133

Training & Presentations

During 2020 we have continued to give presentations on our work and run training sessions for scientists, students and teachers. These have mostly taken place online due to travel restrictions. However, in September we ran an INSET training day for all staff from two Norfolk primary schools. Usually we run training workshops for teachers from lots of different schools to attend and this is great but means that the teacher then has to report back to the other staff at their school and then get SAW off the ground in their school. Having the opportunity to work with all the staff in one school was very valuable as they all learned the SAW methodology together and all felt fired up to get SAW running in their school. In the autumn term we had some great feedback from the school as all the teachers started running their SAW projects. We think this is a good approach for sharing SAW with schools and we are going to offer more SAW INSET days. To aid in this we are looking into having our training accredited by a recognised education board to give a level of quality assurance to interested schools.

A year like no other!

It has been an odd year for SAW with events and school visits being cancelled. It has however, provided an opportunity to develop new partnerships and we have some wonderful plans for 2021 and beyond. It has also enabled us to adapt our working methods to more online content which ultimately allows us to reach a wider audience and with limiting travel, is more accessible and environmentally friendly too! We can't wait to get back out to real events again but will definitely keep the digital side of things going to provide a blended learning approach.

Financial review

Total income amounted to £60,939 (2019: £45,593) and, after incurring expenditure of £65,826 (2019: £61,918), net expenditure amounted to £4,887 (2019: £16,325).

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Financial review *(continued)*

Principal funding sources

The Charity's principal funding sources consist of income from training workshops and grants in connection with SAW projects.

Reserves policy

In view of the unpredictable nature of charitable income, it is the Trustees' policy to hold free reserves in the region of 4 months predicted running costs, which amounts to approximately £20,000.

Free reserves amounted to £63,147 at 31 December 2020. The Trustees see this as a reasonable level of reserves for the charity at present due to the current levels of grant funding received which are planned to be spent in due course.

Structure, governance and management

Governing document

The SAW Trust is a charitable company limited by guarantee, established under a Memorandum of Association on 22 July 2005 (as amended on 23 November 2020) which established the objects and powers of the charitable company, and governed under its Articles of Association. The charity was registered with the Charity Commission on 22 March 2006. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of Trustees

In looking for new members of the Board the Trustees will bear in mind the experience and qualification of possible candidates and seek the advice of patrons and other interested parties. The successful candidates are elected by a meeting of the existing trustees. The maximum number of members of the Board shall be seven and the minimum three, all of whom must be aged under 75 years at the date of appointment.

Induction and training of Trustees

All new Trustees are provided with copies of:

- The Memorandum and Articles of Association
- The latest accounts of the Charity

and are advised to read Charity Commission guidance notes CC3 - "The Essential Trustee"

In addition Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Risk management

Major risks have been identified by the Trustees and systems have been established to mitigate those risks.

Organisational structure

The Board of Trustees meet on a regular basis, a minimum of three times a year, in order to monitor the progress of the Charity, to make key decisions and to see that legal requirements such as those of the Registrar of Companies and the Charity Commission are adhered to.

The SAW Trust

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Structure, governance and management *(continued)*

Public benefit

The Trustees have had due regard to the Charity Commission's guidance on public benefit.

All of the Charity's activities are undertaken to further its charitable objectives of advancing the education of the public by exposure to and involvement with all aspects of science, the arts and writing.

In particular SAW projects are run in both primary and secondary schools, open to children of all social and economic backgrounds, workshops are held for teachers, scientists and students to disseminate the SAW initiative and the Charity works with consortia to deliver SAW projects internationally.

Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 20 May 2021 and signed on behalf of the board of trustees by:

S E F Passingham
Secretary

The SAW Trust

Company Limited by Guarantee

Independent examiner's report to the trustees of The SAW Trust

Year ended 31 December 2020

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2020 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Proctor FCA DChA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

25 May 2021

The SAW Trust

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

Year ended 31 December 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	—	—	—	211
Charitable activities	6	50,689	10,250	60,939	45,382
Total income		<u>50,689</u>	<u>10,250</u>	<u>60,939</u>	<u>45,593</u>
Expenditure					
Expenditure on charitable activities	7	54,804	11,022	65,826	61,918
Total expenditure		<u>54,804</u>	<u>11,022</u>	<u>65,826</u>	<u>61,918</u>
Net expenditure and net movement in funds		<u>(4,115)</u>	<u>(772)</u>	<u>(4,887)</u>	<u>(16,325)</u>
Reconciliation of funds					
Total funds brought forward		67,262	772	68,034	84,359
Total funds carried forward		<u>63,147</u>	<u>—</u>	<u>63,147</u>	<u>68,034</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 9 to 14 form part of these financial statements.

The SAW Trust

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Balance sheet

31 December 2020

	Note	2020 £	£	2019 £	£
Current assets					
Cash at bank and in hand		64,432		69,264	
Creditors: Amounts falling due within one year	10	<u>1,285</u>		<u>1,230</u>	
Net current assets			<u>63,147</u>		<u>68,034</u>
Total assets less current liabilities			<u>63,147</u>		<u>68,034</u>
Net assets			<u>63,147</u>		<u>68,034</u>
Funds of the charity					
Restricted funds			—		772
Unrestricted funds			<u>63,147</u>		<u>67,262</u>
Total charity funds	11		<u>63,147</u>		<u>68,034</u>

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 20 May 2021, and are signed on behalf of the board by:

Professor A Osbourn
Trustee

Company registration number: 5516326

The notes on pages 9 to 14 form part of these financial statements.

The SAW Trust

Company Limited by Guarantee

Notes to the financial statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Cambridge House, Tombland, Norwich, Norfolk, NR1 4DS.

2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

3. Accounting policies

(a) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain items measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity, and rounded to the nearest £.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

The SAW Trust

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Notes to the financial statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

(d) Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

(e) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

(f) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

(g) Debtors and creditors payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

The SAW Trust

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Notes to the financial statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

(h) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less.

4. Limited by guarantee

The organisation is a charitable company limited by guarantee, established under a Memorandum of Association on 22 July 2005 (as amended on 23 November 2020) which established the objects and powers of the charitable company, and governed under its Articles of Association. The charity was registered with the Charity Commission on 22 March 2006.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Donations	—	—	211	211

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Project income - LEAF	1,000	—	1,000
Project income - West Earlham Junior	—	—	—
Project income - Jennie Pedley	—	—	—
Project income - Earlham Institute	147	—	147
Project income - University of Cambridge	—	—	—
Project income - Cawston Primary Academy	—	—	—
Project income - Biochemical Society	—	—	—
Project income - Royal Norfolk Agricultural Association	2,500	10,250	12,750
Project income - Latitude Festival	—	—	—
Project income - Quadram Institute Bioscience	9,400	—	9,400
Project income - John Innes Centre	37,639	—	37,639
Project income - UEA	—	—	—
Training workshops	—	—	—
Book sales	3	—	3
	<u>50,689</u>	<u>10,250</u>	<u>60,939</u>

The SAW Trust

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Notes to the financial statements *(continued)*

Year ended 31 December 2020

6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Project income - LEAF	–	–	–
Project income - West Earlham Junior	500	–	500
Project income - Jennie Pedley	1,200	–	1,200
Project income - Earlham Institute	–	–	–
Project income - University of Cambridge	5,000	–	5,000
Project income - Cawston Primary Academy	500	–	500
Project income - Biochemical Society	–	500	500
Project income - Royal Norfolk Agricultural Association	–	–	–
Project income - Latitude Festival	350	–	350
Project income - Quadram Institute Bioscience	–	–	–
Project income - John Innes Centre	8,316	772	9,088
Project income - UEA	25,000	–	25,000
Training workshops	3,230	–	3,230
Book sales	14	–	14
	<u>44,110</u>	<u>1,272</u>	<u>45,382</u>

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Project costs	53,506	11,022	64,528
Governance costs	1,298	–	1,298
	<u>54,804</u>	<u>11,022</u>	<u>65,826</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Project costs	60,175	500	60,675
Governance costs	1,243	–	1,243
	<u>61,418</u>	<u>500</u>	<u>61,918</u>

Analysis of governance costs:

	Unrestricted Funds £	Restricted funds £	Total Funds 2020 £	Total Funds 2019 £
Independent examination fees	<u>1,298</u>	<u>–</u>	<u>1,298</u>	<u>1,243</u>

The SAW Trust

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Notes to the financial statements *(continued)*

Year ended 31 December 2020

8. Staff costs

The charity had no employees during the year.

Payments of £56,195 (2019: £54,528) were made during the year to the Biotechnology and Biological Sciences Research Council in respect of recharged salary costs in connection with the Programme Manager.

9. Trustees remuneration

No salaries or wages have been paid to the trustees during the year.

10. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	<u>1,285</u>	<u>1,230</u>

11. Analysis of charitable funds

	Balance at 1 Jan 2020 £	Income £	Expenditure £	Balance at 31 Dec 2020 £
Restricted funds				
DNA Dave rebuild	772	–	(772)	–
Conscious Consumers project	–	10,250	(10,250)	–
	<u>772</u>	<u>10,250</u>	<u>(11,022)</u>	<u>–</u>
Unrestricted funds				
General funds	67,262	50,689	(54,804)	63,147
	<u>68,034</u>	<u>60,939</u>	<u>(65,826)</u>	<u>63,147</u>

The SAW Trust received grants from the Biochemical Society and the John Innes Centre for the "DNA Dave rebuild" Project.

The Conscious Consumers project was funded by the Chadacre Trust. The SAW Trust collaborated with LEAF Education and the Youth Stemm Award to develop a project for teenagers, looking at food miles, plant-based diets and personalised nutrition.

	Balance at 1 Jan 2019 £	Income £	Expenditure £	Balance at 31 Dec 2019 £
Restricted funds				
DNA Dave rebuild	–	1,272	(500)	772
Unrestricted funds				
General funds	84,359	44,321	(61,418)	67,262
	<u>84,359</u>	<u>45,593</u>	<u>(61,918)</u>	<u>68,034</u>

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Notes to the financial statements *(continued)*

Year ended 31 December 2020

12. Analysis of net assets between funds

	Net current assets £	Total 2020 £	Net current assets £	Total 2019 £
Restricted Income Funds				
DNA Dave rebuild project	–	–	772	772
Unrestricted Income Funds	63,147	63,147	67,262	67,262
	<u>63,147</u>	<u>63,147</u>	<u>68,034</u>	<u>68,034</u>

13. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2020 £	2019 £
Financial liabilities measured at amortised cost		
Accruals	<u>1,285</u>	<u>1,230</u>

14. Related parties

During the year no Trustees made donations (2019: one Trustee totalling £141) to the Charity from the proceeds of book sales.