

Registered Charity Number
285357

British Association of Perinatal Medicine

Report and Accounts

Year ended 31 March 2018

British Association of Perinatal Medicine

Report and Accounts Year ended 31 March 2018

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British Association of Perinatal Medicine

Legal and administrative information

Charity name:	British Association of Perinatal Medicine	
Nature of governing document:	Deed of Trust establishing unincorporated charitable trust	
Charity registered number:	285357	
Trustees and officers:	Dr. A. Fenton (to Sept 2017) Dr. G. Menon (from Sept 2017) Dr. H Mactier Dr. S. Deshpande	
Method of appointment of trustees:	The founding trustees of the Charity have the power to appoint new trustees. An amendment to the Deed of Trust in October 2001 appointed those individuals who hold the offices of President, Secretary and Treasurer of the Charity as Trustees for a period of three years.	
Executive committee:		
- Officers of the Association	Dr. A. Fenton Dr. G. Menon Dr. H. Mactier Dr. S. Deshpande	President (to Sept 2017) President (from Sept 2017) Honorary Secretary Honorary Treasurer
- Regional representatives	Dr. S. Wardle Dr. G. Fox Dr. J-C Becher Dr. C. Sullivan Dr. S. Papworth Dr. D. Millar Dr. S. Bali	North of England South of England Scotland Wales Wales Ireland (to Sept 2017) Ireland (from Sept 2017)
- Nursing / Midwifery representative	Mrs J. Hodson Mr. D. Summers	(from April 2017) (to April 2017)
- Trainee representative	Dr. K. Farmer Dr H. Spierson	(to Sept 2017) (from Sept 2017)
- Representative for LNU/SCBU	Dr. W. Tyler	
- Representative for BMFMS	Dr. T Johnston	(Ex-Officio)
- Parent/Carer Representative	Ms. C. Lee-Davey	(Ex-Officio)
Executive Manager:	Mrs. Kate Dinwiddy	
Principal office and charity address:	5-11 Theobalds Road London, WC1X 8SH	
Independent examiners:	Rashmi Shah & Co Chartered Accountants 62 Bertram Road, Hendon, London, NW4 3PP	
Solicitors:	Capsticks Solicitors 77/83 Richmond Road, London, SW15 2TT	
Principal bankers:	HSBC 117 Great Portland Street, London, W1W 6QJ	

British Association of Perinatal Medicine

Trustees' Report

Year ended 31 March 2018

The Trustees present their report and accounts for the year ended 31 March 2018.

The trustees confirm that the financial statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities SORP applicable to charities preparing their accounts in accordance with FRS 102.

Principal Objectives and Aims

The British Association of Perinatal Medicine was established in 1976 and is governed by its Trust Deed (as amended by supplemental deeds on 14 December 1992 and 25 October 2001) and its Constitution. The Charity was first registered on 5 August 1982, in accordance with the rules of the Charity Commission, and assigned Charity number 285357.

The Charity's aim is to improve standards of perinatal care by supporting all those involved in perinatal care to optimise their skills and knowledge, deliver and share high quality safe and innovative practice, undertake research, and promote the needs of babies and their families.

Review of principal activities and developments for the public benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities, and in particular how the planned activities will further its aims and objectives for the benefit of the public. The Charity has achieved this objective by means of a range of activities, working groups and education.

The Trustees review the Charity's principal aims, objectives and activities each year to ensure that the Charity remains focused on its stated purpose over the next 12 months for the promotion of education and research aimed towards improving perinatal care for pregnant women, new-born babies and their families. There were no significant changes to the main objectives and aims of the Charity during the year.

The activities of the Charity have increased considerably since its inception and continue to include the following:

- To help deliver high quality perinatal care
- To provide support and advocacy for perinatal professionals
- To promote research and innovation in perinatal care
- To provide advocacy for babies and their families

Structure, Governance and Management

Structure and Organisation

A Deed of Trust establishing an unincorporated charitable trust governs the Charity. In accordance with the provisions included in the Deed of Trust, the Charity is under the overall control of the Trustees of the Association, who conduct the affairs of the Charity in conjunction with the Executive Committee (sometimes referred to as the Management Committee).

Trustees Induction and Training

The Charity has an open recruitment procedure for new Trustees and Executive Committee members, who are nominated from among the membership and elected to office for a term of three years at the Annual General Meeting (AGM). The Charity is encouraging policies and procedures for the induction and training of both new and existing Trustees and Executive Committee members so that they can familiarise themselves with the Charity and the context within which it operates; drawing the Trustees attention to the Charity Commission website and publications signposted through the Commission's guide "Essential Trustee".

British Association of Perinatal Medicine

Trustees' Report Year ended 31 March 2018

Trustees

The Trustees, who served at the beginning and end of the year were as follows:

Dr. A. Fenton	President (to Sept 2017)
Dr. G. Menon	President (from Sept 2017)
Dr. H Mactier	Honorary Secretary
Dr. S. Deshpande	Honorary Treasurer

The maximum number of Trustees is three at present.

The trustees received no remuneration during the year.

Executive Committee

The current members of the Executive Committee are listed on a separate page under legal and administrative information. The Executive Committee consists of the Trustees of the Association and Representatives elected from the membership, each of whom holds office for a period of three years. The representatives consist of five regional, one nursing/midwifery and four others for trainees, LNU/SCU, BMFMS and parent/carer. The Committee meets at least thrice between each AGM. The day to day management of the Charity has been delegated to the Executive Manager Kate Dinwiddy.

Membership

Membership is open to those who are engaged in practice, teaching or research into any aspect of perinatal medicine; and new members no longer need to be formally nominated by an existing member of BAPM to join. In addition, other individuals contributing to the advancement of perinatal medicine may be considered for membership and there is also a push to offer non-medical membership to suitable applicants. Election to membership is confirmed by a two-thirds majority vote of the members present at the AGM.

Risk management

The Trustees have conducted their own review of the major risks to which the charity is exposed and have established systems and controls to mitigate those risks on an ongoing basis, ensuring that the Charity's needs are met and that there are adequate resources to enable it to continue its operation.

Investment policy

The Charity has powers under its constitution to make such investments as the Trustees see fit and which meet with the requirements of its objectives and various funds. The Trustees' policy is to invest funds and reserves in bank deposits and long-term bonds. The Trustees consider that the return on investments is satisfactory in the current economic climate and low interest rates.

Co-operation with other organisations and bodies (both charitable and non-charitable)

From time to time, the Charity receives from and provides to other organisations within perinatal medicine tangible and intangible assistance for the furtherance of its objectives. It also collaborates with other charitable and non-charitable organisations when considered necessary and in accordance with its objectives.

The Charity is grateful for the support given by these organisations whether financial or non-financial.

British Association of Perinatal Medicine

Trustees' Report Year ended 31 March 2018

Financial review

The Statement of Financial Activities shows the summarised results for the year for the separately designated funds, both unrestricted and restricted. The total incoming resources amounted to £152,501 (2017: £137,319) and the total resources expended amounted to £199,761 (2017: £178,397) resulting in a net deficit in net incoming resources of £47,260 (2017: deficit of £41,078), which have been transferred to the accumulated funds.

The increase in net incoming resources during the year of c.£15.2k was due largely as follows: a total increase in total sponsorship income of c.£8.3k being a increase of £2.3k for Educational and Travel Bursary administration provided by BAPM and a increase in general sponsorship & exhibitors of £6.0k, income from subscriptions and donations increased by c.£4.6k, and increases in income from events and conferences c.£4.2k and interest receivable decreased by c.£1.9k.

Correspondingly costs increased by c.£21.4k; mainly from increase in salaries c.£20.8k being mainly for maternity cover for the executive manager on a full-time basis between May and Nov 2017 and an increase in support costs of c.£8.1k being a increase in computer database and website redesign, stationery and recruitment costs. Executive meeting costs, AGM/conference costs, trainee meetings and other costs decreased by £7.5k.

The unrestricted funds have decreased by £44,445 for the year (2017: decreased by £33,954) to £73,985 (2017: £118,430) due to increased expenditure. The restricted funds have decreased by £2,815 (2017: decreased by £7,124) to £97,808 (2017: £100,623) being cost for the lecture expenses paid from the restricted funds brought forward respectively.

The incoming resources for membership subscriptions increased by £4,574 to £109,421 (2017: £104,847) on a accrued basis. Subscription remains at £125 p.a. and now received for the period April 2017 to March 2018.

Incomes from sponsorship and exhibitors amounted to £15,585 (2017: £7,320) and the net increase of c.£8.3k was due to more sponsorship received for the conference and a increase in educational bursary administration funds received to cover BAPM costs to £6.3k (2017: £4.0k). There is a continual review of the sponsorship policy, as part of the ongoing ethical framework review being undertaken.

Events and conferences income increased to £27,379 for attendance at the annual conference and annual events/ meetings (2017: £23,188); and direct and allocated costs increasing to £49,683 (2017: £46,830); the increase is represented by direct costs for the AGM and conference of £26,645 (2017: £23,112), allocation of wages of £18,954 (2017: £14,759) and support cost of £10,598 (2017: £8,959). The overall net deficit for events and conference was £28,818 (2017: net deficit £23,642) before any sponsorship income. Expenditure on other charitable activities have increased to £71,316 (2017: £64,551). Other expenditure previously governance costs have increased to £51,757 (2017: £50,570) due to increased support and salary costs and a fall in EC meeting costs.

The major sources of income for the unrestricted funds arose from members' subscriptions, specified and non-specified donations, Annual General Meeting conference, events, sponsors and exhibitors. The income was mainly utilised for office accommodation, salaries and general administrative expenses and to finance the various educational events, meetings and other activities of the Charity.

British Association of Perinatal Medicine

Trustees' Report

Year ended 31 March 2018

Reserves policy

The Trustees review the Charity's reserves policy at regular intervals during the year and after consideration of the annual financial statements and the budgeted projections of income and expenditure. The trustees are satisfied that the current level of reserves is adequate to meet both unforeseen contingencies and the costs of the developmental activities planned for the next two/three years.

In order to maintain the current level of reserves, the Trustees are continuing to implement strategies to restrict any deficits incurred at the various meetings of the Association. The incoming resources are being utilised to finance the increase in administration costs, which include staff and support costs, governance and strategy costs.

The Charity has restricted funds, namely the Library Fund, Founders Lecture Fund and Lectureship Fund for the annual Peter Dunn Lecture representing expendable endowments and BAPM Educational Bursary Administration Fund.

The Library Fund of £47,956 (2017: £51,604) has been accumulated for the upkeep and archiving system for perinatal library to further the objectives of the Charity. This fund has met the overhead and administration costs for the library.

The Peter Dunn / Founders Lecture Fund of £49,852 (2017: £51,385) is utilised to cover the expenses of the speakers who delivers the Founders Lecture and Peter Dunn lecture each year at the AGM.

The Peter Dunn / Founders Lecture Fund arose from donations received from Professor Peter Dunn to established an annual perinatal lectureship ("The Peter Dunn Lecture"). The terms are that the lecture should be given at the Annual General Meeting of the Charity on a perinatal theme and that the speaker should rotate between the Executive Committees of the British Maternal and Fetal Medicine Society, the Neonatal Nurses Association, the Royal College of Midwives and the Charity. The fund is to be utilised to cover the expenses of the person who delivers this lecture and for other such similar activities at the discretion of the Charity. The level of the funds is considered adequate for this purpose.

The Research Skills Training Fund of £Nil (2017: £1,634) represents the balance from sponsorships received in the previous years; and this was fully utilised during the year and further expenditure was financed from delegate fees and general fund. New sponsorship has not been received during the year. From 2018/19 Research Skills Training Fund is to be reclassified as an unrestricted fund.

BAPM Educational Bursary Administration Fund is £Nil (2017: £Nil); received £6.3k (2017: £4.0k) sponsorship from Chiesi to cover costs for the provision of administration services by BAPM for managing the selection criteria and approval process for travel bursaries awarded to clinicians to attend independent scientific meeting.

The unrestricted Educational Bursary fund now the NNAP Nursing Bursary is during the year being utilised to provide bursaries for members and trainees at the discretion of the Trustees. £1,000 new sponsorship was received for the NNAP Nursing Bursary during the year for expenditure; and the accumulated fund amounted to £Nil (2017: £2,946). From 2018/19 NNAP Nursing Bursary is to be reclassified as a restricted fund on receipt of new funding.

British Association of Perinatal Medicine

Trustees' Report Year ended 31 March 2018

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with Charities Act 2011 and United Kingdom Generally Accepted Accounting Practice.

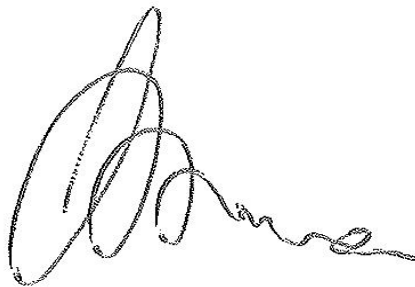
The Charities Act 2011 requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity as at the balance sheet date and of the statement of financial activities for incoming and outgoing resources including income and expenditure for that period. In preparing those accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the accounts;and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011 and with the requirements of the Statement of Recommended Practice 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 (FRS102) (effective 1 January 2015) -Charities SORP FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 11th September 2018

Dr. G. Menon
Trustee

A handwritten signature in black ink, appearing to read 'Dr. G. Menon', written in a cursive style.

British Association of Perinatal Medicine

Year ended 31 March 2018

Independent examiner's report on the unaudited accounts to the trustees of the British Association of Perinatal Medicine

I report to the trustees of the British Association of Perinatal Medicine (the Charity) on the accounts for the year ended 31 March 2018, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These accounts have been prepared in accordance with the Statement of Recommended Practice 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 (FRS102) (effective 1 January 2015) -Charities SORP FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Charities Act 2011.

This report is made solely to the Charity's trustees, as a body. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body, for my examination, for this report or for the opinion I have formed.

Respective responsibilities of trustees and independent examiner

As described in the statement of trustees' responsibilities in the Trustees' Report, the Charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the 2011 Act). The Charity's trustees consider that an audit is not required for this year under section 144 of the 2011 Act and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under Charities Act and is eligible for independent examination and that the examiner is a qualified member of the Institute of Chartered Accountants in England and Wales to undertake the examination.

It is my responsibility to:

- examine the accounts under section 145 the 2011 Act;
- to follow the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Rashmikant R Shah
Independent Examiner
Rashmi Shah & Co
Chartered Accountants
62 Bertram Road
London
NW4 3PP

Dated: 12th September 2018

British Association of Perinatal Medicine
Statement of financial activities
Year ended 31 March 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Incoming resources	1				
Incoming resources from generated funds					
Donations and legacies					
Members' and corporate subscriptions		92,114	-	92,114	88,038
Donations		200	-	200	260
Gift aid receivable		17,107	-	17,107	16,549
Other trading activities					
Sponsors and exhibitors	3	9,285	-	9,285	3,320
Educational bursary administration		-	6,300	6,300	4,000
Investment income					
Bank interest		-	116	116	1,964
Income from charitable activities					
Events and conferences	3	24,457	2,922	27,379	23,188
Total income and endowments		143,163	9,338	152,501	137,319
Resources expended	1				
Expenditure on Raising funds	4	20,491	-	20,491	16,446
Expenditure on Charitable activities					
Events and conferences	4	56,197	-	56,197	46,830
Members' services	4	21,956	-	21,956	17,621
Other meetings	4	15,947	10,856	26,803	27,446
Advice & information and library costs	4	17,260	5,297	22,557	19,484
Other Expenditure	4	51,757	-	51,757	50,570
Total expenditure	4	183,608	16,153	199,761	178,397
Net income/expenditure	2	(40,445)	(6,815)	(47,260)	(41,078)
Transfers between funds	10	(4,000)	4,000	-	-
Net movement in funds		(44,445)	(2,815)	(47,260)	(41,078)
Total funds at beginning of year	10	118,430	100,623	219,053	260,131
Total funds at end of year	10	73,985	97,808	171,793	219,053

There are no recognised gains and losses other than those in the statement of financial activities, and therefore no statement of total recognised gains and losses has been prepared.

All incoming resources and resources expended derive from continuing activities.

British Association of Perinatal Medicine

Balance Sheet as at 31 March 2018

	Notes	£	2018 £	£	2017 £
Fixed assets					
Tangible assets	5		4,753		8,780
Current assets					
Debtors	6	16,091		8,338	
Cash at bank and in hand	7	170,517		210,575	
		<u>186,608</u>		<u>218,913</u>	
Creditors: amounts falling due within one year	8	(19,568)		(8,640)	
Net current assets			<u>167,040</u>	<u></u>	210,273
Total assets less current liabilities			<u>171,793</u>	<u></u>	<u>219,053</u>
Unrestricted funds					
General fund	10 & 11		73,985		118,430
Restricted funds	10 & 11		97,808		100,623
Total funds	10 & 11		<u>171,793</u>	<u></u>	<u>219,053</u>

The Trustees are satisfied that the Charity is entitled to exemption from Section 144(2) of the Charities Act 2011.

The Trustees acknowledge their responsibilities for ensuring that the Charity keeps proper accounting records which comply with Section 130 of the Charities Act 2011; and

The Trustees acknowledge their responsibilities for ensuring that the Charity prepares accounts at the end of each financial year in accordance with the requirements of Section 132 of the Charities Act 2011.

Approved by the Trustees on 11th September 2018



Dr. S. Deshpande
Trustee

British Association of Perinatal Medicine

Notes to the Accounts Year ended 31 March 2018

1 Accounting policies

a *Basis of accounting*

The accounts have been prepared in accordance with the Statement of Recommended Practice 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 (FRS102) (effective 1 January 2015), (Charities SORP FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Charities Act 2011.

The charity is exempted from preparing cash flow statement due to adoption of the exemption available (update 1B Feb 2016) to charities with income of less than £500,000.

Assets and liabilities are initially recognised as historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

b **Reconciliation with previous Generally Accepted Accounting Practice (GAAP)**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102. The Charity's transition date for the first adaption under FRS102 was 1 January 2015 for any restatement of comparative items.

c **Public benefit entity**

The charitable trust meets the definition of a public entity under FRS 102.

d **Going concern**

The trustee consider that there were no material uncertainties about the charitable company's ability to continue as a going concern. The trustees do not consider that there are any sources of uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

e **Income**

Income is recognised in the period when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income is recognised when the charity has entitlement to the fund, any performance conditions attached are met, it is probable that the income will be received and that the amount can be measured reliably and is not deferred,

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

Income comprise of funds received from members subscriptions, sponsors and exhibitors, donations, events and conferences, trainees' and other meetings; and are included either as unrestricted funds and used for general purposes of the charity or restricted funds for the purpose specified by the donor. They are recognised in the Statement of Financial Activities in the period.

The value of services provided by volunteers has not been included.

Investment income is included in the Statement of Financial Activities in the period in which it is receivable.

British Association of Perinatal Medicine

Notes to the Accounts

Year ended 31 March 2018

1 Accounting policies (continued)

f Interest receivable

Interest on funds held in bank account is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

g Fund accounting

Unrestricted funds are incoming resources receivable or generated for the furtherance of the objectives of the Charity without a specified purpose and are available as general funds. Resources expended which meet these criteria are charged to the funds, together with a fair allocation of staff and support costs.

Restricted funds are used for the specific purposes laid down by the donor or sponsor. Resources expended which meet these criteria are charged to the funds.

h Expenditure

Expenditure incurred is recognised in the period once there is a legal constructive obligation to make a payment to a third party. It is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure includes attributable VAT which cannot be recovered, is classified under the following activity heading:

- Costs of raising funds relate to the costs incurred by the charitable company in including third parties to make a voluntary contributions to it, as well as the cost of any activities with a fundraising purpose and their associated support costs.
- Expenditure on charitable activities include the costs of charitable activities that is undertaken to further the purpose of the charity and their associated support costs

i Allocation of Staff and support costs

These are management and administration costs and comprise expenditure not directly attributable to the generated funds, charitable or fund raising activities of the Charity, but relate to furtherance of the charity's objectives. They are therefore allocated to the relevant category of resources expended based on estimates of the time devoted to each activity.

j Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation on tangible fixed assets is provided over three years to ten years on a straight-line basis in order to write off the cost of each asset over their expected useful lives.

k Pensions

The Charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme. The Royal College of Paediatrics and Child Health, which is a registered charity under number 1057744 administers the pension scheme on behalf of the charity.

l Taxation

The Charity is exempt from taxation on its charitable activities, as it is a registered charity.

k Debtors

Debtors are recognised at the settlement amount due after allowing for any discounts and as per the terms agreed. Prepayments are valued at the amounts prepaid for services and accrued income are valued at the amounts due per terms agreed and there is certainty of receipt.

l Cash at bank and in hand

Cash at bank and cash in hand includes bank balance kept in current and deposit accounts.

British Association of Perinatal Medicine

Notes to the Accounts

Year ended 31 March 2018

1 Accounting policies (continued)

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provision are normally recognised at their settlement amount after allowing for any discounts.

2 Net income/expenditure	2018 £	2017 £
These are stated after charging:		
Trustees' fees and expenses	2,883	3,823
Depreciation of owned tangible fixed assets	4,027	4,027
Reporting accountants' fees for the year	4,320	4,320
Trustees' indemnity insurance	1,549	1,458

Trustees fees and expenses

No fees or remuneration were paid to any of the Trustees during the current or previous year.

The Charity reimbursed Trustees travel expenses for meetings as follows:

Dr. A. C. Fenton	598	1,544
Dr. G. Menon	1,170	1,597
Dr. H. Mactier	960	539
Dr. S. Deshpande	155	143
	<u>2,883</u>	<u>3,823</u>

3 Income	2018 £	2017 £
Income from donations and legacies		
Subscriptions	92,114	88,038
Donations	200	260
Gift Aid	17,107	16,549
	<u>109,421</u>	<u>104,847</u>
Income from other trading activities		
Sponsors and exhibitors	9,285	3,320
BAPM educational bursaries administration	6,300	4,000
	<u>15,585</u>	<u>7,320</u>
Income from Charitable activities - Events, meetings and conferences		
AGM, conference/joint conference, lectures and dinners	17,370	17,005
Trainees' & other meetings	7,087	6,183
Research skills training	2,922	-
	<u>27,379</u>	<u>23,188</u>
Investment income - Bank Interest	<u>116</u>	<u>1,964</u>
Total income	<u>152,501</u>	<u>137,319</u>

British Association of Perinatal Medicine

Notes to the Accounts Year ended 31 March 2018

4 Expenditure

a) Analysis of total expenditure	Direct costs £	Staff costs £	Support costs £	2018 Total £	2017 Total £
Expenditure on					
Raising funds-voluntary income	-	5,633	3,149	8,782	7,048
Raising funds- costs	-	7,510	4,199	11,709	9,398
Charitable activities					
Events and conferences:					
AGM, lectures and dinners	25,049	14,391	8,047	47,487	38,403
Trainees' meetings	1,596	4,563	2,551	8,710	8,427
	26,645	18,954	10,598	56,197	46,830
Members' services	-	14,082	7,874	21,956	17,621
Other meetings	5,979	6,393	3,575	15,947	19,290
Advice and information	800	9,362	7,098	17,260	15,595
Restricted funds:					
Library costs	-	2,458	1,251	3,709	3,709
Founder lecture fee	1,588	-	-	1,588	180
BAPM educational bursary administration	-	5,000	1,300	6,300	4,000
Research skills training	2,434	1,597	525	4,556	4,156
	37,446	57,846	32,221	127,513	111,381
Other Expenditure					
Reporting accountants' fees	4,320	-	-	4,320	4,320
Trustees' indemnity insurance	1,549	-	-	1,549	1,458
Annual reports	-	-	-	-	1,922
Staff and support costs	-	25,348	14,172	39,520	31,719
Executive committee meetings	6,368	-	-	6,368	11,151
	12,237	25,348	14,172	51,757	50,570
Total expenditure	49,683	96,337	53,741	199,761	178,397

Staff costs and support costs are allocated to each category of resources expended based on estimates of the proportion of time spent in relation to the relevant activity.

b) Analysis of support costs	2018 £	2017 £
Premises and office expenses		
Premises and administrative services costs	26,532	25,754
Insurance	470	443
Computer costs / Website	13,130	6,035
Bank charges	991	1,091
Professional services	5,850	3,188
Telephone services	-	211
General administrative costs	1,871	2,797
Depreciation	4,027	4,027
Staff training and recruitment	870	2,078
Total support costs	53,741	45,624

British Association of Perinatal Medicine

Notes to the Accounts Year ended 31 March 2018

4 Resources expended (continued)

c) Analysis of staff costs	2018 £	2017 £
Wages and salaries	80,509	64,627
Social security costs	8,368	6,450
Pension costs	7,460	4,481
	<u>96,337</u>	<u>75,558</u>

The staff costs relate to recharged expenses from the Royal College of Paediatrics and Child Health, which is a registered charity under number 1057744.

No individual key management personnel salary costs exceeded £60,000 including pension contributions in 2018 or 2017. The staff cost also includes full time maternity cover for the executive manager from May to November 2017.

The charity trustees were not paid or receive payments for any professional or other services, except for out of pocket expenses in the course to their duties.

Average number of full time equivalent employees during the year	2018 Number	2017 Number
Executive Manager	0.400	0.800
Executive Manager (Maternity Cover)	0.500	-
Finance and Communications Coordinator	1.000	0.939
Library Assistant	-	0.005
	<u>1.900</u>	<u>1.744</u>

5 Tangible fixed assets

	Library £	Presidential Badge £	Computer equipment £	Total £
Cost				
At 1 April 2017	12,514	1,000	11,107	24,621
Additions in year	-	-	-	-
At 31 March 2018	<u>12,514</u>	<u>1,000</u>	<u>11,107</u>	<u>24,621</u>
Depreciation				
At 1 April 2017	7,510	-	8,331	15,841
Charge for the year	1,251	-	2,776	4,027
At 31 March 2018	<u>8,761</u>	<u>-</u>	<u>11,107</u>	<u>19,868</u>
Net book value				
At 31 March 2018	<u>3,753</u>	<u>1,000</u>	<u>-</u>	<u>4,753</u>
At 31 March 2017	<u>5,004</u>	<u>1,000</u>	<u>2,776</u>	<u>8,780</u>

No depreciation has been provided on the Presidential Badge as, in the opinion of the Trustees, the value of the badge is not significantly different from cost.

British Association of Perinatal Medicine

**Notes to the Accounts
Year ended 31 March 2018**

6 Debtors	2018	2017	
	£	£	
Unrestricted			
Gift aid tax receivable	-	850	
Prepayments and accrued income	16,091	7,488	
	<hr/>	<hr/>	
	16,091	8,338	
7 Cash at bank and in hand	2018	2017	
	£	£	
Restricted			
Library Fund	44,203	46,600	
Founders Lecture Fund and Lectureship Fund	49,852	51,385	
	<hr/>	<hr/>	
	94,055	97,985	
Unrestricted			
General Fund	76,462	112,590	
	<hr/>	<hr/>	
	170,517	210,575	
8 Creditors: amounts falling due within one year	2018	2017	
	£	£	
Unrestricted			
Expenses creditors and accruals	19,568	8,640	
Restricted			
Expenses creditors and accruals	-	-	
	<hr/>	<hr/>	
	19,568	8,640	
9 Analysis of net assets between funds	2018	2018	2018
	Unrestricted	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Fixed assets	1,000	3,753	4,753
Current assets	92,553	94,055	186,608
Current liabilities	(19,568)	-	(19,568)
	<hr/>	<hr/>	<hr/>
Net assets	73,985	97,808	171,793

British Association of Perinatal Medicine

Notes to the Accounts

Year ended 31 March 2018

10 Movements in funds

	As at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers between funds	As at 31 March 2018 £
Restricted funds (see note 11)					
Library Fund	46,600	61	(2,458)	-	44,203
Peter Dunn Perinatal Library	5,004	-	(1,251)	-	3,753
The Peter Dunn /Founders Lecture Fund	51,385	55	(1,588)	-	49,852
BAPM Educational Bursary					
Administration	(4,000)	6,300	(6,300)	4,000	-
Research Skills Training - see note 11	1,634	2,922	(4,556)	-	-
Total restricted funds	<u>100,623</u>	<u>9,338</u>	<u>(16,153)</u>	<u>4,000</u>	<u>97,808</u>
Unrestricted funds (see note 12)					
General Fund	115,484	142,163	(179,662)	(4,000)	73,985
NNAP Nursing Bursary (Previously Educational and Travel Bursary) - see note 12	2,946	1,000	(3,946)	-	-
Total unrestricted funds	<u>118,430</u>	<u>143,163</u>	<u>(183,608)</u>	<u>(4,000)</u>	<u>73,985</u>
Total funds	<u>219,053</u>	<u>152,501</u>	<u>(199,761)</u>	<u>-</u>	<u>171,793</u>

11 Purposes of restricted funds

Dunn Library Fund

This fund represents an expendable endowment arising from the capital sums received and treated as donations and also the cumulative interest arising from that capital. This fund is being accumulated by the Charity in accordance with the intention of the donor to establish and maintain the Dunn Perinatal Library established in January 2012.

Further expenses have been earmarked and will be incurred for archiving and cataloguing software and ongoing maintenance and other running expenses in connection therewith from the library fund and to make available these facilities to those individuals who are involved in the provision of perinatal care in the British Isles.

Peter Dunn and Founders Lecture Fund

This fund represents an expendable endowment arising from the capital sums received and treated as donations and also the cumulative interest arising from that capital. This fund is being accumulated and utilised by the Charity in accordance with the intention of the donor to remunerate individuals who give lectures at the Annual General Meeting of the Charity in accordance with his wishes.

British Association of Perinatal Medicine

Notes to the Accounts

Year ended 31 March 2018

11 Purposes of restricted funds (continued)

BAPM Educational Bursary Administration

This represents support by sponsorship from Chiesi for the provision of travel bursaries based on a selection criteria and approval process conducted by BAPM for on-going education of clinicians to attend independent scientific meeting.

Research Skills Training

This represents various sponsorships received to establish and provide research skills training; and in 2018/19 this became a unrestricted fund as it is being financed from delegate fees and general fund.

12 Purposes of unrestricted funds

General Fund

This fund represents incoming resources receivable or generated for the furtherance of the objectives of the Charity without a specified purpose and are available as general funds for any of the Charity's purposes and overhead and staff costs in accordance with its constitution.

NNAP Nursing Bursary (Previously Educational and Travel Bursary) is to be treated as restricted fund during 2018/19 on receipt of any sponsorship.

13 Other financial commitments

	2018	2017
	£	£
Total future minimum lease payments under non-cancellable operating leases:		
Falling due:		
within one year	25,500	25,500
within two to five years	76,500	102,000
in over five years	-	-
	<u>102,000</u>	<u>127,500</u>

14 Presentation currency

The financial statements are presented in Sterling.

15 Legal form of entity and country of incorporation

British Association of Perinatal Medicine is a charitable trust governed by its Trust Deed as amended; and is registered with the Charities Commission in England and Wales.

16 Principal place of business

The address of the company's principal place of business and registered office is:

5-11 Theobalds Road
London
WC1X 8SH