

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

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BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2019**

Trustees	Mr J Jordan, Trustee Mr P Walker, Trustee Mr R Music, Trustee Prof M Cruickshank, Trustee Mr P Martin-Hirsch, Executive Officer - President Miss T Freeman Wang, Executive Officer - President Elect Miss D Lyons, Executive Officer - Secretary Mr N Myerson, Executive officer - Treasurer
Charity registered number	296198
Principal office	Birmingham Women's Hospital Edgbaston Birmingham B15 2TG
Independent auditors	MHA MacIntyre Hudson Chartered Accountants Statutory Auditors Rutland House 148 Edmund Street Birmingham B3 2FD
Bankers	Barclays Bank 54 High Street Worcester WR1 2QQ
Solicitors	Bates Wells Braithwaite 10 Queen Street Place London EC4R 1BE

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

The Trustees present their annual report together with the audited financial statements of the British Society for Colposcopy and Cervical Pathology for the year 1 January 2019 to 31 December 2019.

Objectives and activities

☛ Policies and objectives

The objectives of the charity are to promote high standards of colposcopy and facilitate the interchange of information on colposcopy and cervical pathology between the members of the Society and between the Society and those in other countries.

In setting and reviewing the charity's aims and objectives, and in planning future activities and setting grant-making policies, the trustees confirm that they have considered and complied with the guidance issued by the Charity Commission on public benefit. Public benefit is achieved through ensuring high consistent standards of colposcopy across the country.

The BSCCP provides education for professionals who provide care for women with cervical and lower genital tract pre-malignant conditions and those who are suffering from cervical cancer, and publishes information on the BSCCP website for these women. The Society has an interest and involvement in cervical cancer research and collaborates with all the relevant organisations who have an interest and who conduct research into finding a cure or new treatments for cervical cancer. The Society is foremost in the education of people who treat women with cervical cancer and works closely with the authorities, such as the NHS, who write the guidelines for hospitals and primary care units.

The BSCCP continues to be active in promoting research into screening, diagnosis and prevention of cervical cancer. It is committed to an international approach to the disease and continues to remain active in Europe and worldwide, keeping abreast of developments.

☛ Volunteers

The society is supported by its members and they contribute in a number of ways to promote education and training in cervical screening /colposcopy on a voluntary basis. Both doctor and nurse Colposcopists help with the regular examinations assessing the competency of trainee Colposcopists, lecture on courses and help organise the annual conferences as part of their commitment to the society.

The trustees and Executive Officers are extremely grateful for the assistance of these members and the vital role they play in the success of the Society.

Achievements and performance

☛ Review of activities

Membership

The total active membership of the Society as at 31 December 2019 stands at 2,137 members (2,194 in 2018). This includes 1,501 (1,585 in 2018) accredited colposcopists and 330 (318 in 2018) members who are undergoing the BSCCP Training Programme.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

Achievements and performance (continued)

↳ Certification and Training Programme

This is a structured training programme, which aims to impart competency in diagnostic, or diagnostic and treatment colposcopy. Successful completion of the programme leads to the award of the RCOG/BSCCP Certificate in Colposcopy. The Diagnostic training programme is a trainer-led, competency based, structured, theoretical and practical programme that concludes with the Colposcopy Objective Structured Clinical Examination (OSCE).

In 2019 a total of 96 BSCCP trainee members sat the BSCCP OSCE. In 2018 there were 76 candidates who sat the exam. The OSCE exam undergoes reliability tests and has been proven to be a successful and accurate method of assessing the trainee Colposcopists written and interactive skills.

The Society also held two OSCE Preparation Courses, with a total of 48 attendees. An Advanced Course suitable for BSCCP reaccréditation was held in Birmingham in November 2019 and 63 delegates attended the course. A Trainer's seminar with 117 attendees was held in Bournemouth in 2019 (309 in Manchester 2018).

BSCCP 2019 Annual Scientific Meeting

In 2019 the BSCCP Annual Scientific Meeting was held in Bournemouth and was attended by 250 delegates (595 in Manchester 2018).

Up-to-date information was disseminated, thus giving practicing Colposcopists from the UK, Republic of Ireland and overseas the chance to share knowledge. This was filmed to enable the lecture resources to be available to members on the BSCCP website. www.bsccp.org.uk

BSCCP Awards and Scholarships 2019

Jo's Cervical Cancer Trust - £20,000 (Paid May 2019)

The BSCCP award of £20,000 will support the on-going development of the helpline including training of new and re-training of current volunteers, increased staffing and the development of a Call Back service.

EFC Dues – European Federation for Colposcopy

£5,100 was awarded for 2019 dues.

IFCPC Dues – International Federation for Cervical Pathology & Colposcopy

A payment of 9000 USA Dollars £7,227.05 (1,800 members @ \$5) was made for the IFCPC 2019 dues.

Oral, Poster and OSCE Prizes 2019

Three prizes of £150 were awarded for the best oral presentations (one prize unclaimed) and two prizes of £150 were awarded for best poster papers (paid by In Conference).

One prize of £150 was awarded to the highest scoring OSCE exam candidate.

Travel Bursaries 2019

£1,200 was awarded in the form of 8 travel bursaries (one prize unclaimed) to members who submitted the highest scoring abstracts. (£900 awarded to 6 members in 2018).

International Travel Bursaries

No international travel bursaries were awarded during 2019.

Jordan Singer Prize

The biennial Jordan/Singer prize was awarded in May 2019. This award is for members of the Society to conduct research or to acquire additional clinical skills in colposcopy. A grant of up to £25,000 will be available to successful applicants.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Achievements and performance (continued)

The List of 2019 Summary of Approved Awards is as follows:

Aslam Shiraz £24,000 "A novel patch sampling approach to identifying and grading HPV mediated cervical lesions

The closing date for the 2021 award will be 31st December 2020.

Subscription Fee

There was no increase in the subscription fee for 2019.

Document 20 Mobile APP development

This project was completed in 2017. The mobile app is regularly downloaded from Android and Apple stores and is a useful resource for healthcare professionals, who care for women who need colposcopy for the evaluation of an abnormal smear. It is designed to facilitate easy access to information about screening and colposcopy programme management, based on Document 20 from the National Health Service Cervical Screening Programme (NHSCSP) in England. It presents information on colposcopy best practice and quality standards using an engaging format. The APP will need to be updated in accordance with the new Document 20 guidelines, due to be released late 2019/early 2020.

BSCCP Website and Development of an E-Learning Moodle Platform

In 2019 the Society maintained its online presence both in terms of the current website and the continued growth and development of the BSCCP new online digital learning system.

<https://learningzone.bsccp.org.uk/>

The Society continues to work alongside Synergy learning to deliver the following 4 work packages.

1) Getting started in Colposcopy 2) Colposcopy Trainers 3) Keeping up to date and 4) A global view of cervical cancer prevention

Investment policy and performance

The BSCCP has invested money in the COIF Charities Deposit Fund and money is available at short notice without penalties. This account makes a small return for the Society.

In 2015 the Treasurer consulted with financial advisors to review other investment opportunities including investing surplus funds with investment brokers, but the view was taken that the additional returns generated on the risk profile the society would be willing to take, after charges, were not enough to justify the additional risk associated with the investment.

Financial review

Review of finances

The income for the year was £363,480 (2018 £ 533,146) with the reduction primarily arising from a smaller number of delegates attending the 2019 conference than in 2018.

Expenditure in the year was £441,925 (2018 £517,277). Whilst there was a significant reduction in conference expenditure associated with the reduction in delegate numbers, there has been some additional expenditure this year in respect of legal and professional fees in connection with the proposed transition to a CIO.

The net result for the year was a deficit £72,350 compared to the net surplus in 2018 of £15,869.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Financial review (continued)

➤ Risk statement and reserves policy

The Trustees have considered the risks associated with the BSCCP and conclude that the key risks are:

- 1) That if any of the future planned conferences does not go ahead, or are the subject of an event beyond the control of the charity; the charity could be left having to fund a substantial loss.
- 2) With the impact of HPV vaccination which began in 2008, there may well be a significant drop in colposcopy activity in the UK, and this may impact on the size of the Society and its revenue.
- 3) The newly formed Birmingham Women's and Children's NHS Foundation Trust creates a risk that the accommodation used by the BSCCP secretariat will no longer be available and alternative premises of sufficient security will need to be found at a considerable cost
- 4) The level of spend on future IT projects is likely to remain higher than has historically been the case, which could mean a depletion of reserves over the longer term if alternative sources of income are not secured. The future potential move to new premises is also likely to result in additional spend on IT infrastructure and maintenance.

The Executive are of the opinion that it is therefore not unreasonable to maintain the equivalent of at least one year's expenditure in a reserve fund which equates to c £450,000. The charity currently holds free reserve of £482,855 and is taking active steps to utilise excess funds in future years, by considering commissioning projects of particular relevance to BSCCP activity, including worthy research and pilot implementation projects. Discussions regarding these are on-going with the executive officers and will be further discussed at the executive meetings – see future plans section above.

In 2019 the Society incurred a deficit of £72,350 (2018: £15,869 surplus).

The total reserves of the charity decreased from £572,967 to £500,617. Cash reserves decreased from £548,752 to £473,809.

Structure, governance and management

➤ Constitution

British Society for Colposcopy and Cervical Pathology is a registered charity, number 296198, and is constituted under a Trust deed dated 1 June 1985, as amended. The latest revision to the constitution was approved on 8 July 2019 in readiness for the transition to a CIO.

Up until 8 July 2019 four trustees were recommended by the Executive Committee and ratified at the AGM. Trustees need not be members of the Society but individuals whose qualifications and motivation would be of value to the BSCCP in promoting its goals within the rules of its charitable status. The Executive Officers were appointed on a three year term by a ballot of members from the membership.

The Executive Committee, consisted of the Trustees, Past President, the Executive Officers, Committee Chairs and area representatives. Area representatives are elected for three years by a ballot of members. Area representatives are as follows:

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Structure, governance and management (continued)

Dr U Krishnamoorthy
Dr J Llahi-Camp
Dr M Dunderdale (appointed 9/5/19)
Dr T L Appleyard
Dr C Busby Earle
Mr G Dorman
Dr N Das
Dr T Majmudar
Dr K Hellner
Dr A Fisher (appointed 9/5/19)

OTHERS

Mrs E Lynott - Nurse Rep
Dr J Byrom - Chair CTC
Mr J Brady - Chair IT
Dr G Flannelly - Chair IT Learning Zone
Dr M Kyrgiou - Chair - Research Chair (appointed 9/5/19)
Mr R Gilson - GU Rep

From 8 July 2019 the constitution provides that the Trustees comprise the Elected Officers (President, President Elect, Secretary and Treasurer) elected from the membership and the Co-opted Trustees who are recommended by the Executive Committee and ratified by the AGM.

The Trustees are supported by the Executive Committee which meets at least twice a year and comprises the following:

- Trustees (Co-Opted and Executive Officers)
- Immediate past president
- 10 regional representatives
- Chair of CTC committee
- Chair of IT and Learning Zone Committee
- Chair of research committee
- A representative for Colposcopy Nurse Practitioners and Colposcopy Clinic Nurses elected by the UK Colposcopy Nurses Group
- A Genito-Urinary Physician elected by the British Association for Sexual Health and HIV or similar organisation.

The last two members do not have any voting rights.

👉 Election and training of Trustees

Trustees shall be individuals whose qualifications and motivation would be of value to the BS CCP in promoting its goals within the rules of its charitable status. Trustees attend regular meetings where they are kept up-to-date on the finances and the day to day functioning of the Society.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

Structure, governance and management (continued)

↳ **Organisational structure and decision-making policies**

The Board of Trustees including the Executive Officers meet once a year and a further two times a year with the area representatives.

The IT subcommittee meet twice a year to discuss management and future development of the BSCCP website and makes reports to the Executive Officers with its recommendations.

The Certification and Training subcommittee meets twice a year and oversees the management of all education issues including examinations, courses and reaccreditation of Colposcopists and makes recommendations to the main Executive Officers.

There is a research subcommittee which reviews BSCCP UK research awards and scholarships. A new Research Committee Chair was appointed in 2019 and additional members will be invited to join the committee.

A Lower Genital Tract group has been set up and met for the first time in May 2019 in Bournemouth. This new committee met twice in 2019 and plan to continue with regular meetings. The scope of the group is "Improving Management and Practice with Multi-Zonal Intraepithelial Neoplasia".

The day to day management of the charity is carried out by the Society Co-ordinators, Sharon Parisi and Elaine Radford who work closely with the Executive Officers. Stephanie Thomason assists with the management of the charity 18 hours per week and Pauline Foxall has worked on a temporary basis for 10 months from Feb 2019 to Jan 2020.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

Plans for future periods

Annual Scientific Meetings

The 2020 BSCCP Annual Scientific Meeting due to be held in May in Edinburgh will be delayed until April 2021 as a result of the coronavirus crisis. Following discussions with the BSCCP Trustees and Conference Organisers the subsequent Annual Scientific Meetings due to be held in Belfast 2021 and Birmingham 2022 have also been delayed for 12 months and are now scheduled to take place in 2022 and 2023, respectively. There has been no significant impact on the budgets as the conference venues have amended the contracted venue booking dates without incurring additional costs.

At the Edinburgh 2021 meeting a complimentary half day trainer's seminar will be offered to BSCCP trainers and this will be followed by a 2-day scientific programme with the focus on "HPV-PS – Dawn of a New Era in Cervical Screening" <https://bsccpconference.co.uk/programme/>

Most of the conference lectures will be filmed and with the speakers consent the videos will be available to view on the society's website after the meeting. A complimentary exhibition stand will be offered to Jo's Cervical Cancer Trust www.jostrust.or.uk

Exams and Courses

Each year the Society usually runs 2 OSCE's (Objective Structured Clinical Examinations) and 2 OSCE Preparation Courses. A successful preparation course was organised and well attended in March 2020 however due to Covid-19 the exam due to take place in April 2020 was postponed to November 2020. No costs have been incurred to change this date and it is hoped the future exams and courses will be well attended with social distancing measures in place as required.

Website and Information Technology

There will be continued maintenance and updates for the customer relationship management and content management systems of the BSCCP website. The site is accessed by an increasing number of users at an international level and is a great asset to the society. There is also a News sections on the website so that BSCCP members can easily access news and information.

The Society also plans to continue the growth and development of the BSCCP Digital learning system given the growth of member's digital expectations.

The 2018 – 2021 colposcopist reaccreditation round opened in September 2018 and most members have reaccredited to maintain their competence. This process is available to complete online via the website using a PC, mobile or a tablet. In 2020 any changes in the latest version of NHSCSP Document 20 will need to be reflected in the mobile app.

Incorporation

Throughout 2019 the BSCCP Trustees worked alongside Bates Wells Solicitors with the aim being for the BSCCP to become a Charitable Incorporated Organisation (CIO) in 2020. The new BSCCP CIO was registered by the Charity Commission with charity number 1188125 in February 2020. The completion of the process, including the transfer of assets and liabilities to the incorporated organisation, was scheduled for May 2020 however due to the coronavirus crisis the date of transfer is now likely to be after the BSCCP AGM in April 2021.

Collaboration with UK, Europe and International Organisations

The Executive Officers continue to make a major contribution to colposcopy nationally by working closely with the Royal College of Obstetrics & Gynaecology (RCOG) and Public Health England (PHE) Screening Programme. Members of the BSCCP Executive are on committees within both organisations and are involved in the drafting and up-dating of many publications which are distributed to Colposcopy Units throughout the country.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Plans for future periods (continued)

The Society will also continue to work with other organizations overseas, to facilitate the transfer of technical knowledge and to decrease the disease burden from cervical cancer. The BSCCP has several representatives on both the committees of the IFCPC (International Federation for Colposcopy) <http://ifcpc.org/> and the EFC (European Federation for Colposcopy) who assist and advise on all aspects of colposcopy overseas <https://efcolposcopy.eu/>.

Summary

The BSCCP continues to actively promote high standards of colposcopy and research into screening for, diagnosis and prevention of cervical cancer. The BSCCP is committed to an international approach to the disease and maintains a close association with the RCOG, IFCPC, EFC and Public Health England (PHE) Screening Programme. The society continues to oversee colposcopy trainees and registered colposcopists, who are currently practising, to ensure they maintain their competence.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and 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 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

Auditors

The auditors, MHA MacIntyre Hudson, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Mr N Myerson
Trustee
Date: 19 June 2020

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

Opinion

We have audited the financial statements of British Society for Colposcopy and Cervical Pathology (the 'charity') for the year ended 31 December 2019 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY (CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

MHA MacIntyre Hudson

Chartered Accountants
Statutory Auditors
Rutland House
148 Edmund Street
Birmingham
B3 2FD

8 July 2020

MHA MacIntyre Hudson are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income from:				
Charitable activities:				
Membership fees		152,875	152,875	154,159
Conference income		152,256	152,256	332,444
Course income		50,870	50,870	43,520
Other income		4,939	4,939	933
Investments		2,540	2,540	2,090
Total income		363,480	363,480	533,146
Expenditure on:				
Charitable activities	5	441,925	441,925	517,277
Total expenditure		441,925	441,925	517,277
Net movement in funds		(78,445)	(78,445)	15,869
Reconciliation of funds:				
Total funds brought forward		572,967	572,967	557,098
Net movement in funds		(78,445)	(78,445)	15,869
Total funds carried forward		494,522	494,522	572,967

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 16 to 26 form part of these financial statements.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**BALANCE SHEET
AS AT 31 DECEMBER 2019**

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	9	17,762	30,920
		<u>17,762</u>	<u>30,920</u>
Current assets			
Debtors	10	29,305	16,064
Cash at bank and in hand		475,714	548,752
		<u>505,019</u>	<u>564,816</u>
Creditors: amounts falling due within one year	11	(28,259)	(22,769)
Net current assets		<u>476,760</u>	<u>542,047</u>
Total net assets		<u><u>494,522</u></u>	<u><u>572,967</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Mr N Myerson
(Chair of Trustees)
Date: 19 June 2020

The notes on pages 16 to 26 form part of these financial statements.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1. General information

British Society for Colposcopy and Cervical Pathology is a charity registered and domiciled in England and Wales with the Charity Commission.

The Charity's principal address is Birmingham's Women's Hospital, Edgbaston, Birmingham, B15 2TG.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

British Society for Colposcopy and Cervical Pathology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements have been prepared in the charity's functional currency of GBP and rounded to the nearest £.

2.2 Going concern

The financial statements are prepared on the assumption that the charity can continue to operate as a going concern for at least twelve months from the date of approval. The trustees have considered the fact that they anticipate the charity will convert to a CIO within the next twelve months and have also considered the impact of the COVID19 on the finances of the charity and concluded that it is still appropriate to prepare the financial statements on a going concern basis.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income and expenditure in respect of courses and conferences, organised under the name of the Society, are recognised in the year in which the event takes place. Where the event is organised by a third party but the Society retains control of the income and expenditure and act as principal contractor then income and expenditure is recorded gross. Where the third party organiser contracts with supplies and delegates and acts as principal, paying over the surplus to the Society under a contract agreement, the conference surplus attributable to the Society is recorded as income.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Membership fees are included in the financial statements on a receivable basis relating to the year membership applies.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

The Trustees do not attribute a monetary value to the immense voluntary contribution made to the Society by individual members, committee members and others in ensuring the smooth operation of the Society and supporting the furtherance of its objectives. They are, however, extremely grateful for this assistance and recognise the vital role these contributors play in the success of the society.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

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.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit 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 institution with whom the funds are deposited.

2.6 Foreign currencies

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

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at costs. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Office furniture and equipment	- 15-33% straight line
Website	- 33% straight line
IT development (Learningzone)	- 33% straight line

Where the charity website is expected to generate future economic benefits in excess of the costs of developing that website, expenditure on the functionality of the website is capitalised and treated as a tangible fixed asset. Expenditure incurred on maintaining the website and expenditure incurred on developing the website used only for advertising and promotional purposes are written off as incurred.

IT development costs are capitalised where the benefit to the users in furtherance of the charity's objectives accrues over time.

The carrying values of tangible fixed assets are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

2. Accounting policies (continued)

2.12 Pensions

The charity contributes to personal pension schemes of certain employees. Contributions are charged to the statement of financial activities in the year they become payable.

2.13 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.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Fixed assets: An assessment is made of the useful lives of assets based on historical information, including estimated replacement cycles.

Allocation of support costs: The allocation of support costs between the activities of the charity is based on a management estimate of the amount of staff devoted to each activity.

4. Analysis of grants

	Grants to Institutions 2019 £	Grants to Individuals 2019 £	Total funds 2019 £
Grants, Education	20,000	25,050	45,050
	<i>Grants to Institutions 2018 £</i>	<i>Grants to Individuals 2018 £</i>	<i>Total funds 2018 £</i>
Grants, Education	15,000	2,452	17,452

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

4. Analysis of grants (continued)

The Charity has made the following material grants to institutions during the year:

	2019	<i>2018</i>
Name of institution	£	£
Jo's Cervical Cancer Trust	20,000	<i>15,000</i>

5. Analysis of expenditure by activities

	Activities undertaken directly 2019 £	Grant funding of activities 2019 £	Support costs 2019 £	Total funds 2019 £
Conferences	152,907	-	17,039	169,946
Education	18,600	45,050	208,329	271,979
	<u>171,507</u>	<u>45,050</u>	<u>225,368</u>	<u>441,925</u>

	<i>Activities undertaken directly 2018 £</i>	<i>Grant funding of activities 2018 £</i>	<i>Support costs 2018 £</i>	<i>Total funds 2018 £</i>
Conferences	299,675	-	24,352	<i>324,027</i>
Education	11,028	17,452	164,770	<i>193,250</i>
	<u>310,703</u>	<u>17,452</u>	<u>189,122</u>	<u><i>517,277</i></u>

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

5. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Conference 2019 £	Education 2019 £	Total funds 2019 £
Venue Hire	34,890	-	34,890
Catering and social programme	37,191	-	37,191
Organisers commission	15,810	-	15,810
Printing and publicity	31,459	-	31,459
Speakers expenses & accomodation	11,320	-	11,320
Other conference expenses	18,467	-	18,467
Administration expenses	3,020	-	3,020
Education courses expenditure	-	18,600	18,600
Bursaries and prizes	750	-	750
	<u>152,907</u>	<u>18,600</u>	<u>171,507</u>
	<u><u>152,907</u></u>	<u><u>18,600</u></u>	<u><u>171,507</u></u>
	<i>Conferences 2018 £</i>	<i>Education 2018 £</i>	<i>Total funds 2018 £</i>
Venue Hire	77,150	-	77,150
Catering and social programme	87,351	-	87,351
Organisers commission	20,499	-	20,499
Printing and publicity	20,125	-	20,125
Speakers expenses & accomodation	28,509	-	28,509
Other conference expenses	21,849	-	21,849
Administration expenses	44,192	-	44,192
Education courses expenditure	-	11,028	11,028
	<u>299,675</u>	<u>11,028</u>	<u>310,703</u>
	<u><u>299,675</u></u>	<u><u>11,028</u></u>	<u><u>310,703</u></u>

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

5. Analysis of expenditure by activities (continued)

Analysis of support costs

	Conference 2019 £	Education 2019 £	Total funds 2019 £
Staff costs	12,007	108,065	120,072
Depreciation	-	13,858	13,858
Bank charges & interest	-	2,174	2,174
Website, IT and promotional costs	-	16,723	16,723
Learningzone support and hosting costs	-	10,439	10,439
IFCPC dues	-	3,613	3,613
EFC dues	-	5,355	5,355
Insurance	313	2,817	3,130
Office costs	797	7,175	7,972
Legal and professional fees	1,686	15,174	16,860
Recruitment costs	-	2,807	2,807
Governance costs	2,236	20,129	22,365
	<u>17,039</u>	<u>208,329</u>	<u>225,368</u>

	<i>Conferences 2018 £</i>	<i>Education 2018 £</i>	<i>Total funds 2018 £</i>
Staff costs	9,661	86,950	96,611
Depreciation	-	10,361	10,361
Bank charges & interest	-	3,209	3,209
Website, IT and promotional costs	-	17,492	17,492
Learningzone support and hosting costs	-	4,499	4,499
Learningzone training costs	-	3,733	3,733
IFCPC dues	-	7,293	7,293
EFC dues	-	5,346	5,346
Insurance	160	1,441	1,601
Office costs	598	5,379	5,977
Legal and professional fees	1,061	9,544	10,605
Governance costs	12,872	9,523	22,395
	<u>24,352</u>	<u>164,770</u>	<u>189,122</u>

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

5. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

6. Auditors' remuneration

	2019 £	2018 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	9,500	11,870
Fees payable to the Charity's auditor in respect of: All non-audit services not included above	-	7,819
	<u> </u>	<u> </u>

7. Staff costs

	2019 £	2018 £
Wages and salaries	107,885	87,752
Social security costs	7,612	5,678
Contribution to defined contribution pension schemes	4,575	3,181
	<u>120,072</u>	<u>96,611</u>

The average number of persons employed by the Charity during the year was as follows:

	2019 No.	2018 No.
Administration and support of the charity	<u>3</u>	<u>3</u>

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

The key management personnel comprise the trustees and the executive officers who are not remunerated.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2018 - £NIL).

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

8. Trustees' remuneration and expenses (continued)

During the year ended 31 December 2019, expenses totalling £2,063 were reimbursed or paid directly to 5 Trustees (2018 - £390 to 2 Trustees). These expenses were for travel, subsistence and accommodation.

Travel, subsistence and accommodation expenses reimbursed to executive officers amounted to £760 (2018: £2,511).

9. Tangible fixed assets

	Office furniture and computer equipment £	Website £	IT devel- opment (learning zone) £	Total £
Cost or valuation				
At 1 January 2019	3,032	18,900	19,349	41,281
Additions	700	-	-	700
At 31 December 2019	<u>3,732</u>	<u>18,900</u>	<u>19,349</u>	<u>41,981</u>
Depreciation				
At 1 January 2019	761	3,150	6,450	10,361
Charge for the year	1,108	6,300	6,450	13,858
At 31 December 2019	<u>1,869</u>	<u>9,450</u>	<u>12,900</u>	<u>24,219</u>
Net book value				
At 31 December 2019	<u>1,863</u>	<u>9,450</u>	<u>6,449</u>	<u>17,762</u>
At 31 December 2018	<u>2,271</u>	<u>15,750</u>	<u>12,899</u>	<u>30,920</u>

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

10. Debtors

	2019 £	2018 £
Due within one year		
Other debtors	20,694	11,400
Prepayments and accrued income	8,611	4,664
	<u>29,305</u>	<u>16,064</u>

11. Creditors: Amounts falling due within one year

	2019 £	2018 £
Other taxation and social security	-	2,306
Accruals and deferred income	20,259	17,963
Grants payable	8,000	2,500
	<u>28,259</u>	<u>22,769</u>

Included in accruals and deferred income is deferred income of £5,406 (2018 £2,606) which relates to course fees paid in advance of courses taking place in the following year.

12. Pension commitments

The Charity operates a defined pension scheme for all employees. The assets of the schemes are held separately from those of the charity in an independently administered fund. The pension charge represents contributions payable by the charity to the fund and amounted to £4,575 (2018: £3,181). Included in creditors at the year end are contributions payable of £225 (2018: £Nil).

13. Related party transactions

The charity has formal procedures in place for the declaration of interests and any conflicted trustee does not participate in consideration of matters and/or decision making where they are conflicted.

During the year, payments of £1,500 (2018: £6,150) were made for film production services to Alchemy Street, a company in which the husband of one of the executive officers has a controlling interest.

During the year, the Society awarded £20,000 (2018: £15,000) to Jo's Cervical Cancer Trust, an organisation in which R Music, trustee, is chief executive.

The Society also received £5,000 (2018: £6,000) for conference sponsorship from Zilico, a company in which J Tidy, executive officer, has a financial interest.