

**BRITISH SOCIETY FOR COLPOSCOPY  
AND CERVICAL PATHOLOGY**  
Charity Number 296198

**ANNUAL REPORT**

**YEAR ENDED 31 DECEMBER 2017**

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2017**

**CHARITY INFORMATION**

Charity Number: 296198

Objects of Charity: To 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.

Address: Birmingham Women's Hospital  
Edgbaston  
Birmingham  
B15 2TG

Bankers: Barclays Bank  
54 High Street  
Worcester  
WR1 2QQ

Legal Advisers: Pearson Rowe  
53 St Paul's Square  
Birmingham  
B3 1QS

Auditors: BDO LLP  
TWO SNOWHILL  
Birmingham  
B4 6GA

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2017

TRUSTEES AND EXECUTIVE OFFICERS REPORT

<u>CONTENTS</u>	<u>PAGES</u>
TRUSTEES' AND EXECUTIVE OFFICERS REPORT	1 - 8
STATEMENT OF TRUSTEES' RESPONSIBILITIES	9
AUDITOR'S REPORT	10 - 12
STATEMENT OF FINANCIAL ACTIVITIES	13
BALANCE SHEET	14
STATEMENT OF CASH FLOWS	15
NOTES AND ACCOUNTING POLICIES	16 - 22

# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2017

## TRUSTEES AND EXECUTIVE OFFICERS REPORT

On behalf of the Trustees, I have pleasure in submitting our annual report in respect of the year ended 31 December 2017.

The charity is governed by a trust deed dated 1 June 1985, as amended.

### Reference and administrative details

#### Trustees and Executive Officers

The Trustees and Executive Officers, who are appointed by members of the society, are:

Trustees: Mr J Jordan  
Mr P Walker  
Mr R Music (appointed 3 May 2017)  
Professor A Singer (resigned 3 May 2017)

Past President: Dr M Cruickshank

Executive Officers: Mr J Tidy – President  
Mr P Martin-Hirsch – President Elect  
Miss T F Wang – Secretary  
Miss D Lyons – Treasurer

The Executive Officers are appointed on a three year term by a ballot of the members. The Treasurer has the power to deal with the finances and the Secretary has limited power, with the approval of the Treasurer with regard to the finances.

The Executive Committee, who are not remunerated, consists of the Trustees, Past President, the Executive Officers and area representatives. Area representatives are elected for three years by a ballot of members. Area representatives are as follows:

Mr N Myerson-Chair CTC	Dr K Hellner
Mr J Brady-Chair IT	Mr Nagrindra Das
Dr G Flannelly-Learning Zone	Mr S China
Dr J Palmer	Dr Camille Busby Earle
Dr M Nathan	Dr G Dorman
Dr Uma Krishnamoorthy	Dr L Pickford
Mrs Jilly Goodfellow	Dr T Majmudar
Dr Joe Llahi-Camp	

#### Election and Training of Trustees

Trustees shall be individuals whose qualifications and motivation would be of value to the BSCCP 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.

### Structure, governance and management

The Board of Trustees and 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.

# **BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2017**

## **TRUSTEES AND EXECUTIVE OFFICERS REPORT**

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

There is a research subcommittee which reviews BSCCP UK research awards and scholarships.

The day to day management of the charity is carried out by the Society Co-ordinators, Sharon Parisi, Elaine Radford and Stephanie Thomason who work closely with the Executive Officers. The Executive Committee agreed an increase to Stephanie Thomason's contracted hours from 18hrs per week to 23 hours per week commencing in January 2018.

### 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.

### **Objectives and activities**

#### Objectives and activities for public benefit

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 organizations 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.

### **Achievement and developments**

#### Review of Activities

#### **Membership**

The total active membership of the Society at the present time stands at 2220 members. This includes approx. 1600 accredited colposcopists and 330 members who are undergoing the BSCCP Training Programme.

# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2017

## TRUSTEES AND EXECUTIVE OFFICERS REPORT

### **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 2017 a total of 96 BSCCP trainee members sat the BSCCP OSCE. In 2016 there were 78 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 47 attendees. A Basic course scheduled for November 2017 was cancelled as only three delegates registered for the course.

A Trainer's seminar with 231 attendees was held in Cardiff.

### **BSCCP 2017 Annual Scientific Meeting**

In 2017 the BSCCP Annual Scientific Meeting was held in Cardiff and was attended by 419 delegates. 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](http://www.bsccp.org.uk)

### **BSCCP Awards and Scholarships 2017**

1 Overseas Scholarship (Travel Bursary) - Charles Redman/ Uliana Tabuica – 2,330 Euro's paid to U Tabuica. £1,000 outstanding for a reciprocal visit by trainer

2 Overseas Scholarship (Travel Bursary) Nigeria– O Ajayi /Peter Adeloju/ – £2,000 paid September 2017. £1,000 reciprocal visit by trainer outstanding

3 Overseas Scholarship (Travel Bursary) China –Albert Singer/Qing Cong – £1,312.35 paid in April 2017 and £300 paid in June 2017 plus complimentary conference attendance and £1,000 reciprocal visit by trainer Carmel Flynn paid in October 2017.

#### 4 Jo's Cervical Cancer Trust - £15,000 (Paid May 2017)

The BSCCP award of £15,000 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

£5,360 was awarded for 2017 dues

#### IFCPC Dues – International Federation for Cervical Pathology & Colposcopy

A payment of 9000 USA Dollars £7,332 (1,800 members @ \$5) was made for the IFCPC 2017 dues.

#### Oral, Poster and OSCE Prizes

One prize of £150 was awarded for the best oral paper and two prizes of £150 each were awarded for best poster presentations (paid by InConference).

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

#### Travel Bursaries

£2,100 was awarded in the form of 14 travel bursaries to members who submitted the highest scoring abstracts.

# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2017

## TRUSTEES AND EXECUTIVE OFFICERS REPORT

### International Travel Bursaries

The IFCPC World Congress took place between 2-7 April 2017 in Orlando, Florida. Four travel bursaries of £750 and one travel bursary of £2,000 were awarded to BSCCP members whose abstracts were accepted.

### **Jordan Singer Prize**

The Bi-Annual Jordan/Singer prize was awarded in December 2016. This award is for members of the Society to conduct research or to acquire additional clinical skills in colposcopy. The accumulated total of the awards for 2016 is £45,000.

The List of 2017 Summary of Approved Awards is as follows:

Emmanouil Kalampokas £20,000: "Identification of Novel Disease Markers to Improve CIN Detection in HPV Immunised Women" has been successful.

First payment of £10,000 in August 2017. Amount outstanding £10,000

Rachel Comer £5,000: "To Understand the Cervical Screening Behaviour of Women Aged Over 50 Years" has been successful.

First payment of £2,500 paid September 2017. Amount outstanding £2,500.

Rachel O'Donnell £20,000: "Investigating the Predictive Value of Tumour PARP variant A/A for the Progression of CIN to Invasive Cancer" has been successful.

First payment of £10,000 paid February 2017. Outstanding balance of £10,000 paid July 2017.

### **Subscription Fee**

The last increase in the annual BSCCP annual subscription fee was from £50 to £60 in 2011. It was proposed by the Treasurer and agreed by members at the AGM in Cardiff in 2017 that the subscription fee be increased to £70 in January 2018.

Following new government legislation, the BSCCP was required to auto-enrol in an approved pension scheme from 1 April 2017.

### **Document 20 Mobile APP development**

This project was partly funded in 2016 and completed in 2017 at a total cost of £13,300 plus VAT. The mobile app is now available to download from Android and Apple stores. The APP 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.

### **E-Learning Technologist**

An E learning Technologist was recruited from an agency, on a part time basis from June 2017 to October 2017 and supported the Society in the technical development of content for the Moodle/Learning Zone.

### **BSCCP Website and Development of an E-Learning Moodle Platform**

In 2017 the Society further developed its online presence both in terms of the current website and the continued growth and development of the BSCCP new online digital learning system.  
[www.bsccp.org.uk](http://www.bsccp.org.uk)  
<http://testbsccplearning.org.uk/>

The Society worked alongside Synergy learning to deliver the following 3 work packages.

1) Develop and implement the Moodle Site. 2) Provide consultancy support to train the development team on the Moodle site's on-going development and usage and 3) Development and set up of a

# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2017

## TRUSTEES AND EXECUTIVE OFFICERS REPORT

template to support the standardisation of the information collated for use on the E-Learning Zone site.

Elements of additional costs arose as the project was being implemented, which covered a number of training days for Moodle content development and administration, a Single Sign on solution to enable members to sign on seamlessly from the main BSCCP website to the Learning Zone Website and a refresh of the existing Society website to improve mobile responsiveness.

**SINGLE SIGN ON** – The costs associated with the Single Sign work were split between two suppliers; the current website providers Marmalade £4,025 and the Moodle providers Synergy Learning £2,610.

**TRAINING DAYS** – The Society undertook additional administrative requirements to support the delivery of 5 Moodle Content and Moodle Administration training days throughout 2017. The costs associated with the delivery of these training days include travel/expenses/room hire totalling £3,764.

**WEBSITE REFRESH**– Marmalade commenced the Website Refresh work in late 2017, with an objective to improve the mobile responsiveness and optimisation of the existing website. Total cost of this work will be £18,900 (Inclusive of VAT). £9,450 of this was paid in October 2017.

### Future Plans

In May 2018 the BSCCP Annual Scientific Meeting will be held in Manchester. Exhibition stands will be offered to Jo's Cervical Cancer Trust free of charge. A complimentary half day trainer's seminar will be offered to BSCCP trainers and this will be followed by a two day scientific programme including international key note speakers. <http://bsccpconference.co.uk/programme/>

Most of the conference lectures will be filmed and the videos will be available to view on the society's website after the meeting.

In 2017 on behalf of the Society the Treasurer organised and managed a careers stand to promote the Society at the RCOG Careers Day for Junior Doctors and the RCOG Medical Students Day. The Society plans to be represented by Dr Lyons at the similar events in 2018.

In 2018 the society will be running two further OSCE exams and two OSCE preparation courses. A one day Advanced Course for Colposcopists will be held in November 2018.

In 2018 the BSCCP will continue to support its members to progress with further colposcopy research by promoting national surveys.

There will be continued maintenance and updates for the BSCCP website and customer management system, as the website continues to be used by an increasing number of users at an international level and is a great asset to the society. There is a News section on the website so that BSCCP members can easily access news and information.

In September 2018 it will be necessary for all BSCCP accredited colposcopists to re-accredit to ensure they maintain their competence. Members will complete this process online and the BSCCP will invest further to refresh the website to ensure the site is optimised for members accessing the site via a mobile or tablet.

Before May 2018 there will be further updates to the website following new EU regulations for GDPR.

In 2018 the Society also plans to continue the growth and development of the BSCCP Digital learning system which is crucial given the growth of member's digital expectations. There will be ongoing hosting and maintenance charges for the Learningzone for 2018, £4498 in Jan 2018 and plans for an ongoing support mechanism for the learningzone will be developed.



# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2017

## TRUSTEES AND EXECUTIVE OFFICERS REPORT

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. In 2018 the BSCCP will continue to work closely with both of these organizations.

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 International Federation for Colposcopy and the European Federation for Colposcopy who assist and advise on all aspects of colposcopy overseas.

### Summary

The BSCCP continues to be active in promoting high standards of colposcopy and research into screening for, 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.

The Society maintains its close association with the RCOG, IFCCP, EFC and the Public Health England (PHE) Screening Programme and continues to oversee colposcopy training and the BSCCP registered colposcopists, who are currently practising, to ensure they maintain their competence.

### Financial Review

In 2017 the Society incurred a deficit of £8,511 (2016 – £41,835). The higher deficit in the prior year was due mainly to the additional spend on technology related costs which were not considered a fixed asset.

The total reserves of the charity decreased from £565,609 to £557,098. Cash reserves decreased from £634,142 to £534,127, resulting from an expenditure on IT development of £30,165, which has been treated as a fixed asset, making grant payments which were approved in 2016, and paying deposits for future conferences.

### 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 one year's expenditure in a reserve fund. The charity currently holds free reserve of £526,387 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.

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2017**

**TRUSTEES AND EXECUTIVE OFFICERS REPORT**

Discussions regarding these are ongoing with the executive officers and will be further discussed at the executive meetings – see future plans section above.

Investment Policy

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.

**Auditors**

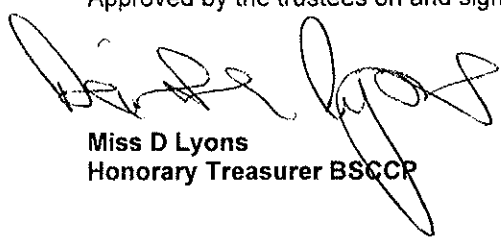
Each of the trustees has confirmed that so far as he/she is aware, there is no relevant audit information of which the company's auditor is unaware and that he/she has taken all the steps that ought to have been taken as trustee in order to be aware of any relevant audit information and to establish that the company's auditor is aware of that information.

The resolution to re-appoint BDO LLP as auditors will be proposed at the next Annual General Meeting.

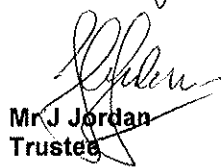
The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Approved by the trustees on and signed on their behalf on

9<sup>th</sup> April 2018



**Miss D Lyons**  
Honorary Treasurer BSCCP



**Mr J Jordan**  
Trustee

# **BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2017**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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

Charity law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 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 and regulations made thereunder. 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.

Financial statements are published on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the charity's website is the responsibility of the trustees. The trustees' responsibility also extends to the ongoing integrity of the financial statements contained therein.

# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2017

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

### Opinion

We have audited the financial statements of British Society for Colposcopy and Cervical Pathology for the year ended 31 December 2017 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, 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).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2017 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;
- 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 Auditor's 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 UK, including the FRC'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 company'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.

### Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The other information comprises the Trustees and Executive Officers Report. The trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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.

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2017**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

- the information contained in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate 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 and for being satisfied that they 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 directors either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's 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.

This report is made solely to the Charity's trustees, as a body, in accordance with the Charities Act 2011. 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 auditor's 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 the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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 auditor's 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.

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2017**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BRITISH SOCIETY FOR  
COLPOSCOPY AND CERVICAL PATHOLOGY**

**Auditor's responsibilities for the audit of the financial statements (continued)**

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

BDO LLP

Kyla Bellingall (Senior Statutory Auditor)  
For and on behalf of BDO LLP (Statutory Auditor)  
Birmingham  
Date: 10/4/2018

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 DECEMBER 2017**

	Notes	2017 £	2016 £
<b>Income</b>			
Income from investments			
- Bank interest receivable		815	1,563
- Exchange gains		12	3,016
Income from charitable activities			
- Membership fees		133,575	134,056
- Conference income	10	221,905	164,653
- Course income	11	29,597	41,934
- Other Income		478	1,220
<b>Total income</b>		<u><b>386,382</b></u>	<u><b>346,442</b></u>
<b>Expenditure on:</b>			
Charitable activities	3	<b>394,893</b>	388,277
<b>Total expenditure</b>		<u><b>394,893</b></u>	<u><b>388,277</b></u>
<b>Net deficit and net movement in funds</b>		<b>(8,511)</b>	<b>(41,835)</b>
<b>Total funds brought forward</b>		<b>565,609</b>	607,444
<b>Total funds carried forward</b>		<u><b>557,098</b></u>	<u><b>565,609</b></u>

All amounts relate to unrestricted funds.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

BALANCE SHEET

31 DECEMBER 2017

	Notes	2017 £	2016 £
<b>Fixed assets</b>	5	<b>30,165</b>	-
<b>Current assets</b>			
Debtors	6	<b>25,224</b>	2,951
Cash at bank and in hand		<b>534,127</b>	634,142
		<u><b>559,351</b></u>	<u>637,093</u>
Creditors: Amounts falling due within one year	7	<b>32,418</b>	71,484
<b>Net current assets</b>		<u><b>526,933</b></u>	<u>565,609</u>
<b>Total net assets</b>		<u><b>557,098</b></u>	<u>565,609</u>
<b>GENERAL FUNDS</b>		<u><b>557,098</b></u>	<u>565,609</u>

Approved by the Trustees and authorised for issue on 9<sup>th</sup> April 2018 and signed on their behalf by

  
Mr J Jordan  
Trustee



## BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

## STATEMENT OF CASH FLOWS

31 DECEMBER 2017

	2017 £	2016 £
<b>Net deficit for the year</b>	<b>(8,511)</b>	<b>(41,835)</b>
Adjustments for:		
Depreciation	-	16,262
Interest received	(827)	(4,579)
(Increase)/decrease in debtors	(22,273)	2,199
(Decrease)/increase in creditors	(39,066)	48,383
<b>Net cash provided by operating activities</b>	<b>(70,677)</b>	<b>20,430</b>
<b>Cash flows from investing activities</b>		
Purchase of property, plant and equipment	(30,165)	-
Interest received	827	4,579
<b>Net cash provided by investing activities</b>	<b>(29,338)</b>	<b>4,579</b>
<b>Change in cash and cash equivalents</b>	<b>(100,015)</b>	<b>25,009</b>
<b>Cash and cash equivalents at beginning of year</b>	<b>634,142</b>	<b>609,133</b>
<b>Cash and cash equivalents at end of year</b>	<b>534,127</b>	<b>634,142</b>

**1. ACCOUNTING POLICIES**

The principal accounting policies of the charity are as follows:

**a) Basis of accounting**

The legal constitution of the charity and its objects are set out in the strategic report. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) ('Charities SORP (FRS102)'), and the Charities Act 2011.

The charity's trustees have carried out a review of going concern. They consider that there is expected to be sufficient liquid reserves to enable the charity to meet its commitments as they fall due for a period of at least 12 months from the date of approval of the financial statements. Therefore the accounts have been prepared on a going concern basis.

The financial statements have been presented in the charity's functional currency, GBP (£).

**b) Income**

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 retain control of the income and expenditure and act as principal contractor, income and expenditure are recorded gross. Where the third party organiser contracts with suppliers 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 net.

Grant income is recognised when receipt of the grant becomes probable.

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

Income from bank deposits is accounted for on the accruals basis.

**c) Resources expended**

Grants payable are treated as an expense of the charity in the year in which payments are made or when an irrevocable commitment is made.

Direct activity costs comprise all direct costs and overheads which have been incurred by the society in meeting its charitable objectives.

Support costs are those costs incurred directly in support of expenditure on the objectives of the charity.

Support costs are allocated firstly on the basis for which activities incurred the cost and secondly in proportion to the time spent on those activities.

Governance costs, as a component of support costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

## NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

**d) Tangible fixed assets**

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

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

Depreciation is charged from the date when the asset is brought into use.

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.

**e) Financial instruments**

Financial liabilities and equity are classified according to the substance of the financial instrument's contractual obligations, rather than its legal form.

The charity's cash at bank and in hand and other debtors and its other creditors are measured initially at the transaction price, including transaction costs, and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year are measured at the undiscounted amount of the cash or other consideration expected to be paid or received.

**f) Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand and highly liquid interest-bearing securities with maturities of three months or less subject to insignificant risk of changes in value.

**g) Foreign currency**

Transactions denominated in foreign currencies are recorded in sterling at the exchange rates as of the date of the transaction or at the agreed rate. Monetary assets and liabilities denominated in foreign currencies at the year end are reported at the rates of exchange prevailing at the year end, or where appropriate, at the rate of exchange which has been agreed. Any gain or loss arising from a change in exchange rates subsequent to the date of the transaction is reported as an exchange gain or loss in the statement of financial activities.

**h) Gifts in kind**

The Trustees do not feel it is appropriate to 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 AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

i) **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. JUDGMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

In preparing these financial statements, the trustees have had to make judgments, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses.

The estimates and associated assumptions are based on historic experiences and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments about carrying values of assets and liabilities and are not readily apparent from other sources. Actual results may differ from these estimates. The key judgments, estimates and assumptions that could have a material impact on the accounts are:

- a) Fixed assets: An assessment is made of the useful lives of assets based on historical information, including estimated replacement cycles.
- b) 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 time devoted to each activity.

**3. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Conferen- ces £	Education £	Total 2017 £	Total 2016 £
Grants payable	-	20,900	<b>20,900</b>	63,292
Direct activity costs (notes 10,11)	175,874	12,075	<b>187,949</b>	158,690
Support costs	13,040	173,004	<b>186,044</b>	166,295
	<u>188,914</u>	<u>205,979</u>	<u><b>394,893</b></u>	<u>388,277</u>

**Grants payable**

	2017 £	2016 £
Travel bursaries and fellowships to individuals numbering 5 (2016: 5)	<b>5,750</b>	7,992
Jordan/Singer Research prize to individual	-	45,000
Jo's Cervical Cancer Trust	<b>15,000</b>	10,000
Prizes to individuals numbering 1 (2016: 2)	<b>150</b>	300
	<u><b>20,900</b></u>	<u>63,292</u>

## NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

**Support costs**

Support costs for Education include costs associated with maintaining the membership database, newsletters and the website as well as costs associated with administering and running the courses and e-learning.

Education comprises training courses, other training activities in the UK and overseas, and raising awareness to aid the prevention of cervical cancer.

	Conferen- ces £	Education £	Total 2017 £	Total 2016 £
Support costs:				
Bank charges & interest	-	2,526	<b>2,526</b>	1,991
Website, IT and promotional costs	-	19,110	<b>19,110</b>	28,916
Learningzone support and hosting costs	-	5,994	<b>5,994</b>	-
Learningzone training costs	-	9,014	<b>9,014</b>	-
IFCPC dues	-	7,332	<b>7,332</b>	6,517
EFC dues	-	5,360	<b>5,360</b>	3,872
Salary costs	9,575	86,177	<b>95,752</b>	80,480
Recruitment costs	-	6,300	<b>6,300</b>	-
Depreciation	-	-	-	16,262
Office costs	1,083	9,749	<b>10,832</b>	6,811
Governance costs	2,382	21,442	<b>23,824</b>	21,446
	<u>13,040</u>	<u>173,004</u>	<u><b>186,044</b></u>	<u>166,295</u>
			<b>2017</b>	<b>2016</b>
			£	£

The resources expended are stated after charging:

Auditors remuneration	<b>11,100</b>	11,100
Fees paid to auditors for other services	<b>1,532</b>	1,667
	<u><b>12,632</b></u>	<u>12,767</u>

**4. STAFF COSTS**

	2017 £	2016 £
Salaries	<b>87,707</b>	74,650
Social security costs	<b>5,355</b>	3,943
Pension contributions	<b>2,690</b>	1,887
	<u><b>95,752</b></u>	<u>80,480</u>

No employee earned more than £50,000 per annum.

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

The average number of employees analysed by function was:

	2017 No.	2016 No.
Administration and support of the charity	<u>3</u>	<u>3</u>

## NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

## 5. FIXED ASSETS

	<u>IT devel- opment (Learning- zone)</u> £	<u>Website</u> £	<u>Office furniture and computer equipment</u> £	<u>Total</u> £
<b>COST</b>				
At 1 January 2017	-	56,280	4,653	60,933
Additions	19,349	9,450	1,366	30,165
<b>At 31 December 2017</b>	<b>19,349</b>	<b>65,730</b>	<b>6,019</b>	<b>91,098</b>
<b>DEPRECIATION</b>				
At 1 January 2017	-	56,280	4,653	60,933
Charge for year	-	-	-	-
<b>At 31 December 2017</b>	<b>-</b>	<b>56,280</b>	<b>4,653</b>	<b>60,933</b>
<b>NET BOOK AMOUNTS</b>				
At 31 December 2016	-	-	-	-
<b>At 31 December 2017</b>	<b>19,349</b>	<b>9,450</b>	<b>1,366</b>	<b>30,165</b>

## 6. DEBTORS

	2017 £	2016 £
Other debtors	22,186	-
Prepayments	3,038	2,951
	<b>25,224</b>	<b>2,951</b>

## 7. CREDITORS

	2017 £	2016 £
Grant accrual	12,500	51,000
Other accruals	15,762	15,246
Deferred income	2,279	3,448
Other taxation and social security	1,877	1,790
	<b>32,418</b>	<b>71,484</b>

Deferred income relates to course fees received in advance and are released to the Statement of Financial Activities in the following period when the course takes place.

## NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

## 8. FINANCIAL INSTRUMENTS

	2017 £	2016 £
Financial assets measured at amortised cost	<u>534,127</u>	<u>634,142</u>
Financial liabilities measured at amortised cost	<u>28,262</u>	<u>66,246</u>

## 9. PENSIONS

The charity operates 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 pensions charge represents contributions payable by the charity to the fund and amounted to £2,690 (2016: £1,887). There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

## 10. CONFERENCES

	2017		2016	
	£	£	£	£
Income				
Delegates		170,530		101,015
Sponsors		51,375		63,638
		<u>221,905</u>		<u>164,653</u>
Expenditure				
Venue Hire	31,067		34,729	
Catering and social programme	41,647		27,041	
Organisers commission	14,565		15,898	
Printing and publicity	17,341		16,254	
Bursaries and prizes	2,100		1,950	
Speaker expenses & accommodation	11,500		8,393	
Other conference expenses	25,115		25,961	
Administration expenses	32,539		15,205	
		<u>175,874</u>		<u>145,431</u>
Surplus before support costs		<u>46,031</u>		<u>19,222</u>

## NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2017

**11. EDUCATION COURSES**

	<b>2017</b> <b>£</b>	<b>2016</b> <b>£</b>
Income	<b>29,597</b>	41,934
Expenditure	<b>12,075</b>	13,259
Surplus on courses before support costs	<u><b>17,522</b></u>	<u>28,675</u>

**12. TRANSACTIONS WITH RELATED PARTIES**

Travel, subsistence, accommodation expenses for the Trustees amounted to £228 (2016: £511). During the year, one (2016 –two) trustee was reimbursed for expenses or who had expenses paid by the charity.

Travel, subsistence and accommodation expenses reimbursed to executive officers amounted to £1,383 (2016 - £4,352).

During the year, payments of £Nil (2016 - £2,467) 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 £15,000 to Jo's Cervical Cancer Trust, an organisation in which R Music, trustee, is chief executive. The award was made before R Music was appointed a trustee.

The Society also received £3,475 for conference sponsorship from Zilico, a company in which J Tidy, executive officer, has a financial interest.

**13. CAPITAL COMMITMENTS**

At the year end the BSCCP had entered into a contract for the re-development of their website for an additional £9,450 including VAT.