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

**ANNUAL REPORT**

**YEAR ENDED 31 DECEMBER 2016**

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2016**

**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 2016**

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# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2016

## 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 2016.

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 Professor A Singer Mr P Walker
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 Mr N Myerson – Chair CTC

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 do not have any powers and are elected for three years by a ballot of members in the relevant region. Area representatives are as follows:

Mr J Brady (Interim IT Subcommittee chair 15.04.2016)	Mr Nagrindra Das
Dr J Palmer	Mr S China
Dr M Nathan	Dr Camille Busby Earle
Dr Uma Krishnamoorthy	Dr G Dorman
Mrs Jilly Goodfellow	Dr L Pickford
Dr Joe Llahi-Camp (appointed 15.04.2016)	Dr G Flannelly
Dr K Hellner (appointed 02.12.2016)	Dr T Majmudar (appointed 15.04.2016)

#### 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 via a teleconference 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 re-certification of colposcopists and makes

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## TRUSTEES AND EXECUTIVE OFFICERS' REPORT

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. Stephanie Thomason joined the Society on a permanent, part time contract in November 2016.

### 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 in this way.

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 objects 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 tract pre-malignant conditions and who are suffering from cervical cancer, and publishes information on the BSCCP website for those women. They have an interest and involvement in cervical cancer research and collaborate with all the relevant organizations who have an interest and who conduct research into finding a cure or new treatment 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 for diagnosis and prevention of cervical cancer. It is committed to the 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 2225 members. This includes approx. 1490 accredited colposcopists and 400 members who are undergoing the BSCCP Training Programme.

##### **Certification and Training Programme**

This is a structured training programme, which aims to impart competency in diagnostic 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 concluded with the Colposcopy Objectively Structured Clinical

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## TRUSTEES AND EXECUTIVE OFFICERS' REPORT

In 2016 a total of 78 BSCCP trainee members sat the BSCCP OSCE. In 2015 there were 88 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 2 OSCE Preparation Courses, with 48 attendees and a 1 day Advanced Colposcopy Course, with 61 attendees and a Trainer's seminar with 91 attendees in Bradford.

### **BSCCP 2016 Annual Scientific Meeting**

In 2016 the BSCCP Annual Scientific Meeting was held in Bradford and was attended by 246 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 2016**

1 Overseas Scholarship (Travel Bursary) - Charles Redman/J Hederlingova –£1,200 (paid to J Hederlingova, Bratislava) plus £1,000 outstanding for reciprocal visit by trainer

2 Overseas Scholarship (Travel Bursary) Nigeria– O Ajayi /Peter Adeloju/ – up to £2,000 plus £1,000 reciprocal visit by trainer – both outstanding

3 Overseas Scholarship (Travel Bursary) China –Albert Singer/Qing Cong – up to £2,000 plus £1000 reciprocal visit by trainer – both outstanding

4 Overseas Scholarship (Travel Bursary) Moldova– Charles Redman /Uliana Tabuica up to £2,000 plus £1,000 reciprocal visit by trainer – 2015 Award still outstanding. Training taking place in 2016

#### 5 Jo's Trust - £10,000 (Paid May 2016)

Jo's Cervical Cancer Trust run the UK's only helpline dedicated to those affected by cervical cancer and cervical abnormalities. There has been rapid growth in the number of calls being made to the helpline. The BSCCP award of £10,000 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

£3,872 was awarded for 2016 dues

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

A payment of 9000 USA Dollars £6516 (1800 members @ \$5) was made for the IFCPC 2016 dues. A further payment was made in January 2016 for the outstanding 2015 dues.

#### EFC – European Federation for Colposcopy

£2,500 was awarded to the EFC in respect of travel grants to assist delegates to attend the EFC Symposium in Paris on the 11 January 2017.

#### Oral, Poster and OSCE Prizes

2 prizes of £150 each were awarded for the best oral paper and poster presentation (paid by InConference) and 2 prizes of £150 to the highest scoring OSCE candidate exam.

#### Travel Bursaries

£1,800 was awarded in the form of 12 travel bursaries to members who submitted the highest scoring abstracts (Paid by InConference).

#### Regional Meetings

A small award of £326 was made to assist with the cost of organising the regional London Colposcopy Meeting

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## TRUSTEES AND EXECUTIVE OFFICERS' REPORT

### **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 and the value is up to a total of £25,000 for successful applicants. The last prize of £25,000 was awarded to M Kyrgiou in December 2014 and was paid in April 2015. In the last application round, there were 9 applications, 3 of which were deemed by the executive committee to be of exceptional quality, and as a result the executive decided to increase the prize allocation to £45,000.

The List of 2016 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".

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

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".

### **Public Health England Audits**

From April 2006 to 1 April 2015 the Society received an annual grant of £25,000 to provide administration support and collaborate with the Public Health England Cervical Screening Service. The BSCCP also provided support for nation audits. Following changes in the new structure of Public Health England Screening Programme the BSCCP this grant has been withdrawn but the BSCCP continues to collaborate with the Public Health England Cervical Screening Programme in particular in relation to future development of new and updated guidance and standards for colposcopy screening programmes.

### **Future Plans**

In May 2017 the BSCCP Annual Scientific Meeting will be held in Cardiff. Exhibition stands will be offered to Jo's Trust free of charge. A complimentary half day trainer's seminar will be offered to BSCCP trainers and this will be followed by a 2 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.

The IFPC World Congress will take place on 2-7 April 2017, In Orlando, Florida. A limited number of travel bursaries of £750 are offered to BSCCP to members whose abstracts were accepted.

In 2016 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 RCOG Medical Students Day. The Society plans to be represented by Dr Lyons at the similar events in 2017.

In 2017 the society will be running 2 further OSCE exams and 2 OSCE preparation courses and a 3 day Basic Colposcopy Course for trainees in November 2017.

The BSCCP website and customer management system continues to be used by an increasing number of users on 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 2016 additional investment was approved to further develop the Society's online presence. In 2017 the Society plans to continue the growth and development of the BSCCP's website and online digital learning system which is crucial given the growth of member's digital expectations. [www.bsccp.org.uk](http://www.bsccp.org.uk)

These plans include the development of an E-Learning Moodle Platform, the Development of a mobile APP version of Document 20 and the Recruitment of an E- Learning Technologist. The Trustees agreed that the progression of this IT activity would be funded by utilising part of the BSCCP's financial reserves.

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YEAR ENDED 31 DECEMBER 2016

## TRUSTEES AND EXECUTIVE OFFICERS' REPORT

### E-Learning Moodle Platform

Moodle Implementation and Support Services. Moodle Development - Synergy

The following costs were approved by the committee:

Phase 1 fees £12,799 + VAT

Phase 2 fees £6,025 + VAT

Annual Hosting Fee 20 GB £2,500 + VAT

Annual Fee Moodle Support Fee £999 + VAT

Hosting Scalable Charges Fee up to 200GB £1950 + VAT

Synergy's 3 key work packages will be to: 1) Develop and implement the Moodle Site. 2) Provide consultancy support to train the development team on the Moodle sites on-going development and usage and 3) Development and set up of a template to support the standardisation of the information collated for use on the E-Learning Zone site.

### Document 20 Mobile APP development

The approved final cost of the development of the mobile APP by Marmalade was confirmed as £13,300 plus VAT. The development work is underway and the first invoice of £7980 was paid in October 2016.

### E-Learning Technologist

An E learning Technologist is to be employed on a 3 year fixed term contract with a salary of up to £35,000 a year based on the measurable output (number of hours per year). The Executive Committee agreed to this on the basis that the fixed term contract should include a 12 and 24 month review clause.

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 2017 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 assists and advises on all aspects of colposcopy overseas.

It is also noted that the BSCCP subscription charge of £60 has not been increased since 2011, and although this is still the case, it may be something that the Committee will consider at a later date.

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

### 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 the 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, IFCPC, 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



# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2016

## TRUSTEES AND EXECUTIVE OFFICERS' REPORT

### Financial Review

In 2016 the Society made a deficit of £41,835 (2015 – surplus of £38,749). The deficit in the year was due mainly to the increased awards from the Jordan Singer Prize of £45,000. The conference also returned a lower surplus in 2016 than was the case in 2015, and there was additional spend on technology related costs.

The total reserves of the charity reduced to £565,609. Cash reserves, however, increased to £634,142 as a result of the awards not being paid out in the year.

### 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

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 £565,609 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 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

All of the current trustees have taken all the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purpose of their audit and to establish that the auditors are not aware of that information. The trustees are not aware of any relevant information of which the auditors are not aware.

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

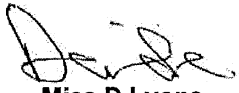
**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

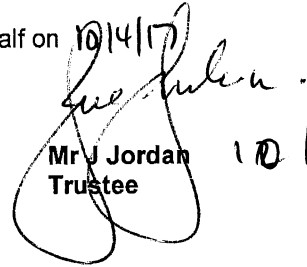
**YEAR ENDED 31 DECEMBER 2016**

**TRUSTEES AND EXECUTIVE OFFICERS' REPORT**

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) published on 16 July 2014.

Approved by the trustees on and signed on their behalf on 10/4/17

  
Miss D Lyons  
Honorary Treasurer BS CCP 10.4.17

  
Mr J Jordan  
Trustee 10/4/17

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

**YEAR ENDED 31 DECEMBER 2016**

## **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 2016**

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

We have audited the financial statements of British Society for Colposcopy and Cervical Pathology for the year ended 31 December 2016 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's (FRC's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the FRC's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2016 and of the charity's incoming resources and application of resources, including the income and expenditure, 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.

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**YEAR ENDED 31 DECEMBER 2016**

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

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' and Executive Officers 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.

BDO LLP

Kyla Bellingall (senior statutory auditor)  
For and on behalf of BDO LLP (statutory auditor)

Birmingham  
United Kingdom

Date: 20 April 2017

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 2016**

	Notes	2016 £	2015 £
<b>Income</b>			
Income from investments			
- Bank interest receivable		1,563	1,623
- Exchange gains		3,016	-
Income from charitable activities			
- Membership fees		134,056	136,263
- Conference income	10	164,653	265,789
- Course income	11	41,934	44,566
- Other Income		1,220	-
<b>Total income</b>		<u>346,442</u>	<u>448,241</u>
<b>Expenditure on:</b>			
Charitable activities	3	388,277	409,492
<b>Total expenditure</b>		<u>388,277</u>	<u>409,492</u>
<b>Net income and net movement in funds</b>		(41,835)	38,749
<b>Total funds brought forward</b>		607,444	568,695
<b>Total funds carried forward</b>		<u>565,609</u>	<u>607,444</u>

All amounts relate to unrestricted funds.


BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

BALANCE SHEET

31 DECEMBER 2016

	Notes	2016 £	2015 £
<b>Fixed assets</b>	5	-	16,262
<b>Current assets</b>			
Debtors	6	2,951	5,150
Cash at bank and in hand		<u>634,142</u>	<u>609,133</u>
		<b>637,093</b>	<b>614,283</b>
Creditors: Amounts falling due within one year	7	<u>71,484</u>	23,101
<b>Net current assets</b>		<b>565,609</b>	591,182
<b>Total net assets</b>		<b>565,609</b>	<b>607,444</b>
<b>GENERAL FUNDS</b>		<b>565,609</b>	<b>607,444</b>

Approved by the Trustees and authorised for issue on 6 April 2016 and signed on their behalf by

  
 Mr J. Jordan  
 Trustee

10/4/17

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

STATEMENT OF CASH FLOWS

31 DECEMBER 2016

	2016 £	2015 £
<b>Net income</b>	<b>(41,835)</b>	38,749
Adjustments for:		
Depreciation	16,262	17,391
Interest received	(4,579)	(1,623)
Decrease in debtors	2,199	914
Increase/(decrease) in creditors	48,383	(11,261)
<b>Net cash provided by operating activities</b>	<b>20,430</b>	<b>44,170</b>
<b>Cash flows from investing activities</b>		
Purchase of property, plant and equipment	-	(5,370)
Interest received	4,579	1,623
<b>Net cash provided by investing activities</b>	<b>4,579</b>	<b>(3,747)</b>
<b>Change in cash and cash equivalents</b>	<b>25,009</b>	<b>40,423</b>
<b>Cash and cash equivalents at beginning of year</b>	<b>609,133</b>	<b>568,710</b>
<b>Cash and cash equivalents at end of year</b>	<b>634,142</b>	<b>609,133</b>



# BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

## NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

### 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) issued on 16 July 2014 ('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 are 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 objects.

Support costs are those costs incurred directly in support of expenditure on the objects 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 2016

**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% straight line
Website	33% straight line

Where the company website is expected to generate future revenues in excess of the costs of developing that website, expenditure on the functionality of the website is capitalised and treated as an intangible 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.

The carrying values of intangible and 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.

**f) 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.

**f) 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.

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**NOTES AND ACCOUNTING POLICIES**

**YEAR ENDED 31 DECEMBER 2016**

**g) 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 2016 £	Total 2015 £
Grants payable	-	63,292	<b>63,292</b>	34,335
Direct activity costs (notes 9,10)	145,431	13,259	<b>158,690</b>	233,221
Support costs	10,874	155,421	<b>166,295</b>	141,936
	<u>156,305</u>	<u>231,972</u>	<u><b>388,277</b></u>	<u>409,492</u>

**Grants payable**

	2016 £	2015 £
Travel bursaries and fellowships to individuals numbering 5 (2015: 3)	<b>7,992</b>	3,185
Overseas awards to 3 institutions for training and cancer prevention	-	21,000
Jordan/Singer Research prize to individual	<b>45,000</b>	-
Jo's Trust	<b>10,000</b>	10,000
Prizes to individuals numbering 2 (2015: 1)	<b>300</b>	150
	<u><b>63,292</b></u>	<u>34,335</u>

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**YEAR ENDED 31 DECEMBER 2016**

**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.

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

	<b>Conferen- ces £</b>	<b>Education £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Support costs:				
Bank charges & interest	-	1,991	<b>1,991</b>	3,042
Website, IT and promotional costs	-	28,916	<b>28,916</b>	14,626
IFCPC dues	-	6,517	<b>6,517</b>	6,516
EFC dues	-	3,872	<b>3,872</b>	3,806
Salary costs	8,048	72,432	<b>80,480</b>	70,081
Depreciation	-	16,262	<b>16,262</b>	17,391
Office costs	681	6,130	<b>6,811</b>	8,277
Governance costs	2,145	19,301	<b>21,446</b>	18,197
	<u>10,874</u>	<u>155,421</u>	<u><b>166,295</b></u>	<u>141,936</u>

	<b>2016 £</b>	<b>2015 £</b>
The resources expended are stated after charging:		
Auditors remuneration	<b>11,100</b>	9,120
Fees paid to auditors for other services	<b>1,667</b>	240
	<u><b>12,767</b></u>	<u>9,360</u>

**4. STAFF COSTS**

	<b>2016 £</b>	<b>2015 £</b>
Salaries	<b>74,650</b>	63,888
Social security costs	<b>3,943</b>	4,398
Pension contributions	<b>1,887</b>	1,795
	<u><b>80,480</b></u>	<u>70,081</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:

	<b>2016 No.</b>	<b>2015 No.</b>
Administration and support of the charity	<u>3</u>	<u>2</u>

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2016

5. FIXED ASSETS

	<u>Website</u> £	<u>Office furniture and equipment</u> £	<u>Total</u> £
<b>COST</b>			
At 1 January 2016	56,280	4,653	60,933
Additions	-	-	-
<b>At 31 December 2016</b>	<u>56,280</u>	<u>4,653</u>	<u>60,933</u>
<b>DEPRECIATION</b>			
At 1 January 2016	40,018	4,653	44,671
Charge for year	16,262	-	16,262
<b>At 31 December 2016</b>	<u>56,280</u>	<u>4,653</u>	<u>60,933</u>
<b>NET BOOK AMOUNTS</b>			
At 31 December 2015	<u>16,262</u>	<u>-</u>	<u>16,262</u>
<b>At 31 December 2016</b>	<u>-</u>	<u>-</u>	<u>-</u>

6. DEBTORS

	2016 £	2015 £
Other debtors	-	3,500
Prepayments	<u>2,951</u>	<u>1,650</u>
	<u>2,951</u>	<u>5,150</u>

7. CREDITORS

	2016 £	2015 £
Grant accrual	51,000	2,000
Other accruals	15,246	20,681
Deferred income	3,448	420
Other taxation and social security	<u>1,790</u>	-
	<u>71,484</u>	<u>23,101</u>

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.

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**NOTES AND ACCOUNTING POLICIES**

**YEAR ENDED 31 DECEMBER 2016**

**8. FINANCIAL INSTRUMENTS**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Financial instruments that are debt instruments measured at amortised cost	<u><b>634,142</b></u>	<u>609,133</u>
Financial liabilities measured at amortised cost	<u><b>66,246</b></u>	<u>22,681</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 £1,887 (2015: £1,795). There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

**10. CONFERENCES**

	<b>2016</b>		<b>2015</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income				
Delegates		<b>101,015</b>		214,189
Sponsors		<b>63,638</b>		51,600
		<u><b>164,653</b></u>		<u>265,789</u>
Expenditure				
Venue Hire	<b>34,729</b>		83,958	
Catering and social programme	<b>27,041</b>		42,012	
Organisers commission	<b>15,898</b>		23,226	
Printing and publicity	<b>16,254</b>		27,440	
Bursaries and prizes	<b>1,950</b>		1,500	
Speaker expenses & accommodation	<b>8,393</b>		1,721	
Other conference expenses	<b>25,961</b>		15,766	
Administration expenses	<u><b>15,205</b></u>		<u>22,089</u>	
		<b>145,431</b>		217,712
Surplus before support costs		<u><b>19,222</b></u>		<u>48,077</u>

**BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY**

**NOTES AND ACCOUNTING POLICIES**

**YEAR ENDED 31 DECEMBER 2016**

**11. EDUCATION COURSES**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Income	<b>41,934</b>	44,566
Expenditure	<b>13,259</b>	15,509
Surplus on courses before support costs	<u><b>28,675</b></u>	<u>29,057</u>

**12. TRANSACTIONS WITH RELATED PARTIES**

Travel, subsistence, accommodation expenses for the Trustees amounted to £511 (2015: £490). During the year, 2 (2015 – 3) trustees were reimbursed for expenses or who had expenses paid by the charity.

Travel, subsistence and accommodation expenses reimbursed to executive officers amounted to £4,352 (2015 - £4,893).

During the year, payments of £2,467 (2015 - £nil) 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.

**13. CAPITAL COMMITMENTS**

At the year end the BSCCP had entered into a contract for the development of an e-learning platform for £27,107 including VAT.