

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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 2023

Trustees	Dr J Jordan, Trustee Mr P Walker, Trustee Miss J Palmer, Elected Trustee - Treasurer Prof M Cruickshank, Trustee Mr P Martin-Hirsch, Elected Trustee - Past President Dr T Freeman Wang, Elected Trustee - President Miss D Lyons, Elected Trustee - President Elect Mr N Myerson, Elected Trustee - Honorary Secretary Prof J Tidy, Trustee
Charity registered number	1188125
Principal office	Birmingham Womens Hospital Mindelsohn Way Birmingham B15 2TG
Accountants	MHA Chartered Accountants Statutory Auditors 201 Silbury Boulevard Milton Keynes MK9 1LZ
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 2023

The Trustees present their Annual Report together with the financial statements of the Charity for the year 1 January 2023 to 31 December 2023.

Objectives and activities

a. Policies and objectives

The objects of the Charity are for the public benefit to protect and promote the health of the public, in particular (but without limitation) by: promoting research and the dissemination of the useful results; the training and education of professionals in relation to the nature, causes, diagnosis, prevention, treatment and cure of cancers of the cervix and lower genital tract and; by providing information and raising public understanding of such matters.

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 British Society for Colposcopy and Cervical Pathology (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.

b. 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

a. Review of activities

Membership

The total active membership of the Society as at 31 December 2023 stands at 2,324 paid members (2,254 in 2022). This includes 1,530 (1,430 in 2022) accredited Colposcopists and 422 (414 in 2022) members who are undergoing the BSCCP Training Programme.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance (continued)

b. 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 Royal College of Obstetricians and Gynaecologists/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 2023 approx. 98 BSCCP trainee members sat the BSCCP OSCE exam via a virtual platform. The Society also delivered two virtual OSCE Preparation Courses in 2023 for approx. 48 attendees. Both the virtual OSCE exams and the Preparation Courses were well received by BSCCP trainees who provided positive feedback. The future setting for delivering Virtual/Face-to-Face exams is regularly reviewed by the Executive and Training Committees to evaluate candidate preference, delegate numbers, costings, and quality assurance.

BSCCP 2023 Birmingham Annual Scientific Meeting

The BSCCP usually holds an Annual Scientific Meeting in the UK to disseminate up-to-date information thus giving practising Colposcopists from the UK, Republic of Ireland and overseas the chance to share knowledge.

The 2023 BSCCP Annual Scientific Meeting was held as a hybrid meeting in April in Birmingham and attracted 183 paying delegates and 210 remote delegates.

BSCCP Awards and Scholarships 2023

Jo's Cervical Cancer Trust - £20,000 grant:

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:

£5,276 was awarded for 2023 dues.

IFCPC Dues – International Federation for Cervical Pathology & Colposcopy:

A payment of £6,704 was made for the IFCPC 2023 dues.

Best Oral and Poster Prizes 2023:

2 prizes of £150 were awarded in 2023. A further prize of £150 was awarded to the highest scoring OSCE exam candidate.

Travel Bursaries 2023:

8 claims were made for travel bursaries totalling £1,200.

International Travel Bursaries:

None awarded in 2023.

Jordan Singer Award:

The biennial Jordan/Singer award is for members of the Charity to conduct research or to acquire additional clinical skills in colposcopy.

None was awarded in 2023.

Subscription Fee

The annual subscription fee increased from £70 to £80 on 1 January 2023 and a further increase to £90 from 1 January 2024 has been approved.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance (continued)

Document 20 Mobile APP development

The mobile app was developed and launched in 2017 and 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 cervical sample. 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 was updated in July 2020 in accordance with the new Document 20 guidelines, released in early 2020.

BSCCP Website and E-Learning Platform

In May 2023 the Charity implemented a new IT infrastructure. This new platform consists of an integrated new website and Learning management system. The Website has a user-friendly modern content management system which has improved the ability to provide information on the workings of the Society as well as information for the wider public regarding colposcopy and cervical cancer prevention. The migration of historical information and files for members to the new site proved a complex task and involved a significant amount of time and work for the project team including the secretariat, members of the executive and IT committees.

The implementation of a new payment system has provided a more streamlined mechanism for members to pay the membership fees using credit card payment.

The administration of the Colposcopy Training programme, Colposcopy reaccreditation and Trainer certification and recertification has been moved to a new Totara based Learning management System. This radical change has resulted in a more streamlined approach to these essential activities of the Charity.

Improvements have included the ability of trainers to check on the progress of their trainees as well as a system of automatic notification when action is required by colposcopists, trainers, or trainees. This required bespoke developments to replicate existing procedures which the project team needed to plan, deliver, test, and review to ensure the transition was as seamless as possible. It is anticipated that these changes will enhance the effective and efficient working of the Charity for many years to come.

The plan is to build on these developments to deliver new and engaging content to support the continuing education of trainees, colposcopists and trainers. This work will be delivered by the Charity's Digital Learning Team. In addition, the Charity needs to continue to deliver a robust IT governance infrastructure to ensure measures are proceeding as they should and to continue to meet members' digital expectations.

The BSCCP website continues to be accessed by an increasing number of users at an international level and is a great asset to Charity. This supportive role in the WHO initiative to eliminate cervical cancer remains a particularly important function of the Charity.

c. 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.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Financial review

a. Review of finances

The income for the year was £469,339 (2022: £428,201) with most significant variances being an increase in membership income of £26,907, this is a result of an increase membership fees. Membership fees are due to increase again in 2024, therefore further income increases are expected. Conference income has also significantly increased this year by £88,804, which is largely attributable to the increased attendance at the virtual element of the conference.

Expenditure in the year was £487,315 (2022: £444,541). The increase in expenditure can be attributed to an increase in conference expenditure, in line with the increase in uptake from delegates. There have also been costs in the year in relation to consultancy fees for the website development, totalling £17,100.

The net result for the year was a surplus of £9,024 compared to a net deficit of £16,340 in 2022. The surplus arose as a result of the increase in membership subscriptions and a profitable conference held in 2023.

b. 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 do 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 Charity 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; and
4. the level of spend on additional future IT projects and additional staff costs is likely to remain high, 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 Team are of the opinion that it is therefore not unreasonable to maintain the equivalent of at least one year's normal expenditure in a reserve fund which equates to c£450,000. The Society currently holds free reserves of £594,221, which is above the target set, but will be used to fund planned increased amounts spent on the website and IT, including the enhancement of learning platforms for the long-term benefit of the Society. In the light of this, the Executive Team does not consider that this represents a significant problem, given the future plans for the Society, and any changes to the reserves policy will be formalised at the next Executive Team meeting.

The total reserves of the Society increased from £585,197 to £594,221. Cash reserves decreased from £450,010 to £407,534.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Structure, governance and management

a. Constitution

British Society for Colposcopy and Cervical Pathology is a registered Charity, number 1188125, and is a charitable incorporated organisation governed by its constitution dated 21 February 2020.

Prior to the registration as a CIO the Charity operated as an unincorporated Charity (number 296198). The Transfer of Assets took place on 30 June 2021 and the old Charity was subsequently closed.

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 appointed by the Trustees.

b. 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.

The Elected Trustees consist of President, President Elect, Honorary Secretary and Treasurer.

The Elected Trustees are appointed on a three-year term by a ballot of members from the membership for a maximum of three terms.

The Co-opted Trustees are appointed by the Trustees for a three-year term renewable for a maximum of three terms.

Regional representatives are elected for three years by a ballot of members. Regional representatives are not Trustees. Regional representatives are as follows:

Dr M Dunderdale
Dr T L Appleyard
Dr K Ragupathay
Dr D Douglas
Dr N Das
Dr P Sengupta (Appointed 24 April 2022)
Dr K Hellner
Dr Oudai Ali
Dr G Mageed
Dr R Sharma

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; and
- a Genito-Urinary Physician elected by the British Association for Sexual Health and HIV or similar organisation.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Structure, governance and management (continued)

The last two members do not have any voting rights.

Others:

J Byrom - Chair CTC

G Flannelly - Chair IT Digital Learning Group

M Kyrgiou - Chair - Research Committee

E Lynott - Nurse Rep

Laura Waters - GU Rep (Appointed April 2023)

c. 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 regional 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.

The day-to-day management of the Charity is carried out by the Charity co-ordinators, Sharon Parisi and Elaine Radford and who work closely with the Trustees and Executive Team.

Plans for future periods

Annual Scientific Meetings

The Annual Scientific Meeting will be held in person in Edinburgh in April 2024 and it is expected that the 2025 Annual Scientific Meeting will be held on a virtual platform only.

Most of the conference lecture presentations will be available to view on the BSCCP website after the meeting subject to speaker consent. A complimentary exhibition stand will be offered to Jo's Cervical Cancer Trust <http://www.jostrust.org.uk/>

Exams and Courses

Each year the Charity usually runs 2 OSCE's (Objective Structured Clinical Examinations) and 2 OSCE Preparation Courses. The Charity plans to deliver these events due to take place in 2024 by way of a virtual platform. The BSCCP also plans to hold an Advanced Course with the Whittington Hospital which will accommodate in-person and remote delegates.

Colposcopist reaccreditation round 2024-2027

The 2023-2027 colposcopist reaccreditation round will open on 1 September 2024 and it is expected that around 1,400 BSCCP accredited colposcopists will complete the online reaccreditation process to maintain their competence.

Website and Information Technology

The BSCCP is committed to working alongside two companies, Moresoda and Synergy, to maintain the BSCCP website for its members. The site consists of a Craft CMS (Content Management System) which functions in synchronisation with a Totara LMS (Learning Management System).

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

Plans for future periods (continued)

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 NHS England Screening Programme. Members of the BSCCP Team 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.

The Society will also continue to work with other organisations 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 NHS England Screening Programme. The Society continues to oversee colposcopy trainees and registered colposcopists, who are currently practising, to ensure they maintain their competence.

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

.....
Miss J Palmer
Trustee

Date:

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

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 judgements 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; and
- 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.

Approved by order of the members of the Board of Trustees and signed on its behalf by:

.....
Miss J Palmer
Trustee

Date:

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Independent Examiner's Report to the Trustees of British Society for Colposcopy and Cervical Pathology ('the Charity')

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2023.

Responsibilities and Basis of Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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.

I understand that 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.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

Elizabeth Newell BA (Hons) FCA

MHA

Chartered Accountants & Statutory Auditors

201 Silbury Boulevard

Milton Keynes

MK9 1LZ

MHA is the trading name of MacIntyre Hudson LLP, a limited liability partnership in England and Wales (registered number OC312313).

Date:

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:				
Donations and legacies		7,594	7,594	-
Charitable activities:				
Membership fees		185,237	185,237	158,330
Conference income		249,202	249,202	160,398
Visit Belfast grant		-	-	10,000
Course income		38,073	38,073	95,949
Investments		16,233	16,233	3,524
Total income		496,339	496,339	428,201
Expenditure on:				
Charitable activities	5	487,315	487,315	444,541
Total expenditure		487,315	487,315	444,541
Net movement in funds		9,024	9,024	(16,340)
Reconciliation of funds:				
Total funds brought forward		585,197	585,197	601,537
Net movement in funds		9,024	9,024	(16,340)
Total funds carried forward		594,221	594,221	585,197

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 14 to 24 form part of these financial statements.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**BALANCE SHEET
AS AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	9	93,514	55,112
		<hr/>	<hr/>
		93,514	55,112
Current assets			
Debtors	10	109,565	100,900
Cash at bank and in hand		407,534	450,010
		<hr/>	<hr/>
		517,099	550,910
Creditors: amounts falling due within one year	11	(16,392)	(20,825)
		<hr/>	<hr/>
Net current assets		500,707	530,085
		<hr/>	<hr/>
Total net assets		594,221	585,197
		<hr/> <hr/>	<hr/> <hr/>

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

.....
Miss J Palmer
Trustee

Date:

The notes on pages 14 to 24 form part of these financial statements.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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 Women's Hospital, Mindelsohn Way, 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011..

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 British Pound Sterling, which is the functional and presentational currency of the Charity. The financial statements are 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 Charity has considered the impact of the current economic factors such as the cost of living crisis on the finances of the Charity and concluded that it is still appropriate to prepare the financial statements on a going concern basis.

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 Charity, are recognised in the year in which the event takes place. Where the event is organised by a third party but the Charity 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 suppliers and delegates and acts as principal, paying over the surplus to the Charity under a contract agreement, the conference surplus attributable to the Charity is recorded as income.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Accounting policies (continued)

2.3 Income (continued)

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 Charity by individual members, committee members and others in ensuring the smooth operation of the Charity 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 Charity.

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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Accounting policies (continued)

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 cost. 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.

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:

Assets under construction	- No depreciation charged
Office furniture and computer equipment	- 15-33% straight line
Website	- 33% straight line
IT development (Learning zone)	- 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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Accounting policies (continued)

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.

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 judgement

Estimates and judgements 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.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

4. Analysis of grants

	Grants to Institutions 2023 £	Grants to Individuals 2023 £	Total funds 2023 £
Grants, Education	20,000	-	20,000
	<u>20,000</u>	<u>-</u>	<u>20,000</u>
	Grants to Institutions 2022 £	Grants to Individuals 2022 £	Total funds 2022 £
Grants, Education	20,000	24,991	44,991
	<u>20,000</u>	<u>24,991</u>	<u>44,991</u>

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

	2023 £	2022 £
Name of institution		
Jo's Cervical Cancer Trust	20,000	20,000
	<u>20,000</u>	<u>20,000</u>

5. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Grant funding of activities 2023 £	Support costs 2023 £	Total funds 2023 £
Conferences	199,923	-	17,253	217,176
Education	16,736	20,000	233,403	270,139
	<u>216,659</u>	<u>20,000</u>	<u>250,656</u>	<u>487,315</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

5. Analysis of expenditure by activities (continued)

	Activities undertaken directly 2022 £	Grant funding of activities 2022 £	Support costs 2022 £	Total funds 2022 £
Conferences	158,011	-	17,929	175,940
Education	20,308	44,991	203,302	268,601
	<u>178,319</u>	<u>44,991</u>	<u>221,231</u>	<u>444,541</u>

Analysis of direct costs

	Conferences 2023 £	Education 2023 £	Total funds 2023 £
Venue hire	42,648	-	42,648
Speakers expenses & accomodation	1,871	-	1,871
Training and other conference expenses	99,147	-	99,147
Administration and financial expenses	37,864	-	37,864
Education courses expenditure	-	16,736	16,736
Website, IT and promotional costs	16,743	-	16,743
Bursaries and prizes	1,650	-	1,650
	<u>199,923</u>	<u>16,736</u>	<u>216,659</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

5. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Conferences 2022 £	Education 2022 £	Total funds 2022 £
Venue hire	49,206	-	49,206
Speakers expenses & accomodation	11,895	-	11,895
Training and other conference expenses	42,050	-	42,050
Administration and financial expenses	36,827	-	36,827
Education courses expenditure	-	18,308	18,308
Website, IT and promotional costs	16,533	-	16,533
Bursaries and prizes	1,500	2,000	3,500
	<u>158,011</u>	<u>20,308</u>	<u>178,319</u>

Analysis of support costs

	Conferences 2023 £	Education 2023 £	Total funds 2023 £
Staff costs	14,993	134,940	149,933
Depreciation	-	26,376	26,376
Bank charges & interest	-	3,326	3,326
Website, IT and promotional costs	-	31,831	31,831
IFCPC dues	-	6,704	6,704
EFC dues	-	5,276	5,276
Insurance	-	4,610	4,610
Office costs	878	7,906	8,784
Legal and professional fees	344	3,093	3,437
Governance costs	1,038	9,341	10,379
	<u>17,253</u>	<u>233,403</u>	<u>250,656</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

5. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	Conferences 2022 £	Education 2022 £	Total funds 2022 £
Staff costs	14,929	134,359	149,288
Bank charges & interest	-	2,733	2,733
Website, IT and promotional costs	-	22,427	22,427
IFCPC dues	-	7,194	7,194
EFC dues	-	5,351	5,351
Insurance	-	4,236	4,236
Office costs	1,313	11,820	13,133
Legal and professional fees	227	2,043	2,270
Governance costs	1,460	13,139	14,599
	17,929	203,302	221,231
	17,929	203,302	221,231

6. Independent examiner's/Auditors' remuneration

	2023 £	2022 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	8,540	-
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	-	11,625
	8,540	11,625
	8,540	11,625

7. Staff costs

	2023 £	2022 £
Wages and salaries	116,452	131,291
Social security costs	8,560	9,529
Contribution to defined contribution pension schemes	24,921	8,468
	149,933	149,288
	149,933	149,288

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

7. Staff costs (continued)

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

	2023	2022
	No.	No.
Administration and support of the Charity	2	3

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 (2022: £Nil).

During the year ended 31 December 2023, expenses totalling £117 were reimbursed or paid directly to the Trustees (2022: £612 to the Trustees).

Travel, subsistence and accommodation expenses reimbursed to executive officers amounted to £Nil (2022: £Nil).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

9. Tangible fixed assets

	Assets under construction £	Office furniture and computer equipment £	Website £	IT development (learning zone) £	Total £
Cost or valuation					
At 1 January 2023	55,112	4,853	18,900	19,349	98,214
Additions	-	-	64,778	-	64,778
Transfers between classes	(55,112)	-	55,112	-	-
At 31 December 2023	-	4,853	138,790	19,349	162,992
Depreciation					
At 1 January 2023	-	4,853	18,900	19,349	43,102
Charge for the year	-	-	26,376	-	26,376
At 31 December 2023	-	4,853	45,276	19,349	69,478
Net book value					
At 31 December 2023	-	-	93,514	-	93,514
At 31 December 2022	55,112	-	-	-	55,112

10. Debtors

	2023 £	2022 £
Other debtors	65,100	65,100
Prepayments and accrued income	44,465	35,800
	109,565	100,900

Other debtors includes deposits held by the conference organisers of £65,100 (2022: £65,100) to be used in future conferences.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Other creditors	326	-
Accruals and deferred income	16,066	20,825
	16,392	20,825

Included in accruals and deferred income is deferred income of £380 (2022: £Nil) which relates to conference income relating to conferences 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 £24,921 (2022: £8,468). Included in creditors at the year end are contributions payable of £6,768 (2022: £Nil).

13. Other financial commitments

During a previous year the Charity entered into contracts for the development of the website and learning support platform. At the year end, the Charity was committed to payments of approximately £Nil (2022: approximately £84,888) in relation to these contracts.

14. 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

No related party transactions took place in the year ended 31 December 2023, other than those disclosed in note 8.