

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

ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2015

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2015

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 2015

CONTENTS

PAGES

TRUSTEES' AND EXECUTIVE OFFICERS REPORT	1 - 6
STATEMENT OF TRUSTEES' RESPONSIBILITIES	7
AUDITOR'S REPORT	8 - 9
STATEMENT OF FINANCIAL ACTIVITIES	10
BALANCE SHEET	11
STATEMENT OF CASH FLOWS	12
NOTES AND ACCOUNTING POLICIES	13 - 19

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2015

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 2015.

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/ London Representative 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	Mr Nagrindra Das (appointed 17.04.15)
Dr J Palmer	Mr S China
Mr A Oladipo	Dr Camille Busby Earle
Dr M Nathan	Dr G Dorman
Dr Uma Krishnamoorthy (appointed 17.04.15)	Dr L Pickford
Mrs Jilly Goodfellow (appointed 17.04.15)	Dr G Flannelly

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 recommendations to the main Executive Officers.

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

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2015

TRUSTEES AND EXECUTIVE OFFICERS' REPORT

The day to day management of the charity is carried out by the Society Co-ordinators, Sharon Parisi and Elaine Radford who work closely with the Executive Officers. In November 2015 Stephanie Thomason joined the Society to provide support to the secretariat on a 12 month fixed term contract.

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 2257 members. This includes approx. 1600 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 Examination (OSCE).

In 2015 a total of 88 BSCCP trainee members sat the BSCCP OSCE. In 2014 there were 96 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.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2015

TRUSTEES AND EXECUTIVE OFFICERS' REPORT

The Society also held 2 OSCE Preparation Courses, with 48 attendees, and a 1 day Advanced Colposcopy Course, with 72 attendees and a Trainer's seminar with 188 attendees in Nottingham.

BSCCP 2015 Annual Scientific Meeting

In 2015 the BSCCP Annual Scientific Meeting was held in Nottingham and was well attended by 553 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

BSCCP Awards and Scholarships 2015

In recognition of the IFCCP 15th World Congress in London in 2014, the following prizes were awarded in 2015.

1 Travelling fellowship - Charles Redman - Up to £2000 (£949 paid to Simon Leeson in place of Charles Redman), nothing further outstanding
Latvia reciprocal visit

2 Travelling fellowship - Uliana Tabuica - £2000 (payment outstanding – waiting for student to plan trip to UK)
Moldova Colposcopy Society

3 Overseas Awards - Walter Prendeville - £7000 (Paid 2015)
Pilot Colposcopy Training Course Programme in Brazil 2015

4 Overseas Awards - Will Parry Smith £7000 (Paid 2015)
Phase Cervical Cancer Prevention in Nepal–Implementation Of A One-Stop Service For Screening And Treatment

5 Overseas Awards - Theodora Pepera - £7000 (Paid 2015)
Proposal to Enable Colposcopy Training for Nurses and Doctors in Ghana

6 Jo's Trust - £10,000 (Paid 2015)
Jo's Cervical Cancer Trust run the UK's only helping 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 with the last year seeing a 100% rise. 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 new Call Back service.

EFC – European Federation for Colposcopy

£3,806 was awarded for 2015 dues

IFCCP – International Federation for Cervical Pathology & Colposcopy

A payment of 9000 USA Dollars (1800 members @ \$5) will be awarded in 2016 for the outstanding 2015 dues (invoice not received in 2015)

Oral, Poster and OSCE Prizes

3 Prizes of £150 each were awarded for best oral papers and poster presentations (Paid by InConference) and 1 prize of £150 to the highest scoring OSCE candidate exam

Travel Bursaries

£1,050 was awarded in the form of 7 travel bursaries to members who submitted the highest scoring abstracts (Paid by InConference)

Jordan Singer Prize

Study on "Increased risk of preterm birth after treatment for cervical precancer: an assessment of mechanical, immunological and metabolic mechanisms"

The Bi-Annual Jordan/Singer prize is to be awarded in December 2016. This award is for a member 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

Public Health England Audits

Since April 2006 the Society has received an annual grant of £25,000 to provide administration support and collaborate with the Public Health England Cervical Screening Service. The BSCCP has also provided support for nation audits. Following changes in the new structure of Public Health England Screening Programme the BSCCP have been notified that this grant has been withdrawn with effect from 1 April 2015. The BSCCP will continue to provide administration support for future BSCCP audits and will continue 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 April 2016 the BSCCP Annual Scientific Meeting will be held in Bradford. Exhibition stands will be offered to Jo's Trust and ISSVD 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 7th European Congress of the European Federation for Colposcopy will take place in October 2016 in Istanbul, Turkey. A limited number of travel bursaries of £750 will be offered by the BSCCP to members whose abstracts are accepted.

The RCOG congress (Royal College of Obstetricians and Gynaecologists) will take place in June 2016 at the ICC Birmingham and the BSCCP is sharing a half-day session with the BGCS (British Gynaecological Cancer Society).

In 2015 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 same events in 2016.

In 2016 the society will be running 2 further OSCE exams and 2 OSCE preparation courses and 3 days Basic Colposcopy Course for trainees in November 2016.

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. In 2015 there has been additional investment of (approx £6000) which has included an update for the 2015-2018 round of colposcopist and trainer accreditation. Additional software (approx £1000) was purchased in 2015 to aid the development of e-learning material and further expenditure (approx £1000) is planned in 2016 to purchase advanced licenses for existing software. In 2016 the society plans to establish ways 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

There is a News section on the website so that BSCCP members can easily access news and information.

A new online electronic voting system to elect the Executive Committee members has been developed to elect the Executive Committee members in April 2016. This replaces the current postal ballot system as agreed at the Society's 2015 AGM.

Business of President

Proposed changes to the constitution

The committee agreed the following changes to the constitution:

The word postal to be removed from Constitution item 5.2

5.2 Nominations should be returned to the Secretary within six weeks to allow a "postal" ballot if necessary.

Constitution Item 6.8.6 to be removed

6.8.6 A representative from the Royal College of Obstetricians & Gynaecologists (RCOG), (who should be a member of the BS CCP) will be nominated by the RCOG.

Constitution Item 6.8.4 to be amended as follows

6.8.4 A representative for Colposcopy Nurse Practitioners and Colposcopy Clinic nurses shall be elected by the Royal College of Nurses Colposcopy Group.

To be replaced with

6.8.4 A representative for Colposcopy Nurse Practitioners and Colposcopy Clinic nurses shall be elected by the UK Colposcopy Nurses Group

The Executive Officers continue to make a major contribution to colposcopy nationally by working closely with the Royal College of Obstetrics & Gynaecology (RCOG) and the NHS Cervical Screening Programme (NHSCSP). Members of the BS CCP 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 2015 the BS CCP 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 BS CCP 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 was also noted that the BS CCP 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.

Summary

The BS CCP 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, and the NHSCSP National Quality Assurance Working Group and continues to oversee colposcopy training and the BS CCP registered colposcopists, who are currently practising to ensure they maintain their competence.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2015

TRUSTEES AND EXECUTIVE OFFICERS' REPORT

Financial Review

In 2015 the Society made a surplus of £38,749 (2014 - £21,302). The increased surplus was due to additional income from courses, an increase in the conference surplus, and a reduction in grants paid, as the bi-annual Jordan Singer prize was not awarded in 2015. The overall administration costs have remained relatively stable.

The total reserves of the charity increased to £607,444. Cash reserves increased to £609,133 as a result of the surplus.

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.

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 £574,920 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.

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 published on 16 July 2014.

Approved by the trustees on and signed on their behalf on

Miss D Lyons
Honorary Treasurer BSCCP

Mr J Jordan
Trustee

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

YEAR ENDED 31 DECEMBER 2015

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 2015

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 2015 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 section 154 of 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.

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 2015, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

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

Statutory Auditor
Birmingham
United Kingdom
Date:

BDO LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

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 2015

	Notes	2015 £	2014 £
Income			
Donations and legacies		-	1,950
Grant income		-	25,000
Income from investments			
- Bank interest receivable		1,623	2,124
Income from charitable activities			
- Membership fees		136,263	129,710
- Conference income	9	265,789	82,938
- Course income	10	44,566	34,305
Total income		<u>448,241</u>	<u>276,027</u>
Expenditure on:			
Charitable activities	3	409,492	254,725
Total expenditure		<u>409,492</u>	<u>254,725</u>
Net income		38,749	21,302
Total funds brought forward		568,695	547,393
Total funds carried forward		<u>607,444</u>	<u>568,695</u>

All amounts relate to unrestricted funds.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

BALANCE SHEET

31 DECEMBER 2015

	Notes	2015 £	2014 £
Fixed assets	5	16,262	28,283
Current assets			
Debtors	6	5,150	6,064
Cash at bank and in hand		609,133	568,710
		614,283	574,774
Creditors: Amounts falling due within one year	7	23,101	34,362
Net current assets		591,182	540,412
Total net assets		607,444	568,695
GENERAL FUND		607,444	568,695

Approved by the Trustees and authorised for issue on
by

and signed on their behalf

.....
Mr J Jordan
Trustee

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

STATEMENT OF CASH FLOWS

31 DECEMBER 2015

	Notes	2015 £	2014 £
Net income		38,749	21,302
Adjustments for:			
Depreciation		17,391	16,970
Interest received		(1,623)	(2,124)
Decrease in debtors		914	138
(Decrease)/increase in creditors		(11,261)	20,282
Net cash provided by operating activities		44,170	56,568
Cash flows from investing activities			
Purchase of property, plant and equipment	(5,370)	-	
Interest received	1,623	2,124	
Disposal of current asset investments	-	85,000	
Net cash provided by investing activities		(3,747)	87,124
Change in cash and cash equivalents		40,423	143,692
Cash and cash equivalents at beginning of year		568,710	425,018
Cash and cash equivalents at end of year		609,133	568,710

1. ACCOUNTING POLICIES

The principal accounting policies of the charity are as follows:

a) Basis of accounting

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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

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

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.

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.

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

Costs associated with website development are capitalised as fixed assets and depreciated over the period in which the benefits are expected to accrue.

e) 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.

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

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2015

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 2015 £	Total 2014 £
Grants payable	-	34,335	34,335	54,748
Direct activity costs (notes 8,9)	217,712	15,509	233,221	53,261
Support costs	9,656	132,280	141,936	146,716
	<u>227,368</u>	<u>182,124</u>	<u>409,492</u>	<u>254,725</u>

Grants payable

	2015 £	2014 £
Travel bursaries and fellowships to individuals numbering 3 (2014: 64)	3,185	13,098
Overseas awards to 3 institutions for training and cancer prevention	21,000	-
EFC grant	-	7,500
ISSVD grant	-	7,500
Jordan/Singer Research prize to individual	-	25,000
Jo's Trust	10,000	-
Prizes to individuals numbering 1 (2014: 4)	150	1,650
	<u>34,335</u>	<u>54,748</u>

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.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2015

	Conferen- ces £	Education £	Total 2015 £	Total 2014 £
Support costs:				
Bank charges & interest	-	3,042	3,042	2,914
Website and IT costs	-	14,626	14,626	17,921
IFCPC dues	-	6,516	6,516	5,570
EFC dues	-	3,806	3,806	3,808
Salary costs	7,008	63,073	70,081	72,739
Depreciation	-	17,391	17,391	16,970
Office costs	828	7,449	8,277	8,662
Governance costs	1,820	16,377	18,197	18,132
	<u>9,656</u>	<u>132,280</u>	<u>141,936</u>	<u>146,716</u>

	2015 £	2014 £
The resources expended are stated after charging:		
Auditors remuneration	9,120	7,080
Fees paid to auditors for other services	240	2,163
	<u>9,360</u>	<u>9,243</u>

4. STAFF COSTS

	2015 £	2014 £
Salaries	63,888	66,668
Social security costs	4,398	4,208
Pension contributions	1,795	1,863
	<u>70,081</u>	<u>72,739</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:

	2015 No.	2014 No.
Administration and support of the charity	<u>2</u>	<u>3</u>

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2015

5. FIXED ASSETS

	<u>Website</u> £	<u>Office furniture and equipment</u> £	<u>Total</u> £
COST			
At 1 January 2015	50,910	4,653	55,563
Additions	5,370	-	5,370
At 31 December 2015	<u>56,280</u>	<u>4,653</u>	<u>60,933</u>
DEPRECIATION			
At 1 January 2015	22,627	4,653	27,280
Charge for year	17,391	-	17,391
At 31 December 2015	<u>40,018</u>	<u>4,653</u>	<u>44,671</u>
NET BOOK AMOUNTS			
At 31 December 2014	<u>28,283</u>	<u>-</u>	<u>28,283</u>
At 31 December 2015	<u>16,262</u>	<u>-</u>	<u>16,262</u>

6. DEBTORS

	2015 £	2014 £
Other debtors	3,500	3,500
Prepayments	1,650	2,564
	<u>5,150</u>	<u>6,064</u>

7. CREDITORS

	2015 £	2014 £
Grant accrual	2,000	25,000
Other accruals	20,681	7,249
Deferred income	420	2,113
	<u>23,101</u>	<u>34,362</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.

8. 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 £1,795 (2014: £1,863). There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

BRITISH SOCIETY FOR COLPOSCOPY AND CERVICAL PATHOLOGY

NOTES AND ACCOUNTING POLICIES

YEAR ENDED 31 DECEMBER 2015

9. CONFERENCES

	2015		2014	
	£	£	£	£
Income				
Delegates		214,189		-
Sponsors		51,600		-
Surplus attributable to the Society		-		82,938
		<u>265,789</u>		<u>82,938</u>
Expenditure				
Venue Hire	83,958		-	
Catering and social programme	42,012		-	
Organisers commission	23,226		-	
Printing and publicity	27,440		-	
Bursaries and prizes	1,500		-	
Speaker expenses & accommodation	1,721		-	
Other conference expenses	15,766		-	
Administration expenses	22,089		-	
10% registration fee levy to IFCCPC	-		40,428	
		<u>217,712</u>		<u>40,428</u>
Surplus before support costs		<u><u>48,077</u></u>		<u><u>42,510</u></u>

In 2014, the conference was organised by a third party who also acted as principal and all income and expenditure were accounted for by the third party, with the net surplus being paid over to the Society as part of the agreement.

10. EDUCATION COURSES

	2015	2014
	£	£
Income	44,566	34,305
Expenditure	15,509	12,833
Surplus on courses before support costs	<u><u>29,057</u></u>	<u><u>21,472</u></u>

11. TRANSACTIONS WITH RELATED PARTIES

Travel, subsistence, accommodation expenses for the Trustees amounted to £490 (2014: £241). During the year, 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 £4,893 (2014 - £1,947).

12. CONVERSION TO STATEMENT OF RECOMMENDED PRACTICE (FRS102)

No adjustments to the comparative figures for the year ended 31 December 2014 were necessary as a result of the introduction of 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).