REGISTERED COMPANY NUMBER: 04998207 (England and Wales)
REGISTERED CHARITY NUMBER: 1101961

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018 FOR

COLLEGE OF SEXUAL AND RELATIONSHIP THERAPISTS

COLLEGE OF SEXUAL AND RELATIONSHIP THERAPISTS

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

	Page
Report of the Trustees	3 to 10
1. Objectives and Activities	3
1.1 The Purposes of COSRT	3
1.2 The Main Activities	3
1.3 Public Benefit	4
2. Achievements and Performance	5
3. Financial Review	8
4. Structure, Governance and Management	8
5. Reference and Administrative Details	9
6. Exemptions from Disclosure	10
7. Funds Held A Custodian Trustee on Behalf of Others	10
8. Statement of Trustees' Responsibilities	10
Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13 to 14
Notes to the Financial Statements	15 to 19

COLLEGE OF SEXUAL AND RELATIONSHIP THERAPISTS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

1. OBJECTIVES AND ACTIVITIES

1.1 The Purposes of COSRT

The Charity's objects as stated in the Memorandum of Association are to advance education in sexual, couple and relationship therapy for the benefit of the public, in particular but not exclusively by:

- The provision of, and assisting in the provision of training for those engaged in sexual, couple and relationship therapy;
- Formulating and monitoring standards of professional conduct and competence for those engaged in sexual, couple and relationship therapy;
- Promoting research in the fields of marriage and other intimate relationships; sexual, couple and relationship therapy and human sexuality.

1.2 The Main Activities

COSRT carries out a range of activities in accordance with its charitable objects, including membership services, accrediting therapists, managing a formal complaints procedure, informing the general public, arranging professional conferences and CPD training days, publishing an international peer-reviewed journal, approving training courses, and being the voice of sexual and relationship therapy for the profession.

At their meeting on 28 October 2016 the trustees agreed a revised three-year Strategic Plan. The Strategic Plan 2016 broadly maintained the direction of the previous Strategic Plan 2013. During 2018 the organization worked towards the objectives agreed by the trustees at their meeting in January 2017.

Strategic Plan 2016

Overall Goal

The overall goal is for COSRT members to be widely recognised as the leading experts in sexual and relationship therapy amongst the public, employers and professionals. This might translate into "when a client comes in to the consulting room of a COSRT member they are coming because the therapist is a COSRT member."

To achieve this goal COSRT needs to develop in two key areas:

- It needs to develop and support its members' expertise so that membership of COSRT really is a mark of professional excellence.
- It needs to raise its public profile so that members of the public, employers and other professionals know to look for and trust COSRT members.

In order to do this, COSRT intends to organise its work around three **work streams** and has set itself five **priority objectives** set out below:

Work streams

Professional Standards – work will continue to maintain and develop professional standards alongside regulation for the profession either through the Health Care Professions Council (HCPC) or the Professional Standards Agency (PSA). Accreditation will become the gold standard and all members will be encouraged to become accredited. COSRT will continue to support current training courses and encourage the development of new ones.

Organisational maintenance and development – work will continue to strengthen the organisational structure and working practices of COSRT to ensure that it remains legally compliant, financially sound and can effectively support a larger membership.

Communications – a communications plan will be developed and implemented in order to improve communications to the existing members and volunteers/members of staff; raise awareness of COSRT among professionals to increase membership; raise the profile of COSRT amongst the general public so they know where to go for help.

Priority Objectives

- To be recognised as the organisation which sets national standards for the profession.
- To establish COSRT accredited membership as the standard for employment in the NHS and elsewhere.
- To ensure that COSRT has a stable and growing financial base to support its work.
- To raise our public profile nationally and internationally.
- To encourage a growing membership base.

Objectives for 2018

At their meeting on 26 January 2018 the trustees agreed the following objectives for 2018:

Professional Standards

- Progress the Evaluation Project – In 2017 COSRT successfully surveyed the membership and the results showed that the climate for pursuing evaluation is more positive than ever and so COSRT are keen to progress this project in the coming year. One possible avenue COSRT is considering is working with an Accredited Member in the process of enrolling in a PhD at Nottingham University. She would like to focus her research on outcome measurement tools with a specific interest in psychosexual tools.

- Support development of new training courses – The position on training courses continues to improve. COSRT now has two approved courses and six established new courses awaiting full approval. In 2018 COSRT will encourage the development of a course in the South West so that there is wider national coverage. COSRT also will be consolidating the courses COSRT has and supporting them through the course approval process. In addition COSRT are planning to develop paper work to support a supervision course that covers couple work and psychosexual therapy and working closely with the interested course directors.

- Mandatory Training - For some time COSRT has discussed working towards mandatory training for COSRT therapists to ensure that all our therapists have a basic knowledge of crucial areas such as medical issues impacting on sexuality, our Codes of Ethics, contracting etc. COSRT also intend to introduce a seminar to help those looking to apply for accreditation with COSRT. For experienced therapists COSRT plan to introduce mandatory refreshers maybe in the form of distance learning. COSRT will take these ideas forward in 2018.

Organisational Strengthening

- Overhaul membership categories – This work was postponed in 2017 pending the review of PSB. COSRT are now going ahead. During 2018 COSRT will survey the Membership and the public about membership categories and descriptors with the aim of achieving greater clarity. COSRT the Affiliate category.

- Staffing Review – With the growth of our membership COSRT needs to review our staffing and ensure it is adequate and appropriate to cope with the increased demand which is projected to grow over the coming years. This may have a substantial costing implication.

- Income Review – COSRT will review subscriptions, delegate rates and all fees charged. Subscriptions have not changed since 2013.

- Prepare for the UKCP Quinquennial Review – The Quinquennial Review is due in 2018. However, as COSRT are in the process of a major paperwork re-write, COSRT proposes asking UKCP to delay the Review until 2019 when the new paper work has been completed and has been piloted.
- This has been completed and COSRT are just adjusting paperwork to meet the final requirements.

- Internal Communication - Review COSRT's use of phones, teleconferences, email, skype, face to face meetings etc to ensure that COSRT are using the most efficient and cost effective means of communication.

Communications

- Continue to seek new external projects and strengthen relationship with other organisations – There are a number of external training projects in the pipeline. COSRT will continue to push these forward and seek others. COSRT has a meeting with BACP in March 2018 and will arrange a minimum of three meetings with other organisations.

- Continue to develop the media team – Krystal Woodbridge, was appointed to lead the media team and take forward the ideas from the media seminar held in April 2017 into 2018. A meeting was planned for early 2018 with plans to be brought to the trustees later in the year.

1.3 Public Benefit

COSRT trustees ensure that all activities carried out by the charity are in support of its charitable objects and thus are to support the advancement of education in sexual, couple and relationship therapy for the benefit of the public.

In setting the overall strategic direction for the charity and its shorter term annual objectives, the trustees have kept in mind the Charity Commission's guidance on public benefit.

Many activities carried out by the charity in 2018 are mentioned in this report but of particular importance are work to develop more training courses to ensure a continuing flow of therapists, the preparation for the UKCP Quintennial Review and the work to review income and staffing.

2. ACHIEVEMENTS AND PERFORMANCE

COSRT has made considerable progress on our Objectives for 2018. Details are given below:

Professional Standards

Progress the Evaluation Project – In 2017 COSRT successfully surveyed the membership and the results showed that the climate for pursuing evaluation was more positive than ever and efforts were made to progress the project. One possible avenue considered was working with an Accredited Member in the process of enrolling for a PhD at Nottingham University. To date COSRT has had no response to requests. In spite of our best efforts, this project seems to have stalled and the way forward should be considered as part of strategic planning in 2019.

Support development of new training courses – COSRT now list six training courses on our website, with two pending approval. COSRT are working closely with the courses as they establish themselves. COSRT now have a Training Representative in place on the Professional Standards Board and she is developing relationships with the course directors. All the students are joining COSRT resulting in an increased membership and better protection for the public.
The next stage is to provide more extended CPD courses and a new training course in the South West.

Mandatory Training - From January 2020 all clinical members will have to comply with the 30-hour CPD requirement and will be audited in the same manner as accredited therapists. COSRT has looked into developing a customised online safeguarding training but have concluded that COSRT do not currently have the time or resources to modify one to our exact specification. Instead members will be able to choose from existing general safeguarding trainings e.g. childprotection.com. This will become mandatory for everyone who cannot evidence safeguarding training elsewhere and an up to date training will be added to other annual licensing requirements. This was to be completed by December 2018 but was delayed due to receiving documents from solicitors late.

Organisational Strengthening

- Overhaul membership categories – The Affiliate category was closed in 2018. Further work was delayed pending the appointment of the new CEO. A working group will be set up and tasked with leading the review in 2019.

- Staffing review – The retirement of the longstanding CEO was announced in 2018 but was delayed until the end of the year. A recruitment process began in November 2018 but did not conclude until early 2019. A new part time administrator post was created, advertised and recruited to in late 2018 – working for 10 hours per week to provide targeted support across all work areas. A 4% salary increase was agreed for all staff to be implemented from 1st January 2019.

- Income review - Membership fees were increased by 10% following a review of income and expenditure, with the increase being implemented in January 2019. It was decided that conference fees would also increase for 2019.

- Prepare for the UK Council for Psychotherapy (UKCP) Quinquennial Review - The review took place on 17th October 2018 . Final adjustments are being made to the paperwork to ensure we meet the criteria.

- Internal communications – COSRT's contract with Class Telecommunications (who provide some phone lines and broadband) was renegotiated and further savings made. Zoom was trialled for video conferencing and replaced BT business facilities for all team meetings.

Communications

- Continue to seek new external projects and strengthen relationship with other organisations – The previous Chair and CEO had a useful meeting with BACP where various issues were discussed including complaints and some progress made. COSRT continue to build relationships with staff and volunteers having built excellent relationships with organisations such as Young Women with Breast Cancer, and Parkinsons Disease charities.

- Continue to develop the media team – In 2018 some members of the media team were unavailable to respond to media enquiries or felt that the subjects are beyond their scope of expertise. For this reason, the team lead decided to invite some new therapists in to the media team, who have assisted with a range media enquiries. These new therapists either have extensive media experience or have expressed an interest in assisting COSRT in this way. They also have skills which differ from the rest of the media team which will prove valuable to COSRT. The new members are: Sarah Berry, Kate Moyle, and Caroline Lovett. Sarah Berry's expertise is particularly with vaginismus and she also has journalistic experience. Kate Moyle has extensive media experience, is regularly involved in discussions with television production companies, and has launched her own App – Pillow – for couples. Caroline Lovett has a special interest in speaking with young people about sex and relationships.

Other Activities

In addition to the Objectives COSRT carried out the following activities in furtherance of its charitable objects:

The provision of and assisting in the provision of training for those engaged in sexual, couple and relationship therapy.

COSRT's training team organized one summer conference in 2018. For the fourth year running it was decided not to run a second conference in the autumn because members expressed interest in having smaller workshops. The one day conference, "Sex in the Digital Age: The impact on attachment and intimacy ", ran in Friends' House in London. Conference attendance was 193 members. This compared to 210 attendees in 2017.

COSRT organised 10 CPD training days in 2018, one less than in 2017. Six days were held in London, two days were held in York, one day in Brighton, and one day in Birmingham.

Topics were: Fertility matters (Birmingham); The Ins and Outs of Sexual Function in Women/Men (York); Chemsex (London); Ethics and Complaints (London); Understanding and Working with Violence and Abuse in Couple Relationships (London); When sex goes off the rails (London); Untangling the Knots: Ethical, legal and practical dilemmas in supervision (London); Let's talk about gender (London); and Sex and Intimacy in the Midst of Terminal Illness: Working with couples facing death (Brighton).

The revised documents for COSRT approval of external CPD were introduced at the beginning of 2016. In 2017 COSRT approved 20 applications covering 85 days while in 2016 seven applications were approved covering 26 days in all. In 2018 thirteen new applications covering twenty days were approved. In addition there were eight applications for re-approval after the initial 2-year approval period had come to an end. They covered 14 days.

Formulating and monitoring standards of professional conduct and competence for those engaged in sexual, couple and relationship therapy.

There were six complaints in 2018 considered under the Conduct Procedure. Two were resolved in 2018 and four complaints continued into 2019. COSRT takes complaints very seriously. Upholding its codes of ethics and the maintenance of professional standards thereby ensuring protection of the public are central tenets of COSRT.

The Professional Standards Board (PSB) works to uphold professional standards both of individual therapists and of psychosexual training courses. 30 members achieved accreditation during the year (25 in 2015) and one member achieved supervisor accreditation (5 in 2015). We are very keen to continue to encourage accreditation as the "gold standard".

COSRT is a member organisation of both the British Association for Counselling and Psychotherapy (BACP) and the United Kingdom Council for Psychotherapy (UKCP) – two major professional bodies in the field of counselling and psychotherapy.

Promoting research in the fields of marriage and other intimate relationships; sexual, couple and relationship therapy and human sexuality.

The COSRT journal "Sexual and Relationship Therapy" continues to publish up to four editions a year providing our members and other subscribers with up to date and original research papers. The journal received its seventh Impact Factor for 2017 which is 1.108. This is a decrease compared to 2016 when it was 1.188, up from 2015 when is was 1.109. Until 2017 there had been a steady rise from 0.508 in 2011, 0.525 in 2012, 0.692 in 2013 and 0.714 in 2014, (Thomson Reuters Journal Citation Reports).

Alex Iantaffi, the long standing Editor in Chief for SRT stood down in summer 2018, and was replaced by Dr Markie Twist – Professor at the University of Wisconsin.

3. FINANCIAL REVIEW

COSRT is predominantly funded through membership subscriptions. There was a marginal increase in income during 2018 largely due to an uplift in revenue from other activities. Membership contributions although declined slightly from 2017, were largely in line with expectations. Expenditure increased by £41,387 in 2018 and although an increase in expenditure was budgeted, this was more than anticipated. This is due to a high number of complaints and additional costs associated with the implementation of appropriate processes in order to meet General Data Protection Regulations ("GDPR").

The trustees have a reserves policy in place to ensure that the charity maintains sufficient reserves to be able to deal with unforeseen crises and to be able to wind up in good order if necessary. They believe that the charity should normally have enough reserves to maintain itself for six months, which are estimated to be £60,000. This policy is reviewed by the trustees on an annual basis. The reserves are at this level which the trustees believe to be prudent to maintain in the uncertain financial climate.

The charity currently makes no specific investments.

General funds of £69,633 represent available free funds.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

The College of Sexual and Relationship Therapists (COSRT) is a company limited by guarantee registered in England and Wales (number 4998207) and a registered charity (number 1101961). Its governing document was updated and agreed by the membership at their AGM on 12 July 2014 to reflect recent changes in the law and internal policies.

COSRT exists to maintain professional standards in the field of sexual and relationship therapy for the protection of the public. It is primarily a membership organisation with over 800 members from a wide range of disciplines, including psychosexual and relationship therapy, medicine, psychotherapy, nursing, social work and psychiatry.

The trustees of COSRT are elected by the membership at the Annual General Meeting for an initial term of three years which may be extended by two further terms of three years each. Trustees may come from the membership or from outside the organisation. Trustees are provided with informal induction from the Chair and CEO. Training days for the Board are arranged from time to time.

The trustees are all unpaid volunteers and may claim reasonable out of pocket expenses. Any trustee providing professional services beyond their normal work as a trustee may receive reasonable and proper remuneration for those services. No trustees received such a payment during 2018.

Trustees are required to declare any potential conflict of interest, financial or otherwise and may be required to withdraw from relevant proceedings.

The trustees are responsible for the governance of COSRT. They set the strategic direction for the Charity and its major areas of work and help resolve competing demands which may be placed on the organisation. The Board holds four face to face meetings each year. Additional meetings are held as required.

The Board appoints the Chair, Vice-chair and Treasurer. The Board delegates the day to day management of the Charity to the CEO and the Management Board and has agreed limits of authority, particularly with regard to financial authority.

The trustees are responsible for the governance of COSRT. They set the strategic direction for the Charity and its major areas of work and help resolve competing demands which may be placed on the organisation. The Board holds four face to face meetings each year. Additional meetings are held as required.

5. REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04998207 (England and Wales)

Registered Charity number
1101961

Registered office
10 Queen Street Place
London
United Kingdom
EC4R 1BE

Postal address
PO Box 13686
London
SW20 9ZH
Email: info@cosrt.org.uk
Website: www.cosrt.org.uk

Bankers
CAF Charity Money Management
Kings Hill
West Malling
Kent ME19 4TA

Solicitors
Bates, Wells & Braithwaite
10 Queen Street Place
London
United Kingdom
EC4R 1BE

Board of Trustees

Andrew Yates	Chair - elected 11.06.16
Tim Blackstone	Re-elected 09.06.18
Dana Braithwaite	Re-elected 09.06.18
David Edwards	Re-elected 09.06.18
Kirstie McEwan	Elected 17.06.17
Lorraine McGinlay	Re-elected 11.06.16
Charmian Beer	Elected 27.07.18
Joshua Leoroyd	Elected 09.06.18
Nigel Westwood	Elected 09.06.18
Eli Joubert	Elected 01.03.19
Jenny Riddell	Elected 27.07.18 Resigned 26.04.19
Sylvia Cullum	Elected 27.07.18 Resigned 12.02.19
Justin Grayer	Resigned 09.06.18
Jan Hillman	Resigned 09.06.18
Peter Saddington	Resigned 09.06.18

Chief Executive Officer & Company Secretary
J Dodd

Business Manager
A Buggy

Financial Managers
d&t
Chartered Accountants
Swatton Barn
Badbury
Swindon
Wiltshire
SN4 0EU

Independent examiner
B Herbert ACA
d&t
Chartered Accountants
Swatton Barn
Badbury
Swindon
SN4 0EU

6. EXEMPTIONS FROM DISCLOSURE

There are no exemptions from disclosure in this report.

7. FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

The charity is not acting as custodian trustee for any funds

8. STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year, and which give a true and fair view of the charitable company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charitable company, and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for ensuring that the report of the Board of Trustees and other information included in the annual report is prepared in accordance with company law in the United Kingdom.

Independent Examination
A resolution to re-appoint B Herbert as Independent Examiner for the ensuing year will be proposed at the annual general meeting in accordance with Section 489 of the Companies Act 2006.

Approved by order of the board of trustees on 1st June 2019 and signed on its behalf by:

A Yates
Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COLLEGE OF SEXUAL AND RELATIONSHIP THERAPISTS

Independent examiner's report to the trustees of College of Sexual and Relationship Therapists ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2018.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

B Herbert ACA
d&t
Chartered Accountants
Swatton Barn
Badbury
Swindon
Wiltshire
SN4 0EU

1st June 2019

COLLEGE OF SEXUAL AND RELATIONSHIP THERAPISTS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018

	Notes	Unrestricted fund £	Restricted fund £	Total 2018 funds £	Total 2017 funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Conference income		18,216	-	18,216	19,702
Membership contributions		154,823	-	154,823	158,295
Journal income		24,294	-	24,294	24,072
CPD income		21,459	-	21,459	24,662
Other income		13,665	-	13,665	4,980
Total		232,457	-	232,457	231,711
EXPENDITURE ON					
Charitable activities					
Information and education		61,194	-	61,194	64,525
Conference costs		22,175	-	22,175	23,419
Membership support & services		42,408	-	42,408	42,688
Support costs		110,533	-	110,533	69,837
Governance costs		13,280	-	13,280	7,734
Total	2	249,590	-	249,590	208,203
NET INCOME/(EXPENDITURE)		(17,133)	-	(17,133)	23,508
RECONCILIATION OF FUNDS					
Total funds brought forward		86,766	-	86,766	63,258
TOTAL FUNDS CARRIED FORWARD		69,633	-	69,633	86,766

CONTINUING OPERATIONS
All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

COLLEGE OF SEXUAL AND RELATIONSHIP THERAPISTS

BALANCE SHEET
AT 31 DECEMBER 2018

	Notes	Unrestricted fund £	Restricted fund £	Total 2018 funds £	Total 2017 funds £
FIXED ASSETS					
Tangible assets	8	1,157	-	1,157	668
CURRENT ASSETS					
Debtors	9	13,580	-	13,580	13,023
Cash at bank		88,230	-	88,230	110,619
		101,810	-	101,810	123,642
CREDITORS					
Amounts falling due within one year	10	(33,334)	-	(33,334)	(37,544)
NET CURRENT ASSETS		68,476	-	68,476	86,098
TOTAL ASSETS LESS CURRENT LIABILITIES		69,633	-	69,633	86,766
NET ASSETS		69,633	-	69,633	86,766
FUNDS	11				
Unrestricted funds				69,633	86,766
TOTAL FUNDS				69,633	86,766

The notes form part of these financial statements

continued...

BALANCE SHEET - CONTINUED AT 31 DECEMBER 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 1st June 2019 and were signed on its behalf by:

.....

A Yates -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on reducing balance

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. ANALYSIS OF EXPENDITURE

	Staff Costs	Other	2018 Total	2017 Total
	£	£	£	£
Charitable expenditure				
Information and Education	30,267	30,927	61,194	64,525
Conference Costs	9,063	13,112	22,175	23,419
Membership Costs	42,408	-	42,408	42,688
Support Costs	24,282	99,531	123,813	77,571
	106,020	143,570	249,590	208,203

3. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Support costs	86,251	-	86,251
Governance costs	-	13,280	13,280
	86,251	13,280	99,531

Support costs, included in the above, are as follows:

Management

	2018 Support costs	2017 Total activities
	£	£
Marketing and research	798	210
Sundries	1,994	193
Professional	46,793	21,133
Office costs	36,551	23,755
Depreciation of tangible and heritage assets	115	121
	86,251	45,412

Governance costs

	2018 Governance costs	2017 Total activities
	£	£
Auditors' remuneration	2,340	2,340
Postage and stationery	9	147
Legal fees	4,335	1,251
Travel and subsistence	4,157	3,277
Teleconferencing	40	-
Room hire	2,399	719
	13,280	7,734

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Independent examiners fee	2,340	2,340
Depreciation - owned assets	116	121

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

TRUSTEES' EXPENSES

The trustees are entitled to reclaim reasonable out of pocket expenses. During the year 12 trustees reclaimed £10,813 (2017 £3,136) in respect of travel and other expenses.

6. STAFF COSTS

	2018	2017
	£	£
Wages and salaries	96,791	97,390
Social security costs	5,444	5,811
Other pension costs	3,785	3,519
	106,020	106,720

The average monthly number of employees during the year was as follows:

	2018	2017
Management and administration	4	4

No employees received emoluments in excess of £60,000 during the year (2017 Nil).

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted fund	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Conference income	19,702	-	19,702
Membership contributions	158,295	-	158,295
Journal income	24,072	-	24,072
CPD income	24,662	-	24,662
Other income	4,980	-	4,980
Total	231,711	-	231,711
EXPENDITURE ON			
Charitable activities			
Information and education	64,525	-	64,525
Conference costs	23,419	-	23,419
Membership support & services	42,688	-	42,688
Support costs	69,837	-	69,837
Governance costs	7,734	-	7,734
Total	208,203	-	208,203
NET INCOME	23,508	-	23,508

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	63,258	-	63,258
TOTAL FUNDS CARRIED FORWARD	86,766	-	86,766

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2018	11,349	5,404	16,753
Additions	-	605	605
At 31 December 2018	11,349	6,009	17,358
DEPRECIATION			
At 1 January 2018	10,701	5,384	16,085
Charge for year	98	18	116
At 31 December 2018	10,799	5,402	16,201
NET BOOK VALUE			
At 31 December 2018	550	607	1,157
At 31 December 2017	648	20	668

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade debtors	1,698	453
Prepayments	11,882	12,570
	13,580	13,023

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade creditors	26,527	31,240
Social security and other taxes	2,401	2,703
Other creditors	631	631
Accrued expenses	3,775	2,970
	33,334	37,544

11. MOVEMENT IN FUNDS

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	86,766	(17,133)	69,633
TOTAL FUNDS	86,766	(17,133)	69,633

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	232,457	(249,590)	(17,133)
TOTAL FUNDS	232,457	(249,590)	(17,133)

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2018.

13. SHARE CAPITAL

The company is limited by guarantee and does not have a share capital. The liability of each member is limited to a sum not exceeding £1 on the winding up of the company.

The word limited is omitted by licence from the Department of Trade & Industry as the company has charitable status.