

# **The Association of Clinical Scientists**

**(A company limited by guarantee)**

## **Report and financial statements**

For the year ended 31 December 2020

Registered number: 02454426

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## Reference and administrative details

For the year ended 31 December 2020

<b>Trustees</b>	Prof N R Anderson Mr R M Anderson (appointed 22 April 2021) Dr S S Armstrong-Fisher Dr D Baty Dr F G Boa L A Chandra Dr J Cowe Mr J Kasraie Prof R A Lerski Dr R S Sadler Mr A Sellors (appointed 22 April 2021) Dr O J Shaw Dr K E Templeton Mr M Thomas Dr J Vaarkamp
<b>Company registered number</b>	02454426
<b>Charity registered number</b>	1040366
<b>Registered office</b>	130-132 Tooley Street London SE1 2TU
<b>Company secretary</b>	Dr F G Boa
<b>Chairman</b>	Prof R A Lerski
<b>Accountants</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	HSBC Bank Plc 130 New Street Birmingham B2 4JU

## **Trustees' report**

For the year ended 31 December 2020

The Trustees present their annual report together with the financial statements of The Association of Clinical Scientists ('the Charity') for the year ended 31 December 2020.

Since the Charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 is not required.

### **Structure, governance and management**

#### **Constitution**

The Charity is registered as a company limited by guarantee and does not have share capital. All Trustees are members of the Charity and guarantee to contribute £1 in the event of a winding up.

The Charity is constituted under a Memorandum of Association dated 20 December 1989 and the registered charity number is 1040366.

#### **Method of appointment or election of trustees**

Trustees are appointed or reappointed at the Annual General Meeting in accordance with the Articles of Association.

The Trustees who served during the year were:

Prof N R Anderson  
Dr S S Armstrong-Fisher  
Dr D Baty  
Dr F G Boa  
L A Chandra  
Dr J Cowe  
Mr J Kasraie  
Ms S Lear (resigned 22 April 2021)  
Prof R A Lerski  
Dr R S Sadler  
Dr O J Shaw  
Dr D Stirling (resigned 22 April 2021)  
Dr K E Templeton  
Dr M Thomas  
Dr J Vaarkamp

#### **Key management personnel remuneration**

The Trustees consider the Board of Trustees as comprising the key management personnel of the Charity in charge of directing and controlling the Charity and running and operating the Charity on a day-to-day basis. No Trustees received any remuneration (2019: £nil) nor any benefit in kind (2019: £nil) during the year. No Trustee (2019: Three Trustees) received reimbursement of travel expenses totalling £Nil (2019: £1,742) during the year.

## Trustees' report (continued)

For the year ended 31 December 2020

### Policies and objectives

The Association of Clinical Scientists ('ACS') is an organisation representing the clinical science professions of the UK. Individuals can apply to the ACS for assessment for the Certificate of Attainment, which allows successful candidates to register with the Health and Care Professions Council. Its Board consists of representatives nominated by the clinical science professions who set down the standards required for achievement of the Certificate of Attainment and thus for registration. ACS is therefore responsible for maintaining and monitoring standards in each of the member professions. ACS is intended purely to assess applicants against set standards of performance and breadth of competencies.

### Achievements and performance

#### Review of activities

There are 11 (2019: 11) member organisations representing 13 (2019: 13) clinical science professions that pay an annual subscription to ACS to subsidise fees for applicants from their membership.

During the year, 66 (2019: 90) applications were received and 62 (2019: 97) assessments were carried out resulting in 48 (2019: 70) successes in obtaining the Certificate of Attainment, with 9 (2019: 13) failing, a further 4 (2019: 14) rejected as unacceptable portfolios and 1 (2019: 0) candidate withdrew their application prior to completion of assessment. Since its inception in 2002, ACS has received 3,529 applications with 2,953 successes, 297 failing at interview, 206 rejected for inadequate portfolio, 10 rejected for non-compliance of initial application requirements and 19 individuals withdrawing application prior to completion of assessment (the remainder are still in progress).

### Investment policy and performance

Any surplus funds are held in short term deposits to help generate the income levels for future years.

### Financial review

#### Results for the year

The attached financial statements show the current state of the Charity which the Trustees consider to be sound. The net outgoing expenditure for the year were £4,272 (2019: £3,507(incoming resource)).

### Principal risks and uncertainties

The Trustees have reviewed all major risks to which the Charity is exposed and established systems to mitigate them.

### Reserves Policy

The Trustees consider the ideal level of reserves as at 31 December 2020 would be adequate to cover six months of operations. At the year end, free unrestricted reserves stood at £24,786 (2019: £29,058). Based on 2020 expenditure, this would cover operational expenditure for up to six months and given the reducing activity over the years, this is considered to be sufficient. The Trustees intend to keep the reserves policy under review. There is also increasing use of video facilities for meeting and vivas which reduces costs.

## Trustees' report (continued)

For the year ended 31 December 2020

### Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In making this decision, the Trustees have taken into consideration the risks and uncertainties arising from the COVID-19 pandemic. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

### Public benefit

The Trustees have given due consideration to Charity Commission published guidance on the public benefit requirement. The Charity constitutes a public benefit entity as defined by FRS 102.

### Future developments

There are no plans to change the strategies employed to carry out the objective of the Charity. We are receiving applications electronically and conducting many assessments via videoconferencing going forward.

### Trustees' responsibilities statement

The Trustees (who are also directors of The Association of Clinical Scientists for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company law 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 the income and expenditure of the Charity 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 in the Charities SORP;
- make judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for maintaining proper accounting records which 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 Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Trustees' report (continued)

For the year ended 31 December 2020

### Small companies exemptions

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 13/10/2021 and signed on their behalf by:

*David V Baty*

**Dr D Baty**

Trustee

## Independent examiner's report

For the year ended 31 December 2020

### Independent examiner's report to the Trustees of The Association of Clinical Scientists ('the Charity')

I report to the Trustees on my examination of the financial statements of the Charity for the year ended 31 December 2020.

#### Responsibilities of basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the Charity 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 the Charity's financial statements 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 my examination giving me cause to believe:

- accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of "Accounting and Reporting by Charities: the 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)."

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.



Mark Worsey FCA

For and on behalf of

**Buzzacott LLP**

Chartered Accountants

130 Wood Street

London

EC2V 6DL

Date: 13 October 2021

## Statement of financial activities

For the year ended 31 December 2020

	Note	Unrestricted Funds 2020 £	Total Funds 2020 £	Total Unrestricted Funds 2019 £
<b>Income</b>				
Charitable activities	3	32,514	32,514	35,740
Investment income	4	159	159	20
<b>Total income</b>		<b>32,673</b>	<b>32,673</b>	<b>35,760</b>
<b>Expenditure</b>				
Charitable activities		36,945	36,945	32,253
<b>Total expenditure</b>	5	<b>36,945</b>	<b>36,945</b>	<b>32,253</b>
<b>Net income before other recognised gain and losses</b>		<b>(4,272)</b>	<b>(4,272)</b>	<b>3,507</b>
<b>Net movement in funds</b>		<b>(4,272)</b>	<b>(4,272)</b>	<b>3,507</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		29,058	29,058	25,551
<b>Total funds carried forward</b>		<b>24,786</b>	<b>24,786</b>	<b>29,058</b>

The Statement of financial activities includes all gains and losses recognised in the year.

All the Charity's activities derived from continuing operations during the above two financial periods.

The notes on page 10 to 13 form part of these financial statements.

## Statement of financial position

For the year ended 31 December 2020

	Note	£	2020 £	2019 £
<b>Current assets</b>				
Debtors	8	4,080	1,140	
Cash at bank and in hand		<u>31,650</u>	<u>38,646</u>	
<b>Total current assets</b>		<b>35,730</b>	<b>39,786</b>	
<b>Liabilities</b>				
<b>Creditors:</b> amounts falling due within one year	9	<u>(10,944)</u>	<u>(10,728)</u>	
<b>Net current assets</b>			<u>24,786</u>	<u>29,058</u>
<b>Net assets</b>			<u>24,786</u>	<u>29,058</u>
<b>The funds of the Charity</b>				
Unrestricted funds	10		<u>24,786</u>	<u>29,058</u>
<b>Total Charity funds</b>			<u>24,786</u>	<u>29,058</u>

The Trustees consider that the Charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees are responsible for ensuring that the Charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its income and expenditure for the 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 accounts, so far as applicable to the Charity.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved by the Trustees on 13/10/2021 and signed on their behalf by:

*David V Baty*

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**Dr D Baty**

Trustee

The notes on pages 10 to 13 form part of these financial statements.

## Cash flow statement

For the year ended 31 December 2020

	Notes	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Net cash (used in)/ generated from operating activities	<b>11</b>	<b>(7,155)</b>	8,604
<b>Cash flows from investing activities:</b>			
Investment income		<b>159</b>	20
<b>Net cash provided by investing activities</b>		<b>159</b>	20
<b>Change in cash and cash equivalent in the year</b>		<b>(6,996)</b>	8,624
Cash and cash equivalents brought forward		<b>38,646</b>	30,022
<b>Cash and cash equivalents carried forward</b>	<b>12</b>	<b>31,650</b>	38,646

## Notes to the financial statements

For the year ended 31 December 2020

### 1. General information

The Association of Clinical Scientists ('the Charity') is a company limited by guarantee and is incorporated in Great Britain. The registered office and the principal place of the Charity is 130 -132 Tooley Street, London, SE1 2TU. The registered number is 02454426 and its registered charity number is 1040366.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice: 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 (effective 1 January 2015) (Charities SORP FRS 102), Section 1A of Financial Reporting Standard 102, 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), the Charities Act 2011 and the Companies Act 2006.

The Association of Clinical Scientists constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and rounded to the nearest pound.

#### 2.2 Company status

The Charity is a company limited by guarantee. The members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

#### 2.3 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.

#### 2.4 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.

#### 2.5 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.

## Notes to the financial statements

For the year ended 31 December 2020

### 2.6 Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In making this decision, the Trustees have taken into consideration the ongoing risks and uncertainties arising from the COVID-19 pandemic. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

### 2.7 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.

### 2.8 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.

## 3. Income from charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £	Total unrestricted funds 2020 £
Subscriptions	12,230	12,230	12,230
Assessment fees	20,284	20,284	20,284
	<u>32,514</u>	<u>32,514</u>	<u>32,514</u>

## 4. Income from investments

	Unrestricted funds 2020 £	Total funds 2020 £	Total unrestricted funds 2019 £
Investment income	159	159	20
	<u>159</u>	<u>159</u>	<u>20</u>

## Notes to the financial statements

For the year ended 31 December 2020

### 5. Analysis of charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £	Total unrestricted funds 2019 £
<b>Support cost</b>			
Accountancy	3,240	3,240	2,148
Office expenses	30,167	30,167	19,137
Travel expenses	3,478	3,478	10,644
Website costs	54	54	246
Committee meeting expenses	6	6	78
	<b>36,945</b>	<b>36,945</b>	<b>32,253</b>

### 6. Trustees' remuneration

No Trustee received any remuneration or benefits in kind in respect of their services during the year (2019: £nil). During the year, no Trustee received reimbursement of travel expenses (2019: £1,742 – three Trustees).

### 7. Employees

The average monthly number of employees, including Trustees during the year was 15 (2019: 10).

### 8. Debtors

	2020 £	2019 £
Accrued income	4,080	1,140
	<b>4,080</b>	<b>1,140</b>

### 9. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	6,426	2,750
Other creditors	1,278	300
Accruals	3,240	7,678
	<b>10,944</b>	<b>4,471</b>

## Notes to the financial statements

For the year ended 31 December 2020

### 10. Statement of funds

	Brought Forward	Income	Expenditure	Carried Forward
	£	£	£	£
<b>Unrestricted funds</b>				
General funds	29,058	32,673	(36,945)	<b>24,786</b>

### 11. Reconciliation of net movements in funds to net cash flow from operating activities

	2020 £	2019 £
Net (loss)/income for the year (as per Statement of financial activities)	<b>(4,272)</b>	3,507
<b>Adjustment for:</b>		
Investment income	<b>(159)</b>	(20)
Increase in debtors	<b>(2,940)</b>	(1,140)
Increase in creditors	<b>216</b>	6,257
<b>Net cash (used in)/generated from operating activities</b>	<b><u>(7,155)</u></b>	<b><u>7,220</u></b>

### 12. Analysis of cash and cash equivalents

	2020 £	2019 £
Cash at bank and in hand	<b><u>31,650</u></b>	<b><u>38,646</u></b>

### 13. Related party transactions

During the year, The Association for Clinical Biochemistry and Laboratory Medicine ('ACB'), a company of which Prof N R Anderson is a director, provided services to the Charity with a value of £30,208 (2019 : £23,500). At the balance sheet date, the amount owed to ACB by the Charity was £7,704 (2019: £7,780).