

The Association of Clinical Scientists
(a company limited by guarantee)

Annual report and financial statements

For the year ended 31st December 2023

Company Registration Number - 02454426

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Reference and administrative details

Trustees

Mr R M Anderson
Dr S S Armstrong Fisher
Dr D Baty
Dr F G Boa (resigned 27 September 2023)
Dr J Cowe
Mrs K E Hayden
Mr J Kasraie
Dr R S Sadler
Mr A Sellors
Dr O J Shaw
Prof M Sperrin
Dr K E Templeton
Mr M Thomas
Dr J Vaarkamp

Company registration number 02454426

Charity registration number 1040366

Registered office 130-132 Tooley Street
London
SE1 2TU

Company secretary Dr F G Boa (resigned 27 September 2023)
Dr O J Shaw (appointed 27 September 2023)

Chairman Dr J Vaarkamp

Independent examiner Michael Kyriakides
7 Forest Road
Sutton
Surrey
SM3 9NT

Bankers HSBC Bank
130 New Street
Birmingham
B2 4JU

Trustees' report for the year ended 31 December 2023

The trustees present their annual report together with the financial statements of The Associated Clinical Scientists ('the Charity') for the year ended 31 December 2023.

Since the Charity qualifies as small under section 383, the strategic report required of medium and large sized companies under Companies Act 2006 (Strategic Report and Director's 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 its Memorandum of Association dated 20 December 1989 and the registered charity number is 1040366.

Method of appointment or election of trustees

The 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:

Mr R M Anderson
Dr S S Armstrong Fisher
Dr D Baty
Dr F G Boa
Dr J Cowe
Mrs K E Hayden
Mr J Kasraie
Dr R S Sadler
Mr A Sellors
Dr O J Shaw
Prof M Sperrin
Dr K E Templeton
Mr 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 (2022: £nil) nor any benefit in kind (2022: £Nil) during the year. No trustee (2022: nil) received reimbursement of travel expenses totalling £nil (2022: £nil) during the year.

Trustees' report for the year ended 31 December 2023 (continued)

Policies and objectives

The Association of Clinical Scientists ('ACS') is an organisation representing the clinical science profession in 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 the achievement of the Certificate of Attainment and thus for registration. ACS is therefore responsible for maintaining and monitoring the standards for 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 (2022: 11) member organisations representing 13 (2022: 13) clinical science professions that pay an annual subscription to ACS to subsidise fees for applicants from their membership.

During the year, 88 (2022: 68) applications were received and 71 (2022: 84) assessments were carried out resulting in 54 (2022: 69) successes in obtaining the Certificate of Attainment, with 8 (2022: 13) failing, a further 9 (2022: 2) rejected as unacceptable portfolios and 0 (2022: 0) candidates had withdrawn their application prior to completion of assessment. Since its inception in 2002, ACS has received 3,754 applications with 3,127 successes, 327 failing at interview, 225 rejected for inadequate portfolio, 10 rejected for non-compliance of initial application requirements and 21 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 income for the year was £8,465 (2022: £3,397).

Principal risks and uncertainties

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

Reserves policy

The trustees consider the ideal level of reserves to be sufficient to cover six months of its annual expenditure. At the year end, reserves (all unrestricted) stood at £45,909 (2022: £37,444). Based on 2023 expenditure, this would cover operational expenditure for up to six months and thus is considered to be sufficient. The trustees intend to keep the reserves policy under review. There is also increasing use of video facilities for meetings which reduces costs.

Trustees' report for the year ended 31 December 2023 (continued)

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. 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 requirements. 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 video conferencing going forward.

Trustees' responsibilities statement

The charity's trustees (who are also the directors of the Association of Clinical Scientists for the purposes of Company Law) are responsible for the preparing the Trustees' Report (incorporating the Directors' Report) and the financial statements in accordance with applicable law and United Kingdom Accountancy Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)*, and Financial Reporting Standard 102: SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

Company law requires the trustees to prepare financial statements for each fiscal year which give a true and fair view of the state of affairs of the charity and of the income and the 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 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees' report for the year ended 31 December 2023 (continued)

Disclosure of information to the independent examiner

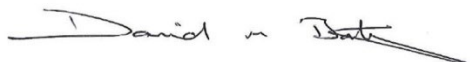
Each of the persons who are trustees at the time when this Trustees' report is approved has confirmed that;

- so far as that trustee are aware, there is no relevant information of which the charity's independent examiner is unaware, and
- that trustees have taken all the steps that ought to have been taken as trustees in order to be aware of any information needed by the Trust's independent examiner in connection with preparing their report and to establish that the Trust's independent examiner is aware of that information.

Small company exemptions

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

This report was approved by the Trustees on 27 September 2024 and signed on their behalf.

A handwritten signature in black ink that reads "David M. Baty". The signature is written in a cursive style with a long horizontal stroke at the end.

Dr D Baty
Trustee

Report of the Independent Examiner

Report of the Independent Examiner 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 2023.

Respective responsibilities of trustees and examiner

The trustees (and its directors for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2002 ('the 2006 Act'). The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England & Wales.

Having satisfied myself that the charity is not subject to audit under charity law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- To follow procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosure in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view' and the report is limited to those matters set out in the next statement.

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 that in any material respect:

- 1) accounting records were not kept in respect of the Charity 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 financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4) the financial statements have not been prepared in accordance with the methods and principles 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 the 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 financial statements to be reached.



Michael Kyriakides

7 Forest Road

Sutton

Surrey SM3 9NT

27 September 2024

Statement of Financial Activities for the year ended 31 December 2023

| | Notes | Total Funds 2023 £ | Total Funds 2022 £ |
|------------------------------------|-------|-----------------------------|-----------------------------|
| Income | | | |
| Charitable activities | 2 | 32,460 | 33,466 |
| Investment income | 3 | 161 | 21 |
| Total Income | | 32,621 | 33,487 |
| Expenditure | | | |
| Charitable activities | | 24,156 | 30,090 |
| Total expenditure | 4 | 24,156 | 30,090 |
| Net income in the year | | 8,465 | 3,397 |
| Net movement in funds | | 8,465 | 3,397 |
| Reconciliation of funds | | | |
| Total funds brought forward | | 37,444 | 34,047 |
| Total funds carried forward | | 45,909 | 37,444 |

All funds relate to unrestricted funds.

All gains and losses arising in the year have been included in the Statement of Financial Activities and arise from continuing operations.

The notes on pages 9 to 11 form part of these financial statements.

Statement of financial position as at 31 December 2023

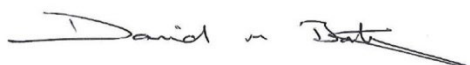
| | Notes | 2023 | 2022 |
|--|-------|---------------|---------------|
| | | £ | £ |
| Current assets | | | |
| Debtors | 7 | 7,540 | 2,320 |
| Cash at bank and in hand | | 49,507 | 43,536 |
| Total current assets | | <u>57,047</u> | <u>45,856</u> |
| Liabilities | | | |
| Creditors: amounts falling due within one year | 8 | (11,138) | (8,412) |
| Net current assets | | 45,909 | 37,444 |
| Net assets | | <u>45,909</u> | <u>37,444</u> |
| Net movement in funds | | | |
| Funds | | | |
| Unrestricted funds | 9 | 45,909 | 37,444 |
| Total funds | | <u>45,909</u> | <u>37,444</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 the 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 26 September 2024 and signed on their behalf by:



Dr D Baty

Trustee 27 September 2024

The notes on pages 9 to 11 form part of these financial statements.

Notes to the Financial Statements for the year ended 31st December 2023

1 Accounting policies

1.1 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 principal place of the Charity is 130-132 Tooley Street, London, SE1 2TU. The registered company number is 02454426 and its registered charity number is 1040366.

1.2 Basis of preparation of the 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 preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (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 meets the definition of a public benefit entity under FRS 102.

The Trustees have chosen to early adopt the Update Bulletin 1 issued by the Charities Commission on 2nd February 2016 which exempts the charity from the need to prepare a Statement of Cash Flows.

1.3 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.

1.4 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.

1.5 Income

All income is included in the Statement of financial activities when the Charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefits 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.

1.7 Assessment of 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. For this reason, the continue to adopt the going concern basis in preparing the accounts.

1.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Notes to the Financial Statements for the year ended 31st December 2023 (Continued)

1.9 Financial instruments

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 Income from charitable activities

| | Total Funds 2023 £ | Total Funds 2022 £ |
|-----------------|---------------------------------------|---------------------------------------|
| Subscriptions | 6,960 | 11,105 |
| Assessment Fees | 25,500 | 22,361 |
| | <u>32,460</u> | <u>33,466</u> |

3 Income from investments

| | Total Funds 2023 £ | Total Funds 2022 £ |
|-------------------|---------------------------------------|---------------------------------------|
| Investment income | <u>161</u> | <u>21</u> |

4 Expenditure from charitable activities

| | Total Funds 2023 £ | Total Funds 2022 £ |
|-----------------|---------------------------------------|---------------------------------------|
| Accountancy | 1,200 | 3,060 |
| Office expenses | 22,894 | 26,254 |
| Room Hire Costs | - | 593 |
| Website costs | - | 122 |
| Bank charges | 62 | 61 |
| | <u>24,156</u> | <u>30,090</u> |

5 Trustees' remuneration

No trustee any remuneration or benefits in kind of their the year (2022: £nil). During the year, no trustee received reimbursement of travel expenses (2022: £nil).

6 Employees

The average number of employees, including the Trustees during the year was 14 (2022:14)

Notes to the Financial Statements for the year ended 31st December 2023 (Continued)**7 Debtors**

| | 2023 | 2022 |
|----------------|--------------|--------------|
| | £ | £ |
| Accrued Income | 7,540 | 2,320 |
| | <u>7,540</u> | <u>2,320</u> |

8 Creditors: amounts falling due within one year

| | 2023 | 2022 |
|-----------------|---------------|--------------|
| | £ | £ |
| Trade creditors | 6,873 | 5,347 |
| Other creditors | 5 | 5 |
| Accruals | 4,260 | 3,060 |
| | <u>11,138</u> | <u>8,412</u> |

9 Statement of funds

| | Brought Forward | Income | Expenditure | Carried Forward |
|---------------------------|------------------------|---------------|--------------------|------------------------|
| | £ | £ | £ | £ |
| Unrestricted funds | | | | |
| General funds | 37,444 | 32,621 | (24,156) | 45,909 |

10 Related party transactions

During the year, the Association for Laboratory Medicine ('ALM'), a company of which K E Hayden is a director, provided services to the charity with a value of £22,894 (2022: £26,254). At the balance sheet date, the amount owed to ALM by the charity was £6,873 (2022: £5,347).