

**THE ASSOCIATION FOR PALLIATIVE MEDICINE
OF GREAT BRITAIN AND IRELAND
(COMPANY NUMBER: 3164340)**

**REPORT AND UNAUDITED ACCOUNTS FOR THE
YEAR ENDED 30 NOVEMBER 2021**

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

(Company limited by guarantee and not having a share capital)

REPORTS AND ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2021

WORKING NAME	Association for Palliative Medicine
CHARITABLE OBJECTIVE	The relief of sickness by the advancement of palliative medicine
REGISTERED COMPANY NUMBER:	3164340
REGISTERED CHARITY NUMBER:	1053572

APM BOARD

Dr Amy Proffitt	President
Dr Sarah Cox	Vice-President
Dr Iain Lawrie	President Support Officer
Professor Derek Willis	Treasurer
Dr Kirsten Baron	Honorary Secretary
Dr Aoife Gleeson	Wales Representative
Dr Feargal Twomey	Republic of Ireland Representative
Dr Helen Bonwick	England Representative
Dr Alison Franks	
Dr Ian Warwick	Northern Ireland Representative
Dr Benoit Ritzenthaler	
Dr Holly McGuigan	Scotland Representative

REGISTERED OFFICE Lancaster Court, 8 Barnes Wallis Road, Fareham, PO15 5TU

ACCOUNTANTS Knight Goodhead Limited
7 Bournemouth Road, Chandler's Ford, Eastleigh
Hampshire, SO53 3DA

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

(Company limited by guarantee and not having a share capital)

DIRECTORS AND TRUSTEES REPORT

The Directors, who are also the Charity Trustees, present their report and the accounts for the year ended 30 November 2021. They have been prepared in accordance with the charity's governing document, as well as the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102.

The Association for Palliative Medicine (APM) is a company limited by guarantee. The liability of the members is limited by their guarantee. In the event of the Association being wound up during the period of their membership (or within a year following), members undertake to contribute such amounts as may be required, up to a maximum of £10.

The APM exists to promote the advancement and development of palliative medicine and is recognised as representing physicians at all grades who work in palliative medicine and those with an interest in the specialty.

It does this, and delivers a benefit to the public in a number of ways through:

- Provision of a national and regional network for professionals working in palliative medicine
- The dissemination of information through a bi-monthly bulletin and website www.apmonline.org.
- The development and implementation of education and training materials for specialists and non-specialists in palliative medicine, including e-ELCA modules.
- Organisation of study days and events.
- Maintaining links with other specialists.
- Representing palliative medicine's viewpoint and concerns to Government and other bodies.
- Membership of the European Association for Palliative Care.

Summary of the last 12 months

The Famcare audit (survey of bereaved relatives) ran again in 2021 with a slightly higher number of registrations compared to 2020. The APM made the decision to increase the cost of participation from £100 to £125 per service.

The APM began to think about the implementation of a new website, this included reviewing quotes from web developers, however, the majority of this work will fall into 2022.

Due to funding cuts, the Clinical Quality Committee raised their concerns around the consultant role being at risk which led to the 'Promoting the role of Consultants in Palliative Medicine' document.

The APM continue their work focussed on assisted dying, including internal communications, external communications to MPs and participating in media interviews etc stating that the APM does not support a change in law.

The Communications Committee and also the Race Equity Committee were formed including signing off their Terms of Reference documents.

APM members had the opportunity to take part in the National Clinical Excellence Awards and the APM supported applications with citations. The APM Board are now in the process of writing key messages to support the APM membership when completing their ACCEA forms.

The APM made the decision to pick up the work of PANG (Palliative Adult Networking Guidelines) as it is considered a valuable resource, particularly amongst nurses out in the community.

Following an APM member survey in late 2020, e-ELCA produced a 6 point action plan including additional learning paths to enhance the user experience, public access to the e-ELCA programme, to review old learning paths, to link with other organisations for external credits and increase communication to ensure everyone is aware of e-ELCA.

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DIRECTORS AND TRUSTEES REPORT (Continued)

The formation of the SEE Care Work Group which began working on an audit looking for patients with unmet end-of-life-care needs. The launch will take place in 2022.

The Board made the decision to increase the cost of the Junior Doctor membership from £30 to £40 for the year. This came into effect on 1st December 2021.

All Board meetings throughout 2021 were held online via Zoom. March 2022 will see the first face to face meeting since Covid-19.

Financial review

The surplus of £75,571 for the year leaves total funds of £717,640 at the balance sheet date. Included in these fund balances are £170,811 of restricted funds as shown in note 9. A designated education fund was established in 2017, now with a year end balance of £201,476 (note 10). So far as free reserves are concerned, a surplus of £27,508 in the year leaves a fund balance of £345,353 at the year end. The trustees are satisfied that this level of reserves enables the company to continue to fulfil its charitable objectives and obligations.

As disclosed in note 5, there is a charge of £18,278 (2020: £24,782) in these accounts paid to the employers of our President, vice president and treasurer to cover replacement consultant costs while they were carrying out APM duties.

Membership for the year may be summarised as follows:

	2021	2020
Full members paying full subscription	480	483
Full members paying reduced subscription	353	337
Associate members	110	105
Parental Leave	15	16
Junior doctor	147	123
Medical student (free)	209	163
	<u>1,314</u>	<u>1,227</u>

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

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DIRECTORS AND TRUSTEES REPORT (Continued)

Directors at the year end

Dr Amy Proffitt
Dr Iain Lawrie
Professor Derek Willis

Dr Sarah Cox
Dr Kirsten Baron

Directors are nominated and elected by APM members on Full Member and Full Member with Reduced Subscription levels. The APM shares its educational and research resources with other levels of membership including Associate non Doctor members whilst not providing them with voting rights. Formal training is not given by the APM in respect of fulfilling the role of Director, however most palliative medicine doctors have management training and experience and bring this valuable asset to the various committees of the APM.

Reserves

The trustees aim to maintain general reserve levels at the equivalent of at least six months expenditure. The unrestricted fund balance (excluding designated funds) at the year end of £345,353 is above this level and continues to be carefully monitored by the trustees.

Risk Review

The trustees are satisfied that the major risks to which the charity is exposed, as identified by the trustees, are being reviewed, and systems are being established to manage those risks.

Directors' Responsibilities

Company law requires the directors to prepare the directors and trustees report and the accounts for each financial period which give a true and fair view of the state of affairs of the company at the end of the period and of its surplus or deficit for the period. In preparing those accounts, the directors are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed by order of the board on 30 MAY 2022



Trustee

D WILLIS

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

(Company limited by guarantee and not having a share capital)

I report on the accounts for the year ended 30 November 2021 set out on pages 6 to 14.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND INDEPENDENT EXAMINER

As the trustees of the charitable 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 charitable 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 charitable company'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 EXAMINERS REPORT

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

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 accounting 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.



C J GOODHEAD FCA
KNIGHT GOODHEAD LIMITED
Chartered Accountants

24 May 2022

7 Bournemouth Road
Chandler's Ford
Eastleigh
Hampshire SO53 3DA

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND
(Company limited by guarantee and not having a share capital)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 NOVEMBER 2021
(including Income and Expenditure account)

	Notes	Restricted funds £	Unrestricted funds £	Total 2021 £	Total 2020 £
INCOME					
Charitable income					
Membership subscriptions		-	200,689	200,689	189,687
Study days	3	-	226,767	226,767	6,525
e-ELCA		10,000	-	10,000	10,000
Outside mailings		-	11,857	11,857	9,122
Investment income		-	131	131	592
TOTAL INCOME		10,000	439,444	449,444	215,926
EXPENDITURE					
Charitable activities	4	64,984	308,889	373,873	352,356
TOTAL EXPENDITURE		64,984	308,889	373,873	352,356
Net (expenditure)/income for the year before transfers		(54,984)	130,555	75,571	(136,430)
Transfers between funds		2,500	(2,500)	-	-
NET (EXPENDITURE)/INCOME FOR THE YEAR		(52,484)	128,055	75,571	(136,430)
Fund balances at 1 December 2020		223,295	418,774	642,069	778,499
FUND BALANCES AT 30 NOVEMBER 2021	9,10	170,811	546,829	717,640	642,069

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

(Company limited by guarantee and not having a share capital)

COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 NOVEMBER 2020

	Notes	Restricted funds £	Unrestricted funds £	Total 2020 £
INCOME				
Charitable income				
Membership subscriptions		-	189,687	189,687
Study days		-	6,525	6,525
e-ELCA		10,000	-	10,000
Outside mailings		-	9,122	9,122
Investment income		-	592	592
TOTAL INCOME		10,000	205,926	215,926
EXPENDITURE				
Charitable activities				
		53,072	299,284	352,356
TOTAL EXPENDITURE		53,072	299,284	352,356
NET INCOME FOR THE YEAR BEFORE TRANSFERS		(43,072)	(93,358)	(136,430)
Transfer between funds		(1,200)	1,200	-
NET INCOME FOR THE YEAR		(44,272)	(92,158)	(136,430)
Fund balances at 1 December 2019		267,567	510,932	778,499
FUND BALANCES AT 30 NOVEMBER 2020		223,295	418,774	642,069

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

(Company limited by guarantee and not having a share capital)

Company number: 03164340

BALANCE SHEET AT 30 NOVEMBER 2021

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	6		-		-
CURRENT ASSETS					
Debtors	7	94,798		116,230	
Cash at bank and in hand		661,224		639,462	
		<u>756,022</u>		<u>755,692</u>	
CREDITORS: amounts falling due within one year	8	<u>(38,382)</u>		<u>(113,623)</u>	
NET CURRENT ASSETS			717,640		642,069
NET ASSETS	11		<u>717,640</u>		<u>642,069</u>
FUNDS					
Restricted funds	9		170,811		223,295
Designated funds	10		201,476		100,929
Other unrestricted funds	10		345,353		317,845
TOTAL FUNDS			<u>717,640</u>		<u>642,069</u>

For the financial year ended 30 November 2021, the company was entitled to exemption from audit under section 477 Companies Act 2006.

Directors responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the board on 30 MAY 2022
and signed on its behalf by


D Willis
Treasurer

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND
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CASHFLOW STATEMENT FOR THE YEAR ENDED 30 NOVEMBER 2021

	Notes	2021 £	2020 £
NET CASH FLOW PROVIDED BY OPERATING ACTIVITIES	1	21,762	(99,436)
CASH FLOWS FROM FINANCING ACTIVITIES			
Fixed asset additions		-	-
NET CASH FLOW		<u>21,762</u>	<u>(99,436)</u>
Change in cash and cash equivalents in the period		21,762	(99,436)
Cash and cash equivalent at start of the period		639,462	738,898
Cash and cash equivalents at the end of the period	2	<u>661,224</u>	<u>639,462</u>

NOTES TO THE CASHFLOW STATEMENT FOR THE YEAR ENDED 30 NOVEMBER 2021

1 RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net movement in funds for the period	75,571	(136,430)
Depreciation	-	1,024
Increase in debtors	21,432	(38,027)
Increase in creditors	(75,242)	73,997
Net cash flow from operating activities	<u>21,762</u>	<u>(99,436)</u>

2 ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	2020 £
Cash at bank and in hand	<u>661,224</u>	<u>639,462</u>

The APM has no debt therefore all cash flows relate to cash at bank and in hand.

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2021

1 ACCOUNTING POLICIES

(a) Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 and the Companies Act 2006.

The charity meets the definition of the public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The accounts have been prepared on the going concern basis. There are no material uncertainties about the charity's ability to continue.

(b) Income

Income is recognised when the charity is entitled to receipt.

- PCC income is recognised when it is received.
- Investment income is included when receivable.
- Resources are deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

(c) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. It includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

(d) Fixed assets

Fixed assets are capitalised for ongoing use within the company, where the individual cost of the asset exceeds £100. Depreciation is provided on fixed assets to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Website	3 years straight line
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(e) Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the result for the year.

(f) Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management costs and overheads.

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2021

2 LEGAL

The charity is a company limited by guarantee and has no share capital. The charitable company was incorporated on 26 February 1996 in England and Wales and was registered on 8 March 1996 with the Charity Commission in England and Wales. The charity is a public benefit entity.

The registered office of the charitable company is Lancaster Court, 8 Barnes Wallis Road, Fareham, PO15 5TU.

3 STUDY DAYS AND EVENTS	Income £	Expenditure £	Surplus / (deficit) £
Ethics Committee January 2021	5,168	(1,000)	4,168
Ethics Committee October 2021	4,740	(1,500)	3,240
Go With Your Gut November	6,479	(2,000)	4,479
Neuro SIF	2,600	(1,000)	1,600
Postgrad SIF	2,840	(500)	2,340
Hospice & Community Doctors Medical Updates	8,116	(2,000)	6,116
Pain Management	5,560	(2,000)	3,560
Trainees Committee	3,015	(1,000)	2,015
PCC 2021	188,249	(115,220)	73,029
	<u>226,767</u>	<u>(126,220)</u>	<u>100,547</u>

4 CHARITABLE ACTIVITIES EXPENDITURE	Restricted funds £	Unrestricted funds £	Total 2021 £	Total 2020 £
Direct Charitable Expenditure				
Study days (see note 3)	-	126,220	126,220	95,180
e-ELCA	64,984	-	64,984	53,072
British Medical Journal Subscriptions	-	19,880	19,880	25,166
Sage Publications (Palliative Medicine Journal)	-	12,200	12,200	12,000
Pharmaceutical Press	-	53,086	53,086	34,434
Advertising	-	536	536	4,214
Support Costs				
Committee meetings	-	-	-	5,636
Contribution for President and Vice				
President's costs (see note 5)	-	18,278	18,278	24,782
Secretariat and Conference	-	62,349	62,349	80,852
Travel and accommodation	-	-	-	1,213
Office expenditure and IT support	-	7,980	7,980	9,446
Stationery, photocopying and printing	-	980	980	1,568
Postage	-	1,476	1,476	295
Telephone	-	-	-	496
Insurance	-	825	825	554
Bank charges	-	30	30	30
Legal and professional fees	-	2,114	2,114	107
Depreciation	-	-	-	1,024
Accountancy and independent examination	-	2,935	2,935	2,287
	<u>64,984</u>	<u>308,889</u>	<u>373,873</u>	<u>352,356</u>

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2021

5 TRUSTEE COSTS

During the year £6,278 (2020: £18,112) was paid to The Pennine Acute Hospitals NHS Trust for Dr Iain Lawrie's time as president. During the year £4,000 (2020: £2,670) was paid to Wrightington & Leigh NHS for Dr Kirsten Baron's time as vice - president. During the year £8,000 (2020: £4,000) was paid to Severn Hospice Ltd for Prof Derek Willis's time as treasurer.

No director received emoluments during the year.

Aggregate travel and subsistence costs reimbursed to 5 (2020: 4) directors amounted to £nil (2020: £1,827).

6 TANGIBLE FIXED ASSETS

	Website £	Total £
COST		
At beginning and end of year	3,072	3,072
DEPRECIATION		
At beginning of year	3,072	3,072
Charge for the year	-	-
At end of year	3,072	3,072
NET BOOK VALUE		
At end of year	-	-
At beginning of year	-	-

7 DEBTORS

	2021 £	2020 £
Other trade debtors	13,202	12,057
Prepayments (including PCC)	81,596	104,173
	94,798	116,230

8 CREDITORS: amounts falling due within one year

	2021 £	2020 £
Secretariat costs	6,015	7,943
Other accruals	5,194	5,192
Deferred income (including PCC)	18,561	90,055
Other creditors	8,612	10,433
	38,382	113,623

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2021

9 RESTRICTED FUNDS

	Balance at 1 December 2020 £	Income £	Expenditure £	Transfers	Balance at 30 November 2021 £
BRCT	13,935	-	-	-	13,935
e-ELCA	209,360	10,000	(64,984)	2,500	156,876
	<u>223,295</u>	<u>10,000</u>	<u>(64,984)</u>	<u>2,500</u>	<u>170,811</u>

	Balance at 1 December 2019 £	Income £	Expenditure £	Transfers	Balance at 30 November 2020 £
BRCT	13,935	-	-	-	13,935
e-ELCA	253,632	10,000	(53,072)	(1,200)	209,360
	<u>267,567</u>	<u>10,000</u>	<u>(53,072)</u>	<u>(1,200)</u>	<u>223,295</u>

Breathlessness Research Charitable Trust (BRCT)

The purpose of this fund is for an annual award or lecture to encourage and promote an interest in Breathlessness.

e-ELCA

The purpose of this fund is for an e-learning project, End of Life Care for All, commissioned by the Department of Health and delivered by e-LfH in partnership with APM.

10 UNRESTRICTED FUNDS

	Balance at 1 December 2020 £	Income £	Expenditure £	Transfers	Balance at 30 November 2021 £
Education fund	100,929	226,767	(126,220)	-	201,476
Other unrestricted funds	317,845	212,677	(182,669)	(2,500)	345,353
	<u>418,774</u>	<u>439,444</u>	<u>(308,889)</u>	<u>(2,500)</u>	<u>546,829</u>

	Balance at 1 December 2019 £	Income £	Expenditure £	Transfers	Balance at 30 November 2020 £
Education fund	189,584	6,525	(95,180)	-	100,929
Other unrestricted funds	321,348	199,401	(204,104)	1,200	317,845
	<u>510,932</u>	<u>205,926</u>	<u>(299,284)</u>	<u>1,200</u>	<u>418,774</u>

Education Fund

The purpose of this fund is for supporting education in palliative and end of life care.

THE ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2021

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	Unrestricted funds £	TOTAL 2021 £
<i>For the year ended 30 November 2021</i>			
Fixed assets	-	-	-
Current assets	170,811	585,211	756,022
Current liabilities	-	(38,382)	(38,382)
	<u>170,811</u>	<u>546,829</u>	<u>717,640</u>
	Restricted funds £	Unrestricted funds £	TOTAL 2020 £
<i>For the year ended 30 November 2020</i>			
Fixed assets	-	-	-
Current assets	223,295	532,397	755,692
Current liabilities	-	(113,623)	(113,623)
	<u>223,295</u>	<u>418,774</u>	<u>642,069</u>