



The Association for Perioperative Practice

**The Association
for
Perioperative Practice**

**Trustees' Annual Report and Consolidated
Financial Statements
(Directors' Report and Financial Statements)**

Year ended 31 March 2022

Company Registration No. 6035633

Charity Registration No. 1118444

The Association for Perioperative Practice

(Company limited by guarantee and a registered charity)

Our Vision, Mission and Values

Our **Vision** outlines the scale of our ambition and sets out what we want to be:

Leading Perioperative Excellence

Our **Mission** is:

To improve patient care through constantly developing and promoting the leading standards for perioperative practice and practitioners.

Our **Values** and principles are the guiding light of our organisation. They are:

- We put public benefit first
- We put our members at the heart of what we do
- We disseminate learning
- We act with integrity
- We are a business-like organisation
- We are a people-focused organisation
- We are a quality organisation

We achieve our **Vision** and **Values** by:

- The excellence of our professional advice to members
- The excellence of our education resources
- The high level of influence we exert
- Determining standards and promoting best practice
- Facilitating education and practice development
- Providing a forum for partnerships with industry
- Shaping healthcare policy

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PRESIDENT'S MESSAGE

JOHN DADE

AfPP is a membership organisation and 'exists to advance health by improving patient care in perioperative practice'. Our vision is to lead perioperative excellence. We endeavour to achieve this, by determining standards and promoting best practice, facilitating education and practice development, providing professional support services, providing a forum for partnership with industry and shaping healthcare policy.

As an organisation, we represent a diverse range of perioperative personnel, including students, registered and unregistered staff in the National Health Services, across the four nations and within the independent sector. The range of roles within the perioperative environment is ever evolving and all are representative within AfPP. To all of these, we offer professional advice, clinical education, and management support through our membership services.

The board of trustees represent the members and sets the strategic direction and objectives of the organisation, to reflect the needs of members and to promote safe high-quality patient care. Some progress has been made against those strategic objectives, which continue to be reviewed as part of our Board meetings. Our high-level objectives are:

- Improve visibility
- Strengthen financial resource
- Enhance/develop our educational offering
- Develop new services and benefits
- Grow membership (increase market share)

The board is a dynamic entity and evolves as trustees complete their tenure. When at full capacity, the board consists of six elected trustees (elected from the membership by the membership) and four non-elected trustees (who are invited to join the board to contribute their expertise). The board is led by the President who holds a two-year tenure. At the end of this tenure the President-elect takes on the role of President for the next two years.

I took on the role of President in January 2021 and from 2022 I have been supported by a President-elect, Ruth Collins. Ruth will take up the Presidency in January 2023. The current board is represented by Registered Operating Department Practitioners (ODPs) and nurses from academia and clinical practice. We also have representation from experts in the field of finance, infection control, medical devices, and clinical management.

'In person' events resumed in the Autumn and Winter of 2021. I, other AfPP Trustees and Staff were involved in 'The Operating Theatre Show, Future Surgery' and of course, our own Annual Meeting and Vision Day. How good it was to engage with one another in person and offered up hope for further events.

AfPP continues to be involved with the Perioperative Care Collaborative, and as of December, now as joint chair with CODP. Lisa Tierney is our representative.

Last year I referred to the forthcoming updated Standards and Recommendations of Safe Perioperative Practice. I'm delighted to say these are now available in both hard copy and digital formats.

We have continued to engage and participate with advisory panels such as, Anaesthesia Related Professional Committee and the Decontamination Professional Expert Communication Forum.

Over the last year, we have become a partner organisation of the Centre for Perioperative Care (CPOC) with me sitting on the board. This is a group which includes amongst others, five royal colleges and who's significance and influence will grow.

Since the closure of the English National Board (ENB) and its other UK equivalents twenty years ago, there has been no nationally recognised Theatre Course for Nurses. One of my aims when I became president was to explore how this can be addressed. After a Zoom call with Health Education England Chief Nurse Mark Radford in January, it was agreed that further discussions regarding HEE commissioned courses in Perioperative Nursing could take place. These courses would be based on the Perioperative Care Collaborative Curriculum.

Alongside this, I have also been working closely with HEE AHP Chief Officer, Beverley Harden and members of CODP. This specialist group known as 'Operation ODP' has been examining the lessons learnt from the last two years and shaping the ODP profession into the future. 'Operation ODP' continues into the 2022-23 year.

Our global links remain strong, with me representing AfPP on the board of the International Federation of Perioperative Nurses (IFPN). Over the past few months, IFPN has held several virtual meetings. I have also had one to one Zoom conversations with board members from Australia, New Zealand and Canada, which have been helpful.

During 2021-22, thankfully we have seen fewer changes amongst our headquarters staff. As I did last year, I would like to acknowledge all their adaptability and hard work under the direction of our CEO, Dawn Stott. This was demonstrated by further development of webinars and in particular our 2021 virtual conference. All of which has kept our HQ team super busy. We may be coming out of the pandemic, but many other challenges are still there. A nice challenge to have of course, at the end of this financial year is, the early planning of our first in-person conference since 2019, to be held in September 2022.

As always, it is also important to remember the contribution made by our volunteers, including Regional and SIG Leads, Link Members, and the Board. Many have juggled their demanding clinical commitments with their AfPP roles.

Lastly, but by no means least, to our membership. You continue to engage with AfPP in areas such as our Professional Advisory Service, Webinars, social media platforms and the few study days we have held. AfPP is all about you and without you we could not exist.

See you in York.

Thank you.

John Dade
President

CHIEF EXECUTIVE OFFICER'S MESSAGE

DAWN STOTT

Last year I started by saying what a difficult year it had been, and I am pleased to say that this year, for the Association we have seen several transitions back to normal. As an HQ team we have developed a hybrid approach to managing the office, which seems to be working well. We have also seen our commercial work begin to grow again, particularly as Trusts and the private sector are allowing us to visit and support them with audit and accreditation. Our year-end results reflect this growth in our commercial income. I am very pleased with the results and the hard work undertaken to get us back to where we were before Covid hit.

I am very much aware that it isn't business as usual for the front line and know that it won't be for a while. I am pleased that we been able to support you in different ways, educationally and emotionally and the feedback from members has been very positive.

It was unfortunate that following the purchase of our simulated learning kit we were unable to use it straight away due to Covid, however, as restrictions have lifted, we have been able to get out and run a few surgical skills workshops (SSWs). The workshops are designed to support junior doctors, and we are continuing to develop educational opportunities for the wider surgical team. We are running a separate stream at the 2022 AfPP Conference in York to support these workshops for delegates with an interest in advanced care. We are delighted that we will be back at York this year (September 2022), in person, but also with the opportunity for remote delegates to join the education from the comfort of their own homes.

We have continued to work hard with student engagement and have supported the universities by attending their fresher week, some virtually and some face to face. It is always a pleasure to tell up and coming new students about our amazing organisation and provide them with a membership package that can support them through their studies and beyond. Our Instagram page is a great way to engage with our younger colleagues and we currently have 1,232 followers, forming a small community of their own.

The Zoom and Teams platforms are still very useful and as an organisation we have cut down our carbon footprint by holding meetings online rather than in person. It has also helped us to reduce our travel and accommodation costs.

We held a number of webinars during the financial year which included topics such as Human Factors, unleashing the power of your emotional intelligence; The history of neuroscience, and an introduction to head injury; Developing a compassionate workforce; Transgender health; and Developing a workforce for the future. The webinars continue to be very popular. We have also released, for members only, several webinars that can be watched free of charge to support your ongoing professional development. We were able to hold one in person study day throughout the financial year, which was supported by Ansell and the topic discussed was a team response to Latex. I am pleased to say that as the appetite grows for in person events, our regions are starting to develop topics for future study days which will be rolled out to the perioperative audience.

Our Journal continues to be very popular, and I am pleased to let you know that we received notification that the JPP is currently being evaluated by Clarivate Analytics. This means that we are working through the different stages of accreditation, with a view to receiving an impact factor and Science Citation. This is great news for the journal and our standing within industry.

Our Innovation People and Practice (IPP) magazine is proving very popular with members and offers an holistic approach for our members. This standalone supplement continues to deliver on product

innovation, articles on best practice and spotlights on many different elements of the perioperative environment.

A collaborative approach to our work has continued throughout the year and, with the help of industry partners we have developed several educational posters to support evidence-based practice. Our work on the prevention and management of surgical fires is ongoing. Our partnership with the RCS Edinburgh, Faculty of Perioperative Care continues. I am delighted to announce that we have formed an alliance with the International Council for Surgical Plume (ICSP) and other industry partners to encourage the adoption of clinically driven standards and guidance to reduce the harm to patients and practitioners from surgical smoke plume.

Following the decision in 2021 to move our flagship event onto a virtual platform, I am pleased to confirm that the event was very successful with industry and membership engagement across the virtual platform. It was a very different experience, but we had some great speakers, and the educational content did not falter, and the feedback was excellent.

Following a full content review, we launched our 2022 Standards and Recommendations for Safe Perioperative Practice. This is now in a paper and digital format and providing up to date, evidence-based standards for all perioperative environments.

Our virtual engagement with our volunteer networks has proved to be very useful and whilst we have seen some changes with our regional and SiG leads, we have managed to have regular update meetings with them, and their feedback suggests that they have kept them focussed.

As CEO, my role is to support the Trustees in improving the standards of care and patient safety within the perioperative arena. We manage to do this in different ways, for example supporting members who are campaigning for change, supporting the relevant professional bodies with developing new ways of working, supporting the NHS with ongoing development and innovations etc.

I cannot finish without mentioning and thanking all healthcare practitioners for their hard work and dedication in keeping us safe. Every set back that is sent to try us only makes us stronger and as an organisation I believe we have implemented some great things as a result of Covid 19. My determination in my approach to the operational leadership of our organisation and supporting the Trustees with the strategic vision and aims of AfPP does not falter and it gives me great pleasure to see our organisation support our members and flourish as an organisation.

I could not achieve any of this without the backing and encouragement of the dedicated and skilled HQ team, for which I thank them. They have dealt extremely well with remote working, uncertainty and change. We have worked hard to settle into the 'new normal' and I believe we are doing it very well.

Dawn Stott
AfPP CEO

YOUR BOARD OF DIRECTORS/TRUSTEES AND ADVISORS TO THE BOARD

John Dade: President/Trustee and Director of AfPP Limited

John qualified as an Operating Department Assistant in 1983 based then in Norwich and worked at a few hospitals around the UK before taking up a role in 2004 as lecturer in Operating Department Practice at the University of Leicester.

John retired in November 2021 but remains as a visiting lecturer and Perioperative Consultant. He regularly spends time in theatres to keep up to date with current practice and developments. He feels it imperative in his role to maintain one's clinical credibility.

John joined the then NATN in 1998 and has been a member of the AfPP Governance Committee since 2014 and was elected as a Trustee in November 2017 and President in January 2021.

John currently represents AfPP on the Board of the Centre for Perioperative Care (CPOC) and the International Federation of Perioperative Nurses (IFPN). John is also very involved in updating the HCPC ODP Standards of Proficiency and in projects with Health Education England which will chart the future of Perioperative practice.

Ruth Collins: President Elect/Trustee and Director of AfPP Limited

Ruth is currently a Nurse Development Lead with responsibility for co-ordinating education and training, practice development, clinical workforce and governance. Whilst she is an adult trained nurse, this role is within a paediatric setting and therefore she is responsible for almost 500 nurses. Her role extends to the perioperative environment. Ruth is a theatre nurse by background with over 20 years' experience within the perioperative environment and continues to undertake a clinical shift each week.

Ruth's main areas of interest are education, governance, infection prevention and control, person-centered care and patient and staff experience. She is an advocate for patient and staff safety and the development of safe, caring and confident practitioners within the perioperative environment and is passionate regarding the development of safe cultures and inclusivity regarding all roles within the perioperative setting. Her areas of expertise include the above and clinically, orthopaedics, general surgery, vascular, plastics, neuro and ophthalmology.

Ruth has been a member of NATN and subsequently AfPP, since 2005 and was originally a member of the Brunel Branch. She was involved in the Northern Ireland branch with responsibility for membership and then became the Regional Lead for Northern Ireland. She now supports the Lead as part of the team in Northern Ireland.

Ruth has represented AfPP in relation to OneTogether, HIS and NAP6 and provides consultancy support to the Association. Ruth currently sits on the Governance Committee and considers it a privilege to contribute in this way.

Julia Spencer: Trustee

Julia qualified as an Operating Department Practitioner (ODP) in 2001 with an NVQ3 in ODP. Since qualifying, Julia has gained invaluable experience across almost all ODP specialities, working in both permanent and agency roles within the NHS and private sector. Julia has completed various Royal College of Surgeons courses including a PG Cert in Surgery, Basic Surgical Skills and Non-Technical Skills for Surgeons.

In 2015, Julia began working within resuscitation. She held positions as a Resuscitation Lead and Resuscitation Officer in the NHS and private sector, and as a Resuscitation Council (UK) instructor for both adult and paediatric courses.

Julia is currently an Advanced Clinical Practitioner at York Hospital within the speciality of breast surgery and oncoplastics. Alongside this role she also teaches for the University of Huddersfield and leads the Surgical First Assistant course for the University.

Julia's most important role is being mum to her four children, Molly (14), Alfie (13), Meggy (11) and Joe (10). Julia is a keen runner and is taking part in a ten-mile race later this year and the London Landmarks Half Marathon in April 2023.

Julia has been an AfPP Trustee since 2021.

Oliver Tierney: Trustee

Oliver started with the NHS in 1999 at the Liverpool Royal Hospital, qualifying as an Operating Department Practitioner in 2008. Post qualification, he worked at the Liverpool Heart and Chest before moving to The Walton Centre in 2013. Oliver became a Band 6 Clinical Skills Facilitator in 2015 and then a Band 7 Practice Education Facilitator in 2017. Since May 2022, Oliver's role has further expanded, and he is now the Lead for Education, Risk and Governance at Walton Operating Theatre.

Throughout his career Oliver has always had a passion for education and he won The Walton Centre "Best Contribution to Education" Award in 2016. Recently, Oliver has become an accredited Applied Human Factors Trainer and qualified Workplace Mediator.

In 2019, Oliver became an accredited Mental Health First Aider and from this, set-up the Walton Theatre Health & Wellbeing team, which would prove invaluable during the COVID pandemic.

He has been an AfPP Trustee since 2021.

Jennifer Maher: Trustee

Jennifer is an ODP Team Leader and a Clinical Skills Facilitator. She has over 23 years' experience in and around theatres. Most of these years were spent in large adult trusts in Liverpool, with the last 5 years in Paediatrics in Alder Hey Hospital. Jennifer has an ILM level 3 in Leadership & Management and is currently studying a level 5 Coaching qualification. She is also a trained Human Factors trainer.

Jennifer has a keen interest in Human Factors and the impact on patient safety. Recently, she has been part of a core team developing a new programme to create a safer way of working in teams, using Human Factors, Simulation and Coaching as the core of the programme. She feels her vast experience and skills across the many specialities help her to understand the needs, and the many challenges theatre staff can face day to day. Jennifer believes that we can coach our teams into overcoming, and maybe preventing some of these challenges.

Kat Topley: Non-elected Trustee

Kat Topley, MSc, Advanced Health Care Practice, Dip (Infection Control), Cert Ed, RGN, has many years' experience in healthcare. Specialising in infection prevention and control since 1995, Kat has held a range of clinical and senior positions within the NHS (Oxford University Trust) and independent sector (BUPA, Spire, BMI), also as a regional co-ordinator for the 2006-point prevalence survey in England.

Kat is a qualified lecturer with experience in curriculum development and teaching on undergraduate and postgraduate courses.

Kat has a special interest in surgical site infection and this has been a focus of her activity and current role within UK 3M PLC, Infection Prevention division. Kat is an active member of the Infection Prevention Society (IPS) and has a role on their scientific planning committee.

Lisa Tierney: Non-Elected Trustee

Lisa has worked in theatres throughout the UK since 1980, predominately in the role of scrub practitioner. Previous roles include Theatre Matron at The Royal Liverpool and Broadgreen University Hospitals Trust and Theatre Matron/Manager at Liverpool Heart & Chest Hospital. Following 38 years in the NHS she is currently Head of Nursing for The Private Clinic of Harley Street.

Lisa is passionate about patient care and strives to create an environment of continuous quality improvement with a focus on safety, quality and improving the patient experience. She served as a Major in the Army Reserves for 18 years and completed three operational tours to Iraq and Afghanistan.

Lisa was seconded from Liverpool Heart & Chest Hospital to the Care Quality Commission (CQC) in July 2015 on a part time basis and continues to work for the CQC as a Specialist Advisor, having undertaken in excess of 100 Inspections in the NHS and Private Sector.

Lisa has been a member of NATN/AfPP for a number of years and represents AfPP on the steering group of the SAFE OR program, which supports and promotes safe standards in low income countries. She has contributed to developing the program and has delivered multi-disciplinary teaching on courses in Africa, India and the UK.

Maxine Page: Non-Elected Trustee

Maxine began her theatre career in 1992 as a newly qualified nurse. Over the last 30 years she has worked primarily as a scrub practitioner within general, urology, colorectal and vascular surgery and rotationally in PACU. She was the Theatre Education Co-ordinator at the Princess Alexandra Hospital, Harlow. In January 2009 she became the Matron for theatres, post anaesthetic care unit, day surgery theatres, pre assessment and the acute pain service. Maxine is also an associate lecturer at Anglia Ruskin University on the ODP degree programme.

Maxine is passionate about education and the development of staff. She has devised roles, training programmes and competencies within theatres and PACU at Princess Alexandra Hospital to foster staff development and growth. She has shared her educational experiences at several conferences, including AfPP's Annual conference, to inform, support and energise theatre practitioners around education and its importance.

Maxine is equally passionate about patients' safety, quality and providing a positive patient experience. She works collaboratively with patients and relatives to improve care and service delivery.

Maxine is a mental health first aider and is committed to staff health and wellbeing.

Maxine has been a member of NATN latterly AfPP since 1992. During this time, she has been a link member, Educators SIG Lead and an AfPP Consultant for theatre accreditations.

Dawn Stott: Chief Executive Officer and Director of AfPP Limited

Dawn has worked in healthcare for around 27 years in many different roles. During that time, she undertook an Open University Certificate in Management which provided the learning to underpin her knowledge and experience.

Dawn worked for a private hospital group in various roles and has managed a 9,000 patient GP practice in Headingley, Leeds. This provided her with an all-round understanding of healthcare from primary care commissioning through to secondary care intervention.

Her previous roles have included commissioning new hospital builds, commissioning new GP surgery builds, IT implementation programs, customer care training strategies and quality improvement initiatives. She has a strong interest in writing and is an active volunteer with the Prince's Trust mentoring young people starting out in their own new businesses.

Dawn joined AfPP in June 2009 as Director of Operations and moved into the role of CEO in October 2009.

David Robinson: Professional Advisor and Director of AfPP Limited

David is a Chartered Accountant and joined the Board in January 2018. After many years as a Partner in private practice David set up his own business advisory company in April 2016. He now holds a number of non-executive roles and provides advisory services to a broad range of businesses. His work principally relates to financial matters and business development. He was, for over 12 years, a trustee and treasurer of a leading local Charity and is now a trustee of a charity that provides access to the countryside for people with disabilities. David has extensive third sector and business experience.

DIRECTORS' REPORT

The Directors present their report and audited financial statements for the year ended 31 March 2022. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Reference and administrative information

Charity name:	The Association for Perioperative Practice
Charity registration number:	1118444
Company registration number:	6035633
Country of incorporation:	England
Registered office and Operational address	Daisy Ayris House, 42 Freemans Way, Harrogate HG3 1DH
Telephone:	01423 881300
Facsimile number	01423 880997
Website:	www.afpp.org.uk

Directors and Trustees:	John Dade (President, appointed Dec 2020) Ruth Collins (President Elect appointed 4 January 2021) Kathryn Topley (appointed 9 September 2019) Lisa Tierney (appointed 15 October 2019) Oliver Tierney (appointed 4 January 2021) Julia Spencer (appointed 4 January 2021) Jenny Maher (appointed 11 November 2021) Maxine Page (appointed 23 February 2022) Nicholas Baker (resigned 28 March 2022) Roslyn Moore (resigned 17 March 2022)
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Key Management personnel

Chief Executive	Dawn Stott
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Subsidiary Name	AfPP Limited
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Company registration number:	3102102
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Subsidiary's Directors	John Dade Dawn Stott David Robinson Ruth Collins
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Bankers	National Westminster Bank 3 Cambridge Crescent, Harrogate HG1 1PE
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Solicitors	Hempsons Solicitors The Exchange, Station Parade, Harrogate HG1 1TS
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Auditors	Saffery Champness LLP Mitre House, North Park Road, Harrogate HG1 5RX
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure

The organisation is a charitable company, limited by guarantee, registered in England and Wales, incorporated on 21 December 2006 and registered as a charity on 20 March 2007. The Company was established under a Memorandum of Association which established the objects and powers of the charitable Company and is governed under its Articles of Association. The Directors review these governing documents annually.

The business and assets of the unincorporated body, also known as The Association for Perioperative Practice, were donated to the Charity on 1 April 2007 and its liabilities were discharged by the Charity. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

The Association has grown and thrived since it was founded in 1964 by Doreen 'Daisy' Ayris MBE. From a membership of only 250, AfPP has developed into a nationally respected organisation which promotes the highest level of clinical care in perioperative practice.

Related company

As of 31 March 2022, the charity has one wholly owned subsidiary company being AfPP Limited (No. 3102102).

The principal activity of the Company is the provision of training and consultancy to healthcare institutions and organisations working in or visiting the perioperative environment. Other activities include the publishing of journals and publications for the medical profession.

Further information is provided within the financial statements.

Pay policy for senior staff

The Directors, who are the Association's Trustees, consider that the key management personnel are the senior management team which is responsible for directing and controlling, running and operating the Association on a day-to-day basis. All Directors give their time freely and no Director received remuneration in the year for these services as Trustees. Details of Directors' expenses and related party transactions are disclosed in note 23 to the accounts.

Governance and Management

The Directors of the Company are also charity trustees for the purposes of charity law and under the Company's Articles of Association, are known as the Board of Directors and Trustees ('Board').

The Board meets at least three times per year and is responsible for business planning, strategy and the management of the charity. The day-to-day management of the charity has been delegated to the Chief Executive who is accountable to the Board.

The Board may delegate any powers or discretions to committees consisting of such persons as it may think fit. Any such committees report fully their acts and proceedings to the Board.

The Board of elected Directors/Trustees come from a background of employment based clinical practice, whilst non-elected Board members bring their business and administrative skills.

The elected Directors/Trustees act as ambassadors and are the external face of the Association both at national and international levels. Furthermore, the elected Directors/Trustees support various areas of governance activities including standards, membership, regions and education.

Recruitment and appointment of Directors/Trustees

In accordance with the Articles of Association, Directors/Trustees are elected by the voting members of the Company for a term determined by the Articles of Association. The Board may, by resolution, appoint up to four more non-elected Directors/Trustees.

All members of the Board are familiar with the practical work of the Charity. Any new Director is fully briefed by the Board on all aspects of the Charity, including its operational framework, future plans and current financial position. New Board members are provided with guidance from the Charities Commission on trusteeship.

All members of the Board give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 20 to the financial statements.

Board induction, training and assessment

A structured approach ensures that the skills of new and current Directors/Trustees are developed in order to contribute to their roles as Board members.

New Board members are helped through a mentorship scheme involving an experienced Trustee who, in providing support, assists the new Board member to quickly become aware of the work and practices of the charity and is thereby equipped to contribute to the Board.

The performance of Directors/Trustees is reviewed annually by the President as part of an individual development plan which sets out any further training/development needs.

Regional Teams

HQ continues to work closely with our regional teams; however, the pandemic has meant face to face meetings have not been achievable. Virtual meetings have taken place to ensure our regional teams have been supported and kept up to date with ongoing AfPP business. Our regional teams continue to support all regional accomplishments and have worked hard to maintain and enhance the profile of the Association at local level.

Sub-committees

There are various sub-committees and groups which have delegated authority from the Board:

Governance Committee – The aim of the Governance Committee is to ensure and evidence that systems are in place that deliver a sound and robust approach to integrated governance. The Governance Committee reports to the Board and meetings are aligned to the board meetings.

Nominating Committee – The function of the Nominating Committee is to encourage and assist in the maintenance of the succession of Board roles. The committee meets as required to support the Trustee election process and reports to the Board.

OUR AIMS AND OBJECTIVES

Purposes

AfPP exists to advance health by improving patient care in perioperative practice by:

- determining standards and promoting best practice
- facilitating education and practice development
- providing professional support services
- providing a forum for partnership with industry
- shaping healthcare policy

Our vision

To lead perioperative excellence.

Ensuring our work delivers our aims

The achievements and the results of the Charity's activities are reviewed monthly by the Board. The Board also reviews the aims and objectives in the context of achievements and results.

The focus of our work

The main objectives for the year continued to be the advancement of health by the improvement of patient care in perioperative practice. The strategies and activities we employed to meet these objectives included:

- the provision of education and ongoing professional development courses
- the provision of advice to practitioners in the delivery of perioperative practice
- to act as a consultative body on perioperative care and practice to any government department, public or private institution or other interested groups
- to institute or assist in instituting and providing continuing support for research in furtherance of the objects of the Charity
- to award scholarships, bursaries and prizes
- to facilitate the publication of periodicals, journals, books and other forms of media and the provision of library and reference services consistent with the Charity's objects

How our activities deliver public benefit

The Trustees have considered the Charity Commissions' guidance on public benefit including its publication 'Public Benefit: running a Charity' (PB2) in setting its objectives and planning activities for the year.

Whilst our activities are focused upon perioperative professionals within all health settings, the nature and scope of our work results in a much wider audience than the members and students who subscribe to the Charity.

By the promotion of best practice in perioperative care through the delivery of our activities, the clinical journey of anyone in the United Kingdom having surgical treatment will be enhanced.

The Charity's Annual Conference is an opportunity for perioperative professionals delivering healthcare needs, regardless of the income of beneficiaries, to attend a forum of like-minded individuals. Due to the pandemic this was moved onto a virtual platform which will provide similar opportunities to network both for practitioners and industry partners. The feedback from the event was good.

The Charity's journal provides widespread information to those in perioperative practice and an academic technical journal is available to members and non-members on subscription.

The Innovation People and Practice (IPP) Magazine is a stand-alone supplement which is published and despatched with the Journal of Perioperative Practice ten times per year. The IPP includes wellbeing features, interviews with practitioners and suppliers, articles on best practice and product innovation. It is an holistic approach to supporting our core membership. There are great opportunities for our core audience to be involved and provide information for inclusion in the magazine.

Who used and benefited from our services?

Members of the public in the United Kingdom in need of perioperative care are the ultimate beneficiaries of the Charity's services. The Charity supports skilled perioperative staff through direct membership and the provision of website information to non-members.

ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE IN THE YEAR

Annual Conference

The annual conference took the format this year of a virtual conference. We had in excess of 300 delegates booked onto conference across the weekend with high profile speakers delivering sessions including topics such as:

- Difficult Airways
- Perioperative Hypothermia
- Embedding a Learning Culture
- Healing the Healer
- Finding our Leadership Qualities

We were pleased with the feedback and evaluations from our delegates.

Regional study days

Due to the lifting of restrictions following the pandemic we were only able to hold one in person regional study day. This was held in London and was support by Ansell.

Webinars

After initially offering our webinars free of charge to support our members a pricing structure has been put in place and we have also bought our own online platform to be able to run them independently and manage the process from start to finish. We held a number of webinars during the financial year which included topics such as:

- Human factors, unleashing the power of your emotional intelligence
- The history of neuroscience and an introduction to head injury
- Developing a compassionate workforce
- Transgender health
- Developing and workforce for the future.

Feedback on all the sessions has been very good with some great ideas put forward for future events.

Newsletter and publications

The Charity publishes a range of technical and professional journals, newsletters and books including The Journal of Perioperative Practice, the official journal of the AfPP. It promotes perioperative practice through publishing literature reviews, research-based articles, topical discussions, advice on clinical issues, current news items and product information. The Journal also encourages a sense of community among perioperative practitioners by providing a forum for debate.

The Commercial Division

The business derived through our commercial arm has proved to be a very important income stream for the Association. However due to the pandemic and the restrictions on surgical intervention our ability to undertake this work was reduced. However, as restrictions were lifted we have been able to continue with our audit and accreditation work along with our Surgical Skills Workshops.

Membership of AfPP

The Charity is a membership organisation. Different classes of membership ensure that membership is open to all who have an interest or vocation in perioperative care. Registered and non-registered clinical staff have access to membership as do students.

Corporate members have no voting rights at General Meetings of the Company.

The membership is organised into Regional Teams which facilitate professional education, networking and communications.

At 1 April 2022 the Charity's membership was 6,696 (2021: 6,789).

Student development

All students are eligible for online membership. This category of membership allows access to all online resources including the archive of the Journal of Perioperative Practice articles, the CPD modules and our education offering.

Indemnity Insurance

We saw 942 members renew their insurance in 2021/22; this does not include new business which is being written daily.

Professional Advisory Service

The Professional Advisory Service (PAS) is a confidential service which aims to provide clinical, ethical and professional advice to all members. The aim of PAS is to provide clear, helpful, accurate and confidential advice to:

- facilitate the assurance of standards and best practice within perioperative practice
- promote the safety of patients in the perioperative environment by the provision of quality patient care
- promote professional conduct and practice across all perioperative disciplines.

LOOKING TO THE FUTURE

Year on year we continue to review our efforts and what has brought the best outcomes for the Association and its members. We continually review practice and bring ideas and feedback to the table to ensure our members are getting the most out of the benefits we offer.

Our strategic objectives are reviewed quarterly through our Board meetings to ensure we are supporting members in the best way possible and, of course, meeting our charitable requirements.

Our work to raise the profile of the Association will continue and opportunities to work collaboratively with similar organisations will be strongly pursued to ensure a greater voice in our professional arena.

Our trading arm will continue to be developed to facilitate learning for Trusts around whole teams, human factors, communication, leadership etc.

As an organisation we continue to monitor and updated controls and procedures in accordance with relevant UK government, Public Health England and Charity Commission guidance with the safety of staff and maintaining services to members the key priorities. Whilst the impact of Covid-19 continues to pose challenges, we are satisfied that we are taking all appropriate measures to mitigate any risks to the continuing operations of the charity.

FINANCIAL REVIEW

Results of the Group

The gross income of the Group amounted to £1,150,723 (2021: £939,132). The Group has reported a deficit for the year of £ (12,361) 2021 deficit £(69,796). The increase in income, and the reduced deficit for the year, principally reflect the growth in commercial income following the easing of Covid restrictions.

Investment policy

The Charity holds money not required for immediate use on deposit with UK commercial banks and seeks to maximise the interest earned by active cash management.

Reserves policy

Reserves are required to bridge the gap between expenditure and income to cover unplanned emergency expenditure and to develop new services.

Total funds as at 31 March 2022 amounted to £764,353 (2021: £776,714) of which £764,353 (2021: £776,714) was unrestricted. However, the unrestricted funds include functional fixed assets (eg Goodwill, computer hardware, software and other equipment) of £410,901 (2021: £391,762) that are essential for the Charity's activities and are therefore excluded from free reserves. Therefore, the Charity's reserves freely available to spend at 31 March 2022 were £353,452 (2021: £384,952).

The Charity's policy is to achieve sufficient reserves to cover six months' expenditure on charitable activities (£475,000) plus the estimated costs of meeting all commitments on a winding-up of the organisation (£70,000); a total of £545,000. The trustees note that reserves freely available to spend have decreased significantly over recent years. This reflects deficits incurred as a direct result of the pandemic which was out of our control together with the impact of a positive decision to invest in our IT infrastructure. This is not a cause for concern because we were in such a strong financial position prior to the pandemic and the group has maintained significant cash balances. Reserves freely available to spend at 31 March 2022 fell below the level required to satisfy our reserves policy at that date. The trustees consider the reserves policy to be prudent and the shortfall against that policy at 31 March 2022 not to be a cause for concern.

The reserves policy is reviewed annually.

Fundraising Activities

In the directors' opinion the charity does not carry out any fundraising activities of the nature set out in the Charities Act 2016

Risk Management

The Board has a risk management strategy which comprises:

- Compilation of a risk register for the Group which is underpinned by detailed risk assessments and supported through standard methodologies. The risk assessments are reviewed quarterly by the Governance Committee and annually by the Board as part of the Charity's strategic and operations plans.
- Establishment of policies, systems and procedures to mitigate the risks identified in the risk register
- Implementation of procedures to minimise the potential impact of any risks that do materialise.

Key risks currently are:

- Organisational support systems fail to enable effective communication with members
- Achieving delegate numbers at AfPP events
- Loss of key operational staff from HQ leading to loss of knowledge

Principal funding sources

During the year, a total of £915,046 (2021: £831,940) was generated from charitable activities.

STATEMENT OF DIRECTORS RESPONSIBILITIES

The Trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charitable company and the group and of the incoming resources and application of resources, including the income and expenditure of the charitable group 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 Charity's SORP;
- 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 financial statements;
- prepare the financial statements on the going concern basis unless the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of their 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT OF DISCLOSURE TO AUDITORS

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that
- the auditor is aware of that information

Approved by the Directors on 4 August 2022

and signed on their behalf by:-



John Dade, President

Independent auditor's report to the members

Opinion

We have audited the financial statements of The Association for Perioperative Practice (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2022 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Charity Balance Sheets, the Consolidated Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is 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).

In our opinion the financial statements:

- give a true and fair view of the state of the affairs of the group and the parent charitable company as at 31 March 2022 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information; we are required to report that fact.

We have nothing to report in this regard.

Other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report which includes the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report which includes the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and the parent charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies exemption in preparing the Trustees' Annual Report and the Strategic Report.

Responsibilities of trustees

As explained more fully in the Statement of Directors Responsibilities set out on page 20, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditors under the Companies Act 2006 and report in accordance with regulations made under that Act.

Our objectives are to obtain reasonable assurance about whether the group and parent financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud are detailed below.

Identifying and assessing risks related to irregularities:

We assessed the susceptibility of the group and parent charitable company's financial statements to material misstatement and how fraud might occur, including through discussions with the trustees, discussions within our audit team planning meeting, updating our record of internal controls and ensuring these controls operated as intended. We evaluated possible incentives and opportunities for fraudulent manipulation of the financial statements. We identified laws and regulations that are of significance in the context of the group and parent charitable company by discussions with trustees and updating our understanding of the sectors in which the group and parent charitable company operate.

Laws and regulations of direct significance in the context of the group and parent charitable company include The Companies Act 2006 and guidance issued by the Charity Commission for England and Wales.

Audit response to risks identified:

We considered the extent of compliance with these laws and regulations as part of our audit procedures on the related financial statement items including a review of financial statement disclosures. We reviewed the parent charitable company's records of breaches of laws and regulations, minutes of meetings and correspondence with relevant authorities to identify potential material misstatements arising. We discussed the parent charitable company's policies and procedures for compliance with laws and regulations with members of management responsible for compliance.

During the planning meeting with the audit team, the engagement partner drew attention to the key areas which might involve non-compliance with laws and regulations or fraud. We enquired of management whether they were aware of any instances of non-compliance with laws and regulations or knowledge of any actual, suspected or alleged fraud. We addressed the risk of fraud through management override of controls by testing the appropriateness of journal entries and identifying any significant transactions that were unusual or outside the normal course of business. We assessed whether judgements made in making accounting estimates gave rise to a possible indication of management bias. At the completion stage of the audit, the engagement partner's review included ensuring that the team had approached their work with appropriate professional scepticism and thus the capacity to identify non-compliance with laws and regulations and fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the parent charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the parent charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the parent charitable company and the parent charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Saffery Champness LLP

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

Sally Appleton (Senior Statutory Auditor)

For and on behalf of Saffery Champness LLP
Chartered Accountants/Statutory Auditors
Mitre House
North Park Road
Harrogate
HG1 5RX

11 August 2022

Consolidated Statement of Financial Activities (including Income and Expenditure Account)

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total (note 7) £
Income:					
Voluntary income: Donations and grants	1	200	-	200	131
Income from charitable activities	2	915,046	-	915,046	831,940
Investment income	3	416	-	416	1,713
Income from trading activities:					
Subsidiary - trading turnover and other income		235,054	-	235,054	105,322
Subsidiary - interest receivable		7	-	7	26
Total income		1,150,723	-	1,150,723	939,132
Expenditure					
Charitable activities	5	945,419	-	945,419	894,590
Raising funds		217,665	-	217,665	114,338
Total expenditure		1,163,084	-	1,163,084	1,008,928
Net expenditure resources before other recognised gains or losses		(12,361)	-	(12,361)	(69,796)
Transfer between funds	17	-	-	-	-
Net movement in funds		(12,361)	-	(12,361)	(69,796)
Reconciliation of funds:					
Total funds brought forward		776,714	-	776,714	846,510
Total funds carried forward		764,353	-	764,353	776,714

The statement of financial activities includes all gains and recognised in the year.
All income and expenditure derive from continuing activities.

Balance Sheets Consolidated and Charity

	Notes	Group		Charity	
		2022	2021	2022	2021
		£	£	£	£
Fixed assets					
Intangible fixed assets	8	9,000	12,000	-	-
Tangible fixed assets	9	401,901	379,762	393,538	367,933
Investments	11	-	-	70,058	70,058
		<u>410,901</u>	<u>391,762</u>	<u>463,596</u>	<u>437,991</u>
Current assets					
Stock	10	29,965	30,247	28,468	28,604
Debtors	12	683,465	600,767	496,737	418,856
Cash at bank in hand		<u>383,196</u>	<u>394,156</u>	<u>372,144</u>	<u>377,498</u>
		<u>1,096,626</u>	<u>1,025,170</u>	<u>897,349</u>	<u>824,958</u>
Creditors: amounts falling due within one year	13	(743,174)	(640,218)	(569,902)	(442,150)
Net current assets		<u>353,452</u>	<u>384,952</u>	<u>327,447</u>	<u>382,808</u>
Net assets		<u>764,353</u>	<u>776,714</u>	<u>791,043</u>	<u>820,799</u>
The funds of the charity:					
Unrestricted funds	18	764,353	776,714	791,043	820,799
Restricted funds		-	-	-	-
Total charity funds		<u>764,353</u>	<u>776,714</u>	<u>791,043</u>	<u>820,799</u>

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 28 – 43 form part of these financial statements.
Approved by the board on 4 August 2022 and signed on behalf by:



John Dade, Director/Trustee
Company Registration No. 6035633

Consolidated Statement of Cash Flows

	Notes	2022 £	2021 £
Cash generated by /(used in) operating activities	24	24,369	(69,902)
Cash flows from investing activities			
Interest income		423	1,739
Purchase of tangible fixed assets		(36,402)	(52,829)
Disposal of tangible fixed assets		650	-
		<hr/>	<hr/>
Net cash used in investing activities		(35,329)	(51,090)
		<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period		<u>(10,960)</u>	<u>(120,992)</u>
Cash and cash equivalents at the beginning of the year		394,156	515,148
		<hr/>	<hr/>
Cash and cash equivalents at the end of the year		<u>383,196</u>	<u>394,156</u>

Notes to the Consolidated Financial Statements

ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

a) Basis of accounting

The financial statements have been prepared in accordance with 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 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Association for Perioperative Practice meets the definition of a 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(s).

b) Fund accounting

Unrestricted funds are available for use at the discretion of the Directors in furtherance of the general objectives of the charity

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) Going Concern

The directors assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The directors make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern. The assessment has included consideration of the impact of Covid-19 in the Charity's operations and further information is provided in the Directors Report. The directors continue to adopt the going concern basis of accounting in preparing the financial statements. Having carried out a review of the Charity's cash flow and resources, the directors are confident that the Charity is able to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements.

d) Incoming resources

All incoming resources are included in the SOFA when the Charity is entitled to the income it is probable that the income will be received and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- investment income is included on a received basis;
- donations and grants are credited to the SOFA on a receivable basis;
- membership income is recognised on a receivable basis subject to deferral based upon a member's date of renewal;
- income from study days is recognised on an accruals basis;
- grants are recognised when received;
- all incoming resources are stated gross and are not netted down for expenditure.

Notes to the Consolidated Financial Statements

e) Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Charitable activities comprise those costs incurred by the Charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. It also includes Governance Costs which are those costs associated with meeting the constitutional and statutory requirements of the Charity and include costs linked to the strategic management of the Charity
- Raising funds. This comprises both the direct costs and overheads incurred by the subsidiary, AfPP Limited, in the conduct of its trading activities.
- All overhead and support costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis as set out in note 5. Irrecoverable VAT is charged as a separate cost item and allocated in the same way as other costs.

f) Intangible fixed assets – Goodwill

Goodwill arising on the acquisition of subsidiary undertakings/trade and assets etc represents the excess of the fair value of the consideration over the fair value of the identifiable assets and liabilities acquired. It is initially recognised as an asset at cost and is subsequently measured at cost less accumulated amortisation and accumulated impairment losses. Goodwill is considered to have a finite useful life and is amortised on a systematic basis over its expected life, which is five years.

For the purposes of impairment testing, goodwill is allocated to the cash-generating units expected to benefit from the acquisition. Cash-generating units to which goodwill has been allocated are tested for impairment at least annually, or more frequently when there is an indication that the unit may be impaired. If the recoverable amount of the cash-generating unit is less than the carrying amount of the unit, the impairment loss is allocated first to reduce the carrying amount of each asset in the unit.

g) Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and depreciated over their expected useful lives at the following rates:

Building improvement	20% of cost per annum
Plant and machinery	20% reducing balance
On-line education asset	20% of cost per annum
Fixtures, fittings and equipment	25% of cost per annum
Website	25% of cost per annum
Computer equipment	20% of cost per annum
Motor vehicle	25% reducing balance

Capital expenditure items, excluding software with a cost £500 and above are treated as fixed assets. Depreciation commences once an asset is available for use.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to the SOFA.

h) Investments and investment income

Investments are included at historical cost less provision for diminution in value. Any realised/unrealised gains/losses for the period are dealt with through the SOFA. Investment income is accounted for in the period in which the Charity is entitled to receipt.

Notes to the Consolidated Financial Statements

i) Pension costs

The Charity operates two defined contribution pension schemes. Contributions are transferred to the SOFA in the period in which they become payable in accordance with the rules of the schemes.

j) Stock

Stock is valued at the lower of cost and net realisable value.

k) Consolidated financial statements

The financial statements consolidate the results of the Charity and its wholly owned subsidiary, AfPP Limited, on a line-by-line basis. A separate Statement of Financial Activities and Income and Expenditure Account for the Charity has not been presented because the Charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

l) 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.

Notes to the Consolidated Financial Statements

1. Donations and Grants

	2022	2022	2022	<i>2021</i>
	Restricted	Unrestricted	Total	<i>Total</i>
	£	£	£	£
Donations from individuals	<u>-</u>	<u>200</u>	<u>200</u>	<u>131</u>
	<u>-</u>	<u>200</u>	<u>200</u>	<u>131</u>

2. Income from Charitable Activities

	2022	2022	<i>2021</i>
	Unrestricted	Total	<i>Total</i>
	£	£	£
Membership	690,292	690,292	705,785
Study days and collaborative events	17,730	17,730	8,430
Residential income	40,674	40,674	700
Journal subscriptions	1,292	1,292	2,250
Journal advertising income	137,575	137,575	92,710
Publication sales	<u>27,483</u>	<u>27,483</u>	<u>22,065</u>
	<u>915,046</u>	<u>915,046</u>	<u>831,940</u>

The amount of membership income deferred at 31 March 2022 is £317,373 (2021: £304,954) and this is included in accruals and deferred income at note 13 to these accounts.

3. Investment Income – unrestricted

	Group	<i>Group</i>	Charity	<i>Charity</i>
	2022	<i>2021</i>	2022	<i>2021</i>
	£	£	£	£
Investment income comprises the following:-				
Bank interest received	<u>423</u>	<u>1,739</u>	<u>416</u>	<u>1,713</u>
	<u>423</u>	<u>1,739</u>	<u>416</u>	<u>1,713</u>

Notes to the Consolidated Financial Statements

4. Subsidiary's results and financial position

The trading results for the year of the wholly owned subsidiary - AfPP Limited as extracted from the annual accounts are set out below.

	2022	2021
	£	£
Turnover and other income	250,054	90,322
Expenditure	<u>(217,665)</u>	<u>(114,338)</u>
Profit/(Loss) for the Financial Year	32,389	(24,016)
Other interest receivable and similar income	<u>7</u>	<u>26</u>
Net Profit/(Loss) for the year	<u>32,396</u>	<u>(23,990)</u>
Gift Aid donation to Charity	<u>-</u>	<u>-</u>
Retained in subsidiary	<u>32,396</u>	<u>(23,990)</u>
The assets and liabilities of the subsidiary were:		
Fixed assets	17,363	23,829
Current assets	196,399	215,251
Current liabilities	<u>(170,394)</u>	<u>(228,108)</u>
Total net assets	<u>43,368</u>	<u>10,972</u>
Aggregate share capital and reserves	<u>43,368</u>	<u>10,972</u>

The subsidiary undertaking is controlled by the Board of the Charity's Trustees.

Notes to the Consolidated Financial Statements

5. Total resources expended

	Basis of allocation	Charitable activities £	Governance £	2022 Total £	2021 Total £
Costs directly allocated to activities					
Staff costs	Staff time	51,646	-	51,647	51,647
Publications, Printing and postage	Direct	130,325	-	130,325	123,912
Conference costs	Direct	35,674	-	35,674	3,169
Study day costs	Direct	3,608	-	3,608	4,939
Marketing	Direct	37,723	-	37,723	28,540
Online education depreciation	Direct	2	-	2	1,467
Subscriptions	Direct	8,252	-	8,252	8,148
Membership expansion costs	Direct	42,898	-	42,898	67,597
Awards	Direct	750	-	750	3,410
Grants	Direct	-	-	-	645
		<u>310,879</u>	<u>-</u>	<u>310,879</u>	<u>292,823</u>
Support costs allocated to activities					
IT costs	Usage	41,338	-	41,338	39,370
Board related costs	Usage	-	7,528	7,528	7,310
Staff costs	Staff time	336,699	18,000	354,699	379,555
Rent and rates	Usage	34,288	-	34,288	36,312
Light and heat	Usage	6,785	-	6,785	3,460
Insurances	Usage	6,841	-	6,841	7,905
Telephone	Usage	9,342	-	9,342	9,733
Sundries	Usage	472	-	472	471
Legal and professional	Usage	5,100	-	5,100	6,583
Depreciation	Usage	10,795	-	10,795	6,997
Loss on disposal of fixed asset	Usage	-	-	-	-
Irrecoverable VAT	Usage	52,263	-	52,263	34,261
Printing and stationery	Usage	14,825	-	14,825	14,530
Bank charges	Transactions	21,741	-	21,741	21,291
Staff recruitment costs	Usage	11,405	-	11,405	-
Staff travel	Transactions	2,242	-	2,242	(38)
Staff training	Transactions	6,860	-	6,860	4,021
Audit fees	Usage	-	9,291	9,291	6,215
Accountancy fees	Usage	-	-	-	1,150
Bad debts	Transactions	9,053	-	9,053	6,807
Office costs	Usage	8,319	-	8,319	11,035
Public relations	Usage	21,353	-	21,353	4,799
		<u>599,721</u>	<u>34,819</u>	<u>634,540</u>	<u>601,767</u>
Total resources expended		<u>910,600</u>	<u>34,819</u>	<u>945,419</u>	<u>894,590</u>

Notes to the Consolidated Financial Statements

6. Net incoming resources for the period

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Depreciation	13,146	11,535	10,797	8,464
Amortisation	3,000	3,000	-	-
Operating lease rentals:				
Plant and machinery	-	-	-	-
Land and buildings	39,300	38,000	39,300	38,000
Auditor's remuneration:				
Audit fees	9,291	8,430	9,291	6,215
Tax compliance services	1,000	1,000	-	-
Accountancy and other services	1,500	1,050	-	150

Notes to the Consolidated Financial Statements

7. Analysis of prior year Statement of Funds/Financial Activities by:

	Notes	Unrestricted Funds	Restricted Funds	2021 Total
		£	£	£
Income:				
Voluntary income: Donations and grants	1	131	-	131
Income from charitable activities	2	831,940	-	831,940
Investment income	3	1,713	-	1,713
				-
Income from trading activities:				-
Subsidiary - trading turnover		105,322	-	105,322
Subsidiary - interest receivable		26	-	26
Total income		939,132	-	939,132
Expenditure				
Charitable activities	5	894,590	-	894,590
Raising funds		114,338	-	114,338
Total expenditure		1,008,928	-	1,008,928
Net income/(expenditure) resources before other recognised gains or losses		(69,796)	-	(69,796)
Transfer between funds	17	-	-	-
Net movement in funds		(69,796)	-	(69,796)
Reconciliation of funds:				
Total funds brought forward		846,510	-	846,510
Total funds carried forward		776,714	-	776,714

Notes to the Consolidated Financial Statements

8. Intangible fixed assets

GROUP	Goodwill £
At cost	
Balance brought forward	15,000
Additions	-
Balance carried forward	<u>15,000</u>
Amortisation and impairment	
Balance brought forward	3,000
Charge for the period	3,000
Balance carried forward	<u>6,000</u>
Net book values	
As at 31 March 2022	9,000
As at 31 March 2021	12,000
 CHARITY	
At cost	
Balance brought forward	-
Additions	-
Disposals	-
Balance carried forward	<u>-</u>
Amortisation and impairment	
Balance brought forward	-
Charge for the period	-
On Disposal	-
Balance carried forward	<u>-</u>
Net book values	
As at 31 March 2022	-
As at 31 March 2021	-

Notes to the Consolidated Financial Statements

9. Tangible fixed assets

GROUP	Building Improvements £	*Software & computer equipment £	Plant & Machinery £	Motor vehicle £	2022 Total £
At cost					
Balance brought forward	13,033	565,908	14,000	2,000	594,941
Additions	-	36,402	-	-	36,402
Disposals	-	(151,434)	-	(2,000)	(153,434)
Balance carried forward	13,033	450,876	14,000	-	477,909
Accumulated depreciation					
Balance brought forward	13,032	197,976	3,546	625	215,179
Charge for the period	1	10,796	2,091	258	13,146
On Disposal	-	(151,434)	-	(883)	(152,317)
Balance carried forward	13,033	57,338	5,637	-	76,008
Net book values					
As as 31 March 2022	-	393,538	8,363	-	401,901
As as 31 March 2021	1	367,932	10,454	1,375	379,762

*Website, computer equipment and online educational assets

CHARITY

At cost or valuation

Balance brought forward	13,033	565,908	-	-	578,941
Additions	-	36,402	-	-	36,402
Disposals	-	(151,434)	-	-	(151,434)
Balance carried forward	13,033	450,876	-	-	463,909
Accumulated depreciation					
Balance brought forward	13,032	197,976	-	-	211,008
Charge for the period	1	10,796	-	-	10,797
On Disposal	-	(151,434)	-	-	(151,434)
Balance carried forward	13,033	57,338	-	-	70,371
Net book values					
As at 31 March 2022	-	393,538	-	-	393,538
As at 31 March 2021	1	367,932	-	-	367,933

Notes to the Consolidated Financial Statements

10. Stock

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Educational literature for resale	25,006	13,185	25,006	13,185
Consumables held by subsidiary	1,497	1,643	-	-
Costs incurred for future publications	225	11,709	225	11,709
Promotional goods - not for resale	3,237	3,710	3,237	3,710
	<u>29,965</u>	<u>30,247</u>	<u>28,468</u>	<u>28,604</u>

11. Fixed asset investment

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Cost				
Investment in the subsidiary - AfPP Limited	-	-	121,465	121,465
Balance carried forward	-	-	121,465	121,465
Provision for diminution in value				
Balance brought forward	-	-	51,407	51,407
Charge for the year	-	-	-	-
Balance carried forward	-	-	51,407	51,407
Balance carried forward	-	-	70,058	70,058

12. Debtors

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Amount due from the subsidiary	-	-	15,192	15,041
Trade debtors	327,435	301,205	309,115	285,724
Prepayments and accrued income	356,030	299,562	172,430	118,091
	<u>683,465</u>	<u>600,767</u>	<u>496,737</u>	<u>418,856</u>

Notes to the Consolidated Financial Statements

13. Creditors

amounts falling due within one year

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Accruals and deferred income	619,701	576,514	448,876	378,961
Amount due to the subsidiary	-	-	-	-
Trade creditors	85,501	40,348	83,053	39,833
Other creditors	7,464	12,274	7,465	12,274
Other taxes and social security costs	30,508	11,082	30,508	11,082
	743,174	640,218	569,902	442,150

Membership deferred income relates to membership subscriptions invoiced annually. Other deferred income relates to future events invoiced in advance.

	Membership	Other
	£	£
Deferred income		
Balance at 1 April 2021	304,954	60,570
Amount deferred in the year	317,373	111,263
Amount released to SOFA	(304,954)	(60,570)
Balance at 31 March 2022	317,373	111,263

14. Financial Commitments

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Land and buildings				
Operating leases which will expire:				
Within one year	-	15,000	-	15,000
Between two and five years	39,225	-	39,225	-
	39,225	15,000	39,225	15,000

15. Pension costs

The Charity operates two defined contribution schemes where the rates of contribution is specified in the rules, although additional contributions can be made to the schemes. The pension cost charged in the year was £12,463 for the Group and £12,463 for the Charity (2021: Group £12,025; Charity £12,025).

Notes to the Consolidated Financial Statements

16. Staff costs

	Group		Charity	
	2022 £	2021 £	2022 £	2021 £
Salaries and wages	450,616	441,954	350,828	385,934
Social security costs	40,129	38,457	31,695	33,582
Pension costs	11,857	13,564	11,857	13,564
	502,602	493,975	394,380	433,080

During the year the Charity recharged its subsidiary £96,257 (2021: £60,985) for Staff costs. These are included within the management charge expenses in the accounts of the subsidiary.

During the year key management personnel received remuneration of £81,820 (2021: £79,426).

The number of employees whose emoluments (salaries, wages and benefits in kind) fell within the following bands are as follows:

	2022 £'000	2021 £'000
£70,000 - £79,999	-	1
£80,000 - £89,999	1	-

During the year pension contributions on behalf of these staff amounted to £5,185 (2021: £5,177).

The average monthly head count was 14 staff (2021: 14 staff) and the average monthly numbers of Full time equivalent employees (including casual and part-time staff) during the year were as follows:

Staff numbers	Group		Charity	
	2022 £	2021 £	2022 £	2021 £
Chief Executive	1	1	1	1
Member services	3	3	3	3
Events	1	1	1	1
Editorial	1	1	1	1
Marketing	2	2	2	2
Commercial	2	1	2	1
Finance	2	2	2	2
Management and administration	2	3	2	3
	14	14	14	14

Notes to the Consolidated Financial Statements

17. Analysis of movements in unrestricted funds

	Balance 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2022 £
General fund	776,714	1,150,723	(1,163,083)	-	764,353
Total	776,714	1,150,723	(1,163,083)	-	764,353

Name of unrestricted fund Description, nature and purposes of the fund

General fund These are unrestricted reserves available for the charity's activities.

18. Analysis of net assets between funds

	Fixed assets £	Net Current assets £	2022 Total £
Fund balances at 31 March 2022 are represented by:			
- Unrestricted	410,901	353,452	764,353
- Restricted	-	-	-
Group reserves	410,901	353,452	764,353

	Tangible Fixed assets £	Net Current assets £	2021 Total £
Fund balances at 31 March 2021 are represented by:			
- Unrestricted	391,762	384,952	776,714
- Restricted	-	-	-
Group reserves	391,762	384,952	776,714

19. Capital and other commitments

	Group		Charity	
	2022	2021	2022	2021
	£	£	£	£
Contracted for but not provided in the financial statements	-	-	-	-

20. Trustees' expenses

Expenses relating to travel and subsistence costs amounting to £1,335 (2021: £nil) were reimbursed to four (2021: nil) Trustees who served during the year. Trustee expenses amounting to £6,192 (2021: £7,310) were paid directly by the Charity to third parties relating to travel and subsistence costs.

21. Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

22. Control

In accordance with the Articles of Association of the Charity, overall control is held by the Trustees and Directors who form the Board. Day to day management of the operational affairs of the charity has been delegated to the Chief Executive who reports to the Board.

23. Related Party Transactions

During the year three (2021: one) of the trustees of the Charity, were paid £6,596 (2021: £1,109) through the wholly owned subsidiary, AfPP Ltd for consultancy services on behalf of the company. Of these amounts, £Nil (2021: £nil) was outstanding at the year end and included in trade creditors.

Donations from the Trustees to the Charity during the year were £Nil (2021: £Nil).

Management charges were paid to the Charity by its subsidiary during the year of £129,259 (2021: £78,000). At 31 March 2022 the subsidiary owed £15,192 (2021: £15,041) to the Charity.

24. Reconciliation of movement in funds to net cash used in operating activities

	2022	<i>2021</i>
	£	<i>£</i>
Net income/(expenditure) for the reporting period	(12,361)	<i>(69,797)</i>
Adjustment for:		
Depreciation charges	13,146	<i>11,534</i>
Amortisation charges	3,000	<i>3,000</i>
Loss on disposal of Fixed Assets	466	<i>-</i>
Interest income	(423)	<i>(1,739)</i>
Decrease/(increase) in stocks	282	<i>(6,417)</i>
(Increase)/decrease in debtors	(82,697)	<i>69,740</i>
Increase/(decrease) in creditors	102,956	<i>(76,223)</i>
Net cash provided by operating activities	<u>24,369</u>	<i><u>(69,902)</u></i>