

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION
ANNUAL REPORT
FOR THE YEAR ENDING 31 MARCH 2021

The Officers of the Association during the above year were as follows:

Dr R.J. Ede	President
Dr A. Bokhari	Chairman
Dr A. Gupta	Vice-Chairman
Dr H.R. Patel	Trustee
Mrs H. Addison	Honorary Treasurer
Hedley Dunk	Auditors

The object of the Association is to advance the education and training of graduates in medicine, dentistry, related arts and sciences and to promote medical and dental research.

In addition, the Association provides money to help with the equipment and maintenance of the premises known as the Philip Farrant Education Centre.

- a) The Education Centre is multi-professional and is used by not only medical and dental qualified practitioners, but also by nursing staff, ancillary staff and management.
- b) It contains a lecture hall and a number of training rooms for educational purposes where international, national, regional and local medical, dental, general meetings and educational activity can be held.
- c) The Centre has a Simulation Room, Skills Suite and a Clinical Skills Lab. The rooms have an extensive range of equipment, including high fidelity manikins and anatomical training models, which allow clinical educators to successfully deliver the curriculum requirements for physical examination and procedural skills. There is also an audio and visual recording system, which provides instant feedback capabilities. Virtual Reality headsets are used to enhance the teaching for students.
- d) It is linked with the Medical Library stocked with books and journals for both medical and non-medical staff.

This year, as in previous years, a number of courses were held within the Centre and are listed in the Appendix A. We have increased the number of individual simulation sessions for foundation and core trainees, the wider multi-professional team and in situ simulation for specialties. The Centre caters for Undergraduates and Postgraduate Medical Students, Foundation Doctors, General Practitioners, Core and Higher Doctors in training, nursing and ancillary staff.

The Clinical Education Department is responsible for providing a satisfactory learning environment within the Trust and for the monitoring of education agreements and contracts. The Centre has expanded its number of seminar rooms and also provided additional facilities e.g. extension of computer facilities.

The Association has sponsored the End of Year Junior Doctors Awards and the Christmas Quiz for Junior Doctors in Training. Going forward the Association has launched a new initiative to provide financial support for research; research funding for posters presented at national and regional meetings by members of the Association. Initially we will support 10 applicants. These will be awarded in two tranches, one being made in July for 5 awards and one in January for a further 5 awards. In memory of Tariq Shafi, with permission from his wife, the awards will be known as the Tariq Shafi Research Awards.

The Trust was badly affected by both Covid surges. A large number of doctors were redeployed from surgery, paediatrics, obstetrics and gynaecology, general practice and psychiatry, to mostly medicine, small numbers to emergency medicine and ITU. A large percentage of teaching is now taking place virtually and efforts are being made to support the trainee doctors with any missed learning opportunities.

Dr A. Bokhari
Chairman

APPENDIX A
COURSES 2020/2021

- a) Weekly specialty teaching for postgraduate doctors in training.
- b) Monthly Audit meetings for Medicine, Surgery, Obstetrics and Gynaecology and Anaesthetics.
- c) Half-day release course for GP Trainees
- d) Regular individual simulation training days for Foundation Doctors and Internal Medical Trainees in addition to specialty simulation both in the Simulation Suite and in-situ.
- e) Regional Training Day courses delivered on behalf of HEE, which include the use of the simulation facilities. Specialties include:
 - a. Emergency Medicine
 - b. Anaesthetics
 - c. Ageing and Health
 - d. Obstetrics and Gynaecology
 - e. Surgery
- f) Training days for consultants and non-training grade doctors, focusing on areas such as:
 - a. Powerful Conversations
 - b. Supervising Trainees
 - c. Delivering Effective Teaching
 - d. Communicating Effectively
 - e. Mentoring and Coaching
 - f. Leadership
 - g. Mindfulness and Resilience
 - h. Human Factors
 - i. Techniques for Quality Improvement
 - j. Finance and Business planning
 - k. Mental Health First Aid
 - l. Time Management
 - m. Technology Enhanced Learning
- g) Bimonthly Schwartz Rounds, open to all staff across the Trust.

CHARITY NO. 307902

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

HEDLEY DUNK LIMITED
CHARTERED ACCOUNTANTS
DARTFORD

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021
TO THE TRUSTEES OF THE DARTFORD POSTGRADUATE MEDICAL ASSOCIATION

I report on the financial statements of the charity for the year ended 31 March 2021 which are set out on pages 2 to 4.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. Institute of Chartered Accountants in England and Wales

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

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

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

R F MILLER FCCA

HEDLEY DUNK LIMITED
Chartered Accountants
Trinity House
3 Bullace Lane
Dartford
Kent
DA1 1BB

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION
BALANCE SHEET
AT 31 MARCH 2021

<u>Notes</u>	<u>2021</u>		<u>2020</u>	
	£	£	£	£
INVESTMENT				
COIF Charities Deposit Fund		375,844		375,398
CURRENT ASSETS				
Debtors and prepayments				
Balances at bank -				
Current account	182,526		165,514	
Deposit account	101,134		101,008	
Petty cash	403		437	
	<u>284,063</u>		<u>266,959</u>	
CURRENT LIABILITIES				
Creditors and accruals	<u>-</u>		<u>-</u>	
NET CURRENT ASSETS		284,063		266,959
NET ASSETS		<u><u>659,907</u></u>		<u><u>642,357</u></u>
REPRESENTED BY -				
Accumulated Fund		<u><u>659,907</u></u>		<u><u>642,357</u></u>

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	<u>Notes</u>	<u>2021</u>		<u>2020</u>	
		£	£	£	£
INCOMING RESOURCES					
Membership fees			-		95
Courses			32,350		75,014
COIF Charities Deposit Fund			446		2,287
Bank accounts			127		396
			<u>32,923</u>		<u>77,792</u>
EXPENDITURE					
Direct charitable expenditure:					
Courses		12,613		70,229	
Stationery and other consumable supplies		1,493		2,828	
		<u>14,106</u>		<u>73,057</u>	
Management and Administration of the Charity:					
Accountancy charges		1,200		1,290	
Bank charges		67		169	
		<u>1,267</u>		<u>1,459</u>	
Total Expenditure			<u>15,373</u>		<u>74,516</u>
NET INCOMING RESOURCES			17,550		3,276
Balance brought forward at 1 April 2020			642,357		639,081
BALANCE CARRIED FORWARD AT 31 MARCH 2021			<u><u>659,907</u></u>		<u><u>642,357</u></u>

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1 CHARITABLE STATUS

The Association is a registered charity under the Charities Act 1993 and as such is not liable to taxation on its investment income.

2 ACCOUNTING POLICIES

a The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

b Equipment

Equipment purchased in the year for use in the Centre is treated as part of the direct charitable expenditure on page 3.

3 BUILDING WORKS

The charity's expenditure on the proposed building works to date amounts to:

Year ended	£
31 March 2016	9,413
31 March 2017	8,364
31 March 2018 ¹	(1,394)
	<u>16,383</u>

¹ Repayment of VAT incurred previously

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