

**DARTFORD POSTGRADUATE MEDICAL ASSOCIATION**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDING 31 MARCH 2024**

The current Officers of the Association, appointed during the above year are as follows:

Dr A. Gupta	President
Dr C. Ellis	Chairman
Dr B. Khan	Vice-Chairman
Mrs Helen 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 national, regional and local medical, 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 Medical 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, the Christmas Quiz for Junior Doctors in Training and the Practical Procedures Workshop. The initiative to provide financial support for research, Tariq Shafi Awards, continues to be offered.

**Chairman**

**APPENDIX A**  
**COURSES 2023/2024**

- 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 Students, Foundation Doctors and Internal Medical Trainees and multi-disciplinary team, 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. Respiratory Medicine
- 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 2024

HEDLEY DUNK LIMITED  
CHARTERED ACCOUNTANTS  
DARTFORD

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024**  
**TO THE TRUSTEES OF THE DARTFORD POSTGRADUATE MEDICAL ASSOCIATION**

I report on the financial statements of the charity for the year ended 31 March 2024 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 2024

<u>Notes</u>	<u>2024</u>		<u>2023</u>	
	£	£	£	£
<b>INVESTMENT</b>				
COIF Charities Deposit Fund		401,273		382,670
<b>CURRENT ASSETS</b>				
Debtors and prepayments	-		-	
Balances at bank -				
Current account	156,268		169,824	
Deposit account	102,515		101,296	
Petty cash	227		304	
	<u>259,010</u>		<u>271,424</u>	
<b>CURRENT LIABILITIES</b>				
Creditors and accruals	<u>-</u>		<u>-</u>	
<b>NET CURRENT ASSETS</b>		259,010		271,424
<b>NET ASSETS</b>		<u><u>660,283</u></u>		<u><u>654,094</u></u>
<b>REPRESENTED BY -</b>				
Accumulated Fund		<u><u>660,283</u></u>		<u><u>654,094</u></u>

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2024

	<u>Notes</u>	<u>2024</u>		<u>2023</u>	
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Courses			29,173		44,711
Interest received on:					
COIF Charities Deposit Fund			18,603		6,666
Bank accounts			<u>1,220</u>		<u>151</u>
			48,996		51,528
<b>EXPENDITURE</b>					
Direct charitable expenditure:					
Courses		35,486		73,454	
Stationery and other consumable supplies		<u>6,137</u>		<u>3,069</u>	
		<u>41,623</u>		<u>76,523</u>	
Management and Administration of the Charity:					
Accountancy charges		1,080		1,080	
Bank charges		<u>104</u>		<u>159</u>	
		<u>1,184</u>		<u>1,239</u>	
Total Expenditure			<u>42,807</u>		<u>77,762</u>
<b>NET INCOMING RESOURCES</b>			6,189		(26,234)
<b>BALANCE BROUGHT FORWARD AT 1 APRIL 2023</b>			654,094		680,328
<b>BALANCE CARRIED FORWARD AT 31 MARCH 2024</b>			<u><u>660,283</u></u>		<u><u>654,094</u></u>

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024

## 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 <sup>1</sup>	(1,394)
	<u>16,383</u>

<sup>1</sup> Repayment of VAT incurred previously

CHARITY NO. 307902

DARTFORD POSTGRADUATE MEDICAL ASSOCIATION

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

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