

Company No. 850300

Charity No. 313310

**THE ASSOCIATION OF MEDICAL SECRETARIES,
PRACTICE MANAGERS, ADMINISTRATORS AND RECEPTIONISTS LIMITED**
(AMSPAR)
(A company limited by guarantee)

Report and Accounts

For the year ended 31 March 2021

**Tavistock House North
Tavistock Square
London WC1H 9LN**

AMSPAR

Chief Executive's Introduction to the Report of the Directors

For the Year Ended 31 March 2021

The Financial Year for 20-21 has been an extraordinary one for all due to the COVID-19 Pandemic. Despite the obstacles placed in our way AMSPAR continues to pursue its core objectives:

Education:

To maintain and enhance the qualifications in relevant Ofqual Frameworks and other national frameworks in the UK.

To expand the accessibility of the qualifications and number of registrations.

All AMSPAR / City & Guilds qualifications have been accredited to the QCF which is regulated by Ofqual. The suite consists of:

- The Level 5 Diploma in Primary Care and Health Management
- The Level 5 Certificate in Primary Care and Health Management
- The Level 3 Diploma in Medical Administration
- The Level 3 Certificate in Medical Administration
- The Level 3 Certificate in Medical Terminology
- The Level 3 Award in Medical Word Processing
- The Level 3 Award in Medical Principles for the Administrator
- The Level 3 Award in Legal Aspects of Administration
- The Level 2 Diploma in Medical Administration
- The Level 2 Certificate in Medical Administration

A number of qualifications were allowed to expire either due to the redundancy of the format or low take up in accordance with regulatory guidance.

Non-regulated qualifications were made available through our on-line provision: Basic Medical Terminology and the Award in Health Service Administration.

Membership:

To recruit new members and retain current ones.

To provide support and promote their role

The Pandemic impacted on the membership renewals and we are committed to expanding this part of our operations.

A monthly e mail has been introduced and this has a mailing list in the region of 700.

Administration:

A number of cost-saving measures were taken with equipment leases not renewed.

Acknowledgement:

In this extraordinary year, we wish to record our gratitude to the British Medical Association for the support they have been able to provide.

AMSPAR

Report of the Directors

For the Year Ended 31 March 2021

The directors present their report and accounts of the company for the year ended 31 March 2021

Legal and administrative information

Charity name: AMSPAR (Association of Medical Secretaries, Practice Managers, Administrators & Receptionists Limited)

Charity registration number: 313310

Company registration number: 850300

Registered office and operations address: Tavistock House North, Tavistock Square, London WC1H 9LN

Elected Council

President Myra Upton

Vice Presidents Barbara Graham

Treasurer Steve Williams

Chief Executive and Secretary Tom Brownlie

Independent Examiner Harry Nicolaou FCA of Harry Nicolaou & Co Limited, 21 Brendon Way, Enfield EN1 2LF

Bankers NatWest Bank, 10 Marylebone High Street, London W1A 1FH

Solicitors Stephenson Harwood, 1 St Paul's Churchyard, London EC4M 8SH

AMSPAR

Report of the Directors

For the Year Ended 31 March 2021

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 27 May 1965 and registered as a charity on 21 June 1965. The company was established under a Memorandum of Association which established the objects and powers of the charitable company. It is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of members of Council

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of Council. Under the requirements of the Articles of Association any two members of the company within a region may nominate another member of that region to serve on Council and confirmed by the members at the Annual General Meeting. Other than the office bearers, who are required to offer themselves for re-appointment on an annual basis, a member of Council is elected to serve for a term of three years after which they must be re-elected at the next Annual General Meeting.

Induction and training of members of Council

Trustees are elected directly from the membership and they therefore have prior knowledge of the history and purpose of AMSPAR. On election a trustee is provided with an induction pack, minutes of prior meetings and a mentor.

Risk management

Council has conducted a review of the major risks the charity faces. Where appropriate systems and procedures have been established to mitigate those risks. In particular a Quality Assurance Framework has been developed to ensure standards set by Ofqual are achieved and maintained.

Organisation structure

The charity's Council meet at least four times a year and are responsible for the strategic policy and direction of the charity. At present Council has three elected members from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and the day to day responsibility for the provision of the services rests with the Chief Executive. He manages the operations of the charity, supervises the staff team and ensures that the team continue to develop their skills and working practices.

Objects

The principal objects of the charity are:

- to raise the professional standards of those who are and those who aspire to be Medical Secretaries, Practice Managers, Administrators and Receptionists and support them in attaining high levels of expertise and effectiveness by improving their knowledge and skills.
- to develop and provide a clear framework of qualifications which will be valued and recognised by Health Care Employers as key indicators of competence.

AMSPAR

Report of the Directors

For the Year Ended 31 March 2021

Activities, achievements and performance, financial review and plans for the future

A detailed review of the above matters is provided in the Chief Executive's introduction to this report. The trustees, in planning the activities for the year, have had due regard to Charity Commission guidance on public benefit.

Covid-19 impact

It is clear that the COVID-19 pandemic is likely to have a negative impact on the organization during 20/21. As our members and students are working in the front line it is difficult for them to make time available for studies. The summer examinations were cancelled which will reduce revenue and whilst some replacements were held in September there was a natural reluctance for some to enter. There will be an element of savings on staffing and potentially premises and these are our two major areas of expenditure.

Reserves policy

Free reserves (those funds not tied up in fixed assets) are held to ensure the continuity of educational services to registered students and to ensure the long term viability of the charity. Having considered the projected income and potential risks the charity faces, the Council are of the opinion that a level approximating to three months total expenditure is necessary to ensure that the charity continues to meet its obligations on an ongoing basis. This equates to £35,867 at current levels of expenditure. There is a deficiency of free reserves at the year end and the CEO and Council are striving to remedy the situation.

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by Council on and signed on its behalf by:

.....

Myra Upton
President

Independent Examiner's report to the Directors of THE ASSOCIATION OF MEDICAL SECRETARIES, PRACTICE MANAGERS, ADMINISTRATORS AND RECEPTIONISTS LIMITED

I report on the accounts of the company for the year ended 31 March 2021 set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met.

There is a significant risk that the charity will not be able to continue as a going concern as there is a deficiency of assets of £36,380 at the year end. Your attention is drawn to Note 1(a) paragraph 3 for more information regarding going concern.

Harry Nicolaou FCA
Of Harry Nicolaou and Co Limited
Chartered Accountants
21 Brendon Way
Enfield EN1 2LF

.....

AMSPAR

Statement of Financial Activities (including Income and Expenditure Account)

For the Year Ended 31 March 2021

	Note	2021 Total funds (Unrestricted) £	2020 Total funds (Unrestricted) £
INCOME from:			
Charitable activities:			
Education		139,706	122,464
Membership subscriptions		10,834	12,708
Merchandising and other income		7	192
Investments - bank interest		1	3
Total income		<u>150,548</u>	<u>135,367</u>
EXPENDITURE on:			
Charitable activities		143,468	187,854
Total expenditure	2	<u>143,468</u>	<u>187,854</u>
Net income/(expenditure) and net movement in funds	3	7,080	(52,487)
Reconciliation of funds			
Total funds brought forward		(43,460)	9,027
Total funds carried forward - deficiency		<u>(36,380)</u>	<u>(43,460)</u>

AMSPAR

Company No. 850300

Balance Sheet

As at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	7	1	1
		<u>1</u>	<u>1</u>
Current assets			
Debtors	8	12,754	6,340
Cash at bank and in hand		33,283	4,399
		<u>46,037</u>	<u>10,739</u>
Creditors: amounts falling due within one year	9	(37,418)	(54,200)
		<u>8,619</u>	<u>(43,461)</u>
Net current liabilities			
Creditors: amounts falling due after one year	10	(45,000)	-
		<u>(36,380)</u>	<u>(43,460)</u>
Net liabilities			
Unrestricted funds			
General funds - deficiency		(36,380)	(43,460)
		<u>(36,380)</u>	<u>(43,460)</u>
Total deficiency		(36,380)	(43,460)

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by Council on and signed on its behalf by:

.....
Myra Upton
President

.....
Steve Williams
Treasurer

Notes to the Accounts

For the Year Ended 31 March 2021

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

- (a) The accounts (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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The changing nature of funding in Education presents significant challenges to those working in the sector. The trustees acknowledge that such funding reductions there, and in the NHS, means that income levels from some courses have reduced, but in specific areas they have increased. The trustees will concentrate on these new income streams and look at further ways of reducing expenditure. The trustees acknowledge that these measures, if not achieved, may have a material impact on the charity's ability to continue as a going concern.

- (b) All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.
- (c) Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that a settlement will be required and the amount of the obligation can be measured reliably.
- (d) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them allocated on staff activity levels for each activity.
- (e) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked the strategic management of the charity. Governance costs which cannot be allocated directly are apportioned on an appropriate basis.
- (f) Fixed assets are stated at cost less accumulated depreciation. Items of furniture and equipment are capitalised when the purchase price exceeds £2,000.
Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rate used for furniture and equipment is 33 1/3% on the reducing balance.
- (g) Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.
- (h) Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.
- (i) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. The charity holds no restricted funds.
- (j) Rentals payable under operating leases are charged to the Statement of Financial Activities (SOFA) as incurred over the term of the lease.
- (k) Pension costs charged in the SOFA represent contributions payable to the employees' individual personal pension schemes by the charity in the year. These pension contributions terminated during the year and were replaced by workplace pension scheme contributions.

Notes to the Accounts

For the Year Ended 31 March 2021

2. Total expenditure

			2021	2020
			£	£
	Education & membership services	Governance	Charitable activities	Charitable activities
Direct cost of charitable activities				
Staff costs (Note 5)	37,400	4,156	41,556	51,325
Membership services	540	-	540	540
Examination costs	83,992	-	83,992	98,700
Conference and meetings	-	-	-	-
Telephone, postage, printing & stationery	1,710	190	1,900	3,383
Support costs				
Premises costs	8,825	981	9,806	24,239
Purchase, hire and maintenance of office equipment	3,028	159	3,187	6,129
Subscriptions, publications and sundries	340	85	425	890
Advertising, website and public relations	-	-	-	120
Independent examination and accountancy fees	-	1,800	1,800	2,200
Depreciation	-	-	-	-
Bank charges	236	26	262	328
Total expenditure	136,071	7,397	143,468	187,854

3. Net income/(expenditure)

			2021	2020
			£	£
This is stated after charging:				
Depreciation			-	74
Independent examiner's remuneration:				
Independent examination services			1,000	1,000
Accountancy services			800	1,200

4. Payments to trustees (directors) and related party transactions

No remuneration has been paid to the trustees (2020 £nil) and no expenses (2020 nil) were reimbursed to them.

Steve Williams, a trustee of the charity is also a shareholder in Amerequus Limited which delivers the DPCHM training for the charity. The amount paid to Amerequus Limited in the year amounted to £94,036 (2020 £73,837) and the amount outstanding at the year end amounted to £29,759 (2020 £45,164).

AMSPAR

Notes to the Accounts

For the Year Ended 31 March 2021

5. Staff costs and numbers

	2021	2020
	£	£
Staff costs were as follows:		
Salaries and wages	39,875	47,561
Social security costs	-	1,212
Pension costs	1,681	2,045
Travelling expenses	-	507
	<u>41,556</u>	<u>51,325</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2.

6. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

7. Tangible fixed assets

	Office furniture & equipment
	£
Cost	
At 1 April 2020	12,059
Additions in year	-
Disposals in year	-
At 31 March 2021	<u><u>12,059</u></u>
Depreciation	
At 1 April 2020	12,058
No remuneration has been paid to the trustees (2020 £nil) and no expenses (2020 r	-
At 31 March 2021	<u><u>12,058</u></u>
Net book value	
At 31 March 2021	<u><u>1</u></u>
<i>At 31 March 2020</i>	<u><u>1</u></u>

AMSPAR

Notes to the Accounts

For the Year Ended 31 March 2021

8. Debtors

	2021	<i>2020</i>
	£	£
Education and advertising income receivable	12,754	6,340
	<u>12,754</u>	<u>6,340</u>

9. Creditors due within one year

	2021	<i>2020</i>
	£	£
Taxation and social security	148	1,007
Other creditors	31,210	50,993
Accruals	6,060	2,200
	<u>37,418</u>	<u>54,200</u>

10 Creditors due after one year

	2021	<i>2020</i>
	£	£
Loan	45,000	-
	<u>45,000</u>	<u>-</u>

11. Operating lease commitments

The total future minimum lease payments under non-cancellable leases at 31 March 2021 are as follows:

	2021	<i>2020</i>
	£	£
Not later than one year	8,901	18,772
Later than one year and not later than five years	46,960	46,837
	<u>55,861</u>	<u>65,609</u>

12. Pension costs

The charity participates in a workplace pension scheme (which is a defined contribution scheme) for members of staff. The pension costs for the year amounted to £1,681 (2020 £2,045).