



Trustees' Annual Report and Statement of Accounts
Pharmacists' Advice and Support Services

For period ended 31 May 2024

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Governance Arrangements

Pharmacy Forum NI (the Forum) is the professional leadership body for all pharmacists registered to practice in Northern Ireland. The elected Board Members of the Forum are also the Trustees of the Pharmacists' Advice and Support Services (PASS). The remit in which the Forum and Trustees operate is set out in a legal scheme of delegation between the Pharmaceutical Society NI and the Forum.

Background

The Pharmaceutical Society NI is legislated through the 1976 Pharmacy Order (NI) and subsequent amendments in 2012 to regulate and to provide leadership for the pharmacy profession in Northern Ireland.

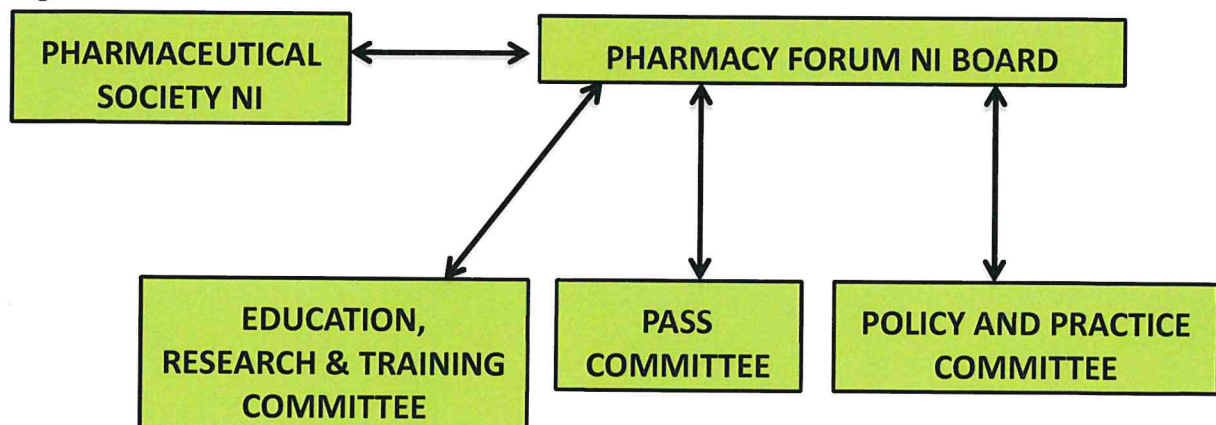
Pharmacy Forum NI was set up in 2011 to provide the professional leadership function enabling the Pharmaceutical Society to have a regulatory and leadership remit and yet achieve the separation of function consequent to the Government's wish to decouple professional leadership and regulation.

A legal scheme of delegation exists between the Pharmaceutical Society NI and the Pharmacy Forum NI. It outlines the remit, delegate powers and responsibilities of the Pharmacy Forum NI specifically in relation to PASS under section *Delegated Functions to the Pharmacy Forum Management Board, Item 1, Delegated functions to the PFMB, 1 (c) To provide relief for distressed persons as defined in the Pharmacy Order.*

Please note PASS was historically known as the Chemist Benevolent Fund, however is now known as the Pharmacists' Advice and Support Services (PASS).

Governance Structures and Documents

Organisational Chart



- The governing document for PASS is the Declaration of Trust, Pharmacists' Advice and Support Services Trust.

Information and Administration

Pharmacists' Advice and Support Services (PASS)
Society House, 73 University Street,
Belfast
Northern Ireland
BT7 1HL
NIC: 101811

PASS employs a Co-ordinator, who dedicates the equivalent of 2 full days over a working week to the activities of PASS. The Co-ordinator, working to an agreed business plan, reports to the PASS Committee and Trustees.

Trustees

All Trustees are elected members of the Pharmacy Forum NI Board. Please see below the list of members and their Board positions for the period ended May 31 2024:

- **Sheelin McKeagney, Chair of the Board**
- **Anne McAlister, Vice Chair of the Board**
- **Philip Boyle, Elected Member**
- **Judith Gray, Elected Member**
- **Neill Elliott, Elected Member**
- **Glynis McMurtry, Elected Member.**

All Board Members are supported with general governance training provided by an experienced external training partner. Trustees are also provided with in house Trustee Training, at which they are provided the Trust Deeds for each of the charities for which they are Trustees. This rolling programme of training is aligned with the Pharmacy Forum NI Board Election process and term of board membership. A skills audit is conducted in the year following an election to enhance the training requirements of all Board Members and Trustees alike.

Trustees have delegated certain responsibilities to the PASS committee, outlined in the Terms of Reference for the PASS Committee. Regular updates on the activities and recommendations from the PASS Committee are provided to the Trustees.

Objective and Activities

The Pharmacists' Advice and Support Services (PASS) exists to provide support services to pharmacists and pre-registration trainees of the Pharmaceutical Society of Northern Ireland, as well as former pharmacists, surviving spouses/ civil partners and their dependants in times of need. PASS meets the public benefit requirement in two ways, as listed below:

- The prevention or relief of poverty; and
- The relief of those in need (by reason of youth, age, ill-health, disability, financial hardship or other disadvantage).

PASS meets these purposes in a variety of ways, most commonly through the provision of information and signposting, counselling and short to medium term financial support in the form of grants and interest free loans. The direct benefits which flow from this purpose include improved outcomes for those experiencing personal, professional or financial difficulty through the alleviation of some of the financial difficulties that the beneficiary is facing and also the ability to make better informed decisions after receiving counselling and advice. These benefits are demonstrated through on-going feedback from beneficiaries and in the form of a survey conducted with the membership and/ or service users. Trustees do not identify any harm as a result of the Charity carrying out its purpose.

The 'poverty exception' applies in this case as the relief of poverty is regarded as being for the public benefit even when there is a restricted group of beneficiaries. There is no private benefit flowing from this purpose.

Achievements and Performance

Financial Support

During the reporting period PASS provided grants totalling £12,055 to applicants to alleviate financial difficulties experienced due to ill health and disabilities.

Counselling and Support Services

PASS also re-entered into an annual contract with Inspire Lena (by Inspire Wellbeing) to provide confidential telephone, online and face to face counselling services across Northern Ireland. During the reporting period, Inspire scheduled 44 counselling sessions for individuals. Four new service users availed of the standard Inspire counselling, and the areas being dealt with included coping with stress and anxiety and support through ongoing regulatory fitness

to practice hearings. In addition, PASS proactively helped in the relief of financial distress, with the provision of budgeting and debt advice in parallel. All service users this year were pharmacists and most of them were aged between 20 and 29.

The PASS Co-ordinator's role is to receive and process enquiries and signpost to sources of support, information, guidance, and advice. During the reporting period, over and above general enquiries, PASS actively signposted 44 calls from service users to the full range of support available. Issues addressed included stress in the workplace, financial issues, issues at home, and personal stress. This is consistent with the public benefit requirements of the charity, as outlined above.

Development of service provision

Inspire Support Hub

April 2023 saw an update to the current provision with the new Hub widening the support available to users as part of the employee assistance programme. It provides help right away, giving the user instant access to a range of information, guidance, screening and intervention tools tailored specifically to help care for the individual's wellbeing. Two new service users signed up across this period.

PASS continued its outreach activity in March 2023 through participating in the UCA-NI LTD network for Foundation Year Trainee students. PASS also had a visible presence at the calculations training workshops in May 2023 and at other events throughout the year.

During the period, PASS reviewed and updated its Reserves Policy and Risk Register, continuously reviewing and monitoring all risks. Throughout this year PASS and PFNI faced a period of dynamic change though staff leaving so it was limited in what it could deliver, choosing to solely focus on essential business such as offering wellbeing and financial assistance to pharmacists and their dependendants.

We would like to extend our thanks, on behalf of those who have benefited from PASS services to everyone who already donates. We thank our corporate donors who have provided useful funding in the period. As a charity, it is vital that we can continue to offer a range of services and the financial support received from pharmacists ensures that we can continue to do so.

Financial Position of PASS

A review of the charity's financial position at the end of the year was provided in the Pharmaceutical Society NI's Annual Report. The Annual Report was laid before the Northern Ireland Assembly under Articles 4C and 4D of the Pharmacy (Northern Ireland) Order 1976 by the Department of Health on 5 October 2023. As of 31 May 2024, the PASS investment fund totalled £525,326 (2023: £515,209). For the same date, the bank account totalled £21,744 (2023: £15,708).

To ensure a level of sustainability and longevity for the fund, the investment is managed on a discretionary basis by Evelyn (previously Smith Williamson). During the period we are reporting on, the Investment Manager from Evelyn engaged Trustees during Quarter 1 in discussions regarding the investment strategy, the objective of the fund and risk reviews.

PASS Risk Register

During the period, PASS completed a full review of its standalone Risk Register to reviewing and monitoring all risks and potential impacts for the charitable fund.

Summary of Financial Position

Trustees of PASS are satisfied with the investment management of the funds. We are content with the level of spend on charitable objectives, operational costs and development of services and wish to further raise awareness of PASS.

Trustees Signatures of Approval

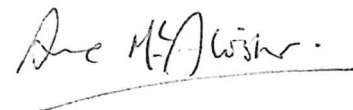
Signed and approved on behalf of the Board of Trustees for the Pharmacists' Advice and Support Services on 28 March 2025.



Sheelin McKeagney

Chair of the Board of Trustees, Pharmacy Forum NI

Date: 28 March 2025



Anne McAllister

Vice Chair of the PASS Committee and Board Member, Pharmacy Forum NI

Date: 28 March 2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PHARMACISTS' ADVICE AND SUPPORT SERVICE

Independent examiner's statement

I report on the financial statements for the year ended 31 May 2024, which comprise the statement of financial activities (including income and expenditure account), statement of assets and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. 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 65 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006.
2. That the accounts do not accord with those accounting records.
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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.

4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Finegan Gibson Ltd
Chartered Accountants & Registered Auditors
Causeway Tower
9 James Street South
Belfast, BT2 8D

DATE: 28 March 2025

PASS -	NIC101811	
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Receipts and payments accounts

For the period from	01/06/2023	To	31/05/2024	
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & legacies	3,500	-	-	3,500	1,150
Grants	-	-	-	-	-
Fundraising activities	-	-	-	-	-
Interest on deposit account	2,192	-	-	2,192	1,736
Dividend on investments	11,208	-	-	11,208	12,951
Members' subscriptions	-	-	-	-	-
Charitable trading receipts	-	-	-	-	-
Rents from land & buildings	-	-	-	-	-
Other charitable receipts	-	-	-	-	-
A1 Sub total (Gross income for the Annual Return)	16,900	-	-	16,900	15,837
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).					
Proceeds from sale of fixed asset	255,908	-	-	255,908	40,365
Loan repayments received	-	-	-	-	-
A2 Sub total	255,908	-	-	255,908	40,365
Total receipts	272,808	-	-	272,808	56,202
A3 Payments					
Cost of fundraising events	-	-	-	-	-
Gross trading payments	-	-	-	-	-
Investment management costs	4,480	-	-	4,480	4,515
Direct charitable activity	18,650	-	-	18,650	18,456
Grants & donations paid	-	-	-	-	-
Governance costs	10,547	-	-	10,547	14,903
Other costs	7,615	-	-	7,615	858
	-	-	-	-	-
	-	-	-	-	-
A3 Sub total	41,292	-	-	41,292	38,732
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)					
Purchase of investments	225,480	-	-	225,480	38,872
Loans made	-	-	-	-	-
A4 Sub total	225,480	-	-	225,480	38,872
Total payments	266,772	-	-	266,772	77,604
Net of receipts/(payments)	6,036	-	-	6,036	- 21,402
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,708	-	-	15,708	37,110
Cash funds this year end	21,744	-	-	21,744	15,708

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B1 Cash funds	Current account	19,448	-	-	19,448	2,760
	Deposit account	2,296	-	-	2,296	12,948
		-	-	-	-	-
	Total cash funds	21,744	-	-	21,744	15,708
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B2 Other monetary assets	Owed by Pharmaceutical Society NI	-	-	-	-	-
	Owed by Loan Beneficiaries	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
				Total	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B3 Investment assets	Stock Market Investments	Unrestricted	-	525,326	515,209
			-	-	-
			-	-	-
			-	-	-
			-	-	-
		Total	-	525,326	515,209

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B4 Assets retained for the charity's own use			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			Total	-	-


Categories	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
B5 Liabilities		Unrestricted		-	-
		Unrestricted		-	-
				-	-
				-	-
			Total		-

Signed by one or two trustees on behalf of all the trustees

Signature

Sheelin McKeagney
Anne McAllister

Print Name


Anne McAllister

Date of approval

28/03/2025
28/03/2025

