

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

Registered Charity No. 1153826

**WILKINS KENNEDY LLP
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ASSOCIATION FOR CLINICAL GENETIC SCIENCE

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ASSOCIATION FOR CLINICAL GENETIC SCIENCE

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Dr A Dalton Mr D Cockburn Mr S McCullough Mr D McMullan
Charity Registration Number	1153826
Key Management	Dr A Dalton Dr D Cockburn Mr S McCullough Mr D McMullan
Principal Office	Leeds Genetics Laboratory St James' Hospital Leeds West Yorkshire LS9 7TF
Banker	HSBC Bank Plc 12 Victoria Street Nottingham NG1 2FF
Independent Examiner	C. Cooper FCCA Wilkins Kennedy LLP 221 – 227 High Street Orpington Kent BR6 0NZ

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

REPORT OF THE TRUSTEES

The Trustees present their report and accounts for the year ended 31 December 2015.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 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 published on 16 July 2014.

Objectives

For the public benefit, the promotion, protection and preservation of good health, by any means deemed appropriate by the Trustees from time to time, including by:

- The promotion, encouragement and advancement of the study and practice of clinical genetic science.
- The advancement of education, research and innovation in clinical genetic science.
- The development and promotion of clinical standards in clinical genetic science.

Membership

Membership is open to professionals working within clinical genetic science in either a hospital or research environment. Organisations or companies whose work is associated with clinical genetic science may apply for associate membership of the Association. Membership of the ACGS also includes membership of the British Society for Genetic Medicine (BSGM).

Review of the year

The Association for Clinical Genetic Science (ACGS) was established in December 2012 from a merger of the Association for Clinical Cytogenetics and the Clinical Molecular Genetics Society with the vision of bringing together scientists working within genetics into one professional association. The merger actually took place from 1 January 2014 and the charity commenced to operate with effect from this date.

The association has been chaired by Ann Dalton throughout the 2015 period, with her term of office due to come to an end in September 2016. Dominic McMullan took office as Chair Elect, and thus a Trustee, on 1st December 2015.

The ACGS has striven to support Genomics England and the diagnostic community during a period of transition towards realising the huge potential of the application of genomic medicine in the NHS. The national projects to sequence 100,000 genomes and to reconfigure laboratory designations have been protracted and have dictated the activities of many ACGS members. But The ACGS is committed to supporting these projects and to promoting the revolution in medical care which the ACGS believes will be realised once the impact genomic medicine is fully adopted.

A number of subcommittees operate within the ACGS to promote its aims. Some of these activities are summarised below. The ACGS thanks the chairs and members of all these groups for their skill and time.

The Quality Subcommittee has continued its work to promote national standards. One important role is formulating and publishing best practice guidelines, and new guidelines have been published in 2015, including both general and disease specific processes. Other significant work and projects during 2015 concerned external quality assurance consultation; workload units; representation on the UKNSC circulating fetal DNA Testing Implementation Group; and laboratory accreditation.

The ACGS wishes to thank Sandi Deans who has retired as Chair of this subcommittee, and Sian Morgan who has taken on the role.

The Communications Subcommittee continues to use the website and social media to keep members informed. Leaflets, banners and promotional material were purchased to promote the ACGS, in particular to assist with attracting new members from technical and bioinformatics disciplines. A new reduced membership rate was introduced for qualifying members.

The Scientific Subcommittee changed its name to Scientific and Technology sub-committee to reflect its true scope. The principal activities centred on two national meetings: the annual scientific conference held in Birmingham on 22nd June, and a focussed meeting 'Applying Genomics to cancer' held on 21st September. Both included strong programmes and were very well received. Other significant projects in 2015 included continuing work with the PHG Foundation on data sharing.

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

REPORT OF THE TRUSTEES – continued

Review of the year (continued)

The Workforce and Education Subcommittee has continued to be active in a number of areas. Including organising a technologist training event; assisting with FRCPATH self-training groups; workforce review; IBMS curriculum formulation; OSFA station formulation and assessment.

Statement on Public Benefit

The objectives and activities, and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission in determining the activities undertaken by the charity.

Financial Review

During the year the charity received income totalling £47,428 (2013: 183,348). The charity incurred expenses totalling £39,185 (2013: £48,696) resulting in a net surplus for the year of £8,243 (2014: £134,652).

The charity had assets totalling £142,895 at 31 December 2014 (2014: £134,652).

Reserves Policy

The Charity acknowledges the volatility of its levels of generated income and its trustees have committed to setting aside an unrestricted reserve of £50,000 (2014: £50,000) to mitigate against potential income fluctuation and to insure against unexpected losses for example cancelled events due to circumstances beyond our control. The level of the fund was set with the potential wind-down costs of the Charity in mind, should the charity ever be forced to consider closure. The current level of unrestricted reserves is £142,895 (2014: £134,652). The Trustees are reviewing the reserves policy on an annual basis.

Investment policy

Under the Constitution, the charity has the power to invest funds not immediately required for its own purposes, in any way the Trustees see fit. The organisation has historically operated with a positive cash balance to cover eventualities and unforeseen expenses. The banking facilities are reviewed on a regular basis.

Risk Management

The trustees are in the process of examining the major risks that the Charity faces and will establish systems so that the necessary steps can be taken to manage those risks. The Charity will formulate a Risk Register and this will be monitored and reviewed on an annual basis by the trustees. The trustees consider the following to be the principal risks that the charity faces:

- Failure or cancellation of large of ACGS-organised event. Mitigation by planning: experience of previous events; careful scheduling with regard to other events; modelling anticipated expenses and receipts.
- Failure of bank holding ACGS funds. Mitigation by spreading funds across accounts in separate banks. Currently, total funds are in a single bank and exceed the FCSC protection limit.

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

REPORT OF THE TRUSTEES – continued

Plans for Future Years

The ACGS seeks to consolidate its role representing the interests of all professionals working within clinical genetic science in either a hospital or research environment.

The Trustees and Executive Committee members seek to have the post of Chair Elect filled by election of a suitable nominee to serve at the earliest opportunity.

The main current focus of ACGS is with regard to its continued commitment to supporting Genomics England with their 100,000 genomes and genetics laboratories reconfiguration projects and ancillary tasks. Continuing effort will be spent in influencing and informing these processes, and facilitating communication between member laboratories, so that their work may prosper and any disruption to services is minimised.

While much of the work of the subcommittees will be along the lines of established and successful strategies, there will be an effort to develop areas of mutual benefit to laboratories across the UK in the pursuit of efficiency and to promote quality in professional work. The ACGS will seek to advance engagement with those professional bodies which represent the spread of pathological disciplines.

The ACGS seeks to consolidate a secure financial position. A commercial system has been deployed in the past year, and its use will be extended for further improvement to the management of accounts to improve efficiency, transparency and access to independent examiners and other Trustees. Further options will be explored for secure investment of the unrestricted reserve and other assets, which benefit from a competitive rate of interest and fall under the protection of the Financial Services Compensation Scheme.

Structure, Governance and Management

Constitution

The Charity is an unincorporated entity, governed by a Constitution dated 14 December 2012, and amended on 25 June 2013. It was registered as a charity on 16 September 2013, registered charity number 1153826.

Appointment and Recruitment of Trustees

The charity and its property shall be managed and administered by a committee comprising the officers and other members, elected in accordance with this Constitution. The officers shall be the trustees of the Charity and in this Constitution are together called ‘the trustees’.

The charity shall have the following officers:

- a. Chair,
- b. Secretary,
- c. Treasurer
- d. Chair Elect.

A trustee must be a member of the charity.

The number of trustees shall be not less than three but (unless otherwise determined by resolution of the charity in general meeting) shall not be subject to any maximum.

The first trustees (officers) will be the Chair, Secretary and Treasurer and shall be those persons elected as trustees and officers at the meeting at which this Constitution is adopted. An additional trustee (Chair Elect) will be appointed.

A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

The following Trustees have served during the year:

Dr A Dalton
Dr D Cockburn
Mr S McCullough
Mr D McMullan (Appointed 01/12/2015)

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

REPORT OF THE TRUSTEES – continued

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 charity and of the incoming resources and application of resources of the charity 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 Charities SORP 2015 (FRS 102);
- 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 it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf:

Signed on behalf of the Trustees:

D Cockburn
Trustee

Date: 20/10/2016

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

INDEPENDENT EXAMINER'S REPORT TO THE MANAGEMENT COMMITTEE

I report on the accounts of the company for the year ended 31 December 2015 which are set out on pages 7 to 11.

Respective responsibilities of the Management Committee and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effect for reporting periods beginning on or after 1 January 2015.

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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C. Cooper (FCCA)
For and on behalf of Wilkins Kennedy LLP
Chartered Accountants
Greytown House, 221/227 High Street
Orpington, Kent, BR6 0NZ

Date: 20/10/2016

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015**

Income and Expenditure Account

		Unrestricted funds	Total 2015	Total 2014
	Notes	£	£	£
Income from:				
Donations	2	-	-	148,991
Investment income		82	82	403
Charitable activities:				
Training		705	705	1,300
Meetings and Conferences		46,641	46,641	32,654
Total income		<u>47,428</u>	<u>47,428</u>	<u>183,348</u>
Expenditure on:				
Charitable activities	3	39,185	39,185	48,696
Total expenditure		<u>39,185</u>	<u>39,185</u>	<u>48,696</u>
Net movement in funds		8,243	8,243	134,652
Total funds brought forward		<u>134,652</u>	<u>134,652</u>	-
Total funds carried forward		<u>142,895</u>	<u>142,895</u>	<u>134,652</u>

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

**BALANCE SHEET
AS AT 31 DECEMBER 2015**

	Note	2015		2014	
		£	£	£	£
Current Assets					
Cash at bank and in hand		125,662		142,424	
Debtors – other debtors		23,037		80	
		<u>148,699</u>		<u>142,504</u>	
Creditors: amounts falling due within one year					
Accruals		(5,804)		(7,852)	
		<u></u>		<u></u>	
Net Current Assets			142,895		134,652
Net Assets			<u>142,895</u>		<u>134,652</u>
Represented by:					
Unrestricted funds			142,895		134,652
			<u>142,895</u>		<u>134,652</u>

The financial statements were approved and signed on 20/10/16 on behalf of the Board by:

D Cockburn
Trustee

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015

1. ACCOUNTING POLICIES

1.1 Basis of preparation

Association for Clinical Genetic Science is a registered charity constituted under a Trust Deed. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are set out on page 2.

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The Trustees have early adopted the Charity SORP (FRS105) Update Bulletin 1.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Donations are included in full in the Statement of Financial Activities when receivable.

Other income is included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.5 Funds accounting

Unrestricted general funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1.6 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.7 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

1.8 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

1.9 Judgements and key sources of estimation uncertainty

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no judgements or key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2 Donations

	2015	2014
Transferred from Association of Clinical Cytogenetics	-	74,518
Transferred from Clinical Molecular Genetics Society	-	74,473
	<u>-</u>	<u>148,991</u>

3 CHARITABLE ACTIVITIES

	2015	2014
	£	£
BSGM Conference	511	369
Communications Subcommittee	1,396	349
Executive Committee	636	1,313
External Representation	708	1,249
Heads of Department Meetings	30	4,916
Quality Subcommittee	769	3,190
Quality Workshops and Meetings	1,380	2,038
Scientific and Technical Meetings	22,248	23,296
Scientific and Technical Subcommittee	902	601
Training	3,042	3,865
Workforce Development Subcommittee	2,106	1,152
Travel Awards	500	500
Bank Charges	132	179
Governance	4,825	5,679
	<u>39,185</u>	<u>48,696</u>

4 GOVERNANCE

	2015	2014
	£	£
Independent examination	2,700	2,500
Legal and professional fees	2,125	3,179
	<u>4,825</u>	<u>5,679</u>

ASSOCIATION FOR CLINICAL GENETIC SCIENCE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

5 STAFF COSTS AND TRUSTEES' REMUNERATION

There were no staff in the year (2014: nil).

None of the Trustees received any remuneration during the year (2014: Nil). During the year the charity had no related party transactions, (2014: £nil).

During the year the Trustees received reimbursed expenditure amounting to £1,483 (2014: £1,897), in relation to travel, subsistence, printing, postage and stationery.

6 DEBTORS

	2015	2014
	£	£
Other debtors	23,037	80
	<u>23,037</u>	<u>80</u>

7 CREDITORS

	2015	2014
	£	£
Trade creditors	2,204	5,352
Accruals	3,600	2,500
	<u>5,804</u>	<u>7,852</u>

8 RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2014: None).