

COMPANY REGISTRATION NUMBER 06273843

**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE
ACCOUNTS
31 DECEMBER 2015**

Charity Number 1120063

BARRIE SCOTT & CO
Chartered Accountants & Statutory Auditor
30 Mid Street
Bathgate
West Lothian
EH48 1PT

**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE**

ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

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INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2015

The trustees, who are also directors for the purposes of company law, present their report and the accounts of the charity for the year ended 31 December 2015.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Infection Prevention Society
Charity registration number	1120063
Company registration number	06273843
Principal office	c/o Fitwise Management Ltd Blackburn House Redhouse Road Seafield West Lothian EH47 7AQ
Registered office	74 Sovereign Crescent Titchfield Common Fareham Hampshire PO14 4LU

The trustees

The trustees who served the charity during the period were as follows:

Heather P Loveday (President)
Neil A Wigglesworth (Vice President)
Deborah Wright (Secretary)
Carole A Hallam (Dep. Secretary)
Gary Thirkell (Treasurer)
Philip W Pugh (Dep. Treasurer)
Carol M Pellowe (EPDC Coordinator)
Jennifer Wilson (Journal Editor)
Katherine Prevc (R&D Coordinator)
Emma Burnett (R&D Coordinator)
Patricia Cattini (SPC Coordinator)
Karen D Wares (SPC Coordinator)
Deborah M Xuereb (Member without office)

Emma Burnett (R&D Coordinator) was appointed as a trustee on 1 November 2015.

Karen D Wares (SPC Coordinator) was appointed as a trustee on 1 October 2015.

Carol M Pellowe (EPDC Coordinator) resigned as a trustee on 31 December 2015. Katherine Prevc (R&D Coordinator) resigned as a trustee on 1 November 2015. Patricia Cattini (SPC Coordinator) resigned as a trustee on 30 September 2015.

Secretary	Deborah Wright
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INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

Auditor Barrie Scott & Co
Chartered Accountants
& Statutory Auditor
30 Mid Street
Bathgate
West Lothian
EH48 1PT

Bankers Royal Bank of Scotland
142-144 Princes Street
Edinburgh
EH2 4EQ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Infection Prevention Society is a charitable company limited by guarantee, incorporated on 8th June 2007 and registered as a charity on 12th July 2007. The company was established under a Memorandum of Association, which established the objects of the charity; these are to promote the advancement of education in infection prevention and control for the benefit of the whole community. The Society's governance requirements, as a company and a charity, have been met for 2015.

Organisation

The Infection Prevention Society (IPS) has a Board of Directors, seven of whom are elected and four of whom are appointed. The elected Honorary Officers are: President, Vice President, Treasurer, Secretary, Deputy Secretary, Deputy Treasurer, and Member without Office; the four appointed ex officio members of the Board are the coordinators of the four standing committees, the Education and Professional Development Committee, the Editorial Management Board, the Research and Development Group and the Scientific Programme Committee. At the Annual General Meeting in 2015 members voted in favour of electing a second Member without Office to act as a trustee and member of the board of directors.

The IPS board holds monthly meetings five of which are face-to-face, the other seven being conducted by teleconference or web communication; additional face-to-face meetings are scheduled according to business requirements. There are two Consultative Committee meetings per year.

Education and Professional Development Committee

The EPDC focuses on developing and supporting the professional development of members and the advancement of infection prevention knowledge in the wider healthcare and education sectors. It does this through competency-based education activities, development of resources and collaborative working.

Editorial Management Board

The EMB focuses on publishing a high quality peer reviewed publication that advances professional knowledge and skill in the art and science of infection prevention and control practice. It is responsible for increasing the profile of the journal and increasing the number of high quality original papers published in each issue.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

Research and Development Group

The R&D Group focuses on building research capability and capacity among the IPS membership through education, initiating collaborative research projects and awarding annual research grants. In addition they work with other external groups to further the evidence base for infection prevention and control.

Scientific Programme Committee

The SPC focuses on creating robust and topical scientific programmes for the IPS annual conference and works in parallel with Fitwise, the events company, to deliver a high quality, well evaluated professional networking and learning event for members and the wider national and international infection prevention and control community.

OBJECTIVES AND ACTIVITIES

The objects of the charity are to promote the advancement of education in infection prevention and control for the benefit of the whole community and in particular the provision of expert advice and opinion, educational development, training courses, accreditation schemes, educational materials, meetings and conferences.

The policy of the charity continues to be to seek further development of the educational agenda of the society and better dissemination of the information through a variety of promotional vehicles, including a three day national conference, one day national conferences for specific interest groups, local branch conferences, plus a series of catheter EPIC3 hub and spoke events run in cities across the UK.

Special Interest Groups are supported by the Society and are seen as an area of future development in the provision of good infection prevention and control practice in specialist areas. Currently these interest groups influence practice through the IV, Ambulance, Audit and Surveillance, Commissioning and Mental Health Forums.

Both education and research and development grants are available to members with ongoing funding from both the Society and an externally funded educational grant of £5,000. The Society also provides 10 free places at conference to members of the society, in addition to providing conference registration fees for members funded from local branches and for some branch officers.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

ACHIEVEMENTS AND PERFORMANCE

Strategy

The current strategic plan (2011-2016) can be viewed on the IPS website (www.ips.uk.net). The plan is reviewed annually during business planning and activity is tracked against outcomes throughout the year. As we are approaching the end of this strategic planning cycle the process for renewing the Society's strategic plan commenced in September 2015 and will continue throughout 2016.

Key achievements for 2015 and plans for 2016

Education and Professional Development Committee

Education and Professional Development achievements include:

- Delivery of the 12 regional Implementation Learning Laboratory events, free of charge, which were attended by over 800 delegates;
- Financial support for educational and professional development of seven IPS members through the Ethicon Educational Grants. The total amount awarded £5000;
- Increased number of meetings with Education Leads to align branch and EPDC objectives.
- Approval of educational and practice development resources including the Guidelines at a Glance initiative;
- A review of the IPS competences and completion of a position paper to guide updating of the competences in 2016;
- Publication of an isolation on-line learning programme in collaboration with Nursing Times, in January 2015.

Editorial Management Group - Journal of Infection Prevention

Journal achievements include:

- Over 40,000 downloads of JIP papers in 2015;
- Format of journal updated to enhance scientific content and page numbers increased;
- New IPS Spotlight section to inform and promote Society activities;
- IPS royalties increased from 25% to 32.5%;
- First meeting of the international Editorial Advisory Board held in September at the annual conference;
- Successful application to PubMed Central, which will enable wider access to journal content and potentially increase journal citations.

Research and Development Committee

R&D committee achievements include:

- Review of R&D committee activity and a plan to develop an R&D network in 2016 to involve IPS members who are enthusiastic about research and who wish to become actively involved and/or lead on a collaborative research study.
- Publication of the WINCL study by Curran et al. (2016) from 54 participating centres, the authors concluded that the true index case is commonly not identified as the cause of a Norovirus outbreak and with at least 50% of index cases being misclassified.
- Award of the novice investigator grant to Liz Kingston, for a hand hygiene exploratory study and the collaborative small projects grant to Andrea Denton to explore how health care students learn and apply principles of infection prevention and control in practice.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

Scientific Programme Committee

Scientific Programme Committee achievements include:

- 'Infection Prevention 2015' at the Arena and Convention Centre (ACC) in Liverpool with 545 delegates attending matching the previous highest attendance numbers in 2013.
- Positive evaluation of the scientific programme, which included presentations by Professor Andreas Voss, Dr Jennifer Gardy, the Cottrell lecture delivered by Carole Fry, Dr Jennie Wilson, Professor Peter Hawkey and the Ayliffe Lecture delivered by Professor Ziad Memish on the emergence of MERS.
- Increased number of exhibitors from 98 in 2014 to 102 in 2015
- 10 funded registrations for IPS members
- Highly successful SoMe campaign surrounding #WhyWeDoIPC

Quality Improvement Tools Project

The Quality Improvement Tools (QIT) Project has been established to evaluate the uptake and impact of the QIT to date and to identify a sustainable model for the QIT, that serves the needs of members and the wider infection prevention community. Achievements in 2015 include:

- The QIT 'Super User' group collaborated to share lessons learned and identify the optimal way forward for the QIT;
- The IPS Board endorsed the continuing of the QIT on a sustainable basis, starting with a refresh;
- A new approach to partnering with willing software providers was agreed and negotiations with prospective partners begun;
- A plan was agreed to deliver refreshed tools to the membership and software partners in 2016.

International Engagement Project

As part of annual plan for 2015 an International Engagement Project Group was set up led by board members with aims to broaden its membership and attract international members, particularly from countries without a similar IPS support network.

- Eight IPS members joined this project group and have been exploring how IPS could attract and support international members more effectively and carrying out a survey to assess their needs and current use of IPS resources and communication tools.
- At IP2015 in Liverpool we held a welcome breakfast for 41 international delegates.
- The international virtual community of interest discussion forum was opened to all IPS members to allow for discussions.
- The project group will continue to work over 2016 and make recommendations to the Board for future activity.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

One Together Project

OneTogether is a partnership of professional organisations supported by 3M who are committed to promoting and supporting the adoption of best practice to prevent surgical site infection (SSI). IPS is a leading member of this partnership. Activity from 2015 includes:

- Development of a self-assessment tool and scorecard to evaluate compliance with best practice to prevent SSI in seven areas of care across the surgical pathway.
- Pilot testing of the self-assessment tool in 15 operating theatres in 7 hospitals and incorporation of changes identified by this evaluation.
- Promotion of the work of the OneTogether partnership through presentations at national and International meetings, including IPS conference and the American Practitioners in Infection Control conference.
- Planning of the launch meeting for the finalised assessment tool in April 2016.

Annual IPS Awards 2015

The annual awards programme recognises the achievements of IPS members at an individual, team and branch level.

The shortlisted candidates for Team of the Year were:

- Somerset IPC
- Plymouth Community Healthcare
- Defence Medical Services IPC

The winning team was the **Defence Medical Services Team** for their contribution to the UK's Ebola response in Sierra Leone.

The shortlisted candidates for Branch of the Year were:

- IPS Yorkshire
- IPS Wales

The winning branch was **IPS Yorkshire** for a broad range of innovative and support activities including: guidelines at a glance; Twitter school; use of experienced members to support and mentor new members; leadership skill development and effective succession planning.

The shortlisted candidates for Practitioner of the Year were:

- Jill Harries - Solihull CCG
- Gary Thirkell - Leeds Teaching NHS Trust

The winning practitioner was **Gary Thirkell** for his work in a relatively unrecognised area of IPC in the estates team of a large teaching NHS trust. In particular his collaborative and inclusive approach with housekeeping staff was highly regarded.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

Representation and IPS Collaborative Activity

The Society is represented on a range of national working groups and collaborate with other infection related organisations nationally and internationally. Of particular note in 2015 are the following:

- Support for a travel scholarship to the annual International Federation of Infection Control meeting, this year in New Delhi, India. In addition Dr Neil Wigglesworth delivered a presentation in the IPS sponsored symposium.

- Board members also represented the Society as invited guests at the APIC and IPACC conferences in North America; Debbie Wright (IPS Secretary) presented work at ICPICC in Geneva and the Society delivered a plenary session at HIS Conference 2015 in Lyons.

- The Federation of Infection Societies Conference was held in Glasgow, where IPS hosted a plenary symposia and a joint morning session with HIS.

- The Society is a partner in the updating of the Joint Society MRSA Guidelines (BIA, BSAC, HIS and IPS), working with HIS to produce the IPC component of the guidance. This will be completed in 2017.

- In addition the Society is represented on the following national working parties in England, Scotland, Wales, Northern Ireland and the Republic of Ireland:

- o Advisory Committee on Dangerous Pathogens - Decontamination working group
- o Antimicrobial Prescribing Group (Scotland)
- o Cleaning Efficiency Working Group
- o Decontamination of Breast Pump Collection Kits
- o Decontamination of Medical Devices (Professional Expert Communications Forum)
- o ECMO and infection control guidance working group
- o HIQA Advisory Group (Ireland)
- o HIS BSAC Multiresistant Gram negative bacterial infection
- o HIS Decontamination of Intracavity Devices
- o PHE Toxigenic Staph. aureus Working Group
- o RCPI Clinical Advisory Group on Healthcare Associated Infections
- o HIS Final Rinse Water for Endoscope Washer Disinfectors
- o Scottish Government HAI Task Force

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

Branch and Special Interest Group Activity:

The branches and special interest groups are the heart of the Society and provide opportunities for collaborating, problem solving, networking and professional development for IPS members. Activity highlights from the 14 IPS branches and 5 special interest groups include:

- 15 regional conferences providing professional development for 120 delegates at each event.
- 42+ branch meetings providing the opportunity for networking, professional development and joint project working for members.
- 52 branch funded places for IPS members.
- Increase in branch membership across all 14 branches.
- Joint working to produce IPS Calendar for 2016.
- Two one-day conferences for staff working in Nursing and Residential Care Homes. (London South)
- Coordination of the IPS Calendar. (London South)
- Public and patient engagement as a feature of branch meetings (London South, East of England).
- Branch member nomination for Tony Rogers BJN Nurse of the Year and Infection Prevention Nurse (North West).
- Contributions to HPS working groups and guidance; engagement with SHAIPI research group at Glasgow Caledonian University. (Scotland)
- Annual joint meeting with regional PHE group. (South West)
- Branch new member mentoring programme; external CPD accreditation for branch meetings. (Trent)
- Joint meeting with Welsh Healthcare Associated Infection programme; contribution to WHAIP working groups, Occupational Health Forum; writing for publication workshop; Branch of the Year, runner up. (Wales)
- IPS Wessex Coordinator, Rachael Skates, names Queens Nurse in November 2015.
- New IPC practitioner 3 day programme. (West Midlands)
- Continuation of Guidelines at a Glance development; continued support for international member Ramona Marincas from Zlatou Emergency Hospital in Romania. (Yorkshire)
- IPS Yorkshire winner of the Branch of the Year.
- Publication of joint position paper with the RCN to highlight IPC issues for commissioners of health care in England; updating of the IPC Commissioning toolkit for publication in 2016. (Commissioning SIG)
- Mental Health SIG session at Infection Prevention 2015; planning for SIG conference themes at Infection Prevention 2016. (Mental Health, Ambulance, Audit and surveillance)
- Completion of the Vessel Health Preservation Toolkit; production of VHP infographic and pocket guide; presentation of VHP at NIVAS; joint pilot evaluation of the VHP toolkit with Edgehill University. (IV Forum)

FINANCIAL REVIEW

The overall net surplus for the 2015 was £63,107, which was a reduction of £14,000 on 2014 results. This was mainly due a lower surplus being generated by educational activities such as IPS organised branch study days and a higher level of irrecoverable VAT (+£10,000). Conference performance in 2015 was strong with a £25,517 higher surplus than 2014. The overall 2015 surplus was £64,000 above the forecast deficit for the year of £778. The Infection Prevention Society remains in good financial health with £900,000 in available reserves.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

INVESTMENT POWERS

The Memorandum and Articles of Association empower the Board to make and hold investments using the general funds of the charity within the terms of Memorandum 4.17 and 4.19 and currently the Society holds investment funds of over £327,387 at the end of the financial year. The Society investment policy is reviewed annually by the Board of Directors to ensure that it is relevant and meets the requirements of the Society. The trustees also have responsibility for meeting the requirements of the Trustees Act 2000 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015)(SORP 2015). There are no restrictions on the trustees to spend any income generated from investments or capital in any way, provided such spend meets the objects of the Memorandum and Articles of Association.

RISK MANAGEMENT

The IPS Board identifies the level of potential risk and appropriate actions to mitigate the risk during scheduled meetings, and the business planning and financial forecasting process. In 2015 the Society made the decision to reduce the risk associated with funds held within a single banking organisation (Royal Bank of Scotland) by rationalising branch bank accounts and spreading operational funds across five UK banks, and to explore additional investment options. Membership and conference income are monitored regularly to highlight potential income reductions and plans put in place to mitigate these. At the end of 2015 a new infection prevention association was formed in the Republic of Ireland and this may have an impact on the membership of the ROI Branch and the Society overall.

PLANS FOR FUTURE PERIODS

DEVELOPMENTS for 2016

In the business and financial planning for 2016 the IPS Board agreed to the following strategic activity:

- Production of a refreshed strategic plan for 2017-2021;
- Revision and publication of IPC Competences;
- Exploration of the structure and costs of a credentialing framework;
- Production of a position paper on IPC content of healthcare professional pre-registration programmes and specialist practitioner programmes;
- Continuation of the International Engagement project;
- Formation of a Corporate Affairs Group
- Continuation of the QIT project and launch of new tools;
- Continuation of the Vessel Health Preservation activity;
- Evaluation of the Commissioning Toolkit following publication;
- Continuation of the OneTogether Partnership;
- Appointment of a cost effective external communications provider by tender.
- An IPS SoMe campaign to highlight hand hygiene in healthcare settings and more generally with the public #IPSTorchTour16

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2015

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees (who are also the directors of Infection Prevention Society for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the accounts in accordance with applicable law and regulations.

Company law requires the trustees to prepare accounts for each financial year. Under that law the trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as each trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT *(continued)*

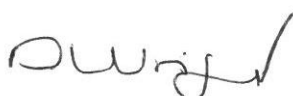
YEAR ENDED 31 DECEMBER 2015

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
74 Sovereign Crescent
Titchfield Common
Fareham
Hampshire
PO14 4LU

Signed on behalf of the trustees



Deborah Wright
Secretary

19th September 2016

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF INFECTION PREVENTION SOCIETY

YEAR ENDED 31 DECEMBER 2015

We have audited the accounts of Infection Prevention Society for the year ended 31 December 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR

As explained more fully in the Trustees' Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE ACCOUNTS

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON ACCOUNTS

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF
INFECTION PREVENTION SOCIETY *(continued)***

YEAR ENDED 31 DECEMBER 2015

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the accounts; or
- the charitable company has not kept adequate accounting records; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the accounts in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.



BARRIE SCOTT & CO
Chartered Accountants & Statutory Auditor

30 Mid Street
Bathgate
West Lothian
EH48 1PT

21st September 2016

Barrie Scott & Co is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 DECEMBER 2015

		Total Funds 2015	Total Funds 2014 (restated)
	Note	£	£
INCOME AND ENDOWMENTS			
Donations and legacies	2	187,814	187,695
Income from charitable activities	3	874,623	863,174
Investment income	4	4,361	3,660
TOTAL INCOME		<u>1,066,798</u>	<u>1,054,529</u>
EXPENDITURE			
Expenditure on raising funds:			
Investment management costs	5	(4,472)	(3,340)
Expenditure on charitable activities	6/7	(1,013,209)	(985,135)
TOTAL EXPENDITURE		<u>(1,017,681)</u>	<u>(988,475)</u>
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES	9	49,117	66,054
OTHER RECOGNISED GAINS AND LOSSES			
Gains on investment assets		13,990	11,462
NET MOVEMENT IN FUNDS		<u>63,107</u>	<u>77,516</u>
RECONCILIATION OF FUNDS			
Total funds brought forward as previously reported		922,456	759,888
Prior year adjustment	10	(85,052)	—
Total funds brought forward restated		<u>837,404</u>	<u>759,888</u>
TOTAL FUNDS CARRIED FORWARD		<u>900,511</u>	<u>837,404</u>

The Statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 17 to 24 form part of these accounts.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 DECEMBER 2015

		2015	2014 (restated)
	Note	£	£
FIXED ASSETS			
Tangible assets	13	9,153	8,653
Investments	14	<u>327,387</u>	<u>314,324</u>
		336,540	322,977
CURRENT ASSETS			
Debtors	15	159,700	98,721
Cash at bank		<u>554,248</u>	<u>589,550</u>
		713,948	688,271
CREDITORS: Amounts falling due within one year	16	<u>(149,977)</u>	<u>(173,844)</u>
NET CURRENT ASSETS		563,971	514,427
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>900,511</u>	<u>837,404</u>
NET ASSETS		<u>900,511</u>	<u>837,404</u>
FUNDS OF THE CHARITY			
Unrestricted income funds	17	<u>900,511</u>	<u>837,404</u>
TOTAL CHARITY FUNDS		<u>900,511</u>	<u>837,404</u>

For the year ended 31 December 2015 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The Balance sheet continues on the following page.
The notes on pages 17 to 24 form part of these accounts.

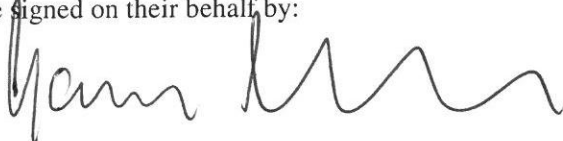
**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET *(continued)*

31 DECEMBER 2015

These accounts were approved by the members of the committee and authorised for issue on the
...19/09/16.... and are signed on their behalf by:

Gary Thirkell
Director



Company Registration Number: 06273843

The notes on pages 17 to 24 form part of these accounts.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

1. ACCOUNTING POLICIES

Basis of accounting

The accounts have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Incoming resources from the provision of education and training services are accounted for when earned. Incoming resources in respect of specific charitable activities or projects are included in the period in which the project or activity is undertaken. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included. Income from investments is included in the year in which it is receivable.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. VAT which cannot be fully recovered has been separately identified.

Costs of generating funds comprise the costs associated with attracting voluntary income. 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.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer and office equipment - 33.3% reducing balance
Fixtures & Fittings - 25% reducing balance

Investments

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

1. ACCOUNTING POLICIES *(continued)*

Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the statement of financial activities.

2. DONATIONS AND LEGACIES

	Unrestricted Funds	Total Funds 2015	Unrestricted Funds	Total Funds 2014 <i>(restated)</i>
	£	£	£	£
Donations				
Donations	5,000	5,000	5,500	5,500
Sponsorship				
Sponsorship	10,106	10,106	21,857	21,857
Memberships	172,708	172,708	160,338	160,338
	<u>187,814</u>	<u>187,814</u>	<u>187,695</u>	<u>187,695</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2015	Unrestricted Funds	Total Funds 2014 <i>(restated)</i>
	£	£	£	£
Publications	3,129	3,129	2,426	2,426
Education	109,913	109,913	168,905	168,905
Conference income	761,581	761,581	691,843	691,843
	<u>874,623</u>	<u>874,623</u>	<u>863,174</u>	<u>863,174</u>

4. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2015	Unrestricted Funds	Total Funds 2014 <i>(restated)</i>
	£	£	£	£
Income from UK listed investments	2,431	2,431	2,173	2,173
Income from non-UK listed investments	1,113	1,113	878	878
Bank interest receivable	817	817	609	609
	<u>4,361</u>	<u>4,361</u>	<u>3,660</u>	<u>3,660</u>

**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

5. INVESTMENT MANAGEMENT COSTS

	Unrestricted Funds	Total Funds 2015	Unrestricted Funds	Total Funds 2014 (restated)
	£	£	£	£
Investment management fees	<u>4,472</u>	<u>4,472</u>	<u>3,340</u>	<u>3,340</u>

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Total Funds 2015	Unrestricted Funds	Total Funds 2014 (restated)
	£	£	£	£
Conference expenses	594,029	594,029	549,808	549,808
Education	35,633	35,633	60,364	60,364
Support costs	383,547	383,547	374,963	374,963
	<u>1,013,209</u>	<u>1,013,209</u>	<u>985,135</u>	<u>985,135</u>

7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Support costs	Total Funds 2015	Total Funds 2014 (restated)
	£	£	£	£
All activities	–	336,869	336,869	330,876
Conference expenses	594,029	–	594,029	549,808
Education	35,633	–	35,633	60,364
Governance costs	–	46,678	46,678	44,087
	<u>629,662</u>	<u>383,547</u>	<u>1,013,209</u>	<u>985,135</u>

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

8. ANALYSIS OF SUPPORT COSTS

	All activities	Governance costs	Total 2015	Total 2014 (restated)
	£	£	£	£
Printing, postage and stationery	57,334	–	57,334	72,991
Professional and consultancy fees	–	1,007	1,007	763
Bank charges	–	3,706	3,706	2,446
Depreciation	3,776	–	3,776	3,466
Administration and bookkeeping costs	107,926	35,865	143,791	137,282
Travelling and subsistence costs	83,529	–	83,529	81,639
Funded branch officer places	29,206	–	29,206	23,347
Bad debts	(1,237)	–	(1,237)	(35)
Irrecoverable VAT	55,236	–	55,236	44,792
Exchange (gains)/losses	25	–	25	872
Sundry expenses	1,074	–	1,074	900
Audit fees	–	6,100	6,100	6,500
	<u>336,869</u>	<u>46,678</u>	<u>383,547</u>	<u>374,963</u>

9. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2015	2014 (restated)
	£	£
Depreciation	3,776	3,466
Auditors' remuneration:		
- preparation and audit of the financial statements	6,100	6,500
- other fees (see below)	100	–
Exchange (gains)/losses	<u>25</u>	<u>872</u>

Auditor's fees

The fees charged by the auditor can be further analysed under the following headings for services rendered:

	2015	2014 (restated)
	£	£
Audit and accountancy	6,000	6,500
Taxation	<u>100</u>	<u>–</u>
	<u>6,100</u>	<u>6,500</u>

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

10. PRIOR YEAR ADJUSTMENT

A prior year adjustment of £85,052 has been included in the 2015 accounts to correct membership fees paid in advance not accounted for in previous years. This adjustment has reduced the Unrestricted income fund brought forward from 2014 by £85,052.

11. STAFF COSTS AND EMOLUMENTS

No salaries or wages have been paid to employees, including the members of the committee, during the year.

12. TAXATION

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

13. TANGIBLE FIXED ASSETS

	Badge of office £	Computer & office equipment £	Fixtures & fittings £	Total £
COST				
At 1 January 2015	1,250	49,502	23,112	73,864
Additions	—	4,277	—	4,277
At 31 December 2015	<u>1,250</u>	<u>53,779</u>	<u>23,112</u>	<u>78,141</u>
DEPRECIATION				
At 1 January 2015	—	43,507	21,705	65,212
Charge for the year	—	3,424	352	3,776
At 31 December 2015	<u>—</u>	<u>46,931</u>	<u>22,057</u>	<u>68,988</u>
NET BOOK VALUE				
At 31 December 2015	<u>1,250</u>	<u>6,848</u>	<u>1,055</u>	<u>9,153</u>
At 31 December 2014	<u>1,250</u>	<u>5,995</u>	<u>1,407</u>	<u>8,652</u>

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

14. INVESTMENTS

Movement in market value

	2015	2014 (restated)
	£	£
Market value at 1 January 2015	314,324	303,152
Acquisitions at cost	96,786	51,792
Disposals at opening book value	(82,145)	(52,528)
Net gains on revaluations in the year ended 31 December 2015	(1,578)	11,908
Market value at 31 December 2015	<u>327,387</u>	<u>314,324</u>
Historical cost at 31 December 2015	<u>279,692</u>	<u>263,505</u>

Analysis of investments at 31 December 2015 between funds

	Total Funds 2015	Total Funds 2014 (restated)
	£	£
Listed investments		
UK Quoted Shares	184,855	173,689
Non-UK Quoted Shares	142,532	140,635
	<u>327,387</u>	<u>314,324</u>
Listed investments		
Fixed interest Unrestricted fund	23,895	33,719
Equities Unrestricted fund	257,899	243,383
Other Unrestricted fund	45,593	37,222
	<u>327,387</u>	<u>314,324</u>

15. DEBTORS

	2015	2014 (restated)
	£	£
Trade debtors	28,662	25,257
Other debtors	21,740	16,798
Prepayments	109,298	56,666
	<u>159,700</u>	<u>98,721</u>

INFECTION PREVENTION SOCIETY COMPANY LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

16. CREDITORS: Amounts falling due within one year

	2015	2014 (restated)
	£	£
Trade creditors	22,584	48,543
Other creditors	127,393	125,301
	<u>149,977</u>	<u>173,844</u>

17. UNRESTRICTED INCOME FUNDS

	Restated balance at 1 January 2015 £	Income £	Expenditure and transfers £	Gains and losses £	Balance at 31 December 2015 £
Designated funds - fixed assets	8,652	–	501	–	9,153
General Funds	828,752	1,066,798	(1,018,182)	13,990	891,358
	<u>837,404</u>	<u>1,066,798</u>	<u>(1,017,681)</u>	<u>13,990</u>	<u>900,511</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Unrestricted Income Funds:				
Designated Funds	9,153	–	–	9,153
General Funds	–	327,387	563,971	891,358
	<u>9,153</u>	<u>327,387</u>	<u>563,971</u>	<u>900,511</u>
Total Funds	<u>9,153</u>	<u>327,387</u>	<u>563,971</u>	<u>900,511</u>

19. RELATED PARTY TRANSACTIONS

There are no related parties other than the trustees of the charity. The trustees all give freely of their time and expertise without any form of remuneration. The total of trustees expenses for the year ended 31 December 2015 amounted to £27,586 (2014: £20,007) for travel and subsistence.

**INFECTION PREVENTION SOCIETY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

20. COMPANY LIMITED BY GUARANTEE

Infection Prevention Society is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.