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**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2016**

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BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 JANUARY 2016

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The following trustees that served during the year were:

#### **Trustees**

Mr T Overton  
Mr M Denbow (resigned 13 September 2016)  
Dr T Johnston  
Mr M Kilby  
Ms J Norman  
Mr K Hinshaw  
Mr J Waugh, Treasurer (appointed 13 September 2016)

#### **Charity registered number**

1145101

#### **Principal office**

British Maternal and Fetal Medicine Society  
Royal College of Obstetricians and Gynaecologists (RCOG)  
27 Sussex Place  
London  
NW1 4RG

#### **Accountants**

Haslers  
Chartered Accountants  
Old Station Road  
Loughton  
Essex  
IG10 4PL

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JANUARY 2016**

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The Trustees present their annual report together with the financial statements of British Maternal and Fetal Medicine Society (the charity) for the ended 31 January 2016. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015)

**Objectives and Activities**

**a. POLICIES AND OBJECTIVES**

The society will address its aims through the following means:

- The organisation of an annual conference
- The support of members' research work through the BMFMS research bursaries
- The support of members to travel to other units to gain experience
- The support of the clinical study groups aligned to the aims of the BMFMS
- The support of additional scholarships aligned to the aims of the BMFMS

**b. ACTIVITIES FOR ACHIEVING OBJECTIVES**

The Society organises a 2 day annual scientific meeting, during which the AGM is held. The conference was hosted in London this year and over 600 delegates attended.

**Achievements and performance**

**a. REVIEW OF ACTIVITIES**

This has been another good year for the Charity, with the membership again remaining stable at approximately 600. The Charitable aims of BMFMS continue to be reflected in the significant developments of the past year as follows:

Extending the scope of our educational bursaries and fellowships, with a robust and transparent system of assessing applications, is the responsibility of our awards subcommittee.

The following is also available to BMFMS members:

The development of an improved website. This helps fulfill one of our Charitable aims by increasing access for education, communication, advice and support, for Members and patients.

The Charity's finances are sound, and the annual financial report is attached - there are unrestricted funds of £208,566. During the year, the total income has increased to £117,162, with expenditure at £96,414.

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2016**

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**a. GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. PRINCIPAL FUNDING**

The charity receives most of its funding from annual membership fees and conference course income. This income has been used to facilitate the organisation of the courses and cover in the administration costs of the society.

**Structure, governance and management**

**a. CONSTITUTION**

The principal object of the charity is to advance education in the subject of maternal and fetal medicine and to preserve and protect good health by encouraging improved standards of pregnancy care.

**Aims**

The Society aims to provide a forum where issues of relevance to Obstetricians and other professionals involved in maternity care are discussed. In particular, the Society seeks to:

- Disseminate knowledge
- Promote research and audit
- Establish good quality training programmes
- Encourage development of clinical guidelines

The ultimate goal is to encourage improved standards of maternity care.

The Society will provide a Maternal and Fetal Medicine input to the Royal College of Obstetricians and Gynaecologists (RCOG) including advice on training in obstetrics and special interest / subspecialty training in Maternal and Fetal Medicine. The Society will also make representation to other Colleges and national bodies when appropriate, including providing relevant stakeholder feedback on relevant national documents and guidance.

The Society will develop links to other relevant professional societies with the aim of disseminating knowledge and improving standards of care for pregnant women.

**Membership**

Membership is open to any professional involved in maternity care. There will be no limit to the size of membership. To become a member, a completed application form must be submitted to the Society's Coordinator, along with the appropriate annual subscription fee. Subscription rates are set by the Society and revised periodically. Concessionary membership rates will be available for midwives and non-clinicians. Continued membership involves the payment of the annual subscription fee. Membership will be terminated if there is failure to pay the annual subscription. The Committee has the right to terminate membership under exceptional circumstances.

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2016**

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**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

**Appointment of Committee Members**

1. Notification of vacancies or new appointments to the committee will be circulated to Society members (by email or web posting).
2. Candidates, with their agreement, must be nominated by 2 Society members (by postal or e-mail return of signed nomination paper)
3. A voting paper with details of candidates will be circulated (by email or web posting).
4. Votes will be registered by return of a signed ballot paper to the BMFMS office or by web based voting.
5. Members can only vote once for each vacancy advertised.

The Society's Officers and Committee members will be elected by the membership of the Society for a term of three years. The President may not be re-elected, but other Officers and Committee members may be re-elected once for a second three-year term. A willing person can serve a third term, if no other candidates come forward for election. The Committee reserves the right to allow flexibility in the timing of appointments, to ensure continuity within the Committees. It is anticipated that no more than four committee members will change in one year.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

**Society Officers and Committee structure**

**Roles of Officers**

**The President will:**

- Be the principal spokesperson for the Society
- Be the named stakeholder when the Society registers involvement in discussions with other Societies or national bodies
- Chair the Committee meetings
- Chair the Annual General Meeting
- Be responsible for the accuracy of the minutes of meetings

**The Secretary will:**

- Be responsible for coordinating the activities of the Committee
- Be responsible for the production of the minutes of the Committee and Annual General Meetings
- Collaborate closely with the appointed Conference Organiser
- Act as deputy to the President in terms of representing the Society at relevant meetings

**The Treasurer will:**

- Be responsible for the Society's finances and producing an annual audit of accounts at the Annual General Meetings
- Advise the Committee about financial issues, for example when subscription rates need to be raised
- Advise about the registration fee or any surcharge necessary for Annual Meetings of the Society, to ensure that these Meetings do not run at a financial loss and generate some income for the Society

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2016

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#### Committee Membership:

The Committee will comprise of 23 members, drawn wherever possible from England, Wales, Scotland, Northern Ireland and the Republic of Ireland.

- President
- Honorary Secretary
- Treasurer
- Scientific representative
- Trainee representative x2
- District General Hospital representative x2
- Abstract Co-ordinator
- Prize Co-ordinator
- Maternal Medicine representative x 2
- Labour & Delivery representative x 2
- Pregnancy Outcome representative x 2
- Fetal Medicine representative x2
- Education and Training representative

In addition, there may be up to four ex officio members:

- Representative of the Royal College of Midwives (RCM)
- Representative of the British Association of Perinatal Medicine (BAPM)
- Revalidation representative
- Website co-ordinator

Ex-officio members representing the RCM and BAPM will be elected by their respective organisations for a period of three years but may be re-elected once for a second three-year term. The appointment of other ex-officio members is at the discretion of the Committee. Such appointments will usually be for a period of three years.

In addition to the above a representative of the Conference Organiser may be invited to attend Committee Meetings where appropriate.

12 out of 23 members, with at least 2 officers, would be quorate.

The Committee will meet at least twice during the year, as necessary to fulfil its functions. The functions of the Committee will be as follows:

- Development of Maternal and Fetal Medicine special interest and subspecialty training
- Identification / provision of BMFMS representatives for RCOG and other relevant national committees
- Organisation of the Annual Meeting of the Society
- Organisation of joint meetings with other Societies /Groups.

#### Working Groups

The Executive Committee may draw up small Working Groups, usually chaired by a Committee Member, where an issue is identified needing consultation and discussion. Members of these Groups will be co-opted from the Society's wider membership. These Groups will report to the Committee and their continued existence will be reviewed on an annual basis.

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2016

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#### TRUSTEES' RESPONSIBILITIES STATEMENT

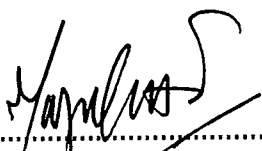
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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;
- make judgments and accounting estimates that are reasonable and prudent;
- 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 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 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.

This report was approved by the Trustees on 27 September 2016 and signed on their behalf by:

  
.....  
**Mr J Waugh, Treasurer**  
Trustee

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## **BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

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### **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 JANUARY 2016**

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#### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

I report on the financial statements of the charity for the year ended 31 January 2016 which are set out on pages 9 to 15.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

#### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

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

#### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

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

INDEPENDENT EXAMINER'S REPORT (continued)  
FOR THE YEAR ENDED 31 JANUARY 2016

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**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed: 

Dated: 27 September 2016

Laura A Ambrose ACA

Haslers  
Old Station Road  
Loughton  
Essex  
IG10 4PL

**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JANUARY 2016**

	<b>Note</b>	<b>Unrestricted funds 2016 £</b>	<b>Total funds 2016 £</b>	<i>Total funds 2015 £</i>
<b>INCOME FROM:</b>				
Investments	2	173	173	137
Charitable activities	3	30,777	30,777	29,619
Other income	4	86,212	86,212	59,093
<b>TOTAL INCOME</b>		<b>117,162</b>	<b>117,162</b>	<b>88,849</b>
<b>EXPENDITURE ON:</b>				
Charitable activities		96,414	96,414	63,729
<b>TOTAL EXPENDITURE</b>		<b>96,414</b>	<b>96,414</b>	<b>63,729</b>
<b>NET INCOME</b>		<b>20,748</b>	<b>20,748</b>	<b>25,120</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>20,748</b>	<b>20,748</b>	<b>25,120</b>
<b>RECONCILIATION OF FUNDS:</b>				
Total funds at 1 February 2015		187,818	187,818	162,698
<b>TOTAL FUNDS AT 31 JANUARY 2016</b>		<b>208,566</b>	<b>208,566</b>	<b>187,818</b>

All activities relate to continuing operations.

The notes on pages 11 to 15 form part of these financial statements.

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BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

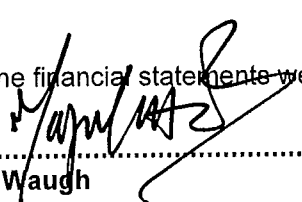
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**BALANCE SHEET**  
**AS AT 31 JANUARY 2016**

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	Note	2016 £	2015 £
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		208,566	187,818
<b>NET ASSETS</b>		<u>208,566</u>	<u>187,818</u>
<b>CHARITY FUNDS</b>			
Unrestricted funds	11	208,566	187,818
<b>TOTAL FUNDS</b>		<u>208,566</u>	<u>187,818</u>

The financial statements were approved by the Trustees on 27 September 2016 and signed on their behalf, by:

  
.....  
J Waugh

The notes on pages 11 to 15 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2016

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Investment income, gains and losses are allocated to the appropriate fund.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an receipts basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings..

1.5 Cash at Bank and in hand

Cash at bank and 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.

2. INVESTMENT INCOME

	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Bank interest	173	173	137

In 2015, of the total investment income, 137 was to unrestricted funds and *NIL* was to restricted funds.

**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2016**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds 2016 £</b>	<i>Total funds 2015 £</i>
Membership subscriptions received	<b>30,777</b>	29,619
	<b>30,777</b>	29,619

In 2015, of the total income from charitable activities, 29,619 was to unrestricted funds and *NIL* was to restricted funds.

**4. OTHER INCOMING RESOURCES**

	<b>Unrestricted funds 2016 £</b>	<b>Total funds 2016 £</b>	<i>Total funds 2015 £</i>
Hampton Medical	<b>18,180</b>	<b>18,180</b>	-
Income from joint RCOG/BMFMS meetings	<b>68,032</b>	<b>68,032</b>	59,093
	<b>86,212</b>	<b>86,212</b>	59,093

In 2015, of the total other incoming resources, 59,093 was to unrestricted funds and *NIL* was to restricted funds.

**5. DIRECT COSTS**

	<b>Promoting education and research £</b>	<i>Total 2015 £</i>
Bursaries	<b>24,222</b>	24,590
CSG Expenses	<b>1,073</b>	1,779
Scholarships	<b>20,000</b>	-
	<b>45,295</b>	26,369

**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2016**

**6. SUPPORT COSTS**

	Promoting education and research £	Total 2015 £
Postage	65	40
General expenses	4,034	67
Committee Expenses	5,810	6,049
Catering	424	1,207
Rent	6,209	4,589
Stationary	-	27
Travel	11,864	3,295
Computer costs	1,380	3,313
Wages and salaries	16,993	13,061
National insurance	1,564	2,346
	<u>48,343</u>	<u>33,994</u>

**7. GOVERNANCE COSTS**

	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Accountancy fees	2,640	2,640	3,360
Bank charges	136	136	6
	<u>2,776</u>	<u>2,776</u>	<u>3,366</u>

**8. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2016 £	Support costs 2016 £	Total 2016 £	Total 2015 £
Promoting education and research	<u>45,295</u>	<u>48,343</u>	<u>93,638</u>	<u>60,363</u>

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BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2016

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9. NET INCOMING RESOURCES/(RESOURCES EXPENDED)

This is stated after charging:

	2016 £	2015 £
Independent Examination fees	<u>2,200</u>	<u>2,000</u>

During the year, no Trustees received any remuneration (2015 - £NIL).

During the year, no Trustees received any benefits in kind (2015 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2015 - £545).

10. STAFF COSTS

Staff costs were as follows:

	2016 £	2015 £
Wages and salaries	16,993	12,720
Social security costs	1,564	2,446
	<u>18,557</u>	<u>15,166</u>

The average monthly number of part time employees during the year were as follows:

2016 No.	2015 No.
<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2016**

**11. STATEMENT OF FUNDS**

	<b>Brought Forward £</b>	<b>Incoming resources £</b>	<b>Resources Expended £</b>	<b>Carried Forward £</b>
<b>Unrestricted funds</b>				
General Funds	<b>187,818</b>	<b>117,162</b>	<b>(96,414)</b>	<b>208,566</b>

**SUMMARY OF FUNDS**

	<b>Brought Forward £</b>	<b>Incoming resources £</b>	<b>Resources Expended £</b>	<b>Carried Forward £</b>
General funds	<b>187,818</b>	<b>117,162</b>	<b>(96,414)</b>	<b>208,566</b>

**12. RELATED PARTY TRANSACTIONS**

During the year transactions with the following related parties occurred:

Royal College of Obstetricians and Gynaecologists (RCOG) - British Maternal and Fetal Medicine Society is a part of the specialist society

During the year RCOG recharged expenses totaling £23,497 (2015: £20,410) to BMFMS for its employee, rent and other associated office costs.