

Charity Registration No. 1117368

Company Registration No. 05982732 (England and Wales)

ALSO (UK)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

ALSO (UK)

LEGAL AND ADMINISTRATIVE INFORMATION

Executive Board of Trustees

J Aarvold
L Birnie
A Collier
C Crowe (Appointed 16 June 2017)
P Lewis (Chair)
P S Hogg
S Karavolos
C McDaid
R Neuberg
F Wright (Resigned 16 June 2017)
A Wagstaff (Co-opted Member)

Executive Officer M Abdullah

Charity number 1117368

Company number 05982732

Charity address Unit 16 Quay Level
St Peters Wharf
Newcastle upon Tyne
NE6 1TZ

Accountants RSM UK Tax and Accounting Limited
1 St James' Gate
Newcastle upon Tyne
NE1 4AD

Bankers Royal Bank of Scotland plc
31 Grey Street
Newcastle upon Tyne
NE1 6ES

ALSO (UK)

TRUSTEE REPORT

FOR THE YEAR ENDED 31 DECEMBER 2016

The Trustees present their report and accounts for the year ended 31 December 2016.

The financial statements have been prepared using the accounting policies set out in note 1 to the financial statements and comply with the Memorandum and Articles of Association, the Charities Act 2011, the Companies Act 2006, 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 (FRS102) (effective 1 January 2015).

Objectives and Activities:

ALSO (UK) has referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Objectives:

ALSO (UK) strongly believes that the health of a nation is determined by the health and wellbeing of its women and children. ALSO (UK) passionately supports the concept that all women in pregnancy have the right to expect the highest standards of care for themselves, and their unborn or newborn babies.

Activities:

ALSO (UK) is a multidisciplinary organisation promoting safe, effective care and a mnemonic based approach to emergencies and urgencies to women throughout the continuum of pregnancy and childbirth. The main activity of the charity is the provision and development of structured education and training courses in maternity and newborn urgencies and emergencies for all healthcare practitioners, who are involved in the provision of care to pregnant, intrapartum and postpartum women.

During this period the charitable company has sought to meet its objectives primarily through the running of various courses relevant to its field of expertise. This was the main objective for the year 2016 and the forthcoming year 2017.

ALSO originated in the USA and is affiliated to the American Academy of Family Physicians (AAFP). In 1996 with the support and encouragement of the AAFP and following a generous grant from the 'Changing Childbirth Fund' at the Department of Health, ALSO (UK) was inaugurated. The first two UK courses were held in 1996 with 92 provider candidates, producing 22 potential instructor candidates. This began the development of our future progress and success. We are currently a well-established, multi-professional teaching faculty, which has provided the bedrock of our endeavors over the last twenty years.

In 2016, ALSO (UK) held 13 provider courses in the UK and Eire. In addition there was 1 franchise course and 1 Instructor course. During 2016, ALSO (UK) has trained 193 providers and 8 instructors.

Since its beginning in 1996 to the end of 2016, ALSO (UK) has trained a total of 18997 providers of which Midwives (n=11783), Obstetrician (n=6,554), and other healthcare professionals (n=660). ALSO (UK) has a core teaching team of approximately 88 Advisory Instructors and has trained over 1,098 Instructors in total. It should be noted that while the initial structure of ALSO (UK) centred on Midwives, Obstetricians and General Practitioners, the latter have now almost exclusively withdrawn from intrapartum care and GP's only exceptionally attend or contribute to ALSO (UK) programmes. This is likely to require amendments to ALSO (UK)'s Memorandum and Articles of Association.

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FOR THE YEAR ENDED 31 DECEMBER 2016

In presenting its education and training courses, the charity is able to call upon the experience of the Executive Board of Trustees, the majority of whom are Advisory Faculty and skilled instructors in ALSO techniques. All members of the Executive Board of Trustees of the charity give their time voluntarily and receive no financial benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts.

The charity is administered on a day-to-day basis by the Executive Officer, Miriam Abdullah, appointed by the Executive Board of Trustees. All courses are administered from the ALSO (UK) office in Newcastle. The salaries of the members of administrative staff (n=3) are paid by the charity. Alongside the administrative team, the mainstays of the service are the Instructors who are all unpaid volunteers. The charity pays all travel expenses, hotel accommodation and subsistence. Please Note: The Executive Committee & the Board of Trustees combined to become a single group in the year, providing the day-to-day oversight of our teaching and programmes, as well as providing governance and strategic planning on behalf of ALSO (UK) and its subsidiary Course such as the ELSO course and Perineal Repair Programme.

The input of our Instructors is actively sought and very much valued, particularly when new material is being developed and introduced into our education and training courses. The main opportunity to achieve this valuable input is at our annual Instructor Update day. This was held on the 18 June 2016, which was ALSO (UK)'s 20th Anniversary. We therefore celebrated our past with presentations on our history, development and future plans and strategic overview for 2017 and beyond. The day was a great success and enabled the positive sharing of experiences and expertise.

Each November we hold our Annual Advisory Board meeting, which is attended by members of the Executive Board of Trustees (EBT) and advisory faculty who wish to attend. The main purpose of this meeting is to establish a work plan for course development over the coming year. The EBT deals with all matters in connection with the Charity Commission and also the day-to-day running of ALSO (UK) as an organization.

ALSO (UK) is committed to helping improve and enhance maternity care in other parts of the world, especially in low resource settings. Each year, where possible, we send representatives to the International ALSO Board. In 2016, we were unable to send a representative due to financial constraints. The Chair of the EBT wrote to the AAFP to inform them of this decision. In addition, he sought remission on our annual payments to the AAFP. This was granted and ALSO (UK) were given a reduction in our costs for 2014 and 2015, and an exemption from financial charges for a period of two years, ending in 2018.

In keeping with the ALSO (UK) strategy to raise awareness of maternity emergencies in other countries within our zone of influence, provider courses have been delivered over the years in the Maldives, Italy, Germany, Belgium, Spain, Greece, Malta, Sudan and Sri Lanka. It was hoped that we could negotiate fees or raise funds for a return visit to Sri Lanka, but this has proved to be more difficult than expected. As such, our plans to return and carry out further education and training courses on the island have been deferred until such times as our financial position significantly improves.

ALSO (UK)'s aims, objectives and activities are reviewed each year. Our evidence-based courses are under constant scrutiny and oversight by the EBT and are regularly updated. A programme is in place to re-assess and re-work all aspects of the teaching programme, which includes Timetables, Lesson Plans, PowerPoint presentations, Case discussions, Assessment scenarios and marking sheets. This is currently taking place alongside the creation of new innovative and interactive ways in the teaching of our key subject topics.

ALSO (UK) continues to assist other countries in developing their own sustainable ALSO programmes. UK courses are adapted to suit the requirements of the countries we are invited to visit. In 2016, we once again made a return visit to Malta, who are eager to develop their own franchise. While ALSO (UK) has trained a sizeable number of Maltese instructors, there is no on-going organisational structure or cohesive strategy to build an effective faculty. As such, we have given direction to our Maltese colleagues, that the establishment

ALSO (UK)

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FOR THE YEAR ENDED 31 DECEMBER 2016

of a board, with a designated chair and planned meetings should be developed. We have also strongly advised updating for their ALSO Instructors, who, without the opportunity to teach or update their skills, fail to maintain the required standard essential to being an ALSO Instructor or building a successful independent faculty. We await to hear from them in respect of these endeavours.

The Essential Life Support in Obstetrics (ELSO) programme was developed further following a great response from, candidates. We subsequently delivered another 11 ELSO courses held in Durham, Newcastle and Glasgow with 100 candidates attending. These attendees were a mix of qualified paramedics, technicians and Emergency Support Workers (ESWs) as well as student paramedics and student midwives. In addition to ALSO and ELSO provider courses, a number of other teaching activities have been developed and delivered during 2016. A study day on Perineal Repair continues to be well received and in 2016 we trained 20 participants.

Achievements and Performance:

ALSO (UK) is a strong advocate of multidisciplinary education and training, encouraging teamwork and mutual respect between medical practitioners, midwives and other health care professionals. This is particularly important in countries where the voices of women fail to be heard and where midwives and midwifery skills are scarce or under-valued. The coming together of like-minded professionals, driven by the desire to provide high quality maternity care to mothers and babies is what unites us as an organisation and establishes the principles for our shared knowledge base, teaching, support and future development.

The quality of the training provided is totally dependent upon the quality of ALSO instructors. In the UK, high standards are required in order for a candidate to be considered as a potential instructor. These standards are not only based upon achieving a required, high level of marks in the workstations and end of course examination, but also on whether the candidate is thought to be able to embrace the ALSO (UK) multidisciplinary approach and philosophy of education and training.

All instructors have to pass a 2 day Instructor course and are then further evaluated while teaching on 2 ALSO Provider courses prior to being granted instructor status. We regard the quality control of all our courses as being of the highest importance. A pre-course meeting of all instructors is therefore held prior to each provider programme so that we can run through the course material, review recent updates, clarify any concerns and ensure consistency of our education principles, teaching methods and mnemonics.

Historically candidates on courses have often found it difficult to obtain funding to attend ALSO (UK) courses. In the current economic climate, this is particularly problematic and efforts are being made by our wider Advisory Faculty to promote our course and encourage greater participation in 2016. ALSO (UK) were able to offer some free places on UK courses in 2015 to stimulate interest and encourage engagement through networking and skills acquisition. Sadly, this has not been repeated in 2016.

In helping overseas countries establish their own ALSO courses, ALSO (UK) are willing to forgo or reduce any candidate fee, where countries or candidates are unable to fund themselves. We are not restricted in being able to offer ALSO (UK) courses wherever they may be requested.

ALSO (UK) is acknowledged to be at the forefront of education and training in the management of maternity emergencies. By stressing the importance of anticipation and the early recognition and detection of problems, the acquisition of essential skills and drills, and the necessity of teamwork that promotes strong leadership, good communication and effective decision-making, ALSO (UK) provide the opportunities for healthcare professionals to safely manage situations where pregnancy, birth and postpartum events give rise to concern or the necessity for immediate action. When major obstetric emergencies do occur, the structured training the charity provides has been shown to do much to concentrate the mind, instill confidence and save lives.

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In 2016, the EBT agreed to seek a Patron for our organization, which we believed would raise our profile, extend our networking and possibly enhance our efforts to raise additional funding to support ALSO (UK)'s activities. We were therefore delighted when Baroness Julia Cumberlege CBE, agreed to become the ALSO (UK) Patron.

Financial review:

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

At present, we have a policy whereby the funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be between 3 and 6 months of the resources expended. In addition the Trustees consider that an amount should be included within free reserves to absorb a potential deficit in 2017. This equates to target general funds of approximately £150,000. Due to the further loss incurred in 2016 and therefore a consolidation of strategic activity the previous designation of funds has been lifted. A transfer of the designated fund balance of £105,655 is therefore reflected within the financial statements. This leaves the closing unrestricted funds at £160,194 which are considered to be appropriate.

Restricted funds amount to £3,377, which has accumulated from the sales of mnemonic cards and merchandise. This fund will be donated to a designated charity to help provide ALSO (UK) courses to impoverished countries overseas.

Structure, governance and management:

ALSO (UK) is a registered charity with the Charity Commission in England. It is governed by its Memorandum and Articles of Association, which were adopted on 30 October 2006. Every member of the charitable company undertakes to contribute such amount as may be required (not exceeding £1) upon winding up of the charitable company.

The company was incorporated on 30 October 2006 and commenced trading on 1 January 2007. The charitable company was registered as a Charity on 21 December 2006.

Trustees:

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

J Aarvold
L Birnie
A Collier
C Crowe (Appointed 16 June 2017)
P Lewis (Chair)
P S Hogg
S Karavolos
C McDaid
R Neuberg
F Wright (Resigned 16 June 2017)

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FOR THE YEAR ENDED 31 DECEMBER 2016

Trustee Recruitment and Training:

Trustees are given appropriate induction on appointment and are provided with access to appropriate training during their appointment to the board.

Indemnity:

The charitable company has made qualifying third party indemnity provisions for the benefit of its directors during the year. These provisions remain in force at the reporting date.

Risk Review:

The Trustees have established their own review of major risks to which the charity is exposed and systems are in the process of being established to mitigate those risks.

Risks are minimised by the implementation of procedures for authorisation of all transactions over £1,000 and staff overtime is checked each month. Courses are observed for quality and delivery for all operational aspects of the charity.

These procedures are periodically reviewed to ensure they still meet the needs of ALSO (UK).

Organisation:

The charitable company delegates day-to-day running of the activities of the charitable company to M Abdullah who meets regularly with the Chair and Executive Board of Trustees.

Related Parties:

None of the Trustees receive remuneration or other benefit from their work with the charity.

Statement of responsibilities

The Trustees, who are also the directors of ALSO (UK) for the purpose of company law, are responsible for preparing the Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare accounts 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, including the income and expenditure, of the charitable company for that year.

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 estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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FOR THE YEAR ENDED 31 DECEMBER 2016

The Trustees are responsible for keeping adequate accounting records that 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.

Independent Examiner:

A resolution to re-appoint RSM UK Tax and Accounting Limited as Independent Examiner for the ensuing year will be proposed at the forthcoming annual general meeting.

The report was approved by the Executive Board of Trustees.


Professor Paul Lewis OBE

Chair of ALSO (UK) Executive Board of Trustees

Dated: 16/06/17

ALSO (UK)

INDEPENDENT EXAMINERS'S REPORT TO THE TRUSTEES OF ALSO (UK)

I report on the accounts of the charity for the year ended 31 December 2016, which are set out on pages 8 to 19.

Respective responsibilities of trustees and examiner

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

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

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

Basis of independent examiner's report

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

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met;or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lucy Robson

Lucy Robson
Relevant professional body: ICAEW
Independent Examiner

RSM UK Tax and Accounting Limited

1 St James' Gate
Newcastle upon Tyne
NE1 4AD

Dated: 22/06/17

ALSO (UK)

STATEMENT OF FINANCIAL ACTIVITIES

INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2016

		Unrestricted funds	Designated funds	Restricted funds	Total 2016	Total 2015
	Notes	£	£	£	£	£
Income from:						
Charitable activities	2	122,894	3,494	-	126,388	196,507
Trading activities	3	2,996	-	-	2,996	3,695
Total income		<u>125,890</u>	<u>3,494</u>	<u>-</u>	<u>129,384</u>	<u>200,202</u>
Expenditure on:						
Charitable activities	4	192,064	3,497	-	195,561	262,883
Support costs	4	6,057	-	-	6,057	9,829
Total expenditure		<u>198,121</u>	<u>3,497</u>	<u>-</u>	<u>201,618</u>	<u>272,712</u>
Net expenditure after tax before Investment gains		<u>(72,231)</u>	<u>(3)</u>	<u>-</u>	<u>(72,234)</u>	<u>(72,510)</u>
Net gains on investments	8	<u>10,520</u>	<u>-</u>	<u>-</u>	<u>10,520</u>	<u>8,866</u>
Net expenditure		<u>(61,711)</u>	<u>(3)</u>	<u>-</u>	<u>(61,714)</u>	<u>(63,644)</u>
Transfers between funds		105,655	(105,655)	-	-	-
Net movement in funds		43,944	(105,658)	-	(61,714)	(63,644)
Reconciliations of funds:						
Fund balances at 1 January 2016		<u>116,250</u>	<u>105,658</u>	<u>3,377</u>	<u>225,285</u>	<u>288,929</u>
Fund balances at 31 December 2016		<u><u>160,194</u></u>	<u><u>-</u></u>	<u><u>3,377</u></u>	<u><u>163,571</u></u>	<u><u>225,285</u></u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

ALSO (UK)

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2016

	Notes	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	9		-		957
Investments	10		166,596		206,076
			<u>166,596</u>		<u>207,033</u>
Current assets					
Stocks			-		2,011
Debtors	11		8,074		6,581
Cash at bank and in hand			14,536		33,589
			<u>22,610</u>		<u>42,181</u>
Creditors: amounts falling due within one year	12		(25,635)		(23,929)
Net current (liabilities)/assets			<u>(3,025)</u>		<u>18,252</u>
Total assets less current liabilities			<u>163,571</u>		<u>225,285</u>
The funds of the charity					
Restricted funds	15		3,377		3,377
Designated funds			-		105,658
Unrestricted funds			160,194		116,250
Total charity funds			<u>163,571</u>		<u>225,285</u>

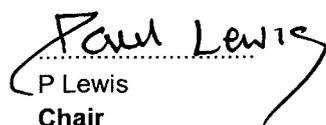
The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member has requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- ensuring that the company keeps adequate accounting records which comply with section 386 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its net movement in funds for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements, on pages 8 to 19, were approved by the Board on 16/06/17 and are authorised for issue by:


P Lewis

Chair
Company Registration No. 05982732

ALSO (UK)

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

1 Accounting policies

Charity information

The charitable company is a private limited company limited by guarantee and registered in England and Wales. The charity meets the definition of public benefit entity under FRS102. The address of the charity's registered office and principle place of business is ALSO (UK), Unit 16 Quay Level, St Peters Wharf, Newcastle upon Tyne, NE6 1TZ.

1.1 Accounting convention

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 (FRS102) (effective 1 January 2015) - Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK (FRS102) and the Companies Act 2006 as applicable to the small companies regime.

Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy note. The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £. In accordance with FRS102 (as revised by Update Bulletin 1) the charity has not presented a statement of cash flows, as the charity is small.

1.2 Going concern

Financial Reporting Standard 102 requires, if appropriate, the charity's financial statements are prepared on the going concern basis, which means that the charity is able to operate for the foreseeable future on the basis of known and reasonable projected resources. There are no material uncertainties in respect of the charity's ability to continue as a going concern. The Trustees believe there is sufficient support to the charity to enable the charity to continue to meet its liabilities as they fall due. Whilst there are net current liabilities at the year end, investment funds can be accessed to assist with short term financing if required. As a result the going concern basis of accounting is appropriate.

1.3 Charitable funds

General funds are available for use at the discretion of the Executive Board of Trustees in furtherance of the general objectives of the charitable company.

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of the appeal.

Designated funds were unrestricted funds earmarked by the Executive Board of Trustees for specific purposes.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Course fees

Income relating to course fees is included in incoming resources on an invoice basis. Course fees invoiced and/or received in advance are deferred and are taken to income in the period when the applicable course is held.

Investment income

Investment income is included when receivable.

ALSO (UK)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies (Continued)

Sale of materials

Income from the sale of materials represents amounts invoiced in the period and is recognised when the risks and rewards of ownership are transferred to the acquirer.

1.5 Resources expended

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

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT. They include:

- Charitable activities includes all costs relating to activities where the primary aim is part of the objects of the charitable company along with the indirect costs.
- Raising funds relate to activities involving the management of projects.
- Governance costs include organisational and administration costs and costs of compliance with constitutional and statutory requirements, Governance costs also include independent examination, accountancy and professional fees.

The indirect costs have been allocated to activities as in previous years.

1.6 Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost. Tangible fixed assets are initially measured at cost and subsequently measured at cost less accumulated depreciation and impairment loss.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Course equipment	2 years straight line
Computer equipment	2 years straight line
Motor vehicles	4 years straight line

Subsequent costs, including replacement parts are capitalised only when it is probably that such costs will generate future economic benefits. Any replaced parts or remaining carrying amounts are then derecognised. All other costs of repairs and maintenance are charged to profit or loss as incurred.

1.7 Investments

Fixed asset investments are stated at cost less provision for any permanent diminution in value.

1.8 Stocks

Stocks of course materials are valued at the lower of cost and estimated selling price less costs to complete and sell.

1.9 Cash and cash equivalents

Cash and cash equivalents includes cash held at the bank.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies (Continued)

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

All of the charity's financial assets and liabilities qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of all funds to a third part and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

1.11 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless these costs are required to be capitalised as an intangible or tangible fixed asset.

Certain employees are entitled to carry forward unused holiday entitlement at the reporting date. The cost of any unused entitlement is recognised in the period in which the employee's services are required.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charitable company. The amount charged to the Statement of Financial Activities is the contributions payable in the year. Differences between contributions payable in the year and actually paid are shown as either prepayments or accruals.

1.13 Leases

The charity classified the lease of properties and equipment as operating leases. Rental charges are charged to the statement of financial activities on a straight line basis over the period of the lease. Rent free periods or other incentives received for entering into an operating lease are accounted for as a reduction to the expense and are recognised on a straight line basis, over the lease term.

1.14 Critical accounting estimates and judgements

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

Critical accounting estimates and assumptions

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

Critical areas of judgement

In categorising leases as finance leases or operating leases, the Trustees make judgements as to whether significant risks and rewards of ownership have transferred to the charity as lessee.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

2 Income from charitable activities

	2016 £	2015 £
Training course fees	<u>126,388</u>	<u>196,507</u>

Income from charitable activities in 2016 and 2015 all related to unrestricted funds.

3 Income from trading activities

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Sale of merchandise	<u>2,996</u>	<u>-</u>	<u>2,996</u>	<u>3,695</u>
For the year ended 31 December 2015	<u>2,956</u>	<u>739</u>		<u>3,695</u>

Income from trading activities in 2016 and 2015 all related to unrestricted funds.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

4 Expenditure on charitable activities

	Training course fees £	Support costs £	Total 2016 £	Total 2015 £
Staff costs	98,264	-	98,264	104,041
Royalties payable	-	-	-	(1,480)
Travelling expenses	18,341	489	18,830	29,299
Accommodation and venue	29,214	-	29,214	54,061
Refreshments, hospitality and subsistence	8,598	-	8,598	19,062
Other course costs	3,364	-	3,364	(59)
Rent and rates	16,469	-	16,469	16,449
Repairs and maintenance	5,781	-	5,781	8,141
Sundry expenses	2,696	-	2,696	4,792
Depreciation	957	-	957	959
Printing, postage and stationary	6,329	-	6,329	23,217
Telephone	2,812	-	2,812	2,602
Accountancy fees	-	5,568	5,568	5,538
Insurances	2,736	-	2,736	2,922
Legal and professional fees	-	-	-	3,168
	<u>195,561</u>	<u>6,057</u>	<u>201,618</u>	<u>272,712</u>

Expenditure on charitable activities in 2016 and 2015 all related to unrestricted/designated funds.

ALSO (UK)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

5 Employees

Number of employees

The average number of full time equivalent employees during the year was as follows:

	2016 Number	2015 Number	2016 FTE	2015 FTE
Management	1	1	1	1
Office	2	2	2	2
	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

Employment costs

	2016 £	2015 £
Wages and salaries	82,046	86,957
Social security costs	7,198	8,203
Other pension costs	9,020	8,881
	<u>98,264</u>	<u>104,041</u>

No employee earned more than £60,000 (2015: none).

Termination benefits

During the year one payment was made in relation to termination benefits of £6,297 (2015: £nil). The benefit was statutory.

Key management personnel

The key management personnel of the charity are the Trustees, none of the Trustees received any remuneration during the year (2015: £nil).

6 Trustees

No Trustees received remuneration during the year and no Trustee received payment for professional or other services supplied to the charity (2015: none).

The aggregate amount of travelling and subsistence expenses reimbursed to the Trustees during the year was £2,516 (2015: £6,112). The number of persons reimbursed was 4 (2015: 11).

ALSO (UK)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

7 Net expenditure

	2016	2015
	£	£
The net outgoing resources for the year are stated after charging:		
Operating lease rentals:		
- Other	1,912	4,035
Depreciation	957	959
Other accounting fees	2,618	2,588
Independent examiners fees	2,950	2,950
	<u> </u>	<u> </u>

8 Net gains on investments

	2016	2015
	£	£
Income from sale of investments	10,520	8,866
	<u> </u>	<u> </u>

9 Tangible fixed assets

	Course equipment £	Computer equipment £	Motor vehicles £	Total £
Cost				
At 1 January 2016	9,282	12,678	9,679	31,639
At 31 December 2016	<u>9,282</u>	<u>12,678</u>	<u>9,679</u>	<u>31,639</u>
Depreciation and impairment				
At 1 January 2016	8,421	12,582	9,679	30,682
Depreciation charged in the year	861	96	-	957
At 31 December 2016	<u>9,282</u>	<u>12,678</u>	<u>9,679</u>	<u>31,639</u>
Carrying amount				
At 31 December 2016	-	-	-	-
At 31 December 2015	<u>861</u>	<u>96</u>	<u>-</u>	<u>957</u>

All fixed assets are held for use in direct furtherance of the charitable company's objectives.

ALSO (UK)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

10 Fixed asset investments

	Listed investments £
Cost	
At 1 January 2016	206,076
Disposals	(39,480)
	<hr/>
At 31 December 2016	166,596
	<hr/>
Carrying amount	
At 31 December 2016	166,596
	<hr/> <hr/>
At 31 December 2015	206,076
	<hr/> <hr/>

Investments had an estimated value of £223,355 (2015: £250,237) at 31 December 2016.

During the year investments with an original cost of £39,480 (2015: £43,924) were disposed and the resulting gain has been recognised through the Statement of Financial Activities.

11 Debtors

	2016 £	2015 £
Amounts falling due within one year:		
Trade debtors	5,358	3,917
Prepayments and accrued income	2,716	2,664
	<hr/>	<hr/>
	8,074	6,581
	<hr/> <hr/>	<hr/> <hr/>

12 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	7,975	9,854
Other taxation and social security	1,781	2,460
Deferred income	5,758	5,033
Accruals	10,121	6,582
	<hr/>	<hr/>
	25,635	23,929
	<hr/> <hr/>	<hr/> <hr/>

ALSO (UK)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

13 Deferred income

	2016 £	2015 £
Balance at 1 January 2016	5,033	11,173
Amounts released to incoming resources	(5,033)	(11,173)
Amounts deferred in the year	5,758	5,033
Balance at 31 December 2016	<u>5,758</u>	<u>5,033</u>

Income has been deferred as it was received in advance of entitlement. It will be recognised within the next 12 months, upon delivery of courses.

14 Financial instruments

	2016 £	2015 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	<u>5,358</u>	<u>37,506</u>
Carrying amount of financial liabilities		
Measured at amortised cost	<u>18,096</u>	<u>11,459</u>

15 Funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	As at 1 January 2016 £	Incoming resources £	Resources expended £	Gains/ losses & transfers £	As at 31 December 2016 £
Restricted funds	3,377	-	-	-	3,377
Unrestricted funds - General	116,250	125,890	(198,121)	116,175	160,194
Designated funds	<u>105,658</u>	<u>3,494</u>	<u>(3,497)</u>	<u>(105,655)</u>	<u>-</u>
	<u>225,285</u>	<u>129,384</u>	<u>(201,618)</u>	<u>10,520</u>	<u>163,571</u>

Restricted funds represented the cumulative total at 50p deducted from the sale of mnemonic cards to be donated to a designated charity.

Designated funds represent funds earmarked by the Trustees for:-

- Development and sponsorship

As explained on page 4, this designation was removed in the year.

ALSO (UK)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 December 2016 are represented by:			
Investments	163,219	3,377	166,596
Current liabilities	(3,025)	-	(3,025)
	<u>160,194</u>	<u>3,377</u>	<u>163,571</u>

17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2016 £	2015 £
Within one year	1,584	2,112
Between two and five years	-	1,584
	<u>1,584</u>	<u>3,696</u>

Leases relate to computer equipment.

18 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees in the United Kingdom. The assets of the scheme are held separately from those of the charity in an independently administered fund. The contributions payable by the charity expensed to income and expenditure amounted to £9,020 (2015: £8,881). Contributions totalling £nil (2015: £nil) were payable to the fund at the year end and are included in creditors.

19 Taxation

The charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

20 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

21 Volunteers

Volunteers are used to provide teaching and assessment on courses. During the year 15 courses ran with 201 candidates.