

**Company Registration No. 01803160 (England and Wales)**



**BRITISH PREGNANCY ADVISORY SERVICE**

**(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**

**31 MARCH 2017**

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**COMPANY INFORMATION**

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<b>Name</b>	British Pregnancy Advisory Service (bpas)
<b>Directors and Trustees</b>	Professor Cathy Warwick– Chair Anne Shevas Professor Anna Glasier Professor Sally Sheldon Amanda Callaghan Sanjay Shah David Dickson John Collier Clare Gerada Calliope Farsides Appointed 25 November 2016 Lucy Moore Appointed 18 March 2016
<b>Chief Executive and Secretary</b>	Ann Furedi
<b>Senior Officers</b>	Simon Marsh     Director of Finance & Corporate Services Mandy Myers     Director of Operations & Nursing Andy MacDonald     Director of Organisational Development Chris Plummer     Director of Strategy Patricia Lohr     Medical Director Clare Murphy     Director of External Affairs
<b>Registered office</b>	20 Timothy's Bridge Road Stratford-upon-Avon CV37 9BF
<b>Company number</b>	1803160
<b>Registered charity</b>	289145
<b>Auditors</b>	BDO LLP Chartered Accountants and Registered Auditors Two Snow Hill Birmingham West Midlands B4 6GA
<b>Bankers</b>	HSBC Bank PLC 6 <sup>th</sup> Floor 120 Edmund Street Birmingham B3 2QZ
<b>Principal Solicitors</b>	Reynolds Porter Chamberlain Tower Bridge House St Katherine's Way London E1W 1AA

**TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2017**

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The directors present their report and financial statements for the year from 1 April 2016 to 31 March 2017.

**Directors/Trustees**

In addition to those listed on the company information section, no other directors/trustees have held office during the year.

**Structure, Governance and Management**

bpas is constituted as a Charity and company limited by guarantee and governed by its Memorandum and Articles. It does not have share capital and each Director/member guarantees a sum not exceeding £10 during his or her membership and for one year thereafter.

Directors, who are Members of the Board of Trustees, are selected for appointment by consideration of their expertise in their field and their known contribution to the objects of the company. They are persons of standing and seniority, who are in a position to shape strategy within the sector. The skills mix of the Board of Trustees is kept under regular review and new appointments are considered by the full Board. Board members are elected to serve up to three terms of three years, with the possibility of an additional year in exceptional circumstances. The role of the Board, and governance arrangements are reviewed periodically. The last major review of governance was undertaken in 2012, which resulted in substantial amendments to the Memorandum & Articles of Association. These were approved by Charity Commission and accepted by the Membership at the Annual General Meeting in November 2012.

The Board of Trustees takes decisions related to the strategic direction of the company and those that may involve exceptional financial or reputational risk. It monitors progress through three meetings a year, with more detailed consideration of information on progress being delegated to a Clinical Governance Committee, Finance and General Purposes Committee (which also serves as the Audit Committee) and a Remuneration Committee which sets the pay and remuneration of the Charity's key management personnel. These committees have regular meetings during the year. Operational decisions necessary to achieve the strategic outputs are delegated to staff through the Chief Executive and managed by a senior executive team.

The statutory regulatory body for the delivery of clinical services is the Care Quality Commission and bpas continues to anticipate and address the requirements of this body.

Employee involvement and participation in the bpas consultative process is encouraged and this is assisted by the contribution of the staff forum. Voluntary recognition agreements are in place with 'UNITE' for Call Centre staff and the Royal College of Nursing for nursing staff.



**TRUSTEES' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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bpas recognises its responsibilities under the Disability Discrimination Act (December 1996). These are reflected in the continuing policy of giving disabled people full and fair consideration for all job vacancies. Training and career development opportunities are available to all employees and, if necessary, endeavours are made to retrain any employee who develops a disability during employment with the company. In order to help a disabled person do their job bpas will look at changes that can be made to the workplace environment, or to the work pattern, that are appropriate and within reasonable cost.

Employees joining bpas are auto enrolled into a qualifying defined contribution pension scheme.

**Objectives and Activities**

British Pregnancy Advisory Service (bpas) was established as a registered charity in 1968 to:

- Promote education and research on the physical, medical, psychological or social effects of fertility, pregnancy and the termination of pregnancy, and
- Provide advice, treatment and assistance for women who are suffering from any physical or mental illness or distress as a result of fertility or infertility, with power to establish and operate clinics, medical and advisory centres and to perform lawful termination of pregnancy.

At that time, shortly after the legalisation of abortion, the National Health Service was unable to provide abortion care for all who needed it. Today, abortion services within NHS hospitals remain limited and so bpas continues to provide affordable, high quality care for those who need it. bpas collaborates closely with the NHS, and in areas where local arrangements allow it, bpas provides reproductive health care services, free of cost to the user, on behalf of the NHS.

In 2016/17 bpas provided abortion care for more than 73,000 women at 68 clinics and local units, across England, Wales and Scotland.

bpas has a commitment to education, research and the development of good practice.

bpas supports women in the choices they face regarding pregnancy and trusts women to take responsibility for their reproductive lives, it also believes that:

- Currently available methods of contraception cannot prevent all unintended pregnancies and legal abortion is necessary if women are to regulate their fertility;
- Contraception and abortion are an essential part of health care and should be freely available through a publicly funded NHS:

bpas' mission is to be the leading UK provider of reproductive health services and champion of reproductive choice, raising and advocating standards for abortion care in the UK and internationally, and responding to the sexual health needs of clients.



**TRUSTEES' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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bpas exists to:

- Provide support and care for women seeking legal abortion;
- Inform and educate policy makers, opinion formers, the media and the public about issues relating to unwanted pregnancy;
- Deliver contraceptive advice and care including sterilisation and emergency contraception in collaboration with existing NHS services;
- Promote and offer services that support sexual well-being, such as testing for and of sexually transmitted infections, and
- Advocate the need for safe, legal abortion.

bpas aims to:

- Provide services that respond to the needs of those who might wish to use them;
- Promote the development of services that are accessible, effective, innovative, safe, and confidential;
- Respect, and advocate the need for, personal autonomy in reproductive decision-making;
- Utilise its own experience to contribute to the collective knowledge of all those who provide abortion and related reproductive health care services.

The Trustees have taken regard of the Charity Commission guidance on Public Benefit when reviewing and setting the Objectives and Activities of the Charity.

**bpas services**

Abortion care

bpas provides abortion care at 7 clinics, 55 day-care units, and 6 smaller centres. Pregnancy testing, counselling and consultation to establish appropriate and acceptable care is offered at consultation centres that refer appropriate clients to these services. bpas offers a choice of abortion methods appropriate to the gestation of the pregnancy. In early pregnancy, bpas offers early medical abortion and vacuum aspiration procedures under general and local anaesthetic. In later pregnancies, clinics offer a surgical alternative to medical induction when possible.

bpas will provide services free to clients dependent upon need and usually in cases of severe hardship. A schedule of loans and grants for clients facing special hardship exists. To this intent, in 2016-17 bpas wrote off loans to clients amounting to £600 (2015-16 - £640) and grants to clients were made by waiver of fees amounting to £42,347 (2015-16 - £22,632). Particular attention is paid to the hardship faced by women travelling to Britain from the North or Republic of Ireland where abortion is rarely available.

Contraception

bpas was the first service to encourage its doctors to provide emergency 'after sex' contraceptive pills (ECPs) *in advance* of a woman's need to use them. It now advocates for more appropriate registration of ECP's to allow their wider sale. bpas also provides Long Acting Reversible Contraception (LARC) as part of its commitment to provide clients with a full choice of contraceptive options.

Vasectomy and vasectomy reversal

Vasectomy and vasectomy reversal are available regardless of age, parity or marital status.



**TRUSTEES' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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Central Booking Service

As well as providing a call centre and booking service for bpas clients, the bpas Contact Centre provides a central booking service to NHS clients and advises women of their entitlement to NHS-funded care.

Information, Education & Research

bpas provides accurate information on matters relating to reproduction, and in particular, unwanted pregnancy. Briefing papers on relevant medical, legal, demographic and ethical issues are circulated to policy makers and opinion formers. bpas seminars and symposia for health professionals, administrators and policy makers encourage discussion on new ideas and research.

Policy formation

bpas collaborates with individuals and organisations responsible for reproductive health care policies including the Department of Health and the Royal Colleges, using its experience of caring for women with unwanted pregnancy, to inform their discussions.

**Strategic Report**

**Achievements and Performance**

The **bpas** Corporate Plan sets out four Goals and significant progress has been made towards these Goals.

<b>Goal 1: Provide high quality, affordable sexual and reproductive health services</b>
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<b>Goal 2: Increase the proportion of UK abortion services that meet the standards of bpas</b>
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<b>Goal 3: Performance in line with the agreed budgets, generating the surplus required to develop and promote the service</b>
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<b>Goal 4: Build on bpas' position as global 'thought leaders' in reproductive and sexual health to influence public policy in the UK and abroad</b>
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Ambitious Key Performance Indicators set by the Board of Trustees were mainly met despite the challenges that bpas faced in an NHS commissioning environment driven to reduce costs. The suspension of non-CQC compliant abortion services by Marie Stopes International, for several months provided an opportunity for bpas to work with NHS England and the Care Quality Commission to ensure that women were provided with a robust service.

During this year, bpas has increased its capacity for advocacy, and expanded its presence and profile.

Clinical services at bpas have developed to extend our local anaesthetic services and to offer a new conscious sedation service. New protocols have made our early medical abortion service more accessible and acceptable, and we have expanded this service significantly. More local units are bringing the service closer to women. Our later gestation services continue to provide specialist and expert care for the small number of women who need it.

**TRUSTEES' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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**Key Objectives 2017/18**

Our Business Plan 2017/18 sets some key Aims that will move the organisation towards these goals in the coming year.

We aim to:-

- Ensure that the medical and operational developments introduced in 2016/17 deliver the planned improvements.
- Operate the best possible external affairs unit within the designated budget to safeguard bpas reputation, mount a robust defence against restrictions on abortion practice and promote the value of reproductive choice;
- Continue to improve our business marketing and service development to maximise performance and promote bpas' governance and operational strengths, and
- Review and where necessary modernise internal processes to increase efficiency
- Ensure we meet the financial targets set by the Board of Trustees.

**Financial Results**

Funding is received through fees charged for abortion and other sexual health services provided to NHS and individual paying clients. The total number of consultations and abortion treatments in 2016/17 was 136,437 (2015/16 132,942).

The financial results of the company's activities are summarised on pages 11 to 24.

The Net Income for the year amounted to £87,000. Total Income was £29,376,000, representing a 1.0% increase over 2015/16 (£29,079,000). This was achieved through an increase in fee income of 1.0% and stable investment income. Operating costs (Total Resources Expended) were £29,289,000 (2015/16 £28,438,000), a decrease of 0.5% on a like for like basis. This decrease was due to service delivery improvements offset by further investment in service delivery, people, unit equipment and infrastructure. During the year the property at Leamington Spa was sold as it was surplus to requirements, the gross sales proceeds were £1.3Millionand the profit on sale of Fixed Assets was £99,000.

Net cash provided by operating activities was an inflow of £239,000 compared to an inflow of £468,000 in the prior year. This cash inflow together with the proceeds from the sale of Fixed Assets of £1,300,000 contributed to capital expenditure totalling £1,175,000. Details of all the acquisitions and disposals of fixed assets during the year are recorded in the notes to the Financial Statements.

Total funds £13,227,000 (2015/16 - £11,816,000) increased as a result of net income of £87,000 (2015/16 – expenditure of £359,000) supplemented by a profit on the sale of Fixed Assets £99,000 (2015/16 £Zero) and a gain on revaluation of properties £1,225,000 (2015/16 – £794,000).



**TRUSTEES' ANNUAL REPORT (Continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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**Policy on Reserves**

The Board's objective is to generate modest surpluses in order to facilitate investment in the infrastructure of the company, and to develop and then maintain sufficient General Reserves to mitigate cash flow risks and seasonality in the profile of income. £3,033,000 is held in General Reserve (2016 – £2,012,000). There are no Restricted Reserves.

The remaining reserves (Revaluation and Designated Reserves) totalling £10,194,000 (2016 - £9,804,000) are associated with Fixed Assets. These Assets are necessary to deliver bpas services. The bpas Board have adopted a policy to designate reserves equal to the historic value of Fixed Assets used for the provision of the charity's services. This policy is consistent with the general guidance of the Charity Commission to ensure a charity's continuing ability to fulfil its charitable objectives.

**Risk Management**

The Trustees have considered the major risks to which the Charity is exposed, in particular those related to operations and finances of the Charity, and believe there are adequate systems in place to manage the exposure to major risks. These risks include:-

- Credit and liquidity risk, which is mitigated by payment being received in advance for services in some cases, as well as having an agreed bank overdraft facility;
- The current economic climate and the drive down of costs in the NHS, together with competitive pressure, which is mitigated by continually reviewing service delivery and implementing and delivering efficiency savings across the service; and
- Changes in the law relating to abortion, which is mitigated by working with and educating the policy makers.

The Trustees Risk Assessment document is updated regularly and was last updated in 2016/17.

**Going Concern**

The Trustees have concluded that the charity is a going concern, on the basis that the reserves are at a reasonable level, the business plan for the next year is robust and have reviewed the future cash flows, which are also supported by the overdraft facility which is in place.

**TRUSTEES' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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**Plans for Future Periods**

2017/18 will be a year of consolidation of bpas services following a year of change. We are improving our management information and booking systems, and intend to increase our presence in key geographical areas.

This year is the 50<sup>th</sup> anniversary of the 1967 Act and we will be involved in a series of events to mark this occasion. We are budgeting for a very small surplus in 2017/18 and the trustees' are assured that we have adequate reserves to support this strategy.

**Auditors**

BDO LLP have expressed their willingness to continue in office and in accordance with section 485 of the Companies Act 2006, a resolution proposing that they be reappointed as auditors of the company will be put to the Annual General Meeting.

**Directors' responsibilities**

The Directors are responsible for preparing the annual report and the financial statements in accordance with the Companies Act 2006 and for being satisfied that the financial statements give a true and fair view. The Directors are also responsible for preparing the financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors 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 the resources of the charity for that period. In preparing those financial statements, the Directors are required to:

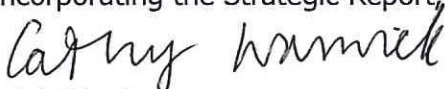
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

To the Director's best knowledge, there is no relevant audit information of which the auditors are unaware and they have taken all reasonable steps to make themselves aware of any relevant audit information and to establish that the auditors are aware of the information.

This report, incorporating the Strategic Report, was approved by the Board and signed on its behalf by



**Cathy Warwick Chair**

14 July 2017



**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF BRITISH PREGNANCY  
ADVISORY SERVICE  
FOR THE YEAR ENDED 31 MARCH 2017**

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We have audited the financial statements of bpas for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, 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 members 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 members as a body, for our audit work, for this report, or the opinions we have formed

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed auditor under the Companies Act 2006 and report in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's (FRC's) Ethical Standard for Auditors.

**Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the FRC's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF BRITISH PREGNANCY  
ADVISORY SERVICE  
FOR THE YEAR ENDED 31 MARCH 2017**

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**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' report, which includes the strategic report, for the financial year for which the financial statements are prepared is consistent with the financial statements and the strategic report and trustees' report have been prepared in accordance with applicable legal requirements.

Based upon our knowledge and understanding of the charity and its environment obtained during the course of the audit we have identified no material misstatements in the strategic report and trustees' report.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

*BDO LLP*

Kyla Bellingall (Senior Statutory Auditor)  
For and on behalf of BDO LLP, Statutory Auditor  
Birmingham  
United Kingdom

25 July 2017

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)



**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Incorporating an Income & Expenditure Account)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

	<i>Notes</i>	<b>Total</b>	
		<b><u>2017</u></b>	<b><u>2016</u></b>
		<b>£'000</b>	<b>£'000</b>
<b>INCOME:</b>			
Incoming from:			
<i>Donations and Legacies</i>		19	4
<i>Investment Income</i>		1	3
Incoming from charitable activities:			
<i>Fees for services</i>		29,356	29,072
<b>Total Income</b>		<b><u>29,376</u></b>	<b><u>29,079</u></b>
<b>EXPENDITURE ON:</b>			
<b>Charitable Activities:</b>			
<i>Advice, Treatment and Care</i>	2	26,832	27,136
<i>Education and Research</i>	2	2,457	2,302
<b>Total Resources Expended</b>		<b><u>29,289</u></b>	<b><u>29,438</u></b>
<b>Net Income/(Expenditure)</b>		<b>87</b>	<b>(359)</b>
Profit/(Loss) on the sale of Fixed Assets		99	-
<b>Gains on revaluation:</b>			
<i>Unrealised</i>	12	1,225	794
<b>Net movement in funds</b>		<b><u>1,411</u></b>	<b><u>435</u></b>
Fund Balances brought forward 1 April		11,816	11,381
<b>Fund Balances carried forward 31 March</b>		<b><u>13,227</u></b>	<b><u>11,816</u></b>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included in the Statement of Financial Activities.

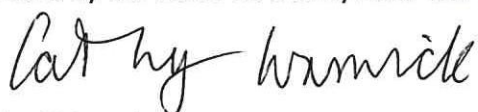
The notes on pages 15 to 24 form part of these financial statements.

**BALANCE SHEET (Company No. 01803160)**  
**AS AT 31 MARCH 2017**

		<u>2017</u>	<u>2016</u>
	<u>Notes</u>	<u>£'000</u>	<u>£'000</u>
<b><u>FIXED ASSETS</u></b>			
Tangible Assets	5	10,193	9,804
		<u>10,193</u>	<u>9,804</u>
<b><u>CURRENT ASSETS</u></b>			
Stock	6	671	593
Debtors	7	5,064	3,626
Cash at bank & in hand		<u>1,491</u>	<u>1,126</u>
		7,226	5,345
<b><u>CREDITORS</u></b>			
Amounts falling due within one year	8	4,095	3,333
		<u>3,131</u>	<u>2,012</u>
<b><u>NET CURRENT ASSETS</u></b>		<u>3,131</u>	<u>2,012</u>
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>		<u>13,324</u>	<u>11,816</u>
<b><u>CREDITORS</u></b>			
Amounts falling due over one year	9	97	-
		<u>13,227</u>	<u>11,816</u>
<b><u>NET ASSETS</u></b>		<u>13,227</u>	<u>11,816</u>
<b><u>RESERVES</u></b>			
Revaluation	12	4,343	3,933
Designated	13	5,851	5,871
General	14	3,033	2,012
		<u>13,227</u>	<u>11,816</u>
<b><u>TOTAL FUNDS</u></b>		<u>13,227</u>	<u>11,816</u>

The notes on pages 15 to 24 form part of these financial statements.

Approved by the Board on 14 July 2017 and signed on its behalf:



**Cathy Warwick**  
Chair



**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2017**

	<b>2017</b>	<b>2016</b>
<i>Notes</i>	<b>£'000</b>	<b>£'000</b>
<b>Net cash provided by (used in) operating activities</b>	<b>239</b>	<b>468</b>
Cash flows from investing activities		
Dividends, interest and rents from investments	1	3
Purchase of property, plant and equipment	(1,175)	(894)
Proceeds from sale of property, plant and equipment	<u>1,300</u>	<u>11</u>
<b>Net cash provided by (used in) investing activities</b>	<b>126</b>	<b>(880)</b>
<b>Net cash provided by (used in) financial activities</b>	<b>-</b>	<b>-</b>
Change in cash and cash equivalents in the year	<u><b>365</b></u>	<u><b>(412)</b></u>
Cash and cash equivalents at the start of the year	1,126	1,538
Cash And cash equivalents at the year end	1,491	1,126

The notes on pages 15 to 24 form part of these financial statements.

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2017**

	<b>2017 £'000</b>	<b>2016 £'000</b>
<b>I    <u>Reconciliation of net income (expenditure) to net cash flow from operating activities</u></b>		
Net income (expenditure) for the year	87	(359)
Adjustments for:		
Depreciation	810	872
Dividends, interest and rents from investments	(1)	(3)
Decrease/(Increase) in stocks	(78)	30
(Increase) in debtors	(1,438)	(119)
Increase in creditors	859	47
Net cash provided by (used in) operating activities	<b>239</b>	<b>468</b>



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES**

**a) Basis of Accounting**

The financial statements have been prepared in accordance with the Companies Act 2006, applicable accounting standards on the going concern basis, and under the historic cost convention, as modified for the market value of investments and freehold land and buildings. The accruals concept of accounting is used throughout. The financial statements also comply with best practice as recommended by the Statement of Recommended Practice (SORP 2015 (FRS102)), issued by the Charity Commission.

**b) Income & Expenditure Account**

bpas has not published a separate Income and Expenditure Account as the Statement of Financial Activities complies with FRS 102 and is equivalent.  
All income is derived in the United Kingdom.

**c) Incoming Resources & Resources Expended**

Incoming resources are analysed according to the activity that produces the resources. They are recognised on a receivable basis. Income generated in furtherance of the charity's objectives is based on fees for the provision of reproductive health services. Income from activities for the generation of funds comprises investment income and donations which are also recognised on a receivable basis.

Resources expended are analysed according to the activity to which it relates on an accruals basis. Governance costs include audit costs, governance meeting expenses and legal advice to the trustees'.

Grants are accounted for on an accruals basis.

VAT is not recovered due to the nature of the services provided by the organisation and hence is an irrecoverable cost.

**d) Land and Buildings**

FRS 102 requires fixed assets that are carried at re-valued amounts to be shown at their current value at the balance sheet date. To achieve this land and buildings are subject to valuations carried out on a rolling basis over a five-year period, unless a more frequent valuation is required to reflect material changes in the property market.

bpas continues to apply a policy of regularly testing the assets for impairment.

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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**e) Fixed Assets and Depreciation**

bpas has a policy of capitalising individual equipment purchases over £1,000 unless the equipment is part of the infrastructure of the building.

bpas has a policy of capitalising improvements to short-term leasehold premises where these improvements make the property fit for use.

Depreciation of Fixed Assets is on a straight-line basis calculated on annual rates to write off each asset over the term of its estimated useful life. The depreciation charge is adjusted to actual in the year of disposal. The estimated lives in use are as follows:

Motor vehicles	5 years
Medical equipment	10 years
Fittings & office equipment	5 years
IT Infrastructure	2 years
IT Hardware	2 years
Freehold Buildings & Long Leaseholds	50 years

Short leasehold premises improvements are depreciated over the term of the lease. Freehold land is not depreciated.

**f) Stocks**

Stocks have been valued at the lower of cost or net realisable value after making due allowance for obsolete items. Stock consists of medical and office consumables and accordingly no overheads are included in the stock valuation.

**g) Debtors**

Where clients undertake to repay fees over an extended period and find themselves unable to continue repayments, the balance is written off. A provision is made for clients who may be unable to repay loans outstanding at the end of the financial period.

**h) Repairs and Renewals**

Repairs and renewals are charged to the Statement of Financial Activities in the year in which expenditure is incurred.

**i) Foreign Exchange**

bpas accepts payment in both sterling and euros. Translation of euro transactions is undertaken monthly with foreign exchange gains and losses being recognised when realised.

Foreign currency monetary assets and liabilities are translated at the rates ruling at the balance sheet dates. Any differences are taken to the Statement of Financial Activities.



**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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**j) Pensions Costs**

The Charity operates a defined contribution scheme to which all employees are auto-enrolled and costs are accounted for in the year in which they occur.

**k) Fund Accounts**

The charity has no restricted funds. The charity has created designated funds in order to ring fence the historic value of Land & Buildings.

**l) Leased Assets**

Where assets are financed by leasing agreements that give rights approximating to ownership (finance leases), the assets are treated as if they had been purchased outright. The amount capitalised is the present value of the minimum lease payments payable during the lease term. The corresponding lease commitments are shown as amounts payable to the lessor. Depreciation on the relevant assets is charged to the income and expenditure account.

Lease payments are analysed between capital and interest components. The interest element of the payment is charged to the income and expenditure account over the period of the lease and is calculated so that it represents a constant proportion of the balance of capital repayments outstanding. The capital part reduces the amount payable to the lessor.

All other leases are treated as operating leases. Their annual rentals are charged to the income and expenditure account on a straight-line basis over the term of the lease.

**m) Judgments in applying accounting policies and key sources of estimation**

In preparing these financial statements, the trustees have made the following Judgements:

Determine whether leases entered into by the charity either as a lessor or a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.

Determine whether there are indicators of impairment of the company's tangible assets. Factors taken into consideration in reaching such a decision include the economic value in use, whether there are expected future cash flows to be created by the entity, and whether there is any evidence of obsolescence or damage.

**n) Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at settlement value.



**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**2. CHARITABLE EXPENDITURE**

bpas is a charity that provides abortion advice, treatment and care services to clients and its resources expended are directly related to the provision of these services except costs incurred for education and research, and administrative costs necessarily incurred in running the charity. Support costs have been allocated to activities on the basis of staff time incurred in support of the activity, costed on a full cost basis.

Advice, treatment and care costs include the following:

		<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
		<b>Service</b>	<b>Head office</b>	<b>Total</b>	<b>Service</b>	<b>Head Office</b>	<b>Total</b>
		<b>Provision</b>	<b>&amp; Support</b>		<b>Provision</b>	<b>&amp; Support</b>	
Salaries, Fees & Related Staff Costs		14,547	3,288	17,835	15,047	2,993	18,040
Consumables		3,646	31	3,677	3,868	38	3,906
Infrastructure Costs		2,629	2,691	5,320	2,446	2,744	5,190
		<b>20,822</b>	<b>6,010</b>	<b>26,832</b>	<b>21,361</b>	<b>5,775</b>	<b>27,136</b>

Education and Research costs include:

		<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
		<b>Service</b>	<b>Head Office</b>	<b>Total</b>	<b>Service</b>	<b>Head Office</b>	<b>Total</b>
		<b>Provision</b>	<b>&amp; Support</b>		<b>Provision</b>	<b>&amp; Support</b>	
Salaries, Fees & Related Staff Costs		556	1,022	1,578	555	958	1,513
Consumables		68	28	96	72	9	81
Infrastructure Costs		52	731	783	50	658	708
		<b>676</b>	<b>1,781</b>	<b>2,457</b>	<b>677</b>	<b>1,625</b>	<b>2,302</b>

**Governance Costs**

	<b>2017</b>	<b>2016</b>
	<b>£'000</b>	<b>£'000</b>
Included in above		
Audit/Legal	24	24
Meeting expenses	63	63
	<b>87</b>	<b>87</b>

Amounts paid under operating leases was £960,000 (2016 £856,000)

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**3. STAFF COSTS**

	<b><u>2017</u></b> <b><u>£'000</u></b>	<b><u>2016</u></b> <b><u>£'000</u></b>
Wages & Salaries	14,172	13,859
Social Security Costs	1,258	1,198
Other Pension Costs	306	300
	<b><u>15,736</u></b>	<b><u>15,357</u></b>

Included in the above are redundancy payments of £175,000 (2016- £82,000)

	<b><u>2017</u></b>	<b><u>2016</u></b>
Average monthly number of full and part time employees during the year:		
Advice Treatment & Care	637	675
Education & Research	45	50
	<b><u>682</u></b>	<b><u>725</u></b>

Due to the large number of part time employees of the charity this equates to contracted whole time equivalents:

	<b><u>2017</u></b>	<b><u>2016</u></b>
Average staff cost per whole time equivalent:	£42,285	£39,682
The number of employees earning over £60,000 p.a. excluding pension contributions, was:		

	<b><u>2017</u></b>	<b><u>2016</u></b>
£60,001 - £70,000	6	2
£70,001 - £80,000	1	3
£80,001 - £90,000	1	4
£90,001 - £100,000	5	2
£100,001 - £110,000	0	1
£110,001 - £120,000	1	1
£120,001 - £130,000	1	1
£130,001 - £140,000	0	1
£140,001 - £150,000	3	0
£160,001 - £170,000	0	1

Pension contributions for the above staff amounted to £79,023 (2016-£63,435).

During the year no Trustees, or any persons connected with them (other than those disclosed in Note 19), have received any remuneration during the year. During the year the Company made no pension payments on behalf of the Trustees. Aggregate remuneration of key management personnel was £701,531 (2016-£702,804) with pension contributions of £42,199 (2016-£31,423) Re-imbursement of expenses, which are subsistence costs, incurred by all the Trustees in attending meetings totalled £10,929 (2016 - £16,621).

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**4. PENSIONS**

The Charity operates a defined contribution scheme. The assets are held separately from those of the charity in independently administered funds. Contributions payable by the Charity to the fund amounted to £305,668 (2016 - £300,473). Employee Group Personal Pension Contributions between 1% and 5% attract an employer contribution between 1% and 7% with bpas covering the administration expenses and the cost of death in service benefits. This scheme is stakeholder compliant and is open to all contracted members of staff. Contributions amounting to £96,150 (2016 - £51,757) were payable to the fund and are included in creditors

**5. TANGIBLE FIXED ASSETS**

	Freehold Land & Buildings	Short Leasehold Land & Buildings	Motor Vehicles	Equipment	Total
	£'000	£'000	£'000	£'000	£'000
<b><u>Cost or Valuation</u></b>					
At 1 April 2016	8,191	1,785	417	6,024	16,417
Additions		288	102	785	1,175
Disposals	(1,102)	-	(86)	(383)	(1,571)
Revaluations	1,150	-	-	-	1,150
At 31 March 2017	8,239	2,073	433	6,426	17,171
<b><u>Depreciation</u></b>					
At 1 April 2016	570	1,173	217	4,653	6,613
On disposals			(61)	(309)	(370)
Charge for the year	65	138	82	525	810
Revaluations	(75)	-	-	-	(75)
At 31 March 2017	560	1,311	238	4,869	6,978
<b><u>Written Down Values</u></b>					
At 31 March 2016	7,621	612	200	1,371	9,804
<b>At 31 March 2017</b>	<b>7,679</b>	<b>762</b>	<b>195</b>	<b>1,557</b>	<b>10,193</b>

- Land and Buildings included at valuation would have been included on an historical value basis at £3,336,000 (2016 - £3,688,000).
- Two of the freehold land and buildings were re-valued in the year. These valuations were undertaken by a professional firms of chartered surveyors; Bigwoods (Stratford-upon-Avon).



**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**6. STOCKS**

	<b>2017</b> <b>£'000</b>	<b>2016</b> <b>£'000</b>
Medical and Office Consumables	<u>671</u>	<u>593</u>

**7. DEBTORS**

	<b>2017</b> <b>£'000</b>	<b>2016</b> <b>£'000</b>
Trade Debtors	3,184	2,915
Prepayments & Accrued Income	775	711
Proceeds from Sale of Property	<u>1,105</u>	<u>-</u>
	<b><u>5,064</u></b>	<b><u>3,626</u></b>

All amounts fall due within one year, property proceeds were received in April 2017.

**8. CREDITORS**

	<b>2017</b> <b>£'000</b>	<b>2016</b> <b>£'000</b>
Amounts falling due within one year:		
Trade Creditors	1,855	1,592
Taxation & Social Security	350	334
Accruals and deferred income	1,826	1,407
Obligation under Finance leases	64	-
	<u>4,095</u>	<u>3,333</u>

100% of the income deferred at the start of the year has been recognised in the SOFA during 2016/17

**9. CREDITORS FALLING DUE AFTER ONE YEAR**

	<b>2017</b> <b>£'000</b>	<b>2016</b> <b>£'000</b>
Obligations under Finance leases	97	-
	<u>97</u>	<u>-</u>

**10. BANK ACCOUNT**

An extended Overdraft facility agreed by the Charity with its bankers was not utilised, this facility is secured by mortgages held by the HSBC Bank Plc by way of a debenture comprising fixed and floating charges over all of the assets and undertaking of the Charity, as well as first legal mortgage over one of freehold properties.

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 MARCH 2017

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#### 11. TAXATION

No Liability for United Kingdom Corporation Tax is anticipated due to the charitable status of the Company.

#### 12. REVALUATION RESERVE

During the year the revaluation reserve has increased from £3,933,000 to £4,343,000. During the year 2 properties were re-valued in accordance with the company policy, and one property sold.

	<u>£'000</u>
Balance at 1 April 2016	3,933
<b>Movement in Funds</b>	
Depreciation of Buildings 2016/17	(28)
Sale of Leamington Spa	(787)
Revaluation of Properties	1,225
<b>Balance at 31 March 2017</b>	<u><b>4,343</b></u>

#### 13. DESIGNATED RESERVE

The bpas Board have adopted a policy to designate reserves equal to the historic value of Fixed Assets used for the provisions of the charity's services.

	<u>£'000</u>
Balance at 1 April 2016	5,871
<b>Movement in Funds</b>	
Sale of Leamington Spa	(315)
Transfer From General Reserve	295
<b>Balance at 31 March 2017</b>	<u><b>5,851</b></u>

#### 14. GENERAL RESERVES

	<u>£'000</u>
Balance at 1 April 2016	2,012
Realised surplus for the year	186
Transfer from revaluation reserve (note 12)	28
Sale of Leamington Spa (note 5)	1,102
Transfer to designated reserve (note 13)	(295)
<b>Balance at 31 March 2017</b>	<u><b>3,033</b></u>

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**15. INDEMNITY INSURANCE**

bpas carries indemnity insurance cover for all employees providing protection for bpas against mainly medical negligence claims up to a limit of £5 million at a cost of £250,227 p.a. A separate policy provides Directors and Officers indemnity cover of £3 million at a cost of £3,300 p.a.

**16. MEMBERS LIABILITY**

bpas does not have share capital and each director/member guarantees a sum not exceeding £10 during his or her membership and for one year thereafter.

**17. COMMITMENTS UNDER OPERATING LEASES**

The company had commitments under non-cancellable operating leases as set out below.

	<b>Land &amp; Buildings 2017 £'000</b>	<b>Others 2017 £'000</b>	<b>Land &amp; Buildings 2016 £'000</b>	<b>Others 2016 £'000</b>
Operating leases which expire:				
Within one year	934	13	890	13
In two to five years	2,444	8	2,784	19
After five years	674	-	690	-
	<b>4,052</b>	<b>21</b>	<b>4,364</b>	<b>32</b>

**18. AUDITOR REMUNERATION**

Auditor's remuneration for the year was £21,220 (2016-£22,000) for audit services and £Nil (2016-£Nil) for non-audit services.

**19. RELATED PARTY TRANSACTIONS**

The charity purchased goods and services to the value of £123,000 (2016-£125,000) from GAS LLP (a supplier of anaesthetic services) and £14,000 (2016-£2,700) from Dover Croft Ltd (a supplier of anaesthetic services) in which one of the Trustees (David Dickson) has an interest.

The charity also purchased goods and services from Currant Ltd (a supplier of computer software) to the value of £173,000 (2016-£116,000), a company in which one of the senior management (Chris Plummer) has an interest.

Amounts outstanding to GAS LLP (£6,430) and Currant Ltd (£1,496) were included in trade creditors at the year end.



**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**20. FINANCE LEASES**

**Maturity of debt:**

	<b><u>2017</u></b> <b><u>£'000</u></b>	<b><u>2016</u></b> <b><u>£'000</u></b>
In one year or less, or on demand (note 8)	64	-
In more than one year but not more than two years	64	-
In more than two years but not more than five years	33	-
	<u>97</u>	<u>-</u>

**21. FINANCIAL INSTRUMENTS**

<b>Financial assets</b>	<b><u>2017</u></b> <b><u>£'000</u></b>	<b><u>2016</u></b> <b><u>£'000</u></b>
Cash at bank & in hand	1,491	1,126
Trade & other receivables	5,064	3,626
	<u>6,555</u>	<u>4,752</u>

**Financial liabilities**

Trade & other payables	4,192	3,333
	<u>4,192</u>	<u>3,333</u>