

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

Registered Charity No. 1153826

**WILKINS KENNEDY LLP
Chartered Accountants
Greytown House
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THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

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THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

REFERENCE AND ADMINISTRATIVE DETAILS

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

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

REPORT OF THE TRUSTEES

The Trustees present their report and accounts for the year ended 31 December 2017.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 updated for Bulletin 1.

Objectives

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

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

Membership

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

Review of the year

The Association for Clinical Genomic Science (ACGS) was established in December 2012 from a merger of the Association for Clinical Cytogenetics and the Clinical Molecular Genetics Society with the vision of bringing together scientists working within genetics into one professional association. The merger took place from 1 January 2014 and the charity commenced to operate with effect from this date. The name of the association was changed to Association for Clinical Genomic Science following a vote at a Special Meeting of members held on 4th Nov 2016.

Dominic McMullan has been chair of the association since September 2016. The term of the post is for 2 years, followed by a period as Vice Chair supporting the new incumbent, Simon Ramsden.

The ACGS has spent considerable effort working with Genomics England, NHS England and the diagnostic community during the climax period of implementing the plans for reconfiguration of genomic medicine in England and working to make the transition as best as can be achieved with attention also to the effects on genomics in the devolved nations.

The ACGS has worked with the BSGM over consolidating the management of subscriptions, membership records and conference organisation by the Royal Society of Biology. This brings benefits, including reliable backup of services, online membership directory, and reduced input from ACGS executive committee members.

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

Statement on Public Benefit

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

Financial Review

During the year the charity received income totalling £42,808 (2016: £34,869). The charity incurred expenses totalling £55,195 (2016: £40,065) resulting in a net deficit for the year of £12,387 (2016: £5,196).

The charity had assets totalling £125,312 at 31 December 2017 (2016: £137,699).

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

REPORT OF THE TRUSTEES – continued

Reserves Policy

The Charity acknowledges the volatility of its levels of generated income and its trustees have committed to setting aside an unrestricted reserve of £50,000 (2016: £50,000) to mitigate against potential income fluctuation and to insure against unexpected losses for example cancelled events due to circumstances beyond our control. The level of the fund was set with the potential wind-down costs of the Charity in mind, should the charity ever be forced to consider closure. The current level of unrestricted reserves is £126,684 (2016: £137,699). The Trustees are reviewing the reserves policy on an annual basis.

Investment policy

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

Risk Management

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

- Failure or cancellation of large of ACGS-organised event. Mitigation by planning: experience of previous events; careful scheduling with regard to other events; modelling anticipated expenses and receipts.
- Failure of bank holding ACGS funds. Mitigation by spreading funds across accounts in separate banks. Although the risk has been reduced by opening an account at a second bank and subsequently distributing funds.

Plans for Future Years

The ACGS seeks to consolidate its role representing the interests of its members and influencing development of the genomic science.

The Trustees and Executive Committee members are currently seeking to fill a number of roles which are due to become vacant. These are being advertised to the membership.

The main current focus of ACGS is with regard to its continued commitment to supporting Genomics England with genetics laboratories reconfiguration project and ancillary tasks. Continuing effort will be spent in influencing and informing these processes, and facilitating communication between member laboratories, so that their work may prosper and any disruption to services is minimised. We shall continue to work with the Genomics Implementation Unit, to influence the shape of genomic testing in England and in the whole UK.

Much of the work of the subcommittees will be along the lines of established and successful strategies.

The ACGS will continue its work with BSGM and Royal Society of Biology (RSB) on the transition of management of subscriptions, membership records and conference organisation to the RSB.

The ACGS seeks to consolidate a secure financial position. A commercial accounting system is now in use providing easier management and increased efficiency, transparency and access to independent examiners and other Trustees. A new bank account has been opened for secure investment of the unrestricted reserve and other assets, with the benefit of a competitive rate of interest, and so improved the protection of funds under the Financial Services Compensation Scheme.

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

REPORT OF THE TRUSTEES – continued

Structure, Governance and Management

Constitution

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

Appointment and Recruitment of Trustees

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

The charity shall have the following officers:

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

A trustee must be a member of the charity.

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

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

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

The following Trustees have served during the year:

Dr D Cockburn
Mr S McCullough
Mr D McMullan
Dr S Ramsden (appointed 4 September 2017)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

REPORT OF THE TRUSTEES – continued

STATEMENT OF TRUSTEES' RESPONSIBILITIES (cont)

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

Approved by the Trustees and signed on their behalf:

D Cockburn
Trustee

Date: 21 August 2018

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

INDEPENDENT EXAMINER'S REPORT TO THE MANAGEMENT COMMITTEE

I report to the charity trustees on my examination of the accounts of the charity for the year ended (date) which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Date: 22 August 2018

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017

Income and Expenditure Account		Unrestricted funds	
		Total 2017	Total 2016
	Notes	£	£
Income from:			
Investment income		184	113
Charitable activities:			
Training		1,700	345
Meetings and Conferences		40,924	34,411
Total income		<u>42,808</u>	<u>34,869</u>
Expenditure on:			
Charitable activities	2	<u>55,195</u>	<u>40,065</u>
Total expenditure		<u>55,195</u>	<u>40,065</u>
Net movement in funds		(12,387)	(5,196)
Total funds brought forward		<u>137,699</u>	<u>142,895</u>
Total funds carried forward		<u><u>125,312</u></u>	<u><u>137,699</u></u>

All transactions are derived from continuing activities.

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

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

BALANCE SHEET
AS AT 31 DECEMBER 2017

	Note	2017		2016	
		£	£	£	£
Current Assets					
Debtors – other debtors	5	92		4,476	
Cash at bank and in hand		129,442		136,720	
		<u>129,534</u>		<u>141,196</u>	
Creditors: amounts falling due within one year	6	<u>(4,222)</u>		<u>(3,497)</u>	
Net Current Assets			125,312		137,699
Net Assets			<u>125,312</u>		<u>137,699</u>
Represented by:					
Unrestricted funds			126,684		137,699
			<u>125,312</u>		<u>137,699</u>

The financial statements were approved and signed on 21 August 2018 on behalf of the Board by:

D Cockburn
Trustee

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

1.1 Basis of preparation

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

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015 updated by Bulletin 1.

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

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

1.2 Income

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

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

Income from Training, Meetings and Conferences is included in full in the Statement of Financial Activities when receivable.

1.3 Expenditure

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

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

1.4 Funds accounting

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

1.5 Cash at bank and in hand

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

1.6 Debtors and creditors receivable / payable within one year

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

THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

1.7 Going Concern

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

1.8 Judgements and key sources of estimation uncertainty

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

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

2 CHARITABLE ACTIVITIES

	2017	2016
	£	£
BSGM Conference	3,300	-
Executive Committee	2,611	1,780
Communications Subcommittee	664	1,400
Quality Subcommittee	2,209	2,319
Scientific and Technical Subcommittee	1,247	992
Workforce Development Subcommittee	975	1,122
Heads of Department Meetings	-	-
Quality Workshops and Meetings	2,092	922
Scientific and Technical Meetings	24,827	19,393
Applying Genomics to Cancer meeting	-	395
External Representation	3,431	997
Bioinformatics networking and meetings	245	-
Genomics workshop	1,347	-
Advertising & Marketing	3,106	-
Variant workshop	1,637	5,847
Subscriptions to the Association of Clinical Scientists	1,160	1,160
Refund of subscriptions	40	277
Training	1,666	851
Travel Awards	1,617	500
Bank Charges	16	63
Governance	3,005	2,047
	<u>55,195</u>	<u>40,065</u>

3 GOVERNANCE

	2017	2016
	£	£
Independent examination	3,005	1,800
Legal and professional fees	-	247
	<u>3,005</u>	<u>2,047</u>

**THE ASSOCIATION FOR CLINICAL GENOMIC SCIENCE
FORMERLY ASSOCIATION FOR CLINICAL GENETIC SCIENCE**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

4 STAFF COSTS AND TRUSTEES' REMUNERATION

There were no staff in the year (2016: nil).

None of the Trustees received any remuneration during the year (2016: Nil). During the year the charity had no related party transactions, (2016: £nil).

During the year the Trustees received reimbursed expenditure amounting to £6,619 (2016: £2,047), in relation to travel, subscriptions, subsistence, printing, postage and stationery.

5 DEBTORS

	2017	2016
	£	£
Other debtors	92	4,476
	<u>92</u>	<u>4,476</u>

6 CREDITORS

	2017	2016
	£	£
Trade creditors	1,462	797
Accruals	2,760	2,700
	<u>4,222</u>	<u>3,497</u>

7 RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2016: None).