Charity number: 1145101

BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2018

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 JANUARY 2018

The following trustees that served during the year were:

Trustees

Mr T Overton (resigned 3 July 2018) Dr T Johnston, Treasurer Mr M Kilby (resigned 24 July 2017) Ms J Norman (resigned 24 July 2017) Mr K Hinshaw Mr J Waugh, President (resigned 20 April 2018) Dr K Morris (appointed 24 July 2017) Dr A McEwan (appointed 24 July 2017) Mr M Taylor, President (appointed 20 April 2018)

Charity registered number

1145101

Principal office

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

Accountants

Haslers Chartered Accountants Old Station Road Loughton Essex IG10 4PL

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JANUARY 2018

The Trustees present their annual report together with the financial statements for the 1 February 2017 to 31 January 2018. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) as it applies to charities completing accounts on a receipts and payments basis.

Objectives and Activities

a. POLICIES AND OBJECTIVES

The society will address its aims through the following means:

- The organisation of an annual conference
- The support of members' research work through the BMFMS research bursaries
- The support of the clinical study groups aligned to the aims of the BMFMS
- The support of a Global Fellowship Health Fellowship

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

The Society organises a 2 day annual scientific meeting, during which the AGM is held. The conference was hosted in Brighton this year and over 422 delegates attended.

Achievements and performance

a. REVIEW OF ACTIVITIES

This has been another good year for the Charity, with the membership again remaining fairly stable at approximately 575. The Charitable aims of BMFMS continue to be reflected in the significant developments of the past year as follows:

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

The following is also available to BMFMS members:

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

The Charity's finances are sound, and the annual financial report is attached there are unrestricted funds of £154,256. During the year, the total income was £60,108, with expenditure at £22,619.

a. GOING CONCERN

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

b. RESERVES POLICY

The charity holds no fixed assets or trade debtors. The only funds held by the charity are available as cash at short notice. The reserves are all unrestricted and will be used to ensure that the charity can meet its growing training and course commitments in the future.

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2018

c. PRINCIPAL FUNDING

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

Structure, governance and management

a. CONSTITUTION

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

Aims

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

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

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

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

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

Membership

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

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

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

Appointment of Committee Members

- 1. Notification of vacancies or new appointments to the committee will be circulated to Society members (by email or web posting).
- 2. Candidates, with their agreement, must be nominated by 2 Society members (by postal or e-mail return of

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2018

signed nomination paper)

- 3. A voting paper with details of candidates will be circulated (by email or web posting).
- 4. Votes will be registered by return of a signed ballot paper to the BMFMS office or by web based voting.
- 5. Members can only vote once for each vacancy advertised.

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

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

Society Officers and Committee structure

Roles of Officers

The President will:

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

The Secretary will:

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

The Treasurer will:

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

Committee Membership:

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

- President
- Honorary Secretary
- Treasurer
- Scientific representative
- Trainee representative x2
- District General Hospital representative x2
- Abstract Co-ordinator

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2018

- Prize Co-ordinator
- Maternal Medicine representative x 2
- Labour & Delivery representative x 2
- Pregnancy Outcome representative x 2
- Fetal Medicine representative x2
- Education and Training representative

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

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

The outgoing President will be an ex-officio member for a period of one year only, to allow a smooth transition period. Ex-officio members representing the RCM and BAPM will be elected by their respective organisations for a period of three years but may be re-elected once for a second three-year term. The appointment of other ex-officio members is at the discretion of the Committee. Such appointments will usually be for a period of three years.

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

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

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

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

Working Groups

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

Society Coordinator

The Society will employ a Coordinator whose functions will be:

- Keeping a full and up-to-date membership list
- Collecting the annual subscriptions
- Deal with the day to day financial matters pertaining to the Society
- Keeping a permanent record of the Minutes of all Society Meetings
- Keeping on file copies of all correspondence relevant to the Society, including Committee minutes.
- Communicating with the Society's members via mail, website posting or email when there are items of
 news to be disseminated from the Officers or Committees, or where the members' views need to be
 canvassed about a subject.
- In liaison with the Website Coordinator, maintaining an up-to-date Society website, in liaison with any
 persons or company employed for that purpose

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2018

The Society Coordinator will usually be present at Committee meetings.

Conference Organisers

The Committee will appoint Conference Organisers to deal with the practical arrangements of their Annual Meeting (selecting conference venues, negotiating rates of hire, identifying suitable accommodation, publicity, registration, trade exhibitions etc). The Committee will review contracts periodically.

The Conference Organisers will participate in parts of Committee meetings relevant to Conference Organisation and take minutes accordingly.

Change in Constitution

- 1. Any change in the Constitution must be proposed at least two months in advance of the Annual General Meeting to the Committee and have a "seconder" who must also be a Member of the Society.
- 2. The decision on the proposal will be on the basis of a straight majority vote of those attending the Annual General Meeting.
- 3. These amendments to the Constitution were agreed by vote at the AGM in April 2016.

TRUSTEES' RESPONSIBILITIES STATEMENT

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

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

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

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

This report was approved by the Trustees, on 13 September 2018 and signed on their behalf by:

Dr T Johnston, Treasurer Trustee

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 JANUARY 2018

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRITISH MATERNAL AND FETAL MEDICINE SOCIETY (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 January 2018.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no 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 2011 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.

INDEPENDENT EXAMINER'S REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2018

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.

N Signed:

Dated: 13 September 2018

Laura A Ambrose FCA

Haslers Old Station Road Loughton Essex IG10 4PL

	L	Inrestricted funds	Total funds	Total funds
	Note	2018 £	2018 £	2017 £
INCOME FROM:	Note	~	~	~
Charitable activities	2	28,510	28,510	28,374
Investments	3	66	66	144
Other income	4	31,532	31,532	24,841
TOTAL INCOME		60,108	60,108	53,359
EXPENDITURE ON:				
Charitable activities		22,619	22,619	145,158
TOTAL EXPENDITURE		22,619	22,619	145,158
NET INCOME / (EXPENDITURE) BEFORE OTHER				
RECOGNISED GAINS AND LOSSES		37,489	37,489	(91,799)
NET MOVEMENT IN FUNDS		37,489	37,489	(91,799)
RECONCILIATION OF FUNDS:				
Total funds brought forward		116,767	116,767	208,566
TOTAL FUNDS CARRIED FORWARD		154,256	154,256	116,767
	-			

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2018

The notes on pages 11 to 16 form part of these financial statements.

	BALANCE SHEET AS AT 31 JANUARY 2018	3	
	Note	2018 £	2017 £
CURRENT ASSETS Cash at bank and in hand		154,256	116,767
NET ASSETS			116,767
CHARITY FUNDS Unrestricted funds	10	154,256	116,767
TOTAL FUNDS		 154,256 	116,767

The financial statements were approved by the Trustees on 13 September 2018 and signed on their behalf, by:

Dr T Johnston, Treasurer

The notes on pages 11 to 16 form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

British Maternal and Fetal Medicine Society constitutes a public benefit entity as defined by FRS 102.

1.2 Income

All income is recognised following the receipts and payments basis.

1.3 Expenditure

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

1.4 Cash at Bank and in hand

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

1.5 Fund accounting

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018

2. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2018 £	Total funds 2017 £
Membership subscriptions received	28,510	28,374
	28,510	28,374
Total 2017	28,374	

3. INVESTMENT INCOME

	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Bank interest	66	66	144
Unrestricted Funds total 2017	144	144	

4. OTHER INCOMING RESOURCES

	Unrestricted	Total	Total
	funds	funds	funds
	2018	2018	2017
	£	£	£
Income from joint RCOG/BMFMS meetings	4,485	4,485	24,841
Tamba	27,047	27,047	-
	31,532	31,532	24,841
Unrestricted Funds total 2017	24,841	24,841	

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018

5. DIRECT COSTS

	Promoting education and research £	Total 2017 £
Bursaries CSG Expenses	48,461 698	10,461 722
	49,159	11,183
Unrestricted Funds total 2017	11,183	

6. SUPPORT COSTS

	Promoting education and research £	Total 2017 £
Postage	110	96
Hampton Medical	(73,087)	84,767
General expenses	955	857
Committee Expenses	3,533	7,647
Professional Fees	3,000	3,240
Catering	378	372
Rent	4,803	4,721
Travel	9,754	12,454
Computer costs	6,132	1,608
Support Services provided	-	575
Wages and salaries	15,035	15,310
National insurance	2,758	2,231
	(26,629)	133,878
Unrestricted Funds total 2017	133,878	

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2018 £	Support costs 2018 £	Total 2018 £	Total 2017 £
Promoting education and research	49,159	(26,629)	22,530	141,821
Total 2017	11,183	130,638	141,821	

8. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2018	2017
	£	£
Reimbursement of Trustees travel expenses	-	2,319
Independent Examination fees	2,700	2,250

During the year, no Trustees received any remuneration (2017 - \pm NIL). During the year, no Trustees received any benefits in kind (2017 - \pm NIL).

9. STAFF COSTS

Staff costs were as follows:

	2018 £	2017 £
Wages and salaries Social security costs	15,035 2,758	15,310 2,231
	17,793	17,541

The average number of persons employed by the charity during the year was as follows:

2018	2017
No.	No.
1	1

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018

10. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 February 2017 £	Income £	Expenditure £	Balance at 31 January 2018 £
Unrestricted funds				
General Funds - all funds	116,767	60,108	(22,619)	154,256
STATEMENT OF FUNDS - PRIOR YEAR				
	Balance at			Balance at
	1 February		- "	31 January
	2016 £	Income £	Expenditure £	2017 £
	L	2	۲.	2
General funds				
General Fund	208,566	53,359	(145,158)	116,767

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018

11. RELATED PARTY TRANSACTIONS

During the year transactions with the following related parties occurred:

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

During the year RCOG recharged expenses totalling £23,084 (2017: £22,730) to BMFMS for its employee, rent and other associated office costs.