

**Charity number: 1167785**

**British Association for Performing Arts Medicine  
(BAPAM)**

**Trustees' Annual Report and Financial Statements  
For the year ended 31 December 2018**

## **British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**

### **Chairman's Introduction**

It has been a pleasure to see BAPAM develop and grow this much needed service during 2018. The number of new patients contacting us has increased by 450 and appointments by nearly 200 compared with 2017, and with more funding certainty and a permanent office space, BAPAM's future and the help it gives to performers in need of occupational health services is more assured.

I am proud to have taken over the role of Chair in 2018 and would like to pay tribute to the enormous contribution made over the years by our previous Chair, Richard Price, and particularly for his part in securing ongoing funding and new premises before he left. We welcome John Turner to the Board of Trustees as our new Treasurer. John brings with him significant finance and charity experience.

During the year we said goodbye to Clare Jackson, our Clinics and Office Manager. Her dedication to patient care and support to the organisation during difficult times has been very much appreciated and her warmth and kindness are much missed by BAPAM clinicians and office staff. We wish her the very best with her next role. We welcomed Ruth Zadi as our new Clinics Manager and have been grateful to Dan Hayhurst and Tulika Pandey for taking on additional hours and to Stuart Heaney and Chloe Francis who have taken on temporary contracts at different times in the year to help us manage the increased demand.

This year we successfully re-registered with the Care Quality Commission in our new premises. It is important to us that we achieve this standard to reassure our patients of the quality of our health service. Feedback from patients has been consistently high and we are pleased with the results of our annual survey which showed that 85% of patients are back performing within 6 months of being seen at BAPAM. We have increased the numbers of clinicians on our Directory and those who assess in our clinics. I would like to thank them for their commitment to BAPAM.

During 2018, we developed a new secure online patient database which went live on January 1 2019. Thanks to the hard work and expertise of Dan Hayhurst, the system is more robust than our previous system and intuitive to use, providing us with better data on our services and performance.

We have re-opened our clinics in Cardiff, Glasgow and Birmingham in 2018 and continue to hold a clinic in Leeds on a termly basis. Preparation work during 2018 will see the opening of new clinics in Liverpool and Belfast in 2019.

On the health promotion side we have delivered 22 health promotion training sessions to over 500 participants across the UK. With the Healthy Conservatoires Network, and Dr. Naomi Norton's expertise, we undertook work to review the published evidence to produce a comprehensive list of all the topics which could be part of any curriculum in health education for performing arts professionals and organisations. This is being used for BAPAM's own curriculum development.

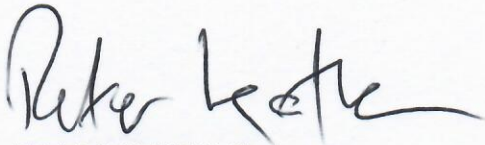
This year we have been successful in attracting new funding from PPL, the Grand Order of Water Rats and the Royal Society of Musicians for which we are extremely grateful. At our Board meeting in November we reviewed our strategy and agreed that it was time for BAPAM to grow health services for performing artists even further and I look forward to leading BAPAM in this mission.

The accounts for BAPAM for the year to 31 December 2018 show a small deficit of £ 2,382. This was achieved despite an unforeseen item of £ 26,100. Our year end unrestricted reserves of £ 104,853 are above the minimum level of £ 100,000 set by the Directors.



**British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**

On behalf of our trustees I would like to thank our key funders, Help Musicians, Musician's Union, Equity, PPL, PRS Member's Fund and the Grand Order of Water Rats as well as all those volunteers, clinical and otherwise, who give their time to ensure that BAPAM continues its mission to help performers stay healthy.

A handwritten signature in black ink, appearing to read 'Peter Leatham', with a stylized, flowing script.

**PETER LEATHEM**, Chairman

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**British Association for Performing Arts Medicine (BAPAM) Charity 1167785**

**Legal and administrative information**

**Charity number**

1167785

**Registered Office**

7-9, Bream's Buildings

London EC4A 1DT

**Patrons**

Imogen Cooper

Sir Mark Elder

Dame Evelyn Glennie

Sir Simon Rattle

Sheila Reid

Zeb Soanes

Dame Janet Suzman

Sir Willard White

**Trustees**

Peter Leatham (Chairman)

Richard Price (former Chairman, retired 23 July 2018)

John Turner (Honorary Treasurer, appointed 25 April 2018)

Margaret Bowler (former Honorary Treasurer,  
retired 25 April 2018)

Penny Wright (Honorary Medical Director)

Matthew Hood

Mike Shipley

Jonathan White

Diane Widdison

Ian Winspur

Aaron Williamon

## **British Association for Performing Arts Medicine (BAPAM) Charity 1167785**

### **Legal and administrative information**

#### **Medical Committee**

Penny Wright (Chair) *MA MBBS MRCP*

Frances Carter *BSc MBBS FRCP FRCGP*

Hara Trouli *MBBS, MSc PAM (co-opted from Msc)*

David Fielding *BM BCh MRCS LCRP DRCOG MRCP*

Jenny Lisle *MSc MBBS DRCOG FFPH*

Anita Nathan *MB ChB MRCP*

Mike Shipley *MA MD FRCP*

Jonathan White *MB ChB*

Carol Chapman *BA (Hons) MSc DPsych CPsychol*

Sarah Upjohn *MA MSCP*

Dane Chalfin

Michael Mehta (from January 2018)

#### **Director**

Claire Cordeaux

#### **Administrative Team**

Clare Jackson, Office & Clinics Manager (until November 2018)

Dan Hayhurst, Information Officer

Ruth Zadi, Deputy Clinics Manager (from April 2018)

Chloe Francis, Administrative Assistant (from September 2018)

Tulika Pandey, Administrative Assistant

Stuart Heaney, Temporary Administrative Assistant (March to May 2018)



**British Association for Performing Arts Medicine (BAPAM) Charity 1167785**

**Legal and administrative information**

**Auditors**

Compass Accountants

Venture House, The Tanners

East Street, Titchfield

Hampshire PO14 4AR

**Bankers**

Unity Trust Bank

Four Brindleyplace

Birmingham B1 2JB

COIF Charities Deposit Account

St Alphage House, 2 Fore Street

London EC2Y 5AQ



The Trustees present their report and the financial statements for the year ended 31 December 2018. The Trustees who served during the year and up to the date of this report are set out on page 1. The Trustees have had due regard to the guidance issued by the Charity Commission on Public Benefit.

## **Structure, governance and management**

### **Board of Trustees**

In January 2018 the BAPAM Board comprised nine Trustees: a businessman chair, four medical doctors (with expertise in performing arts medicine), chartered accountant, an academic, and three representatives from funder organisations (Musicians' Union (MU)), Equity, and Phonographic Performance Ltd (PPL)). During 2018, Richard Price (Chair) retired and Trustee Peter Leathem took over the role. John Turner was appointed as a Trustee and has taken on the role of Treasurer.

Trustees are appointed and chosen by existing members. Newly appointed Trustees receive written and verbal guidance from the Director about the responsibilities of their role and the objectives, structure and activities of the organisation and are invited to all BAPAM's educational events. The Director also ensures that Trustees regularly receive relevant information from the Charity Commission, Auditors and Solicitors, Care Quality Commission, as well as expert advice and support from colleagues such as the Honorary Medical Director.

### **Director and administrative team**

Trustees delegate much of the charity's business to the paid Director, who is appointed and supervised by the Board. The Director is responsible for the day to day management of the organisation including appointing and managing administrative staff, financial transactions, performance reporting, fundraising and organising events. The Director also advises the Board on operational and strategic development and risk management issues.

The Director is supported by a small administrative team. This year the team has expanded to include a full-time Deputy Clinics Manager, and two temporary members of staff, Stuart Heaney and then Chloe Francis, have worked 3 days a week to support the team at different times during the year. The full-time Office and Clinics Manager, Clare Jackson, left the organisation in November 2018 and the Deputy Clinics Manager, Ruth Zadi, stepped up to oversee the delivery of BAPAM's clinic which includes registering patients, scheduling appointments, and ensuring patient letters and any follow up actions are completed. Dan Hayhurst has overseen the information and communications function of BAPAM, including clinician recruitment and the CPD Training for Clinicians. For the early part of the year he was also managing the health promotion training. From September to December, Dr. Naomi Norton joined the team to move forward the health promotional work allowing Dan to focus on developing an updated, online CRM.

At the end of 2018, the team consisted of 3.4 full time equivalents with two full time staff (The Director and the Clinics Manager) and three part-time staff of whom one is temporary.

### **Committees**

The BAPAM Board is supported by one standing committee – the Medical Committee – and delegates responsibility for BAPAM's clinical governance (including statutory compliance) and operations to the Committee. The Medical Committee is chaired by the Honorary Medical Director (a Trustee) and is supported operationally by the Director and team.

The Committee operates in accordance with Terms of Reference developed by the Medical Director and Director. Members are volunteer healthcare practitioners appointed through a formal application process. Key Committee responsibilities include: the appointment and monitoring of BAPAM's clinical workforce (sessional workers and volunteers); overseeing membership of the Directory of Practitioners; monitoring the safety and quality of BAPAM's clinical and advisory services; overseeing BAPAM's health education and training activities.



### **Working groups**

Finance and Annual Audit are overseen by the Chairman and Treasurer. Staff appraisals are conducted annually by the Director, and formal salary reviews are conducted every three years by nominated Trustees (a review took place in 2017). Additional corporate responsibilities are delegated by the Board to working groups of Trustees as required (and similarly, the Medical Committee delegates specific clinical governance issues to individual expert members). At present the following Working Groups are in place:

- **Vocal Health:** led by Dane Chalfin. This group of specialist doctors, speech and language therapists and vocal rehabilitation coaches has produced guidance on the recommended care pathway for professional voice users experiencing health problems
- **Psychosocial Health:** chaired by Professor Jane Ginsborg. This group brings together therapists, doctors, membership bodies and charities working to improve mental health in the performing arts to consider and recommend guidance for the sector
- **Audiology:** chaired by Dr Penny Wright. This group of doctors and audiologists is bringing together the most recent evidence for best practice in hearing conservation and treatment of hearing health problems
- **Research:** chaired by Dr. Hara Trouli, this group has an overview of research and audit.

### **Networks and other relationships**

BAPAM is proud of its lengthy association with many national performing arts organisations. Throughout 2018, we have maintained strong links with our principal funders, Help Musicians UK, and with unions representing performers - particularly the Musicians' Union (MU) and Equity who also provide us with funding. Our relationship with PPL has strengthened this year thanks to the CEO (and BAPAM Chair), Peter Leatham, who as well as providing us with much needed funding, has also given generous support by enabling BAPAM to access legal, HR, IT and Communications expertise from the PPL senior team. We are grateful to PRS for their ongoing financial support and to the Grand Order of Water Rats who have committed to a generous donation for the next four years. We are pleased to have continued to develop joint education and training with the MU and to have started to collaborate with the Incorporated Society of Musicians on a series of joint webinars. The Royal Society of Musicians of Great Britain have generously allowed us to use meeting space at no cost which has been hugely valuable and have also made a contribution to clinical assessments of their beneficiaries.

We also have ties with educational institutions, both in the performing arts sector (e.g. performance courses at conservatoires and colleges) and in healthcare science and medicine (e.g. performance science and performing arts medicine courses at the Centre for Performance Science at the Royal College of Music and at University College London). Our Director, Claire Cordeaux, is now a member of the Healthy Conservatoires Network Steering Group. Our clinicians regularly provide expert input into teaching on the Masters in Performing Arts Medicine at UCL. BAPAM clinics enable Masters students to observe clinical practice and UCL Training Days now form part of recognised continuing professional development for BAPAM Clinicians.

### **Objectives and activities**

The purpose of BAPAM is: the advancement of education by the promotion of medical research in the field of physical and mental stress and its effects on performance; the protection and preservation of health by the improvement of medical care for actors, musicians, dancers and those involved in the performing arts; by the provision of treatment and preventative care; by encouraging research in this field; and by disseminating the useful results of such research.

BAPAM achieves this through direct provision of information, clinical assessment and referral for student and professional members of the performing arts community, and through broader education, training, research and dissemination of knowledge about best practice in performing arts medicine



At the start of 2018, we agreed a three year strategy with our Board and funders with five key aims:

1. **Uphold the standard for clinical practice** in Performing Arts Medicine, providing approval for practitioners and branding for BAPAM approved services
2. **Expand clinical services** to reach more performers in all regions and all relevant specialties by:
  - i. maintaining and developing our own our high quality, performer-centred service
  - ii. supporting the expansion of quality clinical services through the NHS and independent providers.
3. **Work with HMUK as their clinical partner** to develop a complementary service and provide clinical support
4. **Promote evidence-based practice** in performers' health, wellbeing and performance excellence to the wider performance-related and health communities through training, education and resource development
5. **Facilitate development of research in performing arts medicine**, using our database to improve reporting and act as a resource for research.

In establishing and delivering BAPAM's mission and Strategic Plan the Trustees confirm that they have considered the Charity Commission's guidance on public benefit. BAPAM's work directly benefits the health and wellbeing of those sections of the community comprising performing arts students and professional performers, many of whom experience distress and hardship due to health issues and injuries. Details are provided quarterly to our Board, Medical Committee and funders.

## **Achievements and performance**

### **Clinical Governance**

Following our move to a Charitable Incorporated Organisation and subsequent move to premises at 7-9 Bream's Buildings, on the fourth floor of the Royal College of Emergency Medicine, we were required to re-register with the Care Quality Commission. This was successfully achieved in May 2018. We are likely to be inspected in 2019.

### **Clinics**

Our free assessment services remained a core service throughout 2018. We provided regular, confidential clinics in London and re-established monthly clinics in Birmingham, Cardiff and Glasgow, with termly clinics in Leeds. A summary of activity is provided in the table below.

### **Clinical workforce**

Twenty-five clinicians, nationally, delivered our free BAPAM clinical assessment services during 2018. Two worked as unpaid volunteers, and the remainder provided their services for an honorarium below the market rate for their services. Our clinicians' areas of expertise included general practice, rheumatology, orthopaedic surgery (upper limb), physiotherapy, osteopathy and clinical psychology.

Over 60 clinical practitioners joined the Directory in 2018 taking our total number to 168. We also gained five new assessing clinicians.

### **Clinical Activity**

During 2018, we registered 1,020 new patients and provided 1,021 free appointments (assessments and follow-ups).

<b>All patients:</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
New registrations	1020	573	642 (308 Jan – June; 334 July – Dec)	895



Free appointments (assessment and follow-up)	987	702	699	1,204
Subsidised follow-up appointments	34	148	120	413
<b>Total appointments</b>	<b>1021</b>	<b>850</b>	<b>819</b>	<b>1,617</b>

Over half of our new patients were from London, South East and East of England (75%). We are pleased that our service to patients from other regions has increased this year. Musculo-skeletal problems presented as the main problem (61% of cases), 17% of patients were concerned about vocal health and 12% presented with psychosocial problems. 38% were at the start of their career. Our busiest regional clinics were Glasgow and Cardiff (65% of regional appointments).

#### **Clinical services - evaluation and impact**

We have continued to collect extensive anonymous patient satisfaction and survey data throughout 2018. These data enable us to monitor and improve our services, and to assess impact. They also provide evidence of performers' broader healthcare experiences and needs which we share with our partners in the field.

We undertook an assessment of the feedback collected from 693 performers attending their first BAPAM assessment during 2018. 53% reported being seen within 2 weeks of contacting BAPAM and 73% within 3 weeks. Only 10% waited more than 4 weeks. However, 95% of patients were satisfied with waiting times. Each aspect of support provided by BAPAM staff and clinicians was rated as 'good' or 'excellent' by at least 98% of performers. 100% said they would recommend BAPAM to a colleague, and we received no formal complaints. The most common appointment outcomes were information about health condition (68%) and advice about healthy performance practice (54%).

Our annual survey which collects feedback from patients 6 months or more after their appointment showed that 60% of performers were back to full time performance and a further 25% back to partial performers. Patient satisfaction with BAPAM continued to be high.

#### **Education and training**

##### **Performer health education**

Our Trainer Network and educational programme continued to be in demand throughout 2018. We provided trainers, speakers and workshop leaders for 22 sessions on performance anxiety, general health and wellness, vocal health, psychosocial health, musculoskeletal health and hearing health to Equity, the Actors Centre, the Musicians' Union in England and Scotland, Conservatoires and Universities across the UK and in Ireland, and Orchestras. These sessions reached over 500 participants including healthcare professionals, performers, students, teachers, employers and industry professionals.

We undertook a review of the published evidence in partnership with the Healthy Conservatoires Network and Dr Naomi Norton, a music education specialist who worked with us for three months to produce a comprehensive list of all the topics which could be part of any curriculum in health education for performing arts professionals and organisations. This is being used for BAPAM's own curriculum development of health education programmes.

##### **Professional development**

We were extremely grateful that the UCL Performing Arts Medicine Masters programme allowed us to collaborate on their PAM Training Day in July as part of our regular continuing professional development events during 2018. Our November event was on the Performance Environment and included



## **British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**

presentations on musculoskeletal injuries, psychosocial and hearing issues in theatre, circus and music environments. The afternoon's panel was facilitated to raise key issues of accessibility in the performing environment. These London sessions were open to a range health professionals and stakeholders, including MSc students and lecturers, and attracted over 100 participants in total.

### **Research and academic liaison**

We continued our partnership with the UCL MSc in Performing Arts Medicine during 2018, with contributions to the course from our trustees, practitioners and administrative staff. MSc students undertake their clinical observations in BAPAM clinics.

Our BAPAM Research and Education Fund supported the two annual prizes for UCL MSc students in 2018.

During 2018, Dr. Hara Trouli, the MSc course leader (and an assessing clinician) was able to undertake a short study to explore whether our database would be useful for researchers. Her findings were positive and we are taking her recommendations into account as we design the new database. Future MSc research projects could be based on BAPAM's data. We are also delighted that our bid for a collaborative PhD with the Royal College of Music was successful and a PhD student will start in 2019.

### **Finance and Fundraising**

#### **Fundraising activities**

We are extremely grateful to performers, patients, organisations and supporters who raised funds for BAPAM through donations and events during 2018 including our patron Zeb Soanes and Dr. Penny Wright's concerts at Syde Manor. PPL has committed to generous annual funding which has made an enormous difference to meeting our increasing demand and a further commitment from the Grand Order of Water Rats has added to our capacity. The Royal Society of Musicians of Great Britain now kindly pay us a donation for each patient they refer.

#### **Financial review**

Overall income for the year, including donations in kind (legal services generously funded by PPL - £900 and meeting room space made available by the Royal Society of Musicians - £ 900) was £ 344,804, a 12% increase over 2017. Expenditure was £347,186, including an exceptional item of £26,100 incurred in relation to the redundancy of a member of staff. We ended the year 2018 with a deficit on unrestricted reserves of £2,382.

We benefit from grants from Help Musicians UK, MU, PPL, Equity and the Grand Order of Water Rats; these are key to BAPAM's sustainability.

#### **Reserves**

BAPAM has a reserves policy designed to maintain reserves at a level to ensure that, in a period of unforeseen difficulty, its activities can be continued for a minimum period of three months. In the event that the organisation can no longer function, this would allow a strategic run down of activities and full compliance with outstanding personnel and operational obligations.

We ensure the calculation at the required level of reserves is an integral part of annual planning, budget and forecasting and takes into account planned activity levels, all financial commitments and the risks associated with different income streams.



We ensure that such reserves are held in readily realisable form and cover: statutory redundancy, contractual obligations to staff, professional fees, three months utilities and other property costs, equipment costs and write downs.

BAPAM's Reserves Policy sets a target of £100k in accessible funds. At the end of 2018, our unrestricted reserves were on target at £ 104,853.

**Principal risks and uncertainties and plans for the future**

The board of Trustees regularly reviews the principal risks to the charity. Those risks include our reliance on grant funding, the burdens placed on our relatively small staff numbers, and reputational and other risks associated with our professional work. We continue to seek wider and more secure sources of finance and are heartened by the renewed and increased support we are receiving from our funders. We have recently strengthened our staff team. Our professional standards are key; both the board of Trustees and our Medical Committee give continuing and careful attention to the way in which we offer clinical services and advice. We review our insurance requirements annually.

Working closely with our funders we plan to increase the volume of the clinical services we offer in London and to widen our reach to more cities outside the capital.

A handwritten signature in black ink, appearing to read 'Peter Leathem', with a stylized, flowing script.

**PETER LEATHEM**, Chairman

### **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:

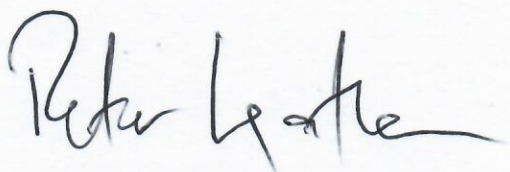
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 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

### **Trustee Declaration**

So far as the Trustees are aware, there is no relevant audit information of which the charity's auditors are unaware. Trustees have taken all the steps necessary to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report was approved by the BAPAM Board of Trustees on 24 April 2019 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'Peter Leathe', written in a cursive style.

**PETER LEATHEM, Chairman**



**Independent Auditor's Report to the Trustees of the British Association for Performing Arts Medicine**

**Opinion**

We have audited the financial statements of the British Association for Performing Arts Medicine (the 'charity') for the year ended 31 December 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2017, and of its incoming resources and application of resources, 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 Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Trustees, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.



In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement [set out on page 9], the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

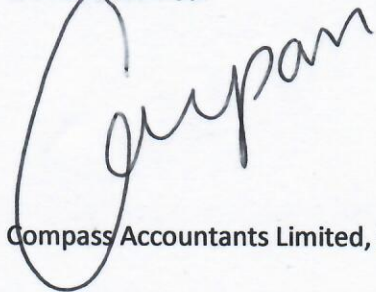


- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Use of our report**

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. Our audit work has been undertaken so that we might state to the charity's trustees 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Compass Accountants Limited, Statutory Auditor

Venture House, The Tanneries  
East Street, Titchfield  
Hampshire, PO14 4AR

Date 2 MAY 2019

Compass Accountants Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.



**Statement of Financial Activities**  
**For the year ended 31 December 2018**

	Unrestricted Funds £	Restricted * Funds £	2018 £	Unrestricted Funds £	Restricted * Funds £	2017 Total £
<b>Income</b>						
Grants	337,050	0	337,050	266,750	0	266,750
Donations in kind	1,800	0	1,800	17,110	0	17,110
Other donations	5,954	0	5,954	23,439	0	23,439
Investment income	0	0	0	73	0	73
<b>Total Incoming Resources</b>	<b>344,804</b>	<b>0</b>	<b>344,804</b>	<b>307,372</b>	<b>0</b>	<b>307,372</b>
<b>Expenditure</b>						
Clinical costs - general	39,860	0	39,860	23,910	0	23,910
Clinical training	2,119	0	2,119	2,801	0	2,801
Staffing costs	204,422	0	204,422	108,683	0	108,683
Marketing of services	643	0	643	3,444	0	3,444
Fundraising expenditure	162	0	162	238	0	238
Premises costs	56,816	0	56,816	104,066	0	104,066
Office costs	33,726	0	33,726	22,894	0	22,894
Accountancy and bank charges	2,387	0	2,387	713	0	713
Bad debts	0	0	0	1,633	0	1,633
Legal expenditure	900	0	900	17,110	0	17,110
Governance costs: trustee meetings	2,366	0	2,366	812	0	812
Governance costs: audit	3,785	0	2,546	812	0	812
Awards from Research and Education Fund	0	0	0	0	1,180	1,180
<b>Total charitable expenditure</b>	<b>347,186</b>	<b>0</b>	<b>347,186</b>	<b>290,498</b>	<b>1,180</b>	<b>291,678</b>
<b>Net movement in funds</b>	<b>(2,382)</b>	<b>0</b>	<b>(2,382)</b>	<b>16,874</b>	<b>(1,180)</b>	<b>15,694</b>
Transfers between funds	0	0	0	990	(990)	0
Reserves brought forward/from predecessor charity	107,235	2,158	109,393	89,371	4,328	93,699
<b>Total funds carried forward</b>	<b>104,853</b>	<b>2,158</b>	<b>107,011</b>	<b>107,235</b>	<b>2,158</b>	<b>109,393</b>

All transactions are derived from continuing activities.

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

\*The restricted fund represents sums set aside for research and education in performing arts medicine



**British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**

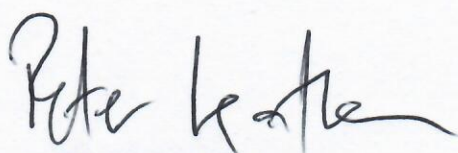
**Balance Sheet**

**As at 31 December 2018**

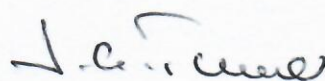
	Notes	2018		2017	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	3		11,681		4,653
<b>Current Assets</b>					
Debtors	4	22,098		12,845	
Cash at bank and in hand		84,103		102,834	
		106,201		115,679	
<b>Creditors: amounts falling due within one year</b>	5	(10,871)		(10,939)	
<b>Net Current Assets</b>			95,330		104,740
<b>Net Assets</b>			107,011		109,393
<b>Funds</b>					
Unrestricted Funds	6		104,853		107,235
Restricted Funds	7		2,158		2,158
			107,011		109,393

The accounts have been prepared in accordance with the Financial Reporting Standard 102 and the Charities Act 2011.

The financial statements were approved and authorized for issue by the Trustees on 24 April 2019 and signed on its behalf by



**PETER LEATHAM, Chairman**



**JOHN TURNER, Honorary Treasurer**

## Cash Flow Statement

For the year ended 31 December 2018

	2018 £	2017 £
<b>Cash Flows from Operating Activities:</b>		
Net Cash Used in Operating Activities	(8,053)	(11,670)
<b>Cash Flows from Investing Activities:</b>		
Purchase of property, plant and equipment	(10,678)	(2,152)
Change in Cash and Cash Equivalents in the year	<u>(18,731)</u>	<u>(13,822)</u>
Cash and cash equivalents at 1 January 2018/ from predecessor charity	102,834	116,656
Cash at 31 December 2018	<u>84,103</u>	<u>102,834</u>
<b>Reconciliation of net income/expenditure to net cash flow from operating activities</b>		
	£	£
Net (deficit)/income per SOFA	(2,382)	15,694
Depreciation	3,650	1,817
(Increase)/Reduction in prepayments/debtors	(9,253)	18,917
Reduction in accruals/creditors	(68)	(48,098)
<b>Net Cash Used in Operating Activities</b>	<u>(8,053)</u>	<u>(11,670)</u>



**Notes to the financial statements  
for the year ended 31 December 2018**

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

**1.1. Charity information**

The British Association for Performing Arts Medicine is a registered charity, number 1167785. The business address is shown in the information page.

The British Association for Performing Arts Medicine meets the definition of a public benefit entity under section 34 of FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy.

The principal objectives of the charity are detailed in the Trustees report.

**1.2. Basis of accounting**

The financial statements have been prepared under the historical cost convention and 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

**1.3. Fund accounting**

Unrestricted funds are grants, donations and other incoming resources received or generated for general purposes.

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

**1.4. Income**

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year to which they relate.

Income from investments is included in the year in which it is receivable.

**1.5. Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management. Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

**1.6. Termination Benefits:**

The Charity recognises a liability for termination benefits at the point where it is committed to making such payments.



## British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

### Notes to the financial statements for the year ended 31 December 2018

#### 1.7. Financial instruments

The charity's financial assets and liabilities consist of cash and cash equivalents, other debtors and creditors, and accrued expenses. The fair value of these items approximates their carrying value due to their short-term nature. Unless otherwise noted, the charity is not exposed to significant interest, foreign exchange or credit risks arising from these investments.

#### 1.8. Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Computer Equipment	- 33 1/3% per annum
Office Equipment	- 20% per annum
Fixtures and Fittings	- 20% per annum
Medical Equipment	- 20% per annum

#### 1.9. Going concern

There are no material uncertainties related to events or conditions that may cast significant doubt upon the charity's ability to continue as a going concern.

#### 2. Employees

<b>Number of Employees</b>	<b>2018</b>	<b>2017</b>
The average monthly number of employees (including trustees) during the year were:	5	5
<b>Employment Costs</b>	<b>2018</b>	<b>2017</b>
<b>(All employment Costs for both years are charged to unrestricted funds)</b>	<b>£</b>	<b>£</b>
Salaries	170,864	95,054
Social Security Costs	12,586	5,639
Pension Costs	12,375	7,141
Other staff costs	8,597	849
	<hr/>	<hr/>
	204,422	108,683

During 2018 one staff member earned emoluments in between £60,000 and £ 70,000 per annum. No trustees received any remuneration. During the year, 2 Trustees were paid a total amount of £487 expenses (2017: 2 Trustees, £562) to reimburse costs of travel to trustee and other meetings.

During 2018 the charity made a termination payment of £ 26,100 to one employee consisting of payment in lieu of notice and an ex gratia payment in the context of a legal settlement agreement. The payment was made in full during the year.

Senior management Remuneration costs (including benefits) were £ 62,998.

The charity operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity.



**British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**

**Notes to the financial statements  
for the year ended 31 December 2018**

**3. Fixed assets**

	Computer equipment £	Furniture £	Medical equipment £	Total £
<b>Cost/valuation</b>				
At 1 January 2018	4,605	1,229	636	6,470
Additions	9,540	0	1,137	10,677
Disposals	0	0	0	0
At 31 December 2018	14,145	1,229	1,773	17,147
<b>Amortisation</b>				
At 1 January 2018	(1,444)	(246)	(127)	(1,817)
Charge for the year	(3,125)	(246)	(278)	(3,649)
Disposals	0	0	0	0
At 31 December 2018	(4,569)	(492)	(405)	(5,466)
<b>Net Book Value</b>				
At 31 December 2018	9,576	737	1,367	11,681
At 31 December 2017	3,161	983	509	4,653

**4. Debtors**

	2018 £	2017 £
Other debtors	15,482	6,499
Prepayments	6,616	6,346
	22,098	12,845

**5. Creditors**

	2018 £	2017 £
Accruals	10,871	10,939
	10,871	10,939



**British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**

**Notes to the financial statements  
for the year ended 31 December 2018**

**6. Net assets between funds**

**Analysis of Net Assets  
between Funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2018</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fund Balances at 31 December 2018 as represented by:						
Tangible Fixed Assets	11,681	0	11,681	4,653	0	4,653
Current Assets	104,043	2,158	106,201	113,521	2,158	115,679
Current Liabilities	(10,871)	0	(10,871)	(10,939)	0	(10,939)
	<u>104,853</u>	<u>2,158</u>	<u>107,011</u>	<u>107,235</u>	<u>2,158</u>	<u>109,393</u>

**7. Restricted funds**

Restricted funds are available for prizes and grants in the field of research and education.

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Balance as at 31 December 2017 (from predecessor charity 1 January 2017)	2,158	3,338
Awards made during the year	-	1,180
Balance carried forward at 31 December 2018	<u>2,158</u>	<u>2,158</u>

**8. Lease commitments**

At 31 December 2018 the Charity outstanding commitments for future minimum lease payments under non-cancellable operating leases as follows:

	<b>Land and Buildings</b>	
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Expiry Date:</b>		
Within one year	0	0
Between two and five years	106,000	159,000
Over five years	0	0

**9. Related party transactions**

One of the trustees received £180.00 in payments relating to conducting clinics and presenting Health Promotion workshops (2017: one Trustee, £ 702.50).



**British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**

**Notes to the financial statements  
for the year ended 31 December 2018**

**10. Financial instruments**

The carrying amounts of the charity's financial instruments are as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<i>Financial assets</i>		
Debt instruments measured at amortised cost:		
- Other debtors (note 4)	<u>15,482</u>	<u>6,499</u>
	<u>15,482</u>	<u>6,499</u>