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**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2019**

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**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 JANUARY 2019

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The following trustees that served during the year were:

#### **Trustees**

Mr T Overton (resigned 3 July 2018)  
Dr T Johnston, Treasurer  
Mr K Hinshaw  
Mr J Waugh, President (resigned 20 April 2018)  
Dr K Morris  
Dr A McEwan, Secretary  
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

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 JANUARY 2019

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The Trustees present their annual report together with the financial statements for the 1 February 2018 to 31 January 2019. 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 (British Maternal and Fetal Medicine Society) research bursaries
- The support of the clinical study groups aligned to the aims of the BMFMS
- Providing access to education, communication, advice and support to members and patients via the website and through email communication.

##### 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 515 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 £106,828. During the year, the total income was £86,006, with expenditure at £133,434.

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2019

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#### 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.

#### 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 annual conference, 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 provide a Maternal and Fetal Medicine input to the Royal College of Obstetricians and Gynaecologists (RCOG) including advice on training in obstetrics and 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.

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2019

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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 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. After the first three-year tenure, if a committee member wishes to stay on for another three years, and is supported by two other committee members, then the post need not be advertised for re-election. The post must be advertised for re-election after the committee member has been in post for six years. Elections for the positions of Hon. Secretary and Treasurer must be advertised. 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

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2019

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#### 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
- 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

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2019

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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

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.



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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2019

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#### 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 16 September 2019 and signed on their behalf by:

  
.....  
**Dr T Johnston, Treasurer**  
Trustee

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## **BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

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### **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 JANUARY 2019**

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#### **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 2019.

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 in 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.

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BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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INDEPENDENT EXAMINER'S REPORT (continued)  
FOR THE YEAR ENDED 31 JANUARY 2019

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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.

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.

Signed



Dated: 16 September 2019

Laura A Ambrose FCA

Haslers  
Old Station Road  
Loughton  
Essex  
IG10 4PL

BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JANUARY 2019

	Note	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
<b>INCOME FROM:</b>				
Charitable activities	2	27,965	27,965	28,510
Investments	3	77	77	66
Other income	4	57,964	57,964	31,532
<b>TOTAL INCOME</b>		<b>86,006</b>	<b>86,006</b>	<b>60,108</b>
<b>EXPENDITURE ON:</b>				
Charitable activities		133,434	133,434	22,619
<b>TOTAL EXPENDITURE</b>		<b>133,434</b>	<b>133,434</b>	<b>22,619</b>
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>(47,428)</b>	<b>(47,428)</b>	<b>37,489</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(47,428)</b>	<b>(47,428)</b>	<b>37,489</b>
<b>RECONCILIATION OF FUNDS:</b>				
Total funds brought forward		154,256	154,256	116,767
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>106,828</b>	<b>106,828</b>	<b>154,256</b>

The notes on pages 12 to 16 form part of these financial statements.

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BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

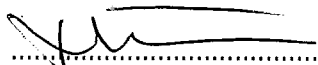
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BALANCE SHEET  
AS AT 31 JANUARY 2019

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	Note	2019 £	2018 £
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		106,828	154,256
<b>NET ASSETS</b>		<u>106,828</u>	<u>154,256</u>
<b>CHARITY FUNDS</b>			
Unrestricted funds	10	<u>106,828</u>	<u>154,256</u>
<b>TOTAL FUNDS</b>		<u>106,828</u>	<u>154,256</u>

The financial statements were approved by the Trustees on 16 September 2019 and signed on their behalf, by:

  
.....  
Dr T Johnston, Treasurer

The notes on pages 12 to 16 form part of these financial statements.

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## BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2019

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#### 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 once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

##### 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.

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**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

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**2. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds 2019 £	Total funds 2018 £
Membership subscriptions received	27,965	28,510
	<u>27,965</u>	<u>28,510</u>
<i>Total 2018</i>	<u>28,510</u>	

**3. INVESTMENT INCOME**

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Bank interest	77	77	66
	<u>77</u>	<u>77</u>	<u>66</u>
<i>Total 2018</i>	<u>66</u>	<u>66</u>	

**4. OTHER INCOMING RESOURCES**

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income from joint RCOG/BMFMS meetings	36,767	36,767	4,485
Tamba	21,197	21,197	27,047
	<u>57,964</u>	<u>57,964</u>	<u>31,532</u>
<i>Total 2018</i>	<u>31,532</u>	<u>31,532</u>	

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BRITISH MATERNAL AND FETAL MEDICINE SOCIETY

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019

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**5. DIRECT COSTS**

	Promoting education and research £	Total 2018 £
Bursaries	69,354	48,461
CSG Expenses	1,118	698
Scholarships	20,000	-
	<u>90,472</u>	<u>49,159</u>
<i>Total 2018</i>	<u>49,159</u>	

**6. SUPPORT COSTS**

	Promoting education and research £	Total 2018 £
Postage	26	110
Hampton Medical	-	(73,087)
General expenses	413	955
Committee Expenses	3,910	3,533
Professional Fees	3,000	3,000
Catering	391	378
Rent	4,968	4,803
Travel	10,431	9,754
Computer costs	1,674	6,132
Wages and salaries	15,279	15,035
National insurance	2,809	2,758
	<u>42,901</u>	<u>(26,629)</u>
<i>Total 2018</i>	<u>(26,629)</u>	



**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

**7. ANALYSIS OF EXPENDITURE BY ACTIVITIES**

	Activities undertaken directly 2019 £	Support costs 2019 £	Total 2019 £	Total 2018 £
Promoting education and research	90,472	42,901	133,373	22,530
<i>Total 2018</i>	49,159	(26,629)	22,530	

**8. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2019 £	2018 £
Independent Examination fees	3,000	2,700

During the year, no Trustees received any remuneration (2018 - £NIL).  
During the year, no Trustees received any benefits in kind (2018 - £NIL).

**9. STAFF COSTS**

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	15,279	15,035
Social security costs	2,809	2,758
	18,088	17,793

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

2019 No.	2018 No.
1	1

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

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**BRITISH MATERNAL AND FETAL MEDICINE SOCIETY**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2019**

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**10. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 February 2018 £	Income £	Expenditure £	Balance at 31 January 2019 £
<b>Unrestricted funds</b>				
General funds	154,256	86,006	(133,434)	106,828

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 February 2017 £	Income £	Expenditure £	Balance at 31 January 2018 £
General Funds - all funds	116,767	60,108	(22,619)	154,256
Total of funds	116,767	60,108	(22,619)	154,256

**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 (BMFMS) is a part of the specialist society

During the year RCOG recharged expenses totalling £23,473 (2018: £23,084) to BMFMS for its employee, rent and other associated office costs.