

Charity Registration No. 1116071

Company Registration No. 05617836 (England and Wales)

PRIMARY TRAUMA CARE FOUNDATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2019

PRIMARY TRAUMA CARE FOUNDATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr. J De Courcy Dr. R Frossard Dr. N Rossiter Dr. J Duarte Dr. G Phillips Mr A Taylor Dr. R Jooma
Secretary and Chief Executive Officer	Mr C Clayton
Charity number	1116071
Company number	05617836
Registered office	264 Banbury Road Oxford OX2 7DY
Independent examiner	Shaw Gibbs Limited 264 Banbury Road Oxford OX2 7DY
Bankers	Lloyds Bank plc Commercial Banking PO Box 1000 BX1 1LT

PRIMARY TRAUMA CARE FOUNDATION

CONTENTS

	Page
Trustees' report	1 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 13

PRIMARY TRAUMA CARE FOUNDATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 NOVEMBER 2019

The trustees present their report and financial statements for the year ended 30 November 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The main object of the charity is to reduce the global burden of disease, in particular in the care for victims of severe injury in locations where there is a shortage of equipment and facilities. This applies globally, but has special relevance in low and middle-income countries (LMICs) and in the context of humanitarian disasters.

This is achieved by delivering training courses in trauma management for doctors and other health professionals, and preparing new, local instructors who can continue the process independently.

These training courses also encourage the prevention and early management of trauma, collecting and analysing data, and identifying methods of training that are most appropriate to the context.

The charity's work has increased the knowledge and skills of doctors and other health workers internationally which has benefited society as a whole by minimising injuries relating to trauma.

During the year the charity has established training courses in two new countries while maintaining and encouraging the ongoing work in more than 77 countries worldwide and preparing for three more in the following year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and what values and standards should pertain. The Charity Commission's guidance document CC3 was carefully considered.

The trustees are very grateful to the hundreds of volunteers who given their time and expertise to the work of the charity worldwide. It would not be possible to achieve such a global impact were it not for these dedicated professionals.

The charity is very involved in training doctors and other medical staff internationally and is heavily reliant on voluntary help. Besides those trustees who help to manage and run the charity, it relies on other doctors and medical professionals to help design and run the specific courses.

PRIMARY TRAUMA CARE FOUNDATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2019

Achievements and performance

The main activities continued worldwide with an estimated 200 courses being run locally and independently on all five continents. The charity's administration in Oxford continued to support many of these by providing relevant information and, where needed, some coordination. Most courses are organised without reference to the charity, though the training materials remain the Intellectual Property of the charity and are published under the aegis of the World Health Organisation in Geneva.

In addition, during this year the charity enabled Médecins Sans Frontières (MSF) to adopt the PTC curriculum into their own training of doctors worldwide and they conducted the courses in several countries including Kenya, Ukraine and Cameroun, with the addition of special instructor training in Geneva.

Work continued during the year on improving and translating the training materials into French and Spanish and making them available on the website.

Strategic relationships have developed with several other organisations, not least by membership of the Global Alliance for Surgical, Obstetric, Trauma and Anaesthesia Care (G4A), in which the PTCF's Chief Executive also serves as a Director.

The charity enjoys widespread respect and in the next year plans to expand into three new countries; to strengthen its epidemiological research; and to complete formal links with selected universities and societies.

The trustees have reviewed the Charity Commission's guidance (CC3) to ensure the charity is compliant with the Duties of Trustees and with the Fundraising Regulator's voluntary standards in accordance with the Charities Act 2016. During the year the trustees also reviewed the charity's data management policies and practices in order to ascertain that it is compliant with the standards for data management and privacy that came into force with the General Data Protection Regulations (GDPR) in 2018.

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. At the year end, the balance on unrestricted funds was £9,976 (2018: £11,711). This amount has increased since the year end in line with the funds policy.

PRIMARY TRAUMA CARE FOUNDATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2019

The trustees, who are also the directors of Primary Trauma Care Foundation for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts 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, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee incorporated on 9 November 2005. The governing document is the Memorandum and Articles of Association as amended on 12 September 2013.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Dr. J De Courcy
Dr. R Frossard
Dr. N Rossiter
Dr. J Duarte
Dr. G Phillips
Mr A Taylor
Dr. R Jooma

The trustees are recruited by a nomination committee who make a detailed review of potential candidates and conducted interviews. Recommendations are made to the board. The trustees are elected by the members at the Annual General Meeting. They hold office for three years.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute up to £10 in the event of a winding up.

The Trustees in the form of the board of directors ensure the good governance of the charity, adhere to a strict code of ethics and regularly assesses conflicts of interest. For management purposes they work with the Chief Executive and are advised by regional representatives and experienced PTC practitioners worldwide.

PRIMARY TRAUMA CARE FOUNDATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 30 NOVEMBER 2019*

The charity employs the services of Oxford Leaders Limited, a company controlled by Charles Clayton. Mr Clayton performs the role of Chief Executive Officer for the charity, subject to an agreement negotiated with and reviewed by the trustees.

An insurance policy provides indemnity cover for the trustees and principal officers.

The charity has no physical address but uses the following addresses:

Registered Office: 264 Banbury Road, Oxford, OX2 7DY

Mailing Address: PO Box 880, Oxford, OX1 9PG

Future plans

The board met on 23 July 2020 to assess the future prospects of the PTC Foundation. In light of the severe difficulties in raising funds in recent years, including the impact of the COVID-19 pandemic, and despite having an excellent reputation and a globally established curriculum for training medical personnel in trauma care worldwide, an entirely new plan is now essential. The trustees agreed unanimously to seek a suitable partner organisation that could assist, underwrite or subsume the charity. The process for this started immediately with the aim of completion before the end of the year. In the event that no suitable partners are found by that time, the trustees will suspend the charity's activities but maintain its registration for a suitable period to allow the trustees to explore other options.

The trustees' report was approved by the Board of Trustees.

Dr. J De Courcy

Trustee

Dated: 19 August 2020

PRIMARY TRAUMA CARE FOUNDATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PRIMARY TRAUMA CARE FOUNDATION

I report to the trustees on my examination of the financial statements of Primary Trauma Care Foundation (the charity) for the year ended 30 November 2019.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). 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

I have completed my examination. I 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 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Samantha Daniels FCA
Institute of Chartered Accountants in England and Wales
Shaw Gibbs Limited
264 Banbury Road
Oxford
OX2 7DY

Dated: 24 August 2020

PRIMARY TRAUMA CARE FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 NOVEMBER 2019

		Unrestricted funds 2019 £	Total 2018 £
	Notes		
<u>Income from:</u>			
Donations and legacies	3	46,495	12,223
Investments	4	-	2,500
Total income		<u>46,495</u>	<u>14,723</u>
<u>Expenditure on:</u>			
Raising funds	5	<u>16,656</u>	<u>16,669</u>
Charitable activities	6	<u>30,235</u>	<u>20,500</u>
Total resources expended		<u>46,891</u>	<u>37,169</u>
Net expenditure for the year/ Net movement in funds		(396)	(22,446)
Fund balances at 1 December 2018		<u>11,711</u>	<u>34,157</u>
Fund balances at 30 November 2019		<u><u>11,315</u></u>	<u><u>11,711</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

PRIMARY TRAUMA CARE FOUNDATION

BALANCE SHEET

AS AT 30 NOVEMBER 2019

	Notes	2019 £	£	2018 £	£
Current assets					
Debtors	11	6,966		-	
Cash at bank and in hand		8,832		16,344	
		<u>15,798</u>		<u>16,344</u>	
Creditors: amounts falling due within one year	12	<u>(4,483)</u>		<u>(4,633)</u>	
Net current assets			11,315		11,711
			<u>11,315</u>		<u>11,711</u>
Income funds					
Unrestricted funds			11,315		11,711
			<u>11,315</u>		<u>11,711</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 November 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 19 August 2020

Dr. J De Courcy
Trustee

Company Registration No. 05617836

PRIMARY TRAUMA CARE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2019

1 Accounting policies

Charity information

Primary Trauma Care Foundation is a private company limited by guarantee incorporated in England and Wales. The registered office is 264 Banbury Road, Oxford, OX2 7DY.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

PRIMARY TRAUMA CARE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2019

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Costs of raising funds comprise the costs of raising, recording and managing donations to further the purposes of the charity and their associated support costs.

Expenditure on charitable activities includes the costs of running the training courses undertaken to further the purposes of the charity and their associated support costs.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include bank office costs, finance, and governance costs which support the charitable activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities as a proportion of time spent as advised by the Chief Executive Officer.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

PRIMARY TRAUMA CARE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2019

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Total
	2019 £	2018 £
Donations and gifts	46,495	12,223
	<u> </u>	<u> </u>

4 Investments

	Unrestricted funds	Total
	2019 £	2018 £
Interest receivable	-	2,500
	<u> </u>	<u> </u>

5 Raising funds

	Unrestricted funds	Total
	2019 £	2018 £
<u>Fundraising and publicity</u>		
Other fundraising costs	12,392	15,282
Support costs	4,264	1,387
	<u> </u>	<u> </u>
Fundraising and publicity	16,656	16,669
	<u> </u>	<u> </u>
	<u>16,656</u>	<u>16,669</u>

PRIMARY TRAUMA CARE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2019

6 Charitable activities

	Primary Trauma Research 2019 £	Primary Trauma Research 2018 £
Depreciation and impairment	-	172
Charitable expenditure - travel	1,083	3,983
	<u>1,083</u>	<u>4,155</u>
Share of support costs (see note 7)	20,436	11,204
Share of governance costs (see note 7)	8,716	5,141
	<u>30,235</u>	<u>20,500</u>
Analysis by fund		
Unrestricted funds	30,235	16,993
Restricted funds	-	3,507
	<u>30,235</u>	<u>16,993</u>
For the year ended 30 November 2018		
Unrestricted funds	16,993	
Restricted funds	3,507	
	<u>20,500</u>	

7 Support costs

	Support costs £	Governance costs £	2019 £	2018 £	Basis of allocation
Administration and	23,917	4,935	28,852	13,412	Time spent
Printing, postage and	325	-	325	284	Time spent
Website development	458	474	932	1,015	Time spent
Independent examination	-	3,307	3,307	2,932	Governance
Insurance	-	-	-	89	Governance
	<u>24,700</u>	<u>8,716</u>	<u>33,416</u>	<u>17,732</u>	
Analysed between					
Fundraising	4,264	-	4,264	1,387	
Charitable activities	20,436	8,716	29,152	16,345	
	<u>24,700</u>	<u>8,716</u>	<u>33,416</u>	<u>17,732</u>	

PRIMARY TRAUMA CARE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2019

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

During the year a total of £20,900 (plus gift aid) was received from three trustees as donations.

9 Employees

There were no employees during the year.

10 Tangible fixed assets

Fixtures, fittings & equipment
£

Cost

At 1 December 2018 726

At 30 November 2019 726

Depreciation and impairment

At 1 December 2018 726

At 30 November 2019 726

Carrying amount

At 30 November 2019 -

At 30 November 2018 -

11 Debtors

	2019 £	2018 £
--	-----------	-----------

Amounts falling due within one year:

Prepayments and accrued income	6,966	-
--------------------------------	-------	---

12 Creditors: amounts falling due within one year

	2019 £	2018 £
--	-----------	-----------

Accruals and deferred income	4,483	4,633
------------------------------	-------	-------

13 Related party transactions

Transactions with related parties

PRIMARY TRAUMA CARE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2019

13 Related party transactions

(Continued)

During the year Oxford Leaders Limited, a company controlled by C Clayton - Chief Executive Officer of Primary Trauma Care Foundation, provided services to the value of £20,000 (2018: £2,000) for services provided and office space.