

Company registration number: 7207053

Charity registration number: 1135699

Association of Breast Surgery

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2016

Edmund Carr LLP
Chartered Accountants & Statutory Auditor
146 New London Road
Chelmsford
Essex
CM2 0AW

Association of Breast Surgery

Contents

Trustees' Annual Report	1 to 8
Independent Auditor's Report	9 to 10
Statement of Financial Activities	11
Balance Sheet	12
Statement of Cash Flows	13
Notes to the Financial Statements	14 to 24

Association of Breast Surgery

Trustees' Annual Report

The Trustees have pleasure in presenting their report and the audited financial statements for the charity for the year ended 31 December 2016.

The Trustees of the charity as shown on page 6 are also directors for the purposes of company law.

Objectives and activities

Objects and aims

The Charity's objects were amended in 2016 with the consent of the Charity Commission and are restricted specifically to the following:

1. to advance the practice of breast surgery for the benefit of the public; and
2. to advance education, research and training in relation to breast conditions and breast surgery for the benefit of the public

Public benefit

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

The Association's membership continues to grow with over 1,400 members. Nearly half of the membership attended an ABS meeting in 2016, with the ABS Conference at Manchester Central on the 16th & 17th May 2016 being the best attended ABS meeting to date with over 900 delegates. In addition 380 delegates attended the 3rd ABS MDT Meeting at the QEII Centre in London on the 18th January 2016 and the Trainees Meeting in Glasgow in September was again well attended. The ABS continues to review and evaluate its meeting programme to ensure that it meets the needs of all its members. Venues have now been booked through to 2022 for the ABS Conference as May/June continues to be a popular time to hold an event and there are a limited number of venues in the UK which have the appropriate facilities for the ABS Conference.

The Trustees established four key priorities at their Strategy Day in November 2016. These were:

- To promote and raise the profile of the Association
- To rationalise and signpost guidelines
- To focus on research
- To continue working with all education bodies to achieve specialist training

These priorities reflect the direction of travel the Trustees wish the Association to take in the coming year but also reflect its work in 2016.

The ABS Research Development Grants were again awarded in 2016 and will fund another three projects, one being a joint grant with Prevent Breast Cancer.

Association of Breast Surgery

Trustees' Annual Report

The Association also appointed a Communications Coordinator in October 2016. The intention is to raise the Association's profile on social media and also to redevelop and continually improve the content of the ABS website to make it a more useful resource for ABS members. A PR company, Brown Lloyd James, was also taken on for a six month period to evaluate and develop how the Association can represent breast surgery better in the media.

Audit continues to be an important focus for the ABS and it continues to support the NHS BSP and ABS Audit of Screen Detected Breast Cancers and the Sloane Project. It has also continued to financially support the RCS Fellow to investigate the NMBRA data. In 2016 the HQIP funded National Audit of Breast Cancer in Older Patients (NABCOP) audit commenced and the ABS has been assisting the RCS Clinical Effectiveness Unit in the early stages of this audit.

The ABS continues to offer their subscription paying members affiliate membership of ESSO and a subscription to the EJSO as membership benefits. In 2016 it was agreed by BASO ~ ACS, through whom the ABS commission their EJSO subscription, that in future this subscription should be to the electronic journal and that members should pay an additional subscription if they wish to receive a paper copy of the journal. This change was discussed at the AGM and has been implemented. The ABS is working with Elsevier to ensure that all members can readily access the EJSO.

The ABS continues to input to the General Surgery SAC and the Education and Training Committee of the ASGBI to ensure that any changes in surgical training reflect the requirement for specialist breast training and that any future model is fit for purpose for breast trainees across the UK.

Association of Breast Surgery

Trustees' Annual Report

Financial review

A key change was enacted in 2016 which it is hoped will make financial reporting more transparent. The ABS subscriptions year used to run from July to June, whereas its financial year ran from January to December. This was historic and due to its links with BASO ~ ACS. It was agreed at the AGM in 2016 that the subscriptions year should be changed to align with the financial year and it was agreed that a six month subscription should be taken in July 2016 to be followed by a twelve month subscription to be taken in January 2017. This means that for the first time the ABS' accounts are reporting a position which does not include six months of collected subscriptions for future use.

The ABS continues to share an office and some services with BASO ~ ACS. The Service Agreement between the two Associations continues to be annually reviewed to ensure it meets the needs of both Associations. The Royal College of Surgeons is due to redevelop its building from 2017 and this will require the Associations to decant to alternative accommodation in the Nuffield for a three year period. When they recant into the redeveloped College building in 2020 the RCS is insisting that they must be considered as separate entities and contract independently with the College. It is therefore felt that the two Associations should review their remaining joint arrangements and ensure that they can both function separately if they are not co-located in the new building.

There are a number of uncertainties in relation to the College redevelopment, of which the Trustees are aware they must be mindful. The ABS will not be allowed a lease in the redeveloped building and instead are being offered a licence by the College. This will not give them the same security as tenancy does. In addition the rental and service costs are likely to be increased in the redeveloped building. As yet there is much uncertainty about what the arrangements will be both in the decant and the recant and the Trustees are reviewing the situation as it evolves.

The Trustees continue to work on the basis that the subscription income should meet the basic running costs of the Association. Its Conference continues to make a profit due to strong trade support and high delegate numbers, but it is not felt that the Association should be dependent upon this income for its day to day running costs. The Association is currently developing in a number of areas and this position will be reviewed as required. The Association continues to offer free membership to nurses working in a unit where there is a full member of the ABS. It also offers discounted delegate fees to members attending the ABS Conference.

Policy on reserves

The Trustees continually review the Association's reserves policy and it was decided in 2016 that an alteration should be made to the levels of reserves required. Previously it had been felt that the Association should hold enough money to run the Association and also cover its meeting costs for one year. However it was agreed that in future the meeting costs should be covered by event insurance and instead the reserves policy should enable the Association to cover its annual running costs and its other financial commitments (grants awarded and contractual obligations to venues and others). The new policy states that the Association should hold £300,000 in reserves. At present more than this is held and the Trustees are looking at how the sum can be responsibly and appropriately managed down to reflect the new policy.

Association of Breast Surgery

Trustees' Annual Report

Plans for future periods

Aims and key objectives for future periods

The ABS has been in discussion with the breast trainees group, the Mammary Fold, about the links between the two organisations. The intention is for the two organisations to offer a joint category of membership, which will be administered by the ABS and for the ABS to provide the Mammary Fold with greater administrative support and an annual grant to enable them to provide support and educational courses to breast trainees in the UK.

The ABS is looking at how best it can support education during the redevelopment of the Royal College of Surgeons. It seems likely that the College will not be providing the full range of courses, which it currently does, during the decant period and will look to the Associations to support course provision during this time. The College's longer term role is also unclear. The ABS is seeking confirmation of the new arrangements and will respond appropriately.

The Association's role in research has been highlighted as one of its priorities and consideration is being given to how best this can be furthered. The ABS is looking to support proposals relating to the evaluation of new innovations, techniques and devices and is awaiting the commencement of the Getting it Right First Time initiative in breast surgery. It is also hoping to set up a meeting where new trials can be discussed with their PI.

The Trustees view updating the surgical guidelines as an urgent priority however they also feel it is important to put in place a structure whereby the guidelines can be more easily updated in future and the Association can react to new developments more quickly. A process is being established and it is hoped new format guidelines will be available on the website in the coming year.

The ABS is working with a number of other Associations to develop the concept of a UK Interdisciplinary Breast Cancer Symposium, which will be held in Manchester in January 2018. This will replace its MDT Meeting for 2018. The hope is that a multidisciplinary conference can be established in the UK. The project is being financially underwritten by Breast Cancer Now and the ABS is providing advice on the running of the event and is represented on the Executive Board.

A new ABS website will be launched in spring 2017. It is hoped this will act as a vital resource for ABS members, providing updates, guidance and educational material. The ABS is also continuing to expand its presence on social media and is using this to communicate both with the membership and a wider audience, including patients, charities and overseas surgeons.

In 2017 the ABS is offering joint fellowships with the Association of Breast Surgeons in India for the first time. These are to allow UK based breast trainees to work in one of three breast centres in India for a period of 6 weeks. The ABS is also establishing a working group to look at its international links and is hoping to develop these with a number of overseas groups in the coming year.

As the Association continues to grow and develop new projects it needs to ensure that the administrative team is adequately resourced to fulfil all the Association's aims. Consideration is being given to how best these needs can be met and it is hoped that there will be enough space in the office offered to the ABS in the decant to allow for an additional member of staff if required.

Association of Breast Surgery

Trustees' Annual Report

Structure, governance and management

Nature of governing document

The Association of Breast Surgery was established as a company limited by guarantee (Company number 7207053 and Registered as Charity 1135699) on the 1st July 2010 and constituted under a Memorandum and Articles of Association.

Organisational structure

The structure of the Association was amended at the AGM in 2016 as follows:

- The Executive Board of Trustees was expanded with the addition of a Nursing Trustee and up to 4 Ordinary Trustees.
- Council was replaced by 3 committees, which feed into the Executive Board. These are the Clinical Practice and Standards Committee, the Academic and Research Committee and the Education and Training Committee.
- The NHS BSP/ ABS Screening Committee was established with the remit of the NHS BSP Screening Programme, the Screening Audit and QA. This committee feeds into the Clinical Practice and Standards Committee.
- In addition the Aesthetic Breast Surgery Committee has been established to look at how best the ABS can represent its members in this area. This committee also feeds into the Clinical Practice and Standards Committee.

At the AGM in 2016 the ABS also expanded the electorate for the appointment of Trustees. These are now elected by all full and senior retired fellows, apart from the Nursing Trustee, who is elected by the affiliate and nurse unit fellows. In 2016 the first Trustees were appointed in this way. An online voting system was used, provided by the Electoral Reform Service. All appropriate members were notified of the ballot by both post and e-mail to ensure that as many members as possible participated in the election process. The Trustees were encouraged by the turnout, which was 38%.

The Trustees Strategy Day is felt to have been a useful addition to ensure good governance within the Association. In 2016 it also acted as an introduction to the work of the ABS for a number of new and incoming Trustees. The evaluation of Trustees was discussed at this meeting and a process for this is being developed.

The day to day administration of the Association is managed by the Association Manager in liaison with the Honorary Officers. The administration team also now includes a Communications Coordinator and an Administrative Assistant. The main business of the Association is discussed by the Committees and approved and enacted by the Executive Board. Decisions in between time are made by phone or e-mail communication between the Honorary Officers, with phone conferences being used where necessary.

The Trustees/Directors actively review the Association's finances three times a year at Executive Board meeting. The Strategy Day is now used to assess the Association's financial position and how best it can financially support the advancement of the key priorities in the coming year. The reserves policy is reviewed regularly and there is an annual review of the controls over the key financial systems carried out through an internal audit programme. No major risks have been identified by the Trustees during the year. The Trustees pay due regard to the Charity Commission's guidance on public benefit when deciding what activities the Charity should undertake.

Remuneration of key management personnel is set by the Board of Trustees.

Association of Breast Surgery

Trustees' Annual Report

Reference and Administrative Details

Trustees

Miss F MacNeill, Chair
Prof J Benson (appointed 29 September 2016)
Mr S Cawthorn
Miss J Doughty
Prof P Drew
Mr A Gandhi (appointed 16 May 2016)
Ms E Grimsey (appointed 30 June 2016)
Mrs R K F Hogben
Mr K Horgan (resigned 16 May 2016)
Prof M Reed
Miss N Roche (appointed 5 October 2016)
Mr D M Sibbering

Senior Management Team

Ms L Davies, Association Manager

Principal Office

The Royal College Of Surgeon
35-43 Lincoln's Inn Fields
London
WC2A 3PE
The Charity is incorporated in England and Wales.

Company Registration Number

7207053

Charity Registration Number

1135699

Association of Breast Surgery

Trustees' Annual Report

Bankers

Lloyds Bank Plc
25 Gresham Street
London
EC2V 7HN

Nationwide International Ltd
5-11 St Georges Street
Douglas
IM99 1RN

Virgin Money Savings
Jubilee House
Gosforth
Newcastle upon Tyne
NE3 4PL

The Co-operative Bank Plc
1 Balloon Street
Manchester
M60 4EP

Manchester Building Society
125 Portland Street
Manchester
M1 4QD

Auditor

Edmund Carr LLP
Chartered Accountants & Statutory Auditor
146 New London Road
Chelmsford
Essex
CM2 0AW

Association of Breast Surgery

Trustees' Annual Report

Statement of Responsibilities

The Trustees (who are also the directors of the Association of Breast Surgery for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

Each member has taken steps that they ought to have taken as a member in order to make themselves aware of any relevant audit information and to establish that the Charity's auditor is aware of that information. The Trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

Compliance with prevailing laws and regulations

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

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

The annual report was approved by the Trustees of the Charity on and signed on their behalf by:

.....
Prof P Drew
Trustee

Association of Breast Surgery

Independent Auditor's Report to the Members of Association of Breast Surgery

We have audited the financial statements of the Association of Breast Surgery for the year ended 31 December 2016, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 ‘‘The Financial Reporting Standard applicable in the UK and Republic of Ireland’’.

This report is made solely to the charitable company’s trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company’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 charitable company and the charitable company’s trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

As explained more fully in the set out on page 8, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The Trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly 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 responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board’s Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company’s circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees’ Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Association of Breast Surgery

Independent Auditor's Report to the Members of Association of Breast Surgery

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

.....
Edmund Carr LLP
Statutory Auditor

146 New London Road
Chelmsford
Essex
CM2 0AW

Date:.....

Edmund Carr LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Association of Breast Surgery

Statement of Financial Activities for the Year Ended 31 December 2016 (Including Income and Expenditure Account)

	Note	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Income and Endowments from:					
Donations and legacies	2	17,750	-	17,750	35,000
Charitable activities	3	534,497	-	534,497	579,811
Investment income	4	2,654	-	2,654	3,599
Other income	5	5,140	-	5,140	1,200
Total Income		<u>560,041</u>	<u>-</u>	<u>560,041</u>	<u>619,610</u>
Expenditure on:					
Charitable activities	6	(666,853)	-	(666,853)	(595,530)
Total Expenditure		<u>(666,853)</u>	<u>-</u>	<u>(666,853)</u>	<u>(595,530)</u>
Net (expenditure)/income		<u>(106,812)</u>	<u>-</u>	<u>(106,812)</u>	<u>24,080</u>
Net movement in funds		(106,812)	-	(106,812)	24,080
Reconciliation of funds					
Total funds brought forward		<u>613,367</u>	<u>-</u>	<u>613,367</u>	<u>589,287</u>
Total funds carried forward	18	<u>506,555</u>	<u>-</u>	<u>506,555</u>	<u>613,367</u>

All of the Charity's activities derive from continuing operations during the above two periods.

Association of Breast Surgery
(Registration number: 7207053)
Balance Sheet as at 31 December 2016

	Note	2016 £	2015 £
Fixed assets			
Tangible assets	12	1,658	2,212
Current assets			
Debtors	13	105,269	99,928
Cash at bank and in hand		<u>486,436</u>	<u>566,488</u>
		591,705	666,416
Creditors: Amounts falling due within one year	14	<u>(86,808)</u>	<u>(55,261)</u>
Net current assets		<u>504,897</u>	<u>611,155</u>
Net assets		<u>506,555</u>	<u>613,367</u>
Funds of the Charity:			
Unrestricted income funds			
Unrestricted income funds		<u>506,555</u>	<u>613,367</u>
Total funds	18	<u>506,555</u>	<u>613,367</u>

For the year ending 31 December 2016, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and in accordance with FRS 102.

The financial statements on pages 11 to 24 were approved by the Trustees, and authorised for issue on and signed on their behalf by:

.....
Prof P Drew
Trustee

Association of Breast Surgery

Statement of Cash Flows for the Year Ended 31 December 2016

	Note	2016 £	2015 £
Cash flows from operating activities			
Net (expenditure)/income		(106,812)	24,080
Adjustments:			
Depreciation		554	738
Investment income	4	<u>(2,654)</u>	<u>(3,599)</u>
		(108,912)	21,219
Working capital adjustments			
Increase in debtors	13	(5,341)	(34,796)
Increase in creditors	14	16,827	2,347
Increase/(decrease) in deferred income		<u>14,720</u>	<u>(6,744)</u>
Net cash flows from operating activities		(82,706)	(17,974)
Cash flows from investing activities			
Interest receivable and similar income	4	<u>2,654</u>	<u>3,599</u>
Net decrease in cash and cash equivalents		(80,052)	(14,375)
Cash and cash equivalents at 1 January		<u>566,488</u>	<u>580,863</u>
Cash and cash equivalents at 31 December	20	<u><u>486,436</u></u>	<u><u>566,488</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Association of Breast Surgery meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Transition to FRS 102

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements are required as a result of the transition to FRS 102.

Income and endowments

Income from conferences held during the year is accounted for on an accruals basis. Income from annual membership subscriptions is accounted for as received.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the Charity has unconditional entitlement.

Investment income

Bank interest is recognised when received.

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Fellowships and awards are accounted for in the period in which they are notified to the recipient. Governance costs are associated with the governance arrangements of the charity.

Charitable activities

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

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees' meetings.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation and amortisation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Asset class	Depreciation method and rate
Computer equipment	25% reducing balance
Fixtures & fittings	25% reducing balance

Trade debtors

Trade and other debtors are recognised at the settlement amount due.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, bank accounts and bank deposits.

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

Trade creditors

Creditors are recognised at their settlement amount.

Fund structure

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

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Operating leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

2 Income from donations and legacies

	Unrestricted funds		Total 2016	Total 2015
	General £	Restricted funds £	£	£
Grants, including capital grants;				
NHS BSP	12,000	-	12,000	12,000
RCS/ABS/BAPRAS Fellowship	-	-	-	15,000
General sponsorship	5,750	-	5,750	8,000
	<u>17,750</u>	<u>-</u>	<u>17,750</u>	<u>35,000</u>

3 Income from charitable activities

	Unrestricted funds		Total 2016	Total 2015
	General £	Restricted funds £	£	£
Conference delegate fees	327,128	-	327,128	305,658
Conference trade fees	82,075	-	82,075	79,895
Corporate sponsorship of conferences	51,250	-	51,250	50,000
Members' subscriptions	74,044	-	74,044	144,258
	<u>534,497</u>	<u>-</u>	<u>534,497</u>	<u>579,811</u>

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

4 Investment income

	Unrestricted funds	Restricted funds	Total 2016	Total 2015
	General £	£	£	£
Interest receivable on bank deposits	<u>2,654</u>	<u>-</u>	<u>2,654</u>	<u>3,599</u>

5 Other income

	Unrestricted funds	Restricted funds	Total 2016	Total 2015
	General £	£	£	£
Payment for distribution of literature	3,000	-	3,000	1,200
Other	<u>2,140</u>	<u>-</u>	<u>2,140</u>	<u>-</u>
	<u>5,140</u>	<u>-</u>	<u>5,140</u>	<u>1,200</u>

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

6 Expenditure on charitable activities

		Unrestricted funds		Total 2016	Total 2015
		General	Restricted		
		£	funds	£	£
			£		
Conference costs:					
	Venue, catering & accomodation costs	283,166	-	283,166	194,616
	Speaker expenses	15,585	-	15,585	34,541
	Audio visual costs	52,053	-	52,053	52,545
	Printing, postage & stationery	14,639	-	14,639	22,245
	Other direct conference costs	41,831	-	41,831	49,379
		<u>407,274</u>	<u>-</u>	<u>407,274</u>	<u>353,326</u>
Membership costs:					
	EJSO Journal costs	3,833	-	3,833	2,002
	ESSO membership subs	8,824	-	8,824	10,594
		<u>12,657</u>	<u>-</u>	<u>12,657</u>	<u>12,596</u>
Grants and awards:					
	Fellowships and awards	6,300	-	6,300	8,000
	RCS/ABS/BAPRAS Fellowship	19,483	-	19,483	30,000
	Research grants	21,641	-	21,641	22,555
		<u>47,424</u>	<u>-</u>	<u>47,424</u>	<u>60,555</u>
Other charitable expenditure:					
	Surgical Specialty Lead	5,000	-	5,000	5,000
	Yearbook expenditure	6,339	-	6,339	5,973
	NHS BSP & ABS Audit and Audit Booklet	-	-	-	10,535
	Mammary Fold expenses	664	-	664	1,176
		<u>12,003</u>	<u>-</u>	<u>12,003</u>	<u>22,684</u>
Support costs	7	179,270	-	179,270	139,489
Governance costs	7	8,225	-	8,225	6,880
		<u>666,853</u>	<u>-</u>	<u>666,853</u>	<u>595,530</u>

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

Fellowship & awards totalling £6,300 (2015: £8,000) were paid to individuals. All other grants and awards were paid to institutions to support research projects.

7 Analysis of governance and support costs

Charitable activities expenditure

	Unrestricted funds	Restricted funds	Total 2016	Total 2015
	General £	£	£	£
Trustee, Council & Committee costs	29,831	-	29,831	20,725
Staff costs	102,578	-	102,578	89,232
Other staff costs & training	2,721	-	2,721	1,211
Office, Trustee & event insurance	3,601	-	3,601	596
Printing, postage & stationery	8,419	-	8,419	8,442
IT, telephone & website costs	7,910	-	7,910	8,816
HR	288	-	288	508
Sundry & office running expenses	1,434	-	1,434	1,155
Rent	4,871	-	4,871	4,491
Legal & professional fees	17,241	-	17,241	3,847
Depreciation	376	-	376	466
	<u>179,270</u>	<u>-</u>	<u>179,270</u>	<u>139,489</u>

Governance costs

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Audit fees			
Audit of the financial statements	2,300	2,300	2,300
Other fees paid to auditors	3,044	3,044	3,100
Bank charges	733	733	1,480
Other governance costs	2,148	2,148	-
	<u>8,225</u>	<u>8,225</u>	<u>6,880</u>

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

8 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2016	2015
	£	£
Audit fees	2,300	2,300
Other non-audit services	3,044	3,100
Depreciation of fixed assets	376	466
	<u>2,300</u>	<u>2,300</u>

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the charity.

Expenses totalling £10,465 (2015: £6,268) were reimbursed to 10 Trustees (2015: 8) during the period.

10 Staff costs

The aggregate payroll costs were as follows:

	2016	2015
	£	£
Staff costs during the year were:		
Wages and salaries	88,120	75,297
Social security costs	6,781	6,572
Pension costs	7,677	7,363
	<u>102,578</u>	<u>89,232</u>

The monthly average number of persons (including senior management team) employed by the Charity during the year expressed by head count was as follows:

	2016	2015
	No	No
Administrative	<u>3</u>	<u>2</u>

The number of employees whose emoluments fell within the following bands was:

	2016	2015
	No	No
£60,001 - £70,000	<u>1</u>	<u>-</u>

The total remuneration benefits of the key management personnel of the Charity were £67,616 (2015 - £65,739).

11 Taxation

The Charity is a registered charity and is therefore exempt from taxation.

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

12 Tangible fixed assets

	Furniture and equipment £	Computer equipment £	Total £
Cost			
At 1 January 2016	5,264	256	5,520
At 31 December 2016	5,264	256	5,520
Depreciation			
At 1 January 2016	3,101	207	3,308
Charge for the year	541	13	554
At 31 December 2016	3,642	220	3,862
Net book value			
At 31 December 2016	1,622	36	1,658
At 31 December 2015	2,163	49	2,212

13 Debtors

	2016 £	2015 £
Prepayments	96,705	94,907
Accrued income	996	1,209
Other debtors	7,568	3,812
	105,269	99,928

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

14 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	3,411	1,253
Other taxation and social security	3,486	2,661
Other creditors	13,314	-
Accruals	5,126	11,516
Deferred income	43,776	29,056
Accruals for grants payable	17,695	10,775
	<u>86,808</u>	<u>55,261</u>

	2016 £
Deferred income at 1 January 2016	29,056
Resources deferred in the period	43,776
Amounts released from previous periods	<u>(29,056)</u>
Deferred income at 31 December 2016	<u>43,776</u>

Deferred income relates to fees and sponsorship income received for future conferences and events.

15 Obligations under leases

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2016 £	2015 £
Land and buildings		
Within one year	<u>3,675</u>	<u>3,675</u>

16 Charity status

The Charity is a Charity limited by guarantee and consequently does not have share capital. Each of the Trustees is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

17 Commitments

Capital commitments

In December 2016, the Charity entered a contract to upgrade and develop the website. The total amount contracted for but not provided in the financial statements was £9,000 (2015 - £Nil).

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

18 Funds

	Balance at 1 January 2016 £	Incoming resources £	Resources expended £	Balance at 31 December 2016 £
Unrestricted funds				
<i>Unrestricted general funds</i>				
General unrestricted funds	561,592	549,041	(636,227)	474,406
<i>Unrestricted designated funds</i>				
a) Mammary Fold Trainees Group	278	7,800	(7,672)	406
b) Oncoplastic Trainees Meetings	14,052	3,200	(5,509)	11,743
c) Academic & Research Committee	37,445	-	(17,445)	20,000
	51,775	11,000	(30,626)	32,149
Total funds	613,367	560,041	(666,853)	506,555

The specific purposes for which the funds are to be applied are as follows:

- a) Money held on behalf of the Mammary Fold Trainees Group.
- b) Surplus held in relation to the Oncoplastic Trainees Meetings.
- c) Funds allocated to the Academic & Research Committee to support research projects. £60,000 was transferred during 2014 from general unrestricted funds to cover three years of costs.

19 Analysis of net assets between funds

	Unrestricted funds		Total funds £
	General funds £	Designated funds £	
Tangible fixed assets	1,658	-	1,658
Current assets	559,556	32,149	591,705
Current liabilities	(86,808)	-	(86,808)
Total net assets	474,406	32,149	506,555

20 Analysis of net cash

	At 1 January 2016 £	Cash flow £	At 31 December 2016 £
Cash at bank and in hand	566,488	(80,052)	486,436
Net cash	566,488	(80,052)	486,436

Association of Breast Surgery

Notes to the Financial Statements for the Year Ended 31 December 2016

21 Related party transactions

There were no related party transactions in the year.