

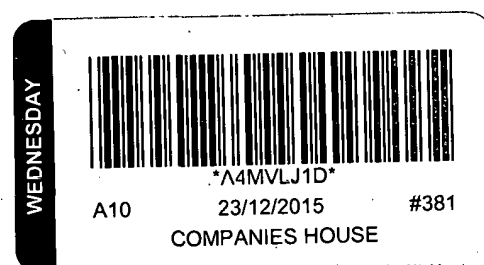
Company No. 850300
Charity No. 313310

**THE ASSOCIATION OF MEDICAL SECRETARIES,
PRACTICE MANAGERS, ADMINISTRATORS AND RECEPTIONISTS LIMITED**
(A company limited by guarantee)

Report and Accounts

For the year ended 31 March 2015

**Tavistock House North
Tavistock Square
London WC1H 9LN**



AMSPAR

Report of the Directors

For the Year Ended 31 March 2015

The directors present their report and accounts of the company for the year ended 31 March 2015.

Legal and administrative information

Charity name: AMSPAR (Association of Medical Secretaries, Practice Managers, Administrators & Receptionists Limited)

Charity registration number: 313310

Company registration number: 850300

Registered office and operations address: Tavistock House North, Tavistock Square, London WC1H 9LN

Elected Council

President Myra Upton

Vice Presidents Dr Vincent Leach
Barbara Graham
Carole Kata

Treasurer Steve Williams

Other members Grizelda Moules
Elaine Guy (to 7 Feb 2015)
Margaret Spence
Sam Clark

Chief Executive and Secretary Tom Brownlie

Independent Examiner Harry Nicolaou FCA of Harry Nicolaou & Co Limited, 38b Stroud Green Road, London N4 3ES

Bankers NatWest Bank, 10 Marylebone High Street, London W1A 1FH

Solicitors Stephenson Harwood, 1 St Paul's Churchyard, London EC4M 8SH

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Report of the Directors

For the Year Ended 31 March 2015

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 27 May 1965 and registered as a charity on 21 June 1965. The company was established under a Memorandum of Association which established the objects and powers of the charitable company. It is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of members of Council

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of Council. Under the requirements of the Articles of Association any two members of the company within a region may nominate another member of that region to serve on Council and confirmed by the members at the Annual General Meeting. Other than the office bearers, who are required to offer themselves for re-appointment on an annual basis, a member of Council is elected to serve for a term of three years after which they must be re-elected at the next Annual General Meeting.

Induction and training of members of Council

Trustees are elected directly from the membership and they therefore have prior knowledge of the history and purpose of AMSPAR. On election a trustee is provided with an induction pack, minutes of prior meetings and a mentor.

Risk management

Council has conducted a review of the major risks the charity faces. Where appropriate systems and procedures have been established to mitigate those risks. In particular a Quality Assurance Framework has been developed to ensure standards set by Ofqual are achieved and maintained.

Organisation structure

The charity's Council meet at least four times a year and are responsible for the strategic policy and direction of the charity. At present Council has nine elected members from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and the day to day responsibility for the provision of the services rests with the Chief Executive. He manages the operations of the charity, supervises the staff team and ensures that the team continue to develop their skills and working practices.

Objects

The principal objects of the charity are:

- to raise the professional standards of those who are and those who aspire to be Medical Secretaries, Practice Managers, Administrators and Receptionists and support them in attaining high levels of expertise and effectiveness by improving their knowledge and skills.
- to develop and provide a clear framework of qualifications which will be valued and recognised by Health Care Employers as key indicators of competence.

Independent Examiner's report to the Directors of AMSPAR

I report on the accounts of the company for the year ended 31 March 2015 set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

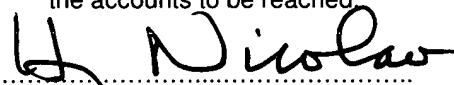
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Harry Nicolaou FCA
Of Harry Nicolaou and Co Limited
Chartered Accountants
38b Stroud Green Road
London N4 3ES

28 October 2015

AMSPAR

Report of the Directors

For the Year Ended 31 March 2015

Activities, achievements and performance, financial review and plans for the future

A detailed review of the above matters is provided in the Chief Executive's introduction to this report. The trustees, in planning the activities for the year, have had due regard to Charity Commission guidance on public benefit.

Reserves policy

Free reserves (those funds not tied up in fixed assets) are held to ensure the continuity of educational services to registered students and to ensure the long term viability of the charity. Having considered the projected income and potential risks the charity faces, the Council are of the opinion that a level approximating to three months total resources expended is necessary to ensure that the charity continues to meet its obligations on an ongoing basis. This equates to approximately £29,000 at current levels of expenditure. The Council are pleased to report that the charity has made a surplus this year and has eliminated the deficit of funds brought forward. There are now free reserves of over £7,000 and the Council are striving to increase free reserves up to the required level.

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by Council on 28.10.15 and signed on its behalf by:

.....
Myra Upton
President

AMSPAR

Statement of Financial Activities (including Income and Expenditure Account)

For the Year Ended 31 March 2015

	Note	2015 Total funds (Unrestricted) £	2014 Total funds (Unrestricted) £
INCOMING RESOURCES			
Incoming resources from generated funds:			
<i>Activities for generating funds:</i>			
Advertising		500	900
Investment income - bank interest		2	2
Incoming resources from charitable activities:			
Education		134,399	97,181
Membership subscriptions		20,315	26,872
Merchandising and other income		62	47
Total incoming resources		155,278	125,002
RESOURCES EXPENDED			
Charitable activities			
Education and membership services		134,009	102,320
Governance costs		13,467	13,214
Total resources expended	2	147,476	115,534
Net incoming resources and net surplus and net movement in funds	3	7,802	9,468
Reconciliation of funds			
Total funds brought forward		7,439	(2,029)
Total funds carried forward		15,241	7,439

AMSPAR

Company No. 850300

Balance Sheet

As at 31 March 2015

	Note	2015 £	2014 £
Fixed assets			
Tangible assets	7	169	254
		<u>169</u>	<u>254</u>
Current assets			
Debtors	8	11,888	8,216
Cash at bank and in hand		11,930	6,306
		<u>23,818</u>	<u>14,522</u>
Creditors: amounts falling due within one year	9	<u>(8,746)</u>	<u>(7,337)</u>
Net current (liabilities)/assets		<u>15,072</u>	<u>7,185</u>
Net (liabilities)/assets		<u>15,241</u>	<u>7,439</u>
Unrestricted funds			
General funds		15,241	7,439
Total funds		<u>15,241</u>	<u>7,439</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by Council on 28.10.15 and signed on its behalf by:

.....
Myra Upton
President

.....
Steve Williams
Treasurer

AMSPAR

Notes to the Accounts

For the Year Ended 31 March 2015

1. Accounting policies

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

- (a) The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities issued in March 2005.
- (b) All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Membership income is included when received. Education income which is invoiced is included according to the date of the invoice, whilst education income not invoiced is included when the charity is entitled to the income.
- (c) Resources expended are recognised on an accruals basis as a liability is incurred and includes attributable VAT.
- (d) 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 allocated on staff activity levels for each activity.
- (e) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked the strategic management of the charity. Governance costs which cannot be allocated directly are apportioned on an appropriate basis.
- (f) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rate used for furniture and equipment is 33 1/3% on the reducing balance. Items of furniture and equipment are capitalised when the purchase price exceeds £2,000.
- (g) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. The charity holds no restricted funds.
- (h) Rentals payable under operating leases are charged to the Statement of Financial Activities (SOFA) as incurred over the term of the lease.
- (i) Pension costs charged in the SOFA represent contributions payable to the employees' individual personal pension schemes by the charity in the year.

AMSPAR

Notes to the Accounts

For the Year Ended 31 March 2015

2. Total resources expended

			2015 £	2014 £
	Education & membership services	Governance	Total	Total
Direct cost of charitable activities				
Staff costs (Note 5)	50,396	5,600	55,996	55,837
Membership services	1,038	-	1,038	1,470
Examination costs	41,312	-	41,312	10,663
Conference and meetings	191	1,715	1,906	1,885
Telephone, postage, printing & stationery	4,207	467	4,674	4,104
Support costs				
Premises costs	27,348	3,039	30,387	30,133
Purchase, hire and maintenance of office equipment	7,762	409	8,171	7,155
Subscriptions, publications and sundries	952	238	1,190	1,488
Advertising, website and public relations	314	-	314	396
Independent examination and accountancy fees	-	1,950	1,950	1,800
Depreciation	81	4	85	127
Bank charges	408	45	453	476
Total resources expended	134,009	13,467	147,476	115,534

3. Net incoming resources

	2015 £	2014 £
This is stated after charging:		
Depreciation	85	127
Independent examiner's remuneration:		
Independent examination services	900	900
Accountancy services	1,050	900

4. Payments to trustees (directors) and related party transactions

Reimbursed travelling and accommodation expenses to attend Council and executive committee meetings, AGM, events and education meetings	1,777	1,630
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No remuneration has been paid to the trustees (2014 £nil).

Steve Williams, a trustee of the charity is also a shareholder in Amerequus Limited which delivers the DPCHM training for the charity. The amount paid to Amerequus Limited in the year amounted to £39,742 (2014 nil).

AMSPAR

Notes to the Accounts

For the Year Ended 31 March 2015

5. Staff costs and numbers

	2015 £	2014 £
Staff costs were as follows:		
Salaries and wages	50,631	48,906
Social security costs	2,979	4,499
Pension costs	1,812	1,875
Travelling expenses	446	557
Staff training	128	-
	<u>55,996</u>	<u>55,837</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2.

6. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

7. Tangible fixed assets

	Office furniture & equipment £
Cost	
At 1 April 2014	12,059
Additions in year	-
Disposals in year	-
At 31 March 2015	<u>12,059</u>
Depreciation	
At 1 April 2014	11,805
Charge for the year	85
On disposals	-
At 31 March 2015	<u>11,890</u>
Net book value	
At 31 March 2015	<u>169</u>
<i>At 31 March 2014</i>	<u><i>254</i></u>

AMSPAR

Notes to the Accounts

For the Year Ended 31 March 2015

8. Debtors

	2015	2014
	£	£
Education and advertising income receivable	3,037	1,434
Other debtors	2,050	-
Prepayments and accrued income	6,801	6,782
	<u>11,888</u>	<u>8,216</u>

9. Creditors

	2015	2014
	£	£
Taxation and social security	1,102	1,230
Other creditors	5,694	4,307
Accruals	1,950	1,800
	<u>8,746</u>	<u>7,337</u>

10. Operating lease commitments

At 31 March 2015, the charitable company had annual commitments of £32,592 (2014 £33,160) under non-cancellable operating leases.

11. Pension costs

The charity participates in a defined contribution pension scheme for staff who have elected to join the scheme. The assets of the scheme are held separately from those of the charity, being invested in an insurance company. The charity contributes 3% of pensionable salary to the scheme.

The pension costs for the year amounted to £1,812 (2014 £1,875).