

**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**  
**REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**

**CHARITY NO: 1066856**

**COMPANY NO: 3438264**

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**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**ADMINISTRATIVE DETAILS**

**FOR THE YEAR ENDED 31 MARCH 2007**

**Charity No: 1066856**

**Company No: 3438264**

**Registered Office:**

Beaufort House  
15 St Botolph Street  
London  
EC3A 7NJ

**Principal Address:**

European Pressure Ulcer Advisory Panel Charity  
EPUAP Business Office  
68 Church Way  
Iffley  
Oxford  
OX4 4EF

**Accountants:**

Critchleys  
Chartered Accountants  
Avalon House  
Marcham Road  
Abingdon  
Oxon  
OX14 1UD

**Bankers:**

Barclays Bank Plc  
Marcham Road  
Abingdon  
Oxon

**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**  
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**FOR THE YEAR ENDED 31 MARCH 2007**

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**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2007**

The directors who are also trustees present their report together with the accounts for the year ended 31 March 2007

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 23 September 1997 registered as a charity on 15 December 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

**Trustees and Executive Committee**

The directors of the company are also charity trustees for the purpose of charity law. The executive committee are selected from the trustees to oversee the management of the charity. Trustees with relevant experience and skills are appointed and training is provided where appropriate.

**Objectives and Activities**

The European Pressure Ulcer Advisory Panel's objective is to provide for the relief of persons suffering from, or at risk of pressure ulcers, in particular through research and education of the public.

The main activities undertaken by the charity include knowledge, education and research.

**Risk Management**

The trustees have identified the major risks which the charity faces and are taking steps to mitigate those risks.

# EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

### Directors

The directors in office at 31 March 2007, all of whom served during the year unless otherwise stated, were

#### Executive Committee:

Tom Defloor, (President)	Belgium
Marco Romanelli, (Past President)	Italy
Carol Dealey, (President Elect)	UK
Michael Clark, (Recorder)	England
Jacqui Fletcher ( Deputy Recorder)	UK
George Cherry, (Secretary/Treasurer)	England

#### Trustees:

Katia Furtado (resigned 2 September 2006)	Portugal
Sue Bale (resigned 2 September 2006)	Wales
Andrea Bellingeri	Italy
Rudd Halfens	Netherlands
Helvi Hietanen	Finland
Maarten Lubbers	Netherlands
Zena Moore	Eire
Anne Witherow	Northern Ireland
Hilde Heyman	Belgium
Lisette Schoonhoven	Netherlands
Jose Verdu Soriano	Spain
Anna Polak	Poland
Lena Gunninberg	Sweden
Jan Weststrate	Netherlands
Joseph Schols	Netherlands
Manuel Gago-Fornells	Spain
Christina Miguens	Portugal
Cornelis Oomens (appointed 2 September 2006)	Netherlands

### Achievements and Performance

The charity's objective 'to provide the relief of persons suffering from, or at risk of pressure ulcers in particular through research and education of the public' continues to be achieved

The annual meeting of 2006 was held at the Berliner Congress Center, Berlin German in August/September 2006. Again this was well attended and proved a stimulating time. This has proved to be the costliest meeting organised by the EPUAP.

The National Pressure Ulcer Advisory Panel of USA and the Japanese Society for Pressure Ulcers continue to liaise with the EPUAP on the shear force initiative with sessions at the Berlin meeting.

Prevention guidelines are being revised and updated and funds are being sought from industry and other sources to employ a part time PhD student for this work. These guidelines are being endorsed by the NPUAP in USA who are currently updating the treatment guidelines which will be endorsed by EPUAP. With regard to the EPUAP prevention guidelines a contract was signed by the treasurer Dr George W Cherry with the University of Gent, Belgium on February 13<sup>th</sup> 2007 for two years employment in the amount of euros 11037.5 to be paid quarterly for Katrien Vanderwee's salary who will be working under the supervision of Professor Dr Tom Defloor and Dr Carol Dealey.

**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2007**

**Achievements and Performance (continued)**

The EPUAP website is updated on a regular basis and educational courses are being advertised and organised for the prevention, recognition, classification and treatment of pressure ulcers

The 10<sup>th</sup> Anniversary meeting of the EPUAP will be held in Oxford in August 2007 – a return to the venue of the First Inaugural Meeting

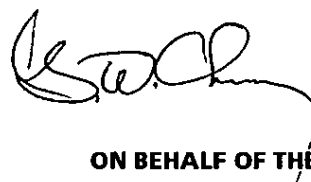
Membership of the Panel continues to increase and Industry is taking an active interest in the work the EPUAP is doing to meet its mission statement

**Financial Review and Reserves Policy**

The charity reported net outgoing resources of £39,075 for the year (2006 incoming £23,380) The trustees continually monitor the funds of the charity

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately six months unrestricted expenditure This would provide sufficient funds to cover management and administration and support costs and cover publication expenses The trustees are researching ways to meet this objective

This report has been prepared in accordance with Special Provisions of Part VII of the Companies Act 1985 relating to small companies



**ON BEHALF OF THE TRUSTEES**

7<sup>th</sup> April 2008.

**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 31 MARCH 2007**

	Note	Unrestricted Funds 2007 £	Total £	Funds 2006 £
<b>INCOME AND EXPENDITURE</b>				
<b>INCOMING RESOURCES</b>				
<b>Income from Charitable Activities</b>				
Subscriptions - individual		8250	8250	4620
corporate		85290	85290	67004
Conference income		133537	133537	162705
Publishing income		-	-	5703
<b>Incoming resources from generated funds</b>				
Interest receivable		401	401	1154
		<hr/>	<hr/>	<hr/>
<b>Total Incoming Resources</b>		227478	227478	241186
		<hr/>	<hr/>	<hr/>
		1		
<b>RESOURCES EXPENDED</b>				
<b>Charitable Activities</b>				
Nutricia guidelines		4711	4711	2346
Committee meetings		2338	2338	4779
Secretarial and office expenses	2	73067	73067	65034
Publication expenses		3893	3893	17897
Conferences and meetings expenses		171544	171544	117244
Working groups		134	134	1340
Computer support and website		2790	2790	500
Advertising		-	-	419
NPUAP conference		1430	1430	2081
Accountancy		3508	3508	3512
Bank charges		2512	2512	1845
Depreciation		273	273	367
Management and administration of the charity		353	353	442
		<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>		266553	266553	217806
		<hr/>	<hr/>	<hr/>
<b>Net (outgoing)/incoming resources for the year before transfers</b>		(39075)	(39075)	23380
<b>Transfers</b>		-	-	-
		<hr/>	<hr/>	<hr/>
<b>Net movement in funds for the year</b>		(39075)	(39075)	23380
<b>Fund Balances brought forward</b>		51780	51780	28400
		<hr/>	<hr/>	<hr/>
<b>Fund Balances carried forward</b>		12705	12705	51780

The above represents the recognised gains of the charity

The charity recognised the aims of the Charities SORP 2005 in identifying charitable activities and allocating support costs to these. The charitable activities of advancing knowledge, research and education have been identified in relation to the mission statement. The income streams in the Income Statement relate to more than one of these charitable activities and therefore no further breakdown of costs is considered meaningful.

## EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY

## BALANCE SHEET

AT 31 MARCH 2007

	Note	2007		2006	
		£	£	£	£
<b>Fixed Assets</b>	4		1017		1290
<b>Current Assets</b>					
Cash at bank		21169		61384	
Prepayments	5	-		34348	
Other debtors		369		630	
		<u>21538</u>		<u>96362</u>	
<b>Current Liabilities</b>					
Accruals and deferred income	6	(9850)		(45872)	
		<u>11688</u>		<u>50490</u>	
<b>Net Current Assets</b>			11688		50490
			<u>12705</u>		<u>51780</u>
<b>Net Assets</b>			<u>12705</u>		<u>51780</u>
<b>Represented by:</b>					
Unrestricted funds			12705		51780
			<u>12705</u>		<u>51780</u>
			<u>12705</u>		<u>51780</u>

Continued on Page 6



**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**BALANCE SHEET (CONTINUED)**

**AT 31 MARCH 2007**

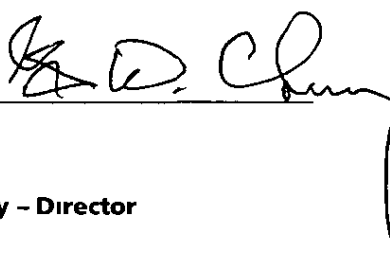
The directors are satisfied that the company was entitled to exemption under subsection (1) of section 249A of the Companies Act 1985 and that members have not required an audit in accordance with subsection (2) of section 249B

The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with section 221, and
- (b) preparing accounts 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 profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2005)

**These financial statements were approved and authorised for issue on behalf of the charity on 7<sup>th</sup> April 2008**

Signed on its behalf by   
George Cherry – Director

**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2007**

**1. Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements

**(a) Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees

**(b) Basis of Preparation**

The financial statements have been prepared under the historical cost accounting rules, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005 and the Financial Reporting Standard for Smaller Entities (effective January 2005)

**(c) Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity

Restricted funds are subjected to restrictions on their expenditure imposed by the donor

**(d) Income and Expenditure**

Income and Expenditure is accounted for on an accruals basis. Conference income and expenditure is recognised in the year the event was held

Subscriptions are recorded on a receipts basis. The subscription period runs for one year from renewal/signing up date which may be at any time during the year. As the subscriptions are spread through the year no adjustment has been made for subscriptions in advance. Subscriptions are non-refundable

**(e) Tangible Fixed Assets**

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided using the reducing balance basis at rates which reflect the anticipated useful lives of the assets and their estimated residual values

Office Equipment	15%
Computer Equipment	33 <sup>1</sup> / <sub>3</sub> %

**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2007**

**2. Secretarial and Office Expenses**

**Below is a breakdown of secretarial and office expenses:**

	<b>£</b>
Office supplies	11015
Couriers	2988
Office rent	12900
Consultancy (M Hughes) Editorial assistance, EPUAP Review Annual Meeting administration and co-ordinating scientific abstracts including website	12352
Admin support (C Cherry) - net amount due	24000
income tax and National Insurance	9812
	<hr/>
	73067
	<hr/>

**3. Staff Costs and Numbers**

**Staff costs were as follows:**

	<b>2007 £</b>	<b>2006 £</b>
Salaries and wages	30769	25641
Social Security costs	3043	2655
	<hr/>	<hr/>
	33812	28296
	<hr/>	<hr/>

No employee received emoluments of more than £60000

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows

	<b>2007 No</b>	<b>2006 No</b>
Administration	1	1
	<hr/>	<hr/>

## EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

## 4. Fixed Assets

	Office Equipment £	Computer Equipment £	Total £
<b>Cost:</b>			
Brought Forward	2457	3027	5484
	<hr/>	<hr/>	<hr/>
Carried Forward	2457	3027	5484
	<hr/>	<hr/>	<hr/>
<b>Depreciation:</b>			
Brought Forward	1599	2595	4194
Charge	129	144	273
	<hr/>	<hr/>	<hr/>
Carried Forward	1728	2739	4467
	<hr/>	<hr/>	<hr/>
<b>Net Book Value:</b>			
As at 31 March 2007	729	288	1017
	<hr/>	<hr/>	<hr/>
As at 31 March 2006	858	432	1290
	<hr/>	<hr/>	<hr/>

## 5. Prepayments

Included within prepayments for year ended 31 March 2006 was an amount of £34348 relating to expenses for the Berlin Meeting held in August/September 2007. This expenditure has been recognised in the year ending 31 March 2007.

## 6 Accruals and Deferred Income

	2007 £	2006 £
Wages and salaries	7200	2000
Accountancy and professional fees	2650	1650
Deferred income	-	42222
	<hr/>	<hr/>
	9850	45872
	<hr/>	<hr/>

## Deferred Income

	£
Brought forward	42222
Deferred income – current year movement	-
Amounts released from previous year	(42222)
	<hr/>
Carried forward	-
	<hr/>

Deferred income related to income received for the Berlin Meeting which took place in the year ended 31 March 2007

**EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2007**

**7. Trustees Transactions**

Fourteen Trustees were reimbursed for their expenses, amounting to £13635 (2006 £14196)

The following is a breakdown of reimbursed expenses paid during the year

<b>Trustees:</b>	<b>£</b>
G Cherry	1086
L Schoonhoven	378
K Furtadon	1479
Z Moore	770
C Lindholm	208
C Dealey	2278
H Hietanen	334
J Verdu Sorriano	488
J Fletcher	424
M Clark	1142
H Heyman	209
T Defloor	1027
J Schols	534
C Gouva	252
M Romanelli	204
J Westrate	117
A Witherow	1475
M Gago-Fornells	315
A Polak	353
A Bellingeri	185
L Gunningberg	377
	<hr/>
Total expenses reimbursed to trustees	13635
	<hr/>

The majority of expenses incurred by Dr G W Cherry relate to conference and trustees meetings, accommodation and subsistence. Expenses reimbursed to the other trustees detailed above relate to travel expenses.

No remuneration was paid to any of the trustees during the year (2006 none)

**8. Related Party Transactions**

During the year the European Pressure Ulcer Advisory Panel made payments to the Oxford International Wound Healing Foundation amounting to £12900 for rent of office premises. The rental charge for future periods will be reduced.

Dr G W Cherry is a director of this company. A salary of £30769 gross was paid to Mrs Cherry, the wife of Dr G Cherry for carrying out support and administrative functions for the charity. The net amount due to Mrs Cherry was £24,000.

**ACCOUNTANTS' REPORT  
ON THE UNAUDITED ACCOUNTS  
TO THE MEMBERS OF  
EUROPEAN PRESSURE ULCER ADVISORY PANEL CHARITY**

We report on the accounts for the year ended 31 March 2007 set out on pages 4 to 10

**Respective Responsibilities of Directors and Reporting Accountants**

As described on page 6 the trustees, who are also the directors of European Pressure Ulcer Advisory Panel Charity for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of Opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985,
- (b) having regard only to, and on the basis of, the information contained in those accounting records
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)

7<sup>th</sup> April 2008  
ABINGDON

  
Critchleys  
Chartered Accountants