

# **ADVANCED LIFE SUPPORT GROUP**

## **Company Limited by Guarantee**

Registered Company No. 4580873

Registered Charity No. 1095478

## **ANNUAL REPORT AND ACCOUNTS**

**YEAR ENDED 31ST DECEMBER 2009**

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COMPANIES HOUSE

### **Registered Auditors**

## **Harry Sager & Co** **Chartered Certified Accountants**

69 Middleton Road

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**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**

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**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

The Trustees present their annual report, together with the audited accounts for the year ended 31<sup>st</sup> December 2009

The report and accounts have been prepared in accordance with Section 4 of the Charities Act 2006 and the Charities (Accounts and Reports) Regulations 2008, Section 419(2) of the Companies Act 2006, with the accounting policies set out on pages 13 & 14 of the attached accounts and comply with the charitable company's Memorandum and Articles of Association, applicable laws, and the requirements of the Statement of Recommended Practice on "Accounting and Reporting by Charities" issued in March 2005.

**CHARITY NAME**

Advanced Life Support Group is also known as -

Advanced Life Support Courses (North West)

**REGISTERED NO'S**

Company No	4580873
Charity No	1095478

**TRUSTEES**

The Trustees, who all served during the year, are as follows:-

Mr	Peter Driscoll
Dr	Barbara Phillips
Prof	Terence Wardle
Prof	Kevin Mackway-Jones
Mr	Kim Hinshaw
Mr	Alan Charters
Dr	John Leigh
Ms	Kathy Doyle (appointed 05/10/09)

**SECRETARY AND CHIEF EXECUTIVE OFFICER**

Mrs Susan Wieteska

**PRINCIPAL AND REGISTERED OFFICE**

Advanced Life Support Group	Telephone	0161 794 1999
29-31 Ellesmere Street	Fax	0161 794 9111
Swinton		
Manchester	E Mail	****@alsg.org
M27 0LA	website	<a href="http://www.alsg.org">www.alsg.org</a>



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

(Continued)

**PROFESSIONAL ADVISORS**

**Bankers:**

Royal Bank of Scotland PLC  
Navigation House  
Furness Quay  
The Quays  
Salford  
M5 2XZ

**Solicitors:**

Graham Leigh Pfeffer & Co  
672 Bolton Road  
Pendlebury  
M27 8FH

**Auditors:**

Harry Sager & Co  
Registered Auditors  
Chartered Certified Accountants  
69 Middleton Road  
Crumpsall  
Manchester  
M8 4JY



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

[Continued]

**ADVANCED LIFE SUPPORT GROUP IN 2009**

**Structure, Governance and Management**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 4<sup>th</sup> November 2002 and registered as a charity on 20<sup>th</sup> January 2003. Prior to this the organisation had been registered as an unincorporated charity (1024554) since 4<sup>th</sup> August 1993 and all funds were transferred to the charity company on 1<sup>st</sup> January 2003. The company was incorporated under the Memorandum of Association which established the objects and powers of the charitable company and 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 £10.

**Recruitment and Appointment of Trustee Committee**

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 the Trustee Committee. Under the requirements of the Memorandum and Articles of Association the members of the Trustee Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. Work continued in 2009 and is continuing in 2009 to balance the Trustee Committee.

**Trustee Induction and Training**

All existing trustees are already familiar with the work of the charity through continued involvement in course development, course teaching and research.

New trustees are encouraged to attend induction training to familiarise themselves with the charity and the context within which it operates. These are led by the Chief Executive of the charity and cover

- The obligations of the Trustee Committee including trustee job description and induction/training process
- The main documents which set out the operational framework for the charity including Memorandum and Articles
- The current 5 year strategic plan and annual detailed business plan
- The latest published accounts



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

(Continued)

**Risk Management**

The trustees and senior management team have conducted a review of the major risks to which the charity is exposed. A risk management document has been prepared which details the systems, procedures and other actions which have been taken to mitigate the risks. The areas covered relate to *Governance and Management Issues*, *Operational Risks* – both from an educational and a staffing, legal and environmental issues standpoint. This risk management document is reviewed annually as part of the planning cycle.

**Organisational Structure**

The Advanced Life Support Group has a Trustee Committee that meets face-to-face on at least 3 occasions each year, other meetings are held by telephone conference and email discussion forum. This committee is responsible for the strategic direction and policy of the charity. At present there are nine members, eight from clinical backgrounds, and one lay member. The Secretary, CEO and Deputy CEO also sit on the Committee but have no voting rights.

A scheme of delegation is in place and day to day responsibility for the charity activities rest with the Chief Executive Officer and the Deputy Chief Executive Officer. There are 21 full and part-time employees working within the Manchester offices who are responsible for all areas of activity. A network of over 7,500 volunteers internationally support the training activities and a series of 14 volunteer working groups direct the clinical content and policy for individual course types.

**Related Parties**

In so far as it is complimentary to the charity's objects, the charity is guided by national and international policy.

**Objectives and Activities**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning current and future activities. During 2009, the charity has continued its three core policies and the related activities as outlined below in furtherance of the objects "to preserve life by providing training and education to the general public and in particular but not exclusively to doctors, nurses and other members of the medical profession, in life saving techniques in particular regarding advanced trauma, cardiac and paediatric life support treatment".

These policies focus on the *advancement of health and the saving of lives* and in that respect benefit all members of the public who have need for emergency care. As a result of improved care and improved outcomes this benefit extends to their families and wider communities and the economy in general. There are no restrictions to the receipt of the benefit of improved emergency care.



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

(Continued)

• **Training Course Provision**

The aim is to provide training using standardised teaching packages to enable candidates to use a structured approach to a variety of clinical and non-clinical situations where the life of the patient may be compromised. This ensures that the public benefit is consistent across all geographical locations. The courses are all intensive and are based around tried and tested methods.

• **Training Course Development**

The group have made great efforts to develop training course packages to fill any gaps in the existing range available. All of the packages are didactic, comprehensive, consistent and are structured in such a way that other groups can deliver them. This approach ensures that the 'system' of care is available to a much wider number of people. This benefits the public in that it ensures that the reach of the charity is as wide as possible.

• **Research and Quality Control Function**

The group is often pioneering new courses and consolidating existing ones. It is important for the credibility of the courses, the providers and the instructors that research is carried out to audit their effectiveness. This ensures that the public benefit from professionals who have been trained using the most effective methods possible and provides an appropriate balance between time spent training and time devoted to patient care. This research and quality control function is also undertaken by the central administrative function of ALSG.

**ACHIEVEMENTS AND PERFORMANCE**

**Courses**

Course activity in 2009 remained at a similar level to 2008. Overseas activity is showing some increase and the number of countries within which ALSG courses now run has risen to 32.

Work to optimise the use of the virtual learning environment for all of our courses continues throughout 2009 with a major development underway for the transfer, major incident, obstetric and acute medical emergencies courses. This work continues in 2010 and will continue to be a core initiative.

**Collaborations**

The collaborations with Maternal & Childhealth Advocacy International (MCAI) on the *Strengthening Emergency Care* programme and with the Royal College of Paediatrics & Child Health (RCPCH) and the National Society for the Prevention of Cruelty to Children (NSPCC) on the *Recognition and Response in Child Protection* course programme continue. During 2009, the *child protection in practice* course was completed and launched. This is also in collaboration with RCPCH and NSPCC. Funding was provided via the RCPCH from the Johnson & Johnson Paediatric Institute and the NSPCC to undertake the development work.

The *Strengthening Emergency Care* programme continues to grow from strength to strength and the programme has been implemented in Pakistan and the Gambia. There are several other countries who have already requested the programme when funding is available. The APLS-CD scheme continues to provide funding for this project and ALSG continue to work to consolidate the strategic direction of this programme.



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

(Continued)

**Research**

Research and conference presentations have continued during 2009. This area is recognised as important to provide evidence to underpin our activities and also to raise the profile of the organisation outside our traditional user groups. In late 2009, we reported on the research funded by the Laerdal Foundation to evaluate the development and implementation of the combined VLE and face-to-face model for the *advanced paediatric life support course*. Posters based on this work were presented at the Association for Medical Education Europe (AMEE) Conference in September 2009 and the Paediatric Education Special Interest Group (PEDSIG) in November 2009. In addition, posters were also presented at the same meetings on the *child protection in practice* course. In addition to research and evaluation on specific projects/development, we continue to elicit feedback from our past candidates during the year. This feedback allows us to constantly review our course programmes from a content and quality perspective.

**Licensing**

The Manchester Triage System (MTS) is being adopted by organisations in several countries and the UK and this is resulting in an increase in royalties received by ALSG. These royalties will be invested in a more robust infrastructure to support the audit and continued development of this programme.

**Lobbying**

Changes in structures for career progression in the NHS and to consultant contracts have continued to cause concern. Lobbying continues in this area.

ALSG, together with our partners MCAI, are also lobbying key stakeholders involved in emergency maternal, neonatal and child health to promote Millennium Development Goals 4 and 5.

**Organisational Issues**

During 2009, ALSG was successful in achieving Investors in People for the third time. On this occasion, we were reviewed for an extended assessment and successfully achieved a Bronze Award.



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

(Continued)

**FINANCIAL REVIEW**

During the year the Charity's total income was £1,314,595 (2008 £1,207,712), and the overall performance recorded a surplus of £38,380 (2008 deficit £3,365), resulting in a similar increase in reserves

**Principal Funding Sources**

There are several main sources of funding:

- Course fee income from candidates attending courses in the Manchester training centre
- Certification income from courses running elsewhere for ALSG courses
- Royalties donated from the sale of published materials

**Collaborative Working**

The *strengthening emergency Care* programme is a strategic collaboration between MCAI and ALSG. All projects within this programme are managed jointly and resources from both organisations are deployed. The Total Income for MCAI for the year ended 31st October 2009 was £495,290, and the Total Income of ALSG for the year ended 31st December 2009 is as stated above £1,314,595.

**Investment Policy**

Aside from retaining a prudent amount in reserves each year the charity's funds are to be spent in the short term so there are no funds for long term investment

**Reserves Policy**

The Trustees' policy is that the "free reserves", i.e. funds not already invested in fixed assets, (less mortgage loan), should be retained to meet foreseeable fixed expenditure (including purchase of fixed assets) over a period of 3 months, and this would require approximately £160,000. At this level, the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant fall in take up of courses and course materials. As at 31<sup>st</sup> December 2009, these reserves which include deferred income amount to £33,106. The free reserves, therefore, fall short of the desired level. The Trustees intend to continue to contain costs and strive to generate sufficient income to enable free reserves to be built up to the target level



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**TRUSTEES' ANNUAL REPORT**

(Continued)

**Plans for Future Periods**

In 2010/11, ALSG are continuing to focus on the review of all our existing courses to ascertain if a move can be made to a combination of VLE and face-to-face delivery. This continues to require an investment of financial and staffing resources in 2010/11

In 2010 major work will also be required to ensure that our existing courses comply with the updated International Liaison Committee on Resuscitation (ILCOR) guidelines. The main focus of activity will be in October to December 2010. This update will require an investment of financial and staffing resources in addition to a huge commitment by our volunteer working group members.

Work has commenced in 2010 to consider the impact of human factors and simulation on ALSG courses. A new working group has been formed and this group will convene for the first time in September 2010. This initiative will ensure that ALSG courses continue to reflect the trends in medical education. The outcomes from the work carried out by this group may require an investment in some new equipment and training.

**Approved and Signed on behalf of the Trustees**



**Mr. Peter Driscoll**  
**Chairman of Trustees**

**6th August 2010**



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Company Law requires the trustees (who are directors of the company for the purpose of the Companies Act) to prepare accounts which give a true and fair view of the state of affairs of the charity and of its income and expenditure for the financial year. In doing so, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation

The trustees are responsible for maintaining proper accounting records which disclose, with reasonable accuracy the financial position of the charity and to enable them to ensure that the accounts comply with 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.



# **INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF ADVANCED LIFE SUPPORT GROUP**

We have audited the accounts of Advanced Life Support Group for the year ended 31<sup>st</sup> December 2009 on pages 11 to 18. These accounts have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 495 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

## **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

The trustees' (who are also the directors of Advanced Life Support Group for the purposes of company law), responsibilities for preparing the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the Charity's Accounts give a true and fair view, are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006.

We also report to you if, in our opinion, the Trustees' Report is consistent with the accounts.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the Charity's Accounts are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Report and consider the implications for our report if we become aware of any misstatements within it.

## **BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the accounts.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard – Provisions available for Small Entities, in the circumstances set out in Note 10 to the accounts.

## **OPINION**

In our opinion:

- the accounts give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31<sup>st</sup> December 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended,
- the accounts have been properly prepared in accordance with the Companies Act 1985 and
- the information given in the Trustees' Report is consistent with the Accounts.

**HARRY SAGER F.C.C A  
SENIOR STATUTORY AUDITOR**

**For and on behalf of  
HARRY SAGER & CO  
REGISTERED AUDITORS  
CHARTERED CERTIFIED ACCOUNTANTS,  
69 MIDDLETON ROAD,  
CRUMPSALL, M8 4JY**

**6th August 2010**



**ADVANCED LIFE SUPPORT GROUP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2009**

		<u>2009</u> <u>TOTAL FUNDS</u>	<u>2008</u> <u>TOTAL FUNDS</u>
	<u>NOTES</u>	<u>£</u>	<u>£</u>
<b><u>INCOMING RESOURCES</u></b>			
<b>Incoming resources from Generated Funds:</b>			
Investment Income . . . . .	2	91	1,358
<b>Incoming resources from Charitable Activities:</b>			
Training Course Fees . . . . .		576,819	615,073
Sale of Course Materials . . . . .		594,187	469,553
C D Sales . . . . .		56,300	64,511
Royalties . . . . .		70,823	38,876
<b>Other Incoming Resources:</b>			
Venue Hire . . . . .		<u>16,375</u>	<u>18,341</u>
<b><u>TOTAL INCOMING RESOURCES</u></b>		<b><u>1,314,595</u></b>	<b><u>1,207,712</u></b>
<b><u>RESOURCES EXPENDED</u></b> 3			
Charitable Activities . . . . .		1,155,996	1,097,643
Governance Costs . . . . .		<u>120,219</u>	<u>113,434</u>
<b><u>TOTAL RESOURCES EXPENDED</u></b>		<b><u>1,276,215</u></b>	<b><u>1,211,077</u></b>
<b><u>NET INCOMING/(OUTGOING) RESOURCES</u></b> . . . . .		<b>38,380</b>	<b>( 3,365)</b>
<b><u>RECONCILIATION OF FUNDS</u></b>			
Total Funds brought forward . . . . .		<u>215,012</u>	<u>218,377</u>
Total Funds carried forward . . . . .		<b><u>253,392</u></b>	<b><u>215,012</u></b>



**ADVANCED LIFE SUPPORT GROUP**  
**BALANCE SHEET AS AT 31ST DECEMBER 2009**

		<u>2009</u>		<u>2008</u>	
	<u>NOTE</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>FIXED ASSETS</u></b>					
TANGIBLE . . . . .	5		583,323		575,602
<b><u>CURRENT ASSETS</u></b>					
STOCK OF COURSE MATERIALS . . . . .		6,945		10,510	
DEBTORS . . . . .	6	128,490		88,976	
CASH AT BANK & IN HAND . . . . .		<u>55,266</u>		<u>79,389</u>	
		<u>190,701</u>		<u>178,875</u>	
<b><u>CREDITORS: (AMOUNTS FALLING DUE WITHIN ONE YEAR)</u></b>					
BANK LOAN . . . . .	7	16,000		16,500	
OTHER TAXES AND SOCIAL SECURITY . . . . .		11,524		11,826	
ACCRUALS . . . . .		42,738		22,508	
DEFERRED INCOME . . . . .		88,026		95,423	
OTHER CREDITORS . . . . .		<u>83,333</u>		<u>91,319</u>	
		<u>241,621</u>		<u>237,576</u>	
<b><u>NET CURRENT (LIABILITIES)</u></b>			( 50,920)		( 58,701)
			532,403		516,901
<b><u>CREDITORS: (AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR)</u></b>					
BANK LOAN . . . . .	7		<u>279,011</u>		<u>301,889</u>
			<u>253,392</u>		<u>215,012</u>
<b><u>REPRESENTED BY UNRESTRICTED FUNDS</u></b>			<u>253,392</u>		<u>215,012</u>

Approved by the Board of Trustees on 6th August 2010



Mr P. Driscoll - Chairman

The notes on pages 13 to 18 form part of these accounts.



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**NOTES TO THE ACCOUNTS**

**1. ACCOUNTING POLICIES**

**a) Basis of Accounting**

The Accounts have been prepared under the Historical Cost Convention, in accordance with the Companies Act 2006, applicable accounting standards, and comply with the Statement of Recommended Practice 'Accounting by Charities' issued by the Charity Commissioners in March 2005, and the Charities Act 2006

**b) Incoming Resources**

All incoming resources are included in the statement of financial activities when the conditions for receipt have been met. The following specific policies apply to categories of income

- Training Course Fees included on a receivable basis. Course fees are invoiced in advance and, therefore, deferred and included in income in the relevant financial year when the course is held
- Sale of Course Materials and CD Sales included on a receivable basis when an invoice is issued and goods dispatched
- Royalties included in income when notified of entitlement by publisher
- Venue Hire: included in income on invoice following use of venue
- Investment Income this relates to interest from bank deposits and is included in income when receivable

**c) Resources Expended and Allocation of Expenditure**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT which cannot be recovered, and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of resources (i.e. staff time spent, floor space etc)



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**

**NOTES TO THE ACCOUNTS**

(Continued)

**c) Resources Expended and Allocation of Expenditure** (continued)

- Charitable activities    Costs of the charity incurred in the delivery of its activities and services
- Governance Costs        Costs associated with the general running of charity as opposed to those costs associated with direct charitable activities

**d) Fixed Assets**

The cost of tangible fixed assets is written off over their useful lives as follows -

Course equipment slides	-	over 4 years straight line
Course equipment others	-	over 2 years straight line
Office equipment	-	over 5 years straight line
Computer equipment	-	over 2 years straight line

**e) Stock of Course Materials**

Stock is stated at the lower of cost or net realisable value

**f) Operating Leases**

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred

**g) Pension Costs**

The charity contributes to a group Personal Pension Plan operated by MGM Insurance for all eligible employees, and contributions to the scheme are charged to the Statement of Financial Activities as and when they become payable

**h) Cash Flow Statement**

The Charity has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a Cash Flow Statement on the grounds that it is a small charity



**ADVANCED LIFE SUPPORT GROUP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2009**

(Continued)

	<u>2009</u>	<u>2008</u>
	<u>£</u>	<u>£</u>
<b>2. INVESTMENT INCOME</b>		
Bank Deposit Interest	<u>91</u>	<u>1,358</u>
<b>3. RESOURCES EXPENDED</b>		
<b>Charitable Activities</b>		
Bad Debts . . . . .	1,092	3,962
Bank Interest . . . . .	7,526	17,625
Course Materials . . . . .	224,699	225,475
C D Costs . . . . .	70,545	38,190
Equipment Rental . . . . .	47,384	43,047
Exchange Rate Translation . . . . .	221	212
Heat and Light . . . . .	3,989	5,186
Insurance . . . . .	1,205	744
Legal . . . . .	70	-
Printing, Postage & Stationery . . . . .	20,003	26,209
Professional IT costs & Support . . . . .	35,014	21,118
Rates & Water . . . . .	4,595	5,432
Repairs & Renewals . . . . .	28,403	8,679
Credit Card & Switch Charges . . . . .	12,278	17,491
Special Projects, Travel, Venue & Meals . . . . .	196,934	212,061
Staff Costs . . . . .	473,995	432,731
Sundry expenses (incl Training Fees) . . . . .	13,134	8,983
Telephone Charges . . . . .	6,795	5,768
Website Costs . . . . .	-	19,725
Depreciation . . . . .	8,114	5,005
	<u><b>1,155,996</b></u>	<u><b>1,097,643</b></u>
<b>Governance Costs</b>		
Audit & Accountancy Charges . . . . .	15,180	18,765
Bank Interest . . . . .	836	1,958
Equipment Rental . . . . .	2,494	2,266
Heat and Light . . . . .	443	576
Insurance . . . . .	4,821	2,976
Professional IT Fees & Support . . . . .	3,890	2,346
Rent, Rates and Water . . . . .	511	604
Repairs & Renewals . . . . .	3,156	964
Staff Costs . . . . .	88,530	82,675
Telephone & Sundry expenses . . . . .	358	304
	<u><b>120,219</b></u>	<u><b>113,434</b></u>



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**NOTES TO THE ACCOUNTS**

(Continued)

	<u>2009</u>	<u>2008</u>
	<u>£</u>	<u>£</u>
<b>4. STAFF COSTS</b>		
Wages & Salaries .	484,467	443,688
Social Security Costs	43,082	41,359
Pension Costs . . .	34,976	30,359
	<b>562,525</b>	<b>515,406</b>
Allocated to		
Charitable Activities	473,995	432,731
Governance	88,530	82,675

In addition, a great amount of time, the value of which it is impossible to reflect in these accounts is donated by thousands of volunteer instructors throughout the UK and overseas

No Employee earned £60,000 per annum or more

The average number of full time and part time employees analysed by function was

Charitable Activity . . .	19	21
Governance . . .	<u>5</u>	<u>5</u>
	<b>24</b>	<b>26</b>

**5. FIXED ASSETS**

Tangible Fixed Assets held for continuing use in the charity's activities

	Freehold Land & Buildings	Course Equipment	Office Equipment	Computer Equipment	Total
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 <sup>st</sup> January 2009	572,112	67,227	24,275	21,493	685,107
Additions	2,292	9,000	3,511	1,032	15,835
Disposals	-	( 2,733)	( 1,406)	( 369)	( 4,508)
<b>At 31<sup>st</sup> December 2009....</b>	<b>574,404</b>	<b>73,494</b>	<b>26,380</b>	<b>22,156</b>	<b>696,434</b>

**Depreciation:**

At 1 <sup>st</sup> January 2009	-	66,225	22,245	21,035	109,505
Charge for Year	-	5,501	1,464	1,149	8,114
Disposals	-	( 2,733)	( 1,406)	( 369)	( 4,508)
<b>At 31<sup>st</sup> December 2009...</b>	<b>-</b>	<b>68,993</b>	<b>22,303</b>	<b>21,815</b>	<b>113,111</b>

**Net Book Value**

<b>At 31<sup>st</sup> December 2009</b>	<b>574,404</b>	<b>4,501</b>	<b>4,077</b>	<b>341</b>	<b>583,323</b>
<b>At 31<sup>st</sup> December 2008</b>	<b>572,112</b>	<b>1,002</b>	<b>2,030</b>	<b>458</b>	<b>575,602</b>

The Trustees are of the opinion that the market value of the freehold land and buildings is in the region of £500,000



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**NOTES TO THE ACCOUNTS**

(Continued)

	<u>2009</u>	<u>2008</u>
	<u>£</u>	<u>£</u>
<b>6. <u>DEBTORS</u></b>		
Due within one year		
Other Debtors . . . . .	87,581	64,598
Prepayments . . . . .	<u>40,909</u>	<u>24,378</u>
	<b><u>128,490</u></b>	<b><u>88,976</u></b>

**7. BANK LOAN**

The loan is secured by a legal charge to Royal Bank of Scotland Plc over the Land and Buildings at 27-31 Ellesmere Street, Swinton, Manchester

The bank loan is repayable as follows

	<u>2009</u>	<u>2008</u>
	<u>£</u>	<u>£</u>
Within one year	16,000	16,500
Between two and five years	64,000	66,000
In five years or more	215,011	235,889

**8. PENSION COSTS**

The group Personal Pension Plan is a defined contribution scheme, and is open to all employees. Employee contributions are not compulsory. The employer contribution is either 7% or 7.5% depending on staff grade.

The pension cost to the charity for the year was £34,976 (2008 £30,359)

At the year end there were outstanding contributions payable to the scheme of £Nil (2008 £3,179)

**9. TRANSACTIONS WITH TRUSTEES**

- a) During the year two Trustees were reimbursed for travelling expenses and this totalled £55 (2008-three Trustees reimbursed £144)
- b) None of the Trustees received remuneration from the charity



**ADVANCED LIFE SUPPORT GROUP**  
**YEAR ENDED 31ST DECEMBER 2009**  
**NOTES TO THE ACCOUNTS**

(Continued)

	<u>2009</u>	<u>2008</u>
	<u>£</u>	<u>£</u>
<b>10. <u>AUDITORS REMUNERATION</u></b>		
Audit Fees	9,180	12,765
Accountancy Charges	<u>6,000</u>	<u>6,000</u>
	<b><u>15,180</u></b>	<b><u>18,765</u></b>

In common with many entities of our size and nature, we use our Auditors to assist with the preparation of the accounts

**11. COMMITMENTS**

**Operating Leases**

At 31<sup>st</sup> December 2009 the charity, had annual commitments under non-cancellable operating leases for computers and office equipment as follows -

	<u>2009</u>	<u>2008</u>
	<u>£</u>	<u>£</u>
Operating leases which expire -		
Within one year	4,160	10,756
Within two to five years	37,642	23,021