



**BRITISH MEDICAL  
ACUPUNCTURE SOCIETY**

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Annual Report**

**Year Ended 31 December 2010**

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Trustees and Professional Advisors**

**Year Ended 31 December 2010**

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# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Trustees and Professional Advisors**

### **Year Ended 31 December 2010**

#### **Trustees who are also Directors**

Dr A J M Forrester (President)  
Dr J Edwards (Treasurer)  
Dr C Brian  
Dr A C H Campbell  
Dr J Foell  
Mrs H Lane  
Dr C A Lewis

Mrs J Lythgoe  
Dr R Narayanan  
Dr S Oomman  
Dr K S Prasad  
Dr F Reid  
Mrs M L Richardson

**Company Secretary**            Dr J Filshie (resigned 23 June 2010)  
   Dr C A Lewis (appointed 23 June 2010)

**Registered Office**            British Medical Acupuncture Society  
   Royal London Homoeopathic Hospital  
   60 Great Ormond Street  
   London  
   WC1N 3HR

**Registered Number**            3238938

**Registered Charity Number**    1057942

**Bankers**                            Lloyds TSB Bank Plc                            Standard Life Bank Limited  
   Sparkhill Branch                                Caledonian Exchange  
   538 Stratford Road                              19a Canning Street  
   Birmingham                                      Edinburgh  
   B11 4BD    EH3 8GZ

**Auditors**                            Francis Clark LLP  
   Chartered Accountants  
   North Quay House  
   Sutton Harbour  
   PLYMOUTH  
   PL4 0RA

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Trustees' Report**

### **Year Ended 31 December 2010**

The trustees submit their report and the audited financial statements for the year ended 31 December 2010. The accounts have been drawn up in accordance with appropriate statutory regulations, the company Memorandum and Articles of Association and Statement of Recommended Practice – Accounting and Reporting by Charities (issued March 2005)('SORP').

#### **Structure, governance and management**

The company is limited by guarantee, having no share capital. It is a registered charity. In the event of the company being wound up, the liability of each member is limited to £10. The company was incorporated on 16 August 1996 and is bound by its Memorandum and Articles of Association.

The Council of Management, a body of not less than five nor more than fifteen, two of whom must be trustees, control the company. Trustees and other members of the committee are elected by a quorum of at least five Council Members from among the voting members of the society. All candidates for election must be proposed and seconded in writing to the secretary by a voting member.

#### **Objective and activities**

The main purpose of the company is to stimulate and promote the use and scientific understanding of acupuncture as part of the practice of medicine for the public benefit.

#### **Financial review**

The excess of expenditure over income for the year was £16,419 on the unrestricted general fund and a excess of income over expenditure of £2,168 on the restricted fund.

#### **Reserves policy**

The Charity's policy for determining the level of income reserves, which it is appropriate to maintain in order to meet its needs effectively, is to maintain at least five years of expenditure costs in its reserves with the balance being held for premises building purposes.

#### **Risks**

The major risks to which the Charity is exposed have been reviewed and systems have been established to mitigate those risks.

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Trustees' Report continued**

### **Year ended 31 December 2010**

#### **Public Benefit**

The Charities Act 2006 introduced the requirement for charities to show they provided public benefit. The trustees have reviewed the objects, goals, services and objectives of the charity in the light of this requirement and can confirm that British Medical Acupuncture Society serves the public benefit. This Trustees' Annual Report continues to evidence how the charity strived to meet need.

#### **President's Report**

Greetings from Flaxpool. I would like to share with you the British Medical Acupuncture Society's activities of 2010. In June 2010 I took over the role of President from Chris Brian and I would like to thank him for his example of calm and strong leadership.

The Society is breaking new ground in the field of acupuncture education and significantly improving its service to its members. One example of this was our Autumn Conference at the Barber Surgeons' Hall in London. This was exceptionally well received and nicely complemented a module of my MSc in Western Medical Acupuncture at the University of Hertfordshire, as the theme I had chosen was the client-therapist relationship. We started with Nadine Foster talking about OA knee, were entertained by Arne Johan Norheim with "tales from Europe", and followed by Havi Carel talking about phenomenology. Jens Foell, Mike Pullman and Jackie Filshie completed the afternoon program. The Society's farewell to Jackie Filshie as a stalwart of the BMAS Council will be fondly remembered, as she will be also.

Our Spring Meeting in Manchester 2010 was packed with acupunctural gems too, from Thomas Lundeberg's physiology and fMRI findings, to the more hands-on aspects of acupuncture for headache and whiplash (Mike Cummings and Liz Tough respectively). Hong You Ge gave us a learned presentation on the H-reflex, whilst Adrian White invited us to write a piece for that learned journal, 'Acupuncture in Medicine'. Michele Orpen and Gail Harvey talked about the practical side of setting up a clinic offering acupuncture in primary care, and Taras Ushichenko gave us the practical side of ear acupuncture for perioperative pain. Something for everyone, whatever their specialism.

You may remember I wrote to you recently to ask for volunteers to stand for Council. I was delighted by the response and look forward to working with our new Council members at our forthcoming Council meetings. I would encourage you all to be as active as possible, both locally and nationally, in our Society so we can promote the use of acupuncture for the benefit of our patients across the whole of the United Kingdom.

Our staff continue to work tirelessly to propel the Society forward into our third decade of existence. Mike Cummings, our Medical Director, spends a large proportion of his waking hours in acupuncture related activities, and may well dream of acupuncture too! Our General Manager, Julie Cummings (no relation!) keeps a well oiled machine running the workings of the BMAS HQ from Northwich with her trusty team of grafters. In our London office, Allyson Brown keeps Mike organized in his busy schedule as Medical Director, amongst other duties at the London Teaching Clinic. My special thanks to you all.

But the Society would not be the educational charity that it is without the Trustees who sit on Council. I would like to extend a special thank you to all Trustees. I would also like to warmly welcome the new members who will replace those who have left, and acknowledge the contribution of many other members who support the Society in their individual ways.

Our journal Acupuncture in Medicine goes from strength to strength, we will hear about this later.

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Trustees' Report continued**

### **Year ended 31 December 2010**

I hope to see you at our next meeting in the Autumn and look forward to another fruitful year. Happy needling!

***Max Forrester***

#### **Honorary Treasurer's Report**

2010 has been another financially challenging year for the BMAS but once again we have risen to the challenge. Despite a drop in the Society's income and some new cost pressures, thanks to Julie Cummings and her team of dedicated staff we have managed to contain expenses and are anticipating achieving a small surplus for the year. It is essential that we remain financially secure as this will allow the Society to invest in educational innovations such as the excellent webcasts of the Spring and Autumn meetings that are now available.

Our Foundation Courses remain popular and are an important source of income for the Society. Thanks again to the office staff and to our adaptable lecturing team for ensuring these continue to run extremely efficiently.

The BMAS is financially secure but we must not be complacent. Our future security will be ensured by finding new ways to promote and develop the organisation.

***Jonathan Edwards***

#### **Education Committee Report**

The education committee seeks to ensure that the range of educational opportunities offered by BMAS remain relevant to all health professionals who are interested in a Western medical approach to acupuncture.

The current economic climate has continued to affect the numbers of delegates attending some BMAS courses, notably the Foundation Courses, though these continued to be offered at a variety of venues around the UK.

A broad range of intermediate and specialist courses at all levels was offered during the year, including the launch of the popular Back Pain Course, as well as the Electroacupuncture course and Women's Health Day. Delegates continue to be enthusiastic about these courses and to provide positive feedback on them and we believe that the educational aims of the Society are being met by them.

Attendance at the Spring (Manchester) and Autumn (London) meetings was also a little lower than in previous years, despite the high quality of the national and international speakers at these meetings. These meetings have now become even more widely available to members via high quality webcasts of all of the sessions available on the BMAS website.

The MSc programme at the University of Hertfordshire remains popular though, again, numbers are reducing as a result of economic difficulties. The first MSc degree in Western Medical Acupuncture was awarded during the year, along with a number of Postgraduate Diplomas and Postgraduate Certificates. This programme maintains its close links with BMAS courses and the official agreement between the University and BMAS continues.

Regional groups continue to meet on a somewhat irregular basis. Fawzi Sharara continues in his role as Regional Group Co-ordinator and we are grateful to him as well as to all the regional group leaders for their work in maintaining this important local support network for BMAS members.

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Trustees' Report continued**

### **Year ended 31 December 2010**

Our thanks also to Mike Cummings and the staff of the Society, who work hard to ensure that the educational activities of the Society are varied and relevant to our members.

***Marion Richardson***

#### **Professional Services Committee Report**

The BMAS Professional Services Committee dedicated themselves to several linked projects during the year. The information infrastructure in which regulated acupuncturists practice is constantly changing: continuing professional development requires a documentation of learning activities; appraisal and application processes are now commonly done online; learning activities and even social activities take place in the virtual sphere.

These changes provide the impetus for investing in a contemporary information infrastructure within the Society and saw us cooperating with a provider who is able to capture the scientific meetings. The presentations from Spring and Autumn Meetings 2010 are now available on the website, only one password away. The learning activities related to the content of the meetings are incorporated into the webcasts and can be used for accreditation and appraisal purposes. The BMAS Points Resource is an excellent addition to the website and is available to all members. All in all this provides a rich learning environment for acupuncturists with online access.

How relevant is this? How important is this? And what is the uptake of these facilities amongst the membership? Last year saw the development of these online tools and now that this is complete we are in the phase of publicising these opportunities both within the Society and perhaps beyond.

The BMAS website is our interface with the public domain and this too has been upgraded. "Find a practitioner" lists the members with their professional qualifications and backgrounds, and shortly will provide an additional level of assurance for the public as members listed there will be required to have completed six hours of BMAS-recognised Continuing Professional Development time in the preceding year; users of "Find a practitioner" can be assured that listed members have kept their practice and skills up to date.

We have been able to maintain a positive financial balance even within times of austerity. Foundation courses are still in demand and we have responded carefully to changes in booking patterns. We continuously review the booking terms for our courses but for the present have decided not to apply complex incentive schemes which could simply result in more administrative work for our busy staff.

As you can see, our activities relate to BMAS members, to the public and to interested third parties. We have established a modern information infrastructure, addressed the technical issues and are now well prepared for increasing the Society's educational activities in the virtual sphere. We look forward to raising member awareness of these benefits in the coming year.

***Jens Foell***

#### **Membership Committee Report**

Membership of BMAS has remained reasonably stable despite the difficult economic climate and the Committee has worked hard to ensure that the Society offers good value for the membership fee. The BMAS Points Resource is a useful tool for members whatever their level of expertise, and is free for members to access online. The successful Yahoo Groups will be migrating to the BMAS website as a

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Trustees' Report continued**

### **Year ended 31 December 2010**

members' forum, and the Spring and Autumn Meetings were made available online as a webcast offering CPD hours for members working towards accreditation or reaccreditation.

Those members who attended the Spring and Autumn Meetings in person benefited from the networking opportunities, which are reinforced by the BMAS Regional Groups offering members the opportunity to meet locally to discuss matters of acupunctural interest in their area, as well as taking advantage of training and workshop sessions arranged by their Regional Group Leader. Future Spring and Autumn Meetings are being planned in collaboration with overseas groups who have similar interests in the promotion of medical acupuncture, as the Society looks to spread its wings wider than ever.

The Committee continues to monitor the number of new members, and is delighted to note that the number of physiotherapists, nurses and overseas members has increased. A large number of members have benefited from the 'Salary Link' scheme offering reduced fees for those on lower incomes, making BMAS membership affordable for an even wider group of practitioners.

Members can access advice about regulation and licensing of acupuncture practice through the Society and the Medical Director is actively promoting the practice of acupuncture at the national level. He also runs the BMAS London Teaching Clinic where members can observe him treating patients, and can even apply for an Honorary Contract at the Royal London Hospital for Integrated Medicine to expand their own experience of acupuncture. We will continue to look for more exciting and innovative ways to encourage membership of the Society.

***Helen Lane***

### **Medical Director's Report**

2010 saw some substantial investment in BMAS web-based resources for members. We now have the BMAS Points Resource - an online set of videos with accompanying diagrams and notes demonstrating examination, palpation and needling techniques for all the points and trigger points taught on BMAS course. Many thanks go to the stoic models who submitted to hours of needling on the day of filming, to my colleague Jens Foell, and of course Allyson who controlled practicalities and sanity on the day.

We also organised a photo shoot to produce new images for the website, rather than buying in stock images. That day went well thanks to Rob Turner (photography and lighting) and his partner Sandy (make-up), and we are grateful to our glamour model Sarah (who 'doesn't normally do that sort of thing').

The other new addition is the start of the webcasts of BMAS Meetings - if you have not seen these yet you should have a look... You can buy permanent access to a whole year of webcasts (that's the Spring and Autumn Meetings) for only £50.

In terms of international travel it was another busy year for me with lecture commitments in Lisbon, Tokyo, Thessaloniki, Montreal, Åland, Mainz, and Lisbon again. Montreal was for the 13th World Pain Congress, where I am pleased to say that acupuncture was represented both in a plenary lecture (by Prof Jisheng Han) and in a workshop (by me). You may remember that we organised a workshop for the 12th World Pain Congress in Glasgow, and I have applied for another workshop in Milan for the 14th in an attempt to try to make it a hat trick and, more importantly, to keep up the profile of Western medical acupuncture.

***Mike Cummings***

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Trustees' Report continued**

### **Year ended 31 December 2010**

#### **Acupuncture in Medicine Editor's Report**

The main events of the journal's year were two innovations and one achievement. The achievement was success in getting the journal admitted to the list of Impact Factor journals: this is bit like school league tables – we all accept that league tables are a seriously poor method of measuring quality, but we are stuck with them until anyone thinks of a better way. Anyway, the list of Impact Factor journals will include Acupuncture in Medicine from June 2011, though it might take another year actually to work out the exact figure. Simply being on the list should attract researchers, for whom the rule is 'publish (in Impact Factor journals) or perish'.

I have always thought of acupuncture as a world full of images, even if many of them are historical, and thought it would be fun to publish one in each issue of the journal, making the most of our colour printing. An American medical researcher I met had recently been to Bangkok, and conversation turned to his picture of a giant mural which became our first Image of Acupuncture in March. It has been a bit of a struggle to keep going with an image in every issue, so I would urge Members to look through their archives and to keep their eyes open for the opportunity for an image related to acupuncture, but perhaps innovative in some way. This could be your chance of 15 minutes of fame.

The other innovation was made by the BMJ Group, and it's called 'Online First'. As soon as papers are accepted, a Portable Document Format (pdf) is prepared and the paper is loaded onto the website. This actually counts as the moment of publication, and the paper copy can then be printed in a subsequent issue. Publication is speeded up, which satisfies authors. The only downside is a little confusion in citing the paper, since the two versions will have slightly different citations, though the use of Digital Object Identifier (doi) number should deal with this. The main advantage for the journal is that authors are less likely to insist that their article should appear in the next available issue, which gives us some flexibility to group similar papers together and write a commentary.

The number of papers submitted to the journal held steady in 2010. A new submission always brings a sense of anticipation, and we had a really great variety of papers this year including leading edge clinical trials, original work on de qi, the STRICTA revisions, acupuncture in Thailand, and a flurry of papers on auricular acupuncture. Letters from readers are particularly welcome, whether they describe cases, small projects or simply their reaction to published papers, and they are simple to publish as they do not require peer review.

We even increased the font size a little, in case you are in the habit of reading the journal in semi-darkness.

***Adrian White***

#### **Trustees**

The following trustees, who are also the directors, served during the year:

Dr C Brian (President until 23 June 2010)	Mrs J Lythgoe
Dr J Filshie (resigned 23 June 2010)	Dr R Narayanan
Dr J Edwards (Treasurer)	Dr S Oomman
Dr A C H Campbell	Dr K S Prasad
Dr J Foell	Dr F Reid
Dr A J M Forrester (President after 23 June 2010)	Mrs M L Richardson
Mrs H Lane	
Dr C A Lewis	

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Trustees' Report continued**

**Year ended 31 December 2010**

**Auditors**

The auditors, Francis Clark LLP, Chartered Accountants, were appointed by the trustees in accordance with Section 487(2) of the Companies Act 2006.

**Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

**By Order of the Board**

***Dr J Edwards***  
**Director**

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Statement of Trustees' Responsibilities**

### **Year Ended 31 December 2010**

Law applicable to Charities in England requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements that are reasonable and prudent;
- state whether applicable 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 charity will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable Law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

# **British Medical Acupuncture Society (Limited by Guarantee)**

## **Independent auditor's Report to the Members of British Medical Acupuncture Society**

### **Year ended 31 December 2010**

We have audited the financial statements of British Medical Acupuncture Society for the year ended 31 December 2010, which comprise the Statement of Financial Activities, Income and Expenditure Account, the Balance Sheet and 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).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an audit 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 company and the company'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**

As explained more fully on the Trustees' Responsibilities Statement the trustees' (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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 (APB'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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of 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 financial statements and annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent misstatements or inconsistencies we consider the implications for our report.

#### **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 2010 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 the United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Independent auditor's Report to the Members of British Medical Acupuncture Society**

**Year ended 31 December 2010**

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year or which financial statements are prepared is consistent with the financial statements.

**Matters in which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and to take advantage of the small companies' exemptions in preparing the Trustees' Annual Report.

**I L Burnard BSc ACA  
Senior Statutory Auditor**

For and on behalf of Francis Clark LLP  
Statutory Auditors  
North Quay House  
Sutton Harbour  
PLYMOUTH  
PL4 0RA

Date:

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Income and Expenditure Account  
(Incorporating Statement of Financial Activities)**

**Year Ended 31 December 2010**

	Notes	Restricted Fund £	Unrestricted General Fund £	2010 Total Funds £	2009 Total Funds £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<b>Voluntary income:</b>					
Donations and gifts		2,200	-	<b>2,200</b>	-
<b>Activities for generating funds:</b>					
Investment income:					
Bank interest		-	17,992	<b>17,992</b>	30,127
<b>Incoming resources from charitable activities:</b>					
Courses and Conferences		-	321,018	<b>321,018</b>	357,526
Subscriptions		2,368	234,387	<b>236,755</b>	255,473
Certificates		-	5,145	<b>5,145</b>	2,304
Teaching Clinic		-	17,510	<b>17,510</b>	19,723
Other income		4,000	94,868	<b>98,868</b>	52,484
Profit on disposal of assets		-	-	-	225
<b>Total incoming resources</b>		<u>8,568</u>	<u>690,920</u>	<u><b>699,488</b></u>	<u>717,862</u>
<b>Resources expended</b>					
<b>Cost of generating funds:</b>					
Fund raising and publicity		-	147,852	<b>147,852</b>	76,571
<b>Charitable activities:</b>					
Courses and conferences		6,200	395,839	<b>402,039</b>	409,205
Office costs		-	132,340	<b>132,340</b>	133,220
Other costs		-	19,511	<b>19,511</b>	12,785
<b>Governance costs</b>	3	-	11,999	<b>11,999</b>	11,992
<b>Total resources expended</b>	4	<u>6,200</u>	<u>707,541</u>	<u><b>713,741</b></u>	<u>643,773</u>
<b>Net incoming / (outgoing) resources for the year</b>	2	<u>2,368</u>	<u>(16,621)</u>	<u><b>(14,253)</b></u>	<u>74,089</u>
<b>Reconciliation of funds</b>					
Balance brought forward at 1 January 2010		26,186	1,192,520	<b>1,218,706</b>	1,144,617
Net incoming / (outgoing) resources for the year		<u>2,368</u>	<u>(16,621)</u>	<u><b>(14,253)</b></u>	<u>74,089</u>
<b>Fund balance carried forward at 31 December 2010</b>		<u>28,554</u>	<u>1,175,899</u>	<u><b>1,204,453</b></u>	<u>1,218,706</u>

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Balance Sheet – Company number: 3238938**

**31 December 2010**

	Notes	2010 £	2009 £
<b>Fixed assets</b>			
Tangible assets	5	260,466	266,891
<b>Current assets</b>			
Stocks	6	9,316	7,021
Debtors	7	97,253	48,334
Cash at bank and in hand		938,037	973,486
		<b>1,044,606</b>	1,028,841
<b>Creditors:</b> Amounts falling due within one year	8	<b>100,619</b>	77,026
<b>Net current assets</b>		<b>943,987</b>	951,815
<b>Total assets less current liabilities</b>		<b>1,204,453</b>	1,218,706
<b>Funds:</b>			
Unrestricted	10	1,175,899	1,192,520
Restricted	10	28,554	26,186
		<b>1,204,453</b>	1,218,706

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on

and signed on its behalf by

**Dr J Edwards**  
Director

# British Medical Acupuncture Society (Limited by Guarantee)

## Notes and Accounting Policies

### Year Ended 31 December 2010

#### 1. Accounting Policies

The financial statements have been prepared under the historical cost convention and are in accordance with the Financial Standard for Smaller Entities (effective April 2008), Statements of Recommended Practice SORP (2005) and Charities Act 1993. The following principal accounting policies have been applied:

(a) **Income**

Income is represented by monies derived from the company's principal activities.

**Subscriptions**

Income in respect of subscriptions is accounted for on an accruals basis.

**Courses and conferences income**

Income from courses and conferences is accounted for on an accruals basis with adjustments being made for income received in advance.

(b) **Expenditure**

All expenditure is accounted for on an accruals basis.

(c) **Tangible fixed assets and depreciation**

Tangible assets are depreciated on a straight line basis over their estimated useful lives, at the following rates:

Acupuncture equipment	25%
Office equipment	15%
Computers	25%
Freehold property	2%

(d) **Stock**

Stock is stated at the lower of cost and net realisable value using the first in first out method.

Cost comprises the actual cost of purchase. Net realisable value is the estimated selling price less cost of sales.

(e) **Resources expended**

Resources expended are mostly directly allocated to one of cost of generating funds, charitable activities or governance of the Charity.

(f) **Donations**

Donations received from members are accounted for in the year they are received and allocated to a restricted or unrestricted fund subject to the donor's wish.

(g) **Grants payable**

Grants payable are accounted for in the year they arise. All grant applications are reviewed by the committee and then allocated accordingly.

(h) **Pension**

Pension contributions are made by the charity to the employees' personal pension schemes at an agreed percentage of gross salaries.

# British Medical Acupuncture Society (Limited by Guarantee)

## Notes and Accounting Policies

### Year Ended 31 December 2010

(i) **Fund accounting**

The Society has two types of fund for which it is responsible and which require separate disclosure. These are as follows:

**Restricted Funds**

Donations received which the donor earmarks for specific purposes. Such purposes are within the overall aims of the organisation. Each year the Society allocates 1% of the total subscriptions received during the year to the Restricted Fund.

**Unrestricted Fund**

Funds which are expendable are at the discretion of the Trustees in the furtherance of the objects of the charity.

**2. Net incoming / (outgoing) resources**

	2010 £	2009 £
The net incoming/(outgoing) resources for the year are after charging:		
Directors' emoluments	-	-
Auditors' remuneration – External scrutiny	4,000	3,900
Depreciation written off tangible fixed assets	6,425	12,781
Profit on disposal of fixed asset	-	225
	<u>-</u>	<u>225</u>

**3. Governance costs**

	Total 2010 £	Total 2009 £
Director of education expenses	4,170	4,246
Insurance	1,825	1,479
Audit and accountancy	6,004	6,267
	<u>11,999</u>	<u>11,992</u>

**4. Total Resources Expended**

	Staff Costs £	Depreciation £	Other Costs £	Total 2010 £	Total 2009 £
Cost of generating funds	-	-	147,852	147,852	76,571
Charitable activities	232,317	6,425	315,148	553,890	555,210
Governance costs	-	-	11,999	11,999	11,992
	<u>232,317</u>	<u>6,425</u>	<u>474,999</u>	<u>713,741</u>	<u>643,773</u>

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Notes and Accounting Policies**

**Year Ended 31 December 2010**

<b>Staff Costs:</b>	<b>2010</b>	<b>2009</b>
	£	£
Wages and salaries	198,242	200,862
Social Security costs	22,648	22,051
Pension	11,427	8,521
	<u>232,317</u>	<u>231,434</u>
Average number of employees in the year:		
Administration	<u>6</u>	<u>6</u>
The number of employees whose salary fell into the band:		
£70,000 to £80,000	<u>1</u>	<u>1</u>

**5. Fixed Assets**

	Freehold Property £	Acupuncture Equipment £	Office Equipment £	Computer £	Total £
<b>Cost</b>					
At 1 January 2010 and 31 December 2010	<u>302,825</u>	<u>3,593</u>	<u>39,831</u>	<u>53,238</u>	<u>399,487</u>
<b>Depreciation</b>					
At 1 January 2010	36,342	3,539	39,478	53,237	132,596
Charge for year	<u>6,057</u>	<u>14</u>	<u>353</u>	<u>1</u>	<u>6,425</u>
<b>At 31 December 2010</b>	<u>42,399</u>	<u>3,553</u>	<u>39,831</u>	<u>53,238</u>	<u>139,021</u>
<b>Net book amounts</b>					
<b>At 31 December 2010</b>	<u>260,426</u>	<u>40</u>	<u>-</u>	<u>-</u>	<u>260,466</u>
At 31 December 2009	<u>266,483</u>	<u>54</u>	<u>353</u>	<u>1</u>	<u>266,891</u>

**6. Stock**

	<b>2010</b>	<b>2009</b>
	£	£
Stationery and journals	<u>9,316</u>	<u>7,021</u>

**British Medical Acupuncture Society  
(Limited by Guarantee)**

**Notes and Accounting Policies**

**Year Ended 31 December 2010**

**7. Debtors**

	2010 £	2009 £
Amounts falling due within one year:		
Other debtors	50,590	43,096
Prepayments	46,663	5,238
	<u>97,253</u>	<u>48,334</u>

**8. Creditors**

	2010 £	2009 £
Amounts falling due within one year:		
Other creditors	60,637	65,881
Accruals	33,729	5,060
Taxation & Social Security	6,253	6,085
	<u>100,619</u>	<u>77,026</u>

**9. Share Capital and Members Liability**

The company is limited by guarantee. In the event of the company being wound up, the liability of each member is limited to £10.

**10. Movement in Funds**

	Restricted Research Fund Grants & Donations £	Unrestricted Accumulated Fund £	Total 2009 £	Total 2008 £
At 1 January 2010	26,186	1,192,520	1,218,706	1,144,617
Surplus / (deficit) in the year	2,368	(16,621)	(14,253)	74,089
<b>At 31 December 2010</b>	<u>28,554</u>	<u>1,175,899</u>	<u>1,204,453</u>	<u>1,218,706</u>

# British Medical Acupuncture Society (Limited by Guarantee)

## Notes and Accounting Policies

### Year Ended 31 December 2010

#### 11. Transactions with the Trustees/Related Party Transactions

In the year the company reimbursed the trustees as follows:

	2010 £	2009 £
Travel	2,475	2,458
Accommodation	1,699	1,270
Subsistence	389	221
Room hire	936	714
Catering	862	817
Other costs	469	328
	<u>6,829</u>	<u>5,808</u>

The expenses were incurred in relation to committee meetings and 13 trustees were reimbursed for their expenses.

No remuneration was paid to the trustees during the year.

The Charity has taken out insurance to protect it from losses arising from the neglect or default of its trustees and employees. The cost of the insurance was £1,825 in 2010 (2009- £1,479) and has been charged to governance costs.

The Charity is controlled by its trustees.

#### 12. Restricted Fund

The Research fund account holds £28,554 as at 31 December 2010. This fund is to be used for research.

#### 13. Grants Paid

Research grants totalling £10,725 were paid in the year to students (2009 - £180). Included in this amount is £8,425 in respect of research into studies of 'Acupuncture in group settings'.