

REGISTERED COMPANY NUMBER: 03238938 (England and Wales)
REGISTERED CHARITY NUMBER: 1057942

BRITISH MEDICAL ACUPUNCTURE SOCIETY
REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 DECEMBER 2018

BRITISH MEDICAL ACUPUNCTURE SOCIETY

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FOR THE YEAR ENDED 31 DECEMBER 2018**

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BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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.

Public benefit

The Charities Act 2011 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.

FINANCIAL REVIEW

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 1 year of expenditure costs in its reserves (excluding fixed assets).

The excess of expenditure over income for the year was £68,142 on the unrestricted general fund and the excess of income over expenditure for the year was £1,666 on the restricted fund.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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 various committees 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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03238938 (England and Wales)

Registered Charity number

1057942

Registered office

Royal London Hospital
for Integrated Medicine
60 Great Ormond Street
London
WC1N 3HR

BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Dr J M Edwards
Dr A J M Forrester
Dr G Leng
Dr H Mathew
Dr M C Monk
Dr F Reid
Mrs M L Richardson
Dr C N J Rubens
Ms C Abisheganadan-Tiphanie
Dr A I Sheikh
Dr M Pullman (Resigned 25/10/2018)
Mr D P Lawler

Company Secretary

Dr G Leng

Auditors

Murray Smith LLP
Chartered Accountants
Statutory Auditors
Darland House
44 Winnington Hill
Northwich
Cheshire
CW8 1AU

REPORT OF THE TRUSTEES

President's Report 2018

I was delighted to take over the mantle of President in June from Catherine Tiphanie who has worked tirelessly over the last two years to ensure that the needs of members were met and was always thorough and diligent in her approach. I am very grateful to her for all she has done in creating a wider vision for the Society. 2018 has been a year of change for the BMAS where we have had to adapt to the rapidly changing times of social media as well as the unpredictable NHS agenda. I feel that we have done this admirably. We have set up two Facebook groups - one for those who have completed their foundation course and the other for those working towards their Diploma. We have also been developing our online mentoring scheme. We have a BMAS blog, Instagram, Facebook and Twitter accounts to engage with members and the wider public.

In terms of education we have made a number of changes. In order to streamline the assessment process we are introducing DOPS - Directly Observed Practical Skills to keep up the engagement with members between the foundation course and their Diploma. DOPS will introduce a continual practical element rather than just logbooks and long cases. We will be rolling this out soon. We have also renamed the old CoBC (Certificate of Basic Competence) the CMA (Certificate of Medical Acupuncture) which we believe sounds more appealing and credible as a qualification.

Not only have we been looking at different ways of engaging with our members but we have also increased the numbers of people eligible to train with us and now welcome Professional Standards Authority regulated professionals to train with us. But it is our main core group of GPs who we wish to encourage to use acupuncture by showing them that it can save time and money and make their jobs more rewarding rather than just being another thing on the list to do.

This year I have done an interview for Pulse magazine for GPs on using acupuncture in primary care, a webinar for Inspired medics and held a stand at the Prescribing Lifestyle Medicine conference in London with Mike to try to spread the word to more GPs about acupuncture and its relevance in managing demand and reducing pill burden in modern healthcare. We were also represented at the RCGP conference in Scotland. Our current Vice President Dr Amer Sheikh is also working with Red Whale who run update courses for GPs where he has introduced the topic of myofascial pain onto their courses and is hoping to add an additional day to follow their MSK day on acupuncture.

BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

The 2018 Autumn conference took place at the London Paddington Hilton in September bringing together over 100 members to share in the excitement of latest advances and hot topics in acupuncture. Neuroscience, electroacupuncture for osteoarthritis of the knee, and the relationship between specific and contextual factors in the practice of acupuncture were all topics explored on the day. It also gave me the opportunity to talk to delegates about my vision to make acupuncture more affordable and accessible to as many people as possible.

In November I spoke at the ACMAC conference. This is the Association for Community Multibed Acupuncture Clinics which unites acupuncturists running low cost group clinics which is something we would like to expand on with BMAS. I spoke about CBAS, the Community Based Acupuncture Service I have set up at the Macmillan Horizon Centre in Brighton which provides free acupuncture for patients in Sussex with cancer and is funded by the Sussex Cancer Fund. I am currently supported by one BMAS trained nurse and another will be joining in 2019 when I will be also be taking CBAS into primary care in Eastbourne as a satellite teaching clinic for members.

The teaching clinic in Northwich looks stunning and is starting to attract local customers as more people hear about it. It is a perfect venue for those members who wish to expand their knowledge, hone specific needling techniques or just get more practice and experience. We are grateful to all of the team at Northwich for getting this clinic underway and in particular to past President Graham Leng who is running the clinic and ready to supervise trainees.

In London Mike's teaching clinic continues and those who pass through its doors for training all seem to come out as happy and confident needlers. We encourage current members who would like to get more experience to go along and get stuck in! There is no charge for the training experiences in London, Northwich or Eastbourne.

We are also starting to make greater use of our fantastic teaching space in Northwich. Having our own space means we are able to run smaller, more intimate courses so that delegates get more attention and there is more peer to peer support as well.

At the end of 2018 we can be satisfied that we have started to lay the groundwork for a positive and progressive 2019.

Carolyn Rubens, President

Honorary Treasurer's Report

The financial market has remained uneasy throughout 2018, not least because of the uncertainties over Brexit, and, once again, the Trustees and staff have worked hard to ensure that our funds are used to best effect.

The trend of recent years continues, in that our income has continued to fall when compared to that of previous years but, once again, our expenditure has been similarly reduced. I do have to report a further deficit over the financial year to December 2018, but we hope that plans put in place for 2019 will start to reverse this trend.

Membership fees were held steady following the rise in 2017, the first for many years. Members receive numerous benefits as well as increasing levels of help and support and an expanding range of services for this annual fee. 'The Sharp End' and 'The Point' are now distributed by email, thus reducing postage costs, and it is planned that 'Acupuncture in Medicine' will also be available online from 2019, unless members request a paper copy and pay a small additional fee. Our social media presence has increased via our Facebook, Instagram, email and Twitter accounts and with our Medical Director's excellent blogs. Despite all this, our membership has decreased, mainly as a result of our medical practitioners leaving the Society for a variety of reasons. The Trustees and staff are working hard to redress this shortfall.

Our educational courses are a major source of income and continue to be closely monitored and scrutinised by the Trustees, Medical Director and administrative team to ensure that our income is optimised. We run fewer foundation courses but they are more cost efficient. Courses have remained centred on our excellent teaching venues in London and Manchester (Northwich) and we have focussed on trying to fill places at these venues.

Last year I reported last year that the conversion of part of the ground floor clinic area at BMAS House in Northwich had been completed. This facility has been 'up and running' during 2018, with Dr Graham Leng, one of our Trustees, seeing patients here each week. Once patient numbers have increased a little, BMAS will offer this as a teaching clinic for members to attend. In the meantime, the clinic space is available for local members to rent out.

BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

In summary, we believe that our funds have been used appropriately and wisely in fulfilment of our aims and we remain in a financially secure position.

This will be my last report as your Honorary Treasurer as I hand over the role to Catherine Tiphonie, our immediate past President. Once again, I express my most sincere thanks to Julie Cummings and the administrative team in Northwich and to Mike Cummings, our Medical Director, and Allyson Brown in London, as well as to my fellow Trustees, all of whom work diligently to ensure that our Society continues to operate efficiently and effectively and who have provided me with invaluable support throughout my years in this role.

Marion Richardson, Honorary Treasurer

Development Committee Chair's Report

The Development Committee was reconvened to consider how the BMAS should adapt to the challenges of providing continued professional development for its members in the future. It is becoming increasingly difficult to provide this within an NHS setting and so we wished to explore other avenues. Our current President, Carolyn Rubens, has set up some highly innovative educational opportunities on the South Coast working with other organisations including charities. We learnt from her experience and looked at how this could be disseminated in other areas. We also oversaw the opening of the teaching clinic at BMAS House in Northwich.

It was felt that the functions of the Committee could be subsumed back into the Education and Professional Services Committees and so the members decided that the Development Committee need no longer meet but can be reconvened in future if there are specifics that need to be considered. I am grateful to my colleagues who sat on the Committee for their input, ideas and commitment.

Jonathan Edwards, Development Committee Chair

Education Committee Chair's Report

The main thrust of BMAS remains the increase in the practice of acupuncture by training more clinicians through the Foundation Course. Numbers attending courses, especially GPs, were not as strong in 2018 as in previous years and may reflect the current pressures on GPs and withdrawal of funding for acupuncture. The Education Committee explored the use of social media to improve the visibility of BMAS in general, and our courses in particular. We are searching for a suitable candidate with the relevant know-how and experience to carry out this task.

Membership of the Education Committee was increased this year by co-opting two members who are not Council members: Anna Smith, and Charlotte Hurst from New Zealand. Ms Hurst joined the meeting using Skype which worked well. This prompted the next two Committee meetings to be held virtually via the Zoom application which also worked well and allowed the saving of time and travel expenses.

The Certificate of Basic Competence (CoBC) has now been renamed the Certificate of Medical Acupuncture (CMA) in order to become coherent with the next award, the Diploma in Medical Acupuncture (DMA). The guidance notes for these qualifications have also been updated to clarify the procedure for acupuncture students. In addition, a closed Facebook group has been started for Diploma students. The Regional Groups continue to flourish and a more formal system for recording CPD hours earned by attending these meetings has been put in place.

Amer Sheikh, Education Committee Chair

Professional Services Committee Chair's Report

Nine foundation courses were held during 2018 and 185 delegates were trained compared to 206 in 2017. The York and Bristol courses were replaced by an additional Northwich course due to low numbers of delegates in 2017. As in previous years, most delegates heard about courses from colleagues or online. The largest professional group was that of doctors making up 46% of delegates followed by physiotherapists (16%), nurses (12%), osteopaths (10%) and chiropractors (6%).

BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

Twelve Supplementary Days were held on a variety of topics including back pain, headaches, women's health, palliative care, osteoarthritis, pregnancy and childbirth, and electroacupuncture. There was a total of 206 delegates on these courses.

The Autumn Scientific Meeting was held in London. This was an interesting and successful meeting with 123 delegates attending. BMAS held exhibition stands at the Prescribing Lifestyle Medicine conference and at the Royal College of GPs annual conference. These were well received and a number of delegates asked for information about the Society and courses.

Membership of the Society stood at 1665 in December 2018. This is a reduction from 1787 in December 2017. As in previous years, the biggest decline is in members who are doctors which fell from 959 to 870. It is thought that this reflects the difficulty incorporating acupuncture into NHS work. Since 2002, membership has been open to most statutory regulated healthcare professionals. In 2017 this was extended to healthcare professionals who are voluntary regulated, provided the regulation is overseen by the Professional Standards Authority and the professional body considers acupuncture with the scope of practice. Doctors remain the largest professional group, making up 52% of members, followed by physiotherapists (14%), osteopaths (14%), nurses (10%) and chiropractors (5%). The remaining 5% of members is made up of dentists, midwives, podiatrists, vets, radiographers, acupuncturists, dieticians, operating department practitioners and sports therapists.

We have discussed options for improving membership retention including enhancing online resources for members and promotion of foundation courses to attract new members. Options for improving the website and updating the Forum were investigated but it was felt that they were best left unchanged at the present time due to the high cost. More foundation course delegates are using the Forum to ask questions and share experiences. The website continues to be a valuable resource for members and the Society maintains a lively online presence on Facebook, Twitter and Instagram as well as regular updates and reflections from the Medical Director on the BMAS Blog.

Graham Leng, Professional Services Committee Chair

Medical Director's Report

2018 was a year of continued contraction, both for membership numbers and for teaching activity. The BMAS has lost 100 members per year for the last three years and they have almost all been doctors - all other groups are stable. It seems clear that this is a reflection of the wider challenges and manpower crisis in UK primary care. This reduces income from membership fees by £36k but with almost no savings in running costs.

We ran eight foundation courses (FCs) with a total of 185 participants in 2018, and one course in Northwich was cancelled due to low numbers. This is the first time we have dropped below 200 trainees in over 20 years, and of course numbers of GPs have reduced even more. For comparison, we trained 434 participants in 2000, and the majority were GPs.

We ran two Foundation Refresher courses with a total of 18 participants, and 13 Supplementary Day courses with a total of 204 participants. We held one Scientific Meeting with 123 attending.

We have been running a financial deficit since 2014, including three years of deficits of over £50k from 2015 to 2017. 2018 is not an exception with another deficit of over 10% of turnover, despite rigorous cost saving in both administration and educational activities. A key cost saving factor for the future is going fully paperless, and when this moves to include the journal 'Acupuncture in Medicine', now published by Sage, we will save substantial costs. I am confident that this time next year we will have seen a marked turnaround, but we must continue to address the changing healthcare environment and our position in it.

For the future we need to urgently address the lack of access to practice for our trainees coming off FCs. Increasingly this has to be outside their usual practice if it is to be within the NHS. We are trying to increase capacity at BMAS teaching clinics, but this is a slow process, so we need some innovative solutions from the third sector.

Mike Cummings, Medical Director

BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

Journal Editor's Report

2018 proved to be another year of growth for 'Acupuncture in Medicine', and I am extremely grateful to all the authors, reviewers and readers who have helped make the journal the successful resource it is today - now the highest ranked acupuncture-only academic publication in the world. Our 2017 impact factor, announced this past summer, rose slightly to 2.275 (our highest ever) and will only serve to encourage an ever greater number of both established and budding researchers and clinicians to submit their manuscripts to us, as we continue to promote high research standards and an evidence-based, neurophysiologically grounded approach to the study and practice of acupuncture around the world.

As I alluded to in last year's report, 2018 was going to be our final year with the BMJ Group and our search for a new publisher kicked off early in the year. SAGE Publishing (an independent publishing company founded in 1965 in New York and now with offices in Los Angeles, London, New Delhi, Singapore, Washington DC and Melbourne) quickly became the clear front-runner in our tender process and we were delighted to join their impressive portfolio of scientific journals as of January 2019. SAGE are highly committed to helping us achieve our overall mission to advance the science of acupuncture, reach clinicians and healthcare policymakers to influence practice and commissioning, and to climb further up the rankings within the "Integrative and Complementary Medicine" category of Clarivate Analytics' Journal Citation Reports. We are currently looking into the possibility of starting to publish some articles in the Chinese language to extend our reach and influence in the East and to help spread the BMAS's contemporary brand of Western medical acupuncture overseas. Though the journal will now be paperless (except for those who opt in to receive paper copies for just £30 per year), we are also planning to introduce digital collections around specific topics in the future, which will pool together related articles for ease of access within a particular specialty area.

I see a bright future ahead for Acupuncture in Medicine and I am excited by what we can achieve together with SAGE in the next five years.

David Carr, Editor, 'Acupuncture in Medicine'

AUDITORS

The auditors, Murray Smith LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 13 May 2019 and signed on its behalf by:

Dr C N J Rubens - Trustee

BRITISH MEDICAL ACUPUNCTURE SOCIETY

STATEMENT OF TRUSTEES RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2018

The trustees (who are also the directors of British Medical Acupuncture Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are 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 auditors are aware of that information.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRITISH MEDICAL ACUPUNCTURE SOCIETY

Opinion

We have audited the financial statements of British Medical Acupuncture Society (the 'charitable company') for the year ended 31 December 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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).

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 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRITISH MEDICAL ACUPUNCTURE SOCIETY

Matters on 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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company'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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Michael Benson (Senior Statutory Auditor)
for and on behalf of Murray Smith LLP
Chartered Accountants
Statutory Auditors
Darland House
44 Winnington Hill
Northwich
Cheshire
CW8 1AU

13 May 2019

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Notes	Unrestricted fund £	Restricted fund £	2018 Total funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
	3				
Courses and conferences		179,110	-	179,110	189,206
Subscriptions		167,117	1,666	168,783	177,035
Certificates		2,785	-	2,785	1,920
Teaching clinic		27,143	-	27,143	23,519
Other income		124,016	-	124,016	131,681
Investment income	2	6,642	-	6,642	6,078
Total		506,813	1,666	508,479	529,439
EXPENDITURE ON					
Raising funds	4	114,471	-	114,471	106,042
Charitable activities					
	5				
Courses and conferences		278,122	-	278,122	290,328
Office costs		161,936	-	161,936	166,738
Other costs		20,426	-	20,426	20,328
Total		574,955	-	574,955	583,436
NET INCOME/(EXPENDITURE)		(68,142)	1,666	(66,476)	(53,997)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,053,680	50,694	1,104,374	1,158,371
TOTAL FUNDS CARRIED FORWARD		985,538	52,360	1,037,898	1,104,374

The notes form part of these financial statements

BRITISH MEDICAL ACUPUNCTURE SOCIETY**BALANCE SHEET
AT 31 DECEMBER 2018**

	Notes	2018 £	2017 £
FIXED ASSETS			
Tangible assets	10	526,721	541,877
CURRENT ASSETS			
Stocks	11	6,499	9,816
Debtors	12	111,199	111,140
Cash at bank		587,052	620,425
		<u>704,750</u>	<u>741,381</u>
CREDITORS			
Amounts falling due within one year	13	(193,573)	(178,884)
NET CURRENT ASSETS		<u>511,177</u>	<u>562,497</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,037,898</u>	<u>1,104,374</u>
NET ASSETS		<u>1,037,898</u>	<u>1,104,374</u>
FUNDS	16		
Unrestricted funds		985,538	1,053,680
Restricted funds		52,360	50,694
TOTAL FUNDS		<u>1,037,898</u>	<u>1,104,374</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 13 May 2019 and were signed on its behalf by:

Dr C N J Rubens -Trustee

The notes form part of these financial statements

BRITISH MEDICAL ACUPUNCTURE SOCIETY**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Notes	2018 £	2017 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>(33,373)</u>	<u>(41,318)</u>
Net cash provided by (used in) operating activities		<u>(33,373)</u>	<u>(41,318)</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>-</u>	<u>(50,666)</u>
Net cash provided by (used in) investing activities		<u>-</u>	<u>(50,666)</u>
Change in cash and cash equivalents in the reporting period		<u>(33,373)</u>	<u>(91,984)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>620,425</u>	<u>712,409</u>
Cash and cash equivalents at the end of the reporting period		<u><u>587,052</u></u>	<u><u>620,425</u></u>

The notes form part of these financial statements

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018	2017
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(66,476)	(53,997)
Adjustments for:		
Depreciation charges	15,156	14,869
Decrease in stocks	3,317	4,702
(Increase)/decrease in debtors	(59)	2,827
Increase/(decrease) in creditors	14,689	(9,719)
	<hr/>	<hr/>
Net cash provided by (used in) operating activities	(33,373)	(41,318)
	<hr/> <hr/>	<hr/> <hr/>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

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.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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%

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

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

Fund accounting

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

a) 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.

b) Unrestricted fund

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

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

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

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.

Grants payable

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

2. INVESTMENT INCOME

	2018 £	2017 £
Rents received	-	30
Investment income	6,642	6,048
	<u>6,642</u>	<u>6,078</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2018 £	2017 £
Courses and conferences	179,110	189,206
Subscriptions	168,783	177,035
Certificates	2,785	1,920
Teaching clinic	27,143	23,519
Other income	124,016	131,681
	<u>501,837</u>	<u>523,361</u>

4. RAISING FUNDS

Other trading activities

	2018 £	2017 £
Fundraising and publicity	114,471	106,042
	<u>114,471</u>	<u>106,042</u>

5. CHARITABLE ACTIVITIES COSTS

	Staff costs £	Depreciation £	Other costs £	Total 2018 £	Total 2017 £
Course and conferences	180,596	-	97,526	278,122	290,328
Office costs	91,006	-	70,930	161,936	166,738
Other costs	-	15,156	5,270	20,426	20,328
	<u>271,602</u>	<u>15,156</u>	<u>173,726</u>	<u>460,484</u>	<u>477,394</u>

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation - owned assets	15,156	14,869
Auditors' remuneration	3,937	3,692
	<u>19,093</u>	<u>18,561</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration was paid to the trustees during the year. Lecture fees totalling £11,800 (2017: £16,910), were paid to seven of the trustees.

The charity has taken out insurance to protect from losses arising from the neglect or default of its trustees and employees. The cost of the insurance was £1,625 in 2018 (2017: £1,828).

The charity is controlled by the Council of Management.

Trustees' expenses

In the year the company reimbursed the trustees as follows:

	2018	2017
	£	£
Travel	3,672	5,796
Accommodation and subsistence	2,011	3,088
Other costs	1,454	335
	<u>7,136</u>	<u>9,219</u>

The expenses were incurred in relation to committee meetings and the trustees were reimbursed for their expenses. At 31 December 2018, expenses of £nil (2017 - £212) were due to be reimbursed to the trustees.

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

8. STAFF COSTS

	2018 £	2017 £
Wages and salaries	234,500	227,590
Social security costs	24,549	23,690
Other pension costs	12,553	13,243
	<u>271,602</u>	<u>264,523</u>

The average monthly number of employees during the year was as follows:

	2018	2017
Administration	<u>7</u>	<u>7</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2018	2017
£90,001 - £100,000	-	1
> £100,000	1	-
	<u>1</u>	<u>1</u>

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Courses and conferences	189,206	-	189,206
Subscriptions	175,265	1,770	177,035
Certificates	1,920	-	1,920
Teaching clinic	23,519	-	23,519
Other income	131,681	-	131,681
Investment income	6,078	-	6,078
Total	<u>527,669</u>	<u>1,770</u>	<u>529,439</u>
EXPENDITURE ON			
Raising funds	106,042	-	106,042
Charitable activities			
Courses and conferences	290,328	-	290,328
Office costs	166,738	-	166,738
Other costs	20,328	-	20,328
Total	<u>583,436</u>	<u>-</u>	<u>583,436</u>
NET INCOME/(EXPENDITURE)	<u>(55,767)</u>	<u>1,770</u>	<u>(53,997)</u>

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	1,109,447	48,924	1,158,371
TOTAL FUNDS CARRIED FORWARD	<u>1,053,680</u>	<u>50,694</u>	<u>1,104,374</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Acupuncture equipment £	Office equipment £	Computer equipment £	Totals £
COST					
At 1 January 2018 and 31 December 2018	<u>642,881</u>	<u>164</u>	<u>24,010</u>	<u>7,613</u>	<u>674,668</u>
DEPRECIATION					
At 1 January 2018	108,323	164	18,607	5,697	132,791
Charge for year	<u>12,858</u>	<u>-</u>	<u>1,266</u>	<u>1,032</u>	<u>15,156</u>
At 31 December 2018	<u>121,181</u>	<u>164</u>	<u>19,873</u>	<u>6,729</u>	<u>147,947</u>
NET BOOK VALUE					
At 31 December 2018	<u>521,700</u>	<u>-</u>	<u>4,137</u>	<u>884</u>	<u>526,721</u>
At 31 December 2017	<u>534,558</u>	<u>-</u>	<u>5,403</u>	<u>1,916</u>	<u>541,877</u>

11. STOCKS

	2018 £	2017 £
Stationery and journals	<u>6,499</u>	<u>9,816</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade debtors	5,986	2,095
Other debtors	-	740
Prepayments and accrued income	<u>105,213</u>	<u>108,305</u>
	<u>111,199</u>	<u>111,140</u>

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade creditors	18,517	8,559
Other creditors	38,147	14,838
Amounts due to Trustees	-	212
Accruals and deferred income	136,909	155,275
	<u>193,573</u>	<u>178,884</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2018	2017
	£	£
Within one year	5,481	9,891
Between one and five years	-	5,481
	<u>5,481</u>	<u>15,372</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted fund	2018 Total funds	2017 Total funds
	£	£	£	£
Fixed assets	526,721	-	526,721	541,877
Current assets	652,390	52,360	704,750	741,381
Current liabilities	(193,573)	-	(193,573)	(178,884)
	<u>985,538</u>	<u>52,360</u>	<u>1,037,898</u>	<u>1,104,374</u>

16. MOVEMENT IN FUNDS

	At 1.1.18	Net movement in funds	At 31.12.18
	£	£	£
Unrestricted funds			
General fund	1,053,680	(68,142)	985,538
Restricted funds			
Restricted Fund	50,694	1,666	52,360
	<u>1,104,374</u>	<u>(66,476)</u>	<u>1,037,898</u>

BRITISH MEDICAL ACUPUNCTURE SOCIETY

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	506,813	(574,955)	(68,142)
Restricted funds			
Restricted Fund	1,666	-	1,666
TOTAL FUNDS	<u>508,479</u>	<u>(574,955)</u>	<u>(66,476)</u>

Comparatives for movement in funds

	At 1.1.17 £	Net movement in funds £	At 31.12.17 £
Unrestricted Funds			
General fund	1,109,447	(55,767)	1,053,680
Restricted Funds			
Restricted Fund	48,924	1,770	50,694
TOTAL FUNDS	<u>1,158,371</u>	<u>(53,997)</u>	<u>1,104,374</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	527,669	(583,436)	(55,767)
Restricted funds			
Restricted Fund	1,770	-	1,770
TOTAL FUNDS	<u>529,439</u>	<u>(583,436)</u>	<u>(53,997)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.17 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	1,109,447	(123,909)	985,538
Restricted funds			
Restricted Fund	48,924	3,436	52,360
TOTAL FUNDS	<u>1,158,371</u>	<u>(120,473)</u>	<u>1,037,898</u>

BRITISH MEDICAL ACUPUNCTURE SOCIETY**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018****16. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,034,482	(1,158,391)	(123,909)
Restricted funds			
Restricted Fund	3,436	-	3,436
TOTAL FUNDS	<u>1,037,918</u>	<u>(1,158,391)</u>	<u>(120,473)</u>

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2018.

18. SHARE CAPITAL AND MEMBERS LIABILITY

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

19. RESTRICTED FUND

The Research fund account holds £52,360 as at 31 December 2018. This fund can be used for research into any aspect of the use of acupuncture.

BRITISH MEDICAL ACUPUNCTURE SOCIETY**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Investment income		
Rents received	-	30
Investment income	6,642	6,048
	<hr/>	<hr/>
	6,642	6,078
Charitable activities		
Courses and conferences	179,110	189,206
Subscriptions	168,783	177,035
Certificates	2,785	1,920
Teaching clinic	27,143	23,519
Other income	124,016	131,681
	<hr/>	<hr/>
	501,837	523,361
	<hr/>	<hr/>
Total incoming resources	508,479	529,439
EXPENDITURE		
Other trading activities		
Fundraising and publicity	114,471	106,042
Charitable activities		
Wages	234,500	227,590
Social security	24,549	23,690
Pensions	12,553	13,243
Other costs	162,850	188,337
Directors of education expenses	4,623	3,471
Trustee indemnity insurance	2,316	2,502
Auditors' remuneration	3,937	3,692
Freehold property depreciation	12,858	12,562
Office equipment depreciation	1,266	1,001
Computer equipment depreciation	1,032	1,306
	<hr/>	<hr/>
	460,484	477,394
	<hr/>	<hr/>
Total resources expended	574,955	583,436
	<hr/>	<hr/>
Net expenditure	(66,476)	(53,997)
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements