

HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD FROM 01 JULY 2017 TO 31 MARCH 2018

HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

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FOR THE PERIOD FROM 01 JULY 2017 TO 31 MARCH 2018**

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HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

REFERENCE AND ADMINISTRATION

Charity Name: Health Care Supply Association

Charity Registration no: 1170161

Registered Office: c/o Unit 18
Solent Industrial Estate
Hedge End
Southampton
SO30 2FY

Chairman: M Roscrow MBE

Trustees: I M Turner
Professor D Eaton
L Quirke
N Cartwright

Bank Lloyds Bank plc
30 High Street
Coventry
CV1 5RE

National Westminster Bank plc
4 Church Road
Filton
Bristol
BS34 7BW

Accountants Nigelmaks Ltd
2nd Floor
The Fragrance House
Haydon
Wells
Somerset
BA5 3FF

**HEALTH CARE SUPPLY ASSOCIATION
TRUSTEES' ANNUAL REPORT
FOR THE PERIOD FROM 01 JULY 2017 TO 31 MARCH 2018**

Objectives and Activities

The Association's purpose (principal activities) as set out in its constitution dated 01 November 2016 is to promote and protect good health for the public benefit by promoting the efficiency of the National Health Service (NHS) across the UK, through:

- a) Education and training of purchasing and supply personnel and purchasing and supply management relating to its duties in supporting the delivery of healthcare services, in order to support NHS stakeholders in delivering the best quality and most cost efficient healthcare; and
- b) Undertaking or commissioning and publishing the beneficial results of research or best practice case studies in related subjects.

In furtherance of the Association's objectives it may:

- a) Facilitate a network for the sharing of knowledge and best practice
- b) Deliver education and learning events
- c) Improve quality, excellence and cost efficiency
- d) Liaise with partners
- e) Act as the profession's principal advisor for national bodies.

The trustees review the aims, objectives and activities each year. This review looks at what the charity achieved and the outcomes of its work in the previous period. The review helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

Structure, Governance and Management

HCSA is a charitable incorporated organisation registered with the Charities Commission.

There are 5 classifications of membership:

- a) Full membership
- b) Honorary members
- c) Retired members
- d) Associate members
- e) Corporate members

The trustees manage the affairs of the HCSA, and may for that purpose exercise all the powers of the HCSA. There must be a minimum of 3 trustees and a maximum of 12. At the first AGM all the trustees shall retire from office. At every subsequent AGM one-third of the Trustees shall retire from office.

All trustees give their time voluntarily and receive no salaries from the charity. Any expenses reclaimed are set out in the notes to the accounts.

Trustees' Responsibilities

The Association is required to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit for that period. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is appropriate to presume that the organisation will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to ensure that the accounts comply with Charities Act 2011. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Achievements and performance of the Association and future plans

One of the Association's most successful features has been the Annual Conference. This was once again a well attended and successful event. The Annual Conference has developed its content and reputation over the years and attracted a capacity attendance from the members. Representatives from the major health care supply companies from across the UK were also in attendance.

The Association also runs a summer school event for training members.

Financial Review

Income from conference and training events amounted to £153,772 (2017: £121,073) for the period, with associated expenditure of £100,935, leaving a net surplus on ordinary activities of £52,837.

We have as always maintained a tight control over expenditure.

Our balance sheet remains healthy and we are well placed to serve our members for the forthcoming year.

This report was approved on behalf of the trustees by:

A handwritten signature in black ink, appearing to read 'I M Turner', written in a cursive style.

I M Turner

Dated 8 October 2018

HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

INDEPENDENT ACCOUNTANTS' REPORT

We report on the unaudited accounts for the period ended 31 March 2018 set out on pages 2 to 13.

RESPECTIVE RESPONSIBILITIES OF OFFICERS AND REPORTING ACCOUNTANTS

The Association's officers are responsible for the preparation of the accounts, and they consider that the Association is entitled to opt out of an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

This report is made in accordance with the terms of our engagement.

Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to the Association's members that we have done so, and state those matters that we have agreed to state to them in this 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 shareholders, as a body for our work or for this report.

BASIS OF OPINION

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

OPINION

In our opinion:

- a) The accounts, including the revenue account and balance sheet, are in agreement with the accounting records kept by the Association.
- b) Having regard only to, and on the basis of, the information contained in those accounting records the revenue account and balance sheet comply with the requirements of the Charity Commission.
- c) For the preceding year of account, the financial criteria for the exercise of the power conferred by section 84 were met in relation to the year.



Nigelmarks Ltd
Chartered Certified Accountants
2nd Floor
The Fragrance House
Haydon
Wells
Somerset
BA5 3FF

Dated 8 October 2018

HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)

FOR THE PERIOD FROM 01 JULY 2017 TO 31 MARCH 2018

	Notes	Unrestricted Funds £	Restricted Funds £	31-Mar-18	30-Jun-17
Incoming Resources					Total £
Donations and legacies					
Donations	2	-	-	-	181,238
Charitable Activities					
Event income	3	153,772	-	153,772	121,073
		<u>153,772</u>	<u>-</u>	<u>153,772</u>	<u>302,311</u>
Resources Expended	4				
Charitable Activities					
<i>Event Costs</i>					
Conference Expenditure		29,370	-	29,370	33,379
EU Procurement Training		-	-	-	400
Awards		809	-	809	30
PDP Expenses		2,511	-	2,511	12,478
		<u>32,690</u>	<u>-</u>	<u>32,690</u>	<u>46,287</u>
<i>Administration</i>					
Development of Role Profiles		2,260	-	2,260	14,795
Website costs		3,795	-	3,795	170
Advertising and promotional		1,766	-	1,766	-
Subscriptions		197	-	197	-
Printing, postage and stationery		3,132	-	3,132	-
Back office support		11,250	-	11,250	14,686
Bank charges		(588)	-	(588)	-
		<u>21,812</u>	<u>-</u>	<u>21,812</u>	<u>29,651</u>
Governance					
Meeting costs		1,202	-	1,202	4,758
Insurance		493	-	493	-
Professional fees		41,952	-	41,952	24,600
Accountancy		2,786	-	2,786	900
		<u>46,433</u>	<u>-</u>	<u>46,433</u>	<u>30,258</u>
Total resources expended		<u>100,935</u>	<u>-</u>	<u>100,935</u>	<u>106,196</u>
Net income / (expenditure) before tax		<u>52,837</u>	<u>-</u>	<u>52,837</u>	<u>196,115</u>
Tax payable		-	-	-	-
Net income / (expenditure)		<u>52,837</u>	<u>-</u>	<u>52,837</u>	<u>196,115</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>52,837</u>	<u>-</u>	<u>52,837</u>	<u>196,115</u>
Reconciliation of Funds					
Total funds brought forward		196,115	-		-
Total funds carried forward		<u>248,952</u>	<u>-</u>		<u>196,115</u>

HEALTH CARE SUPPLY ASSOCIATION

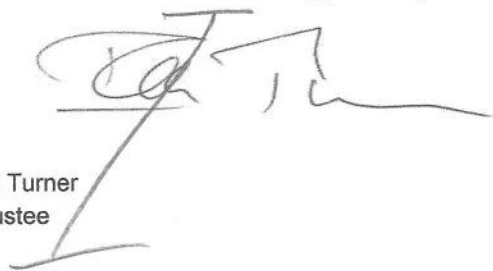
Charitable Association

**BALANCE SHEET
AS AT 31 MARCH 2018**

	Notes	31 March 2018		30 June 2017	
		£	£	£	£
Current Assets					
Trade debtors		62,136		28,050	
Other debtors		-		4,449	
Cash at Bank and in hand					
Nat West Current Account		8,755		15,223	
Nat West Reserve		9		9	
Lloyds Bank Current Account		242,596		195,493	
		<u>313,496</u>		<u>243,224</u>	
Creditors: amounts falling due within one year					
Other creditors		64,544		47,109	
		<u>64,544</u>		<u>47,109</u>	
Net Assets			<u><u>248,952</u></u>		<u><u>196,115</u></u>
 Represented by:					
General unrestricted fund	1		248,952		196,115
Restricted fund	1		-		-
			<u><u>248,952</u></u>		<u><u>196,115</u></u>

The financial statements were approved by the trustees on 8 October 2018 and signed on its behalf by:

I M Turner
Trustee



M Roscow
Chairman



HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 01 JULY 2017 TO 31 MARCH 2018

1. Accounting policies

a) Basis of accounting

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

The financial statements have been prepared under the historical cost convention, and in accordance with SORP 2015.

b) Fund accounting

Unrestricted funds

Unrestricted funds are available for use at the discretion of the council in furtherance of the general objectives of the Association.

Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or throughout the terms of an appeal.

c) Incoming resources

All incoming resources are included in the statement of financial activities when the Association is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable.

Grants, where entitlement is not conditional on the delivery of a specific performance by the Association, are recognised when the Association becomes unconditionally entitled to the grant.

d) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the Association in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Association.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM 01 JULY 2017 TO 31 MARCH 2018

2. Donations	2018	2017
	£	£
A donation was received from HCSA, the previous Association prior to charitable status.	-	181,238

3. Conference and Training Income	2018	2017
	£	£
Delegate fees are charged for attendance at the Annual conference. Training fees are charged for specific events.	153,772	121,073

4. Total Resources expended	Charitable Governance activities		2018	2017	
			Total	Total	
	£	£	£	£	
Costs directly allocated to activities					
Conference Expenditure	Direct	29,370	-	29,370	33,379
EU Procurement Training	Direct	-	-	-	400
Awards	Direct	809	-	809	30
PDP Expenses	Direct	2,511	-	2,511	12,478
Support costs allocated to activities					
Development of Role Profiles	Direct	2,260	-	2,260	14,795
Website costs	Direct	3,795	-	3,795	170
Back office support	Direct	11,250	-	11,250	14,686
Advertising and promotional	Direct	1,766	-	1,766	-
Subscriptions	Direct	197	-	197	-
Printing, postage and stationery	Direct	3,132	-	3,132	-
Bank charges	Direct	(588)	-	588	-
Meeting costs	Direct	-	1,202	1,202	4,758
Insurance	Direct	-	493	493	-
Professional fees	Direct	-	41,952	41,952	24,600
Accountancy	Direct	-	2,786	2,786	900
Total resources expended		54,502	46,433	100,935	106,196

5. Trustee remuneration and related party disclosures

No trustees received any remuneration during the period. Expenses amounting to £356 were reimbursed to trustees. £2,753 (net of VAT) was paid to Stratagem Worldwide Ltd during the period, a company in which N Stewart is a director.

Trustees have all formally declared their interests'

6. Taxation

As a charity, HCSA is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

7. Analysis of Net Assets between funds

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	£	£	£	£
Current assets	313,496	-	313,496	243,224
Current liabilities	64,544	-	64,544	47,109
Net assets	<u>248,952</u>	<u>-</u>	<u>248,952</u>	<u>196,115</u>