

**HEALTH CARE SUPPLY ASSOCIATION**  
**Charitable Association**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

# HEALTH CARE SUPPLY ASSOCIATION

## Charitable Association

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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  
W Hall

**Bank** Lloyds Bank plc  
30 High Street  
Coventry  
CV1 5RE

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

**HEALTH CARE SUPPLY ASSOCIATION  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2019**

**Objectives and Activities**

The Association's purpose (principal activities) as set out in its constitution dated 1 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 £174,090 (2018: £153,772) for the year, with associated expenditure of £156,695 (2018: £100,935), leaving a net surplus on ordinary activities of £17,395. Subscriptions received during the year amounted to £141.

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 be 'I M Turner', written over a horizontal line.

I M Turner

Dated 7 October 2019

## **HEALTH CARE SUPPLY ASSOCIATION**

### **Charitable Association**

## **INDEPENDENT ACCOUNTANTS' REPORT**

We report on the unaudited accounts for the period ended 31 March 2019 set out on pages 5 to 8.

### **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 7 October 2019

HEALTH CARE SUPPLY ASSOCIATION

Charitable Association

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted Funds £	31-Mar-19	31-Mar-18
<b>Incoming Resources</b>				<b>Total £</b>
Donations and legacies				
Subscriptions	2	141	141	-
Charitable Activities				
Event income	3	174,090	174,090	153,772
		<u>174,231</u>	<u>174,231</u>	<u>153,772</u>
<b>Resources Expended</b>	4			
<b>Charitable Activities</b>				
<i>Event Costs</i>				
Conference Expenditure		43,025	43,025	30,179
Training		14,608	14,608	2,511
		<u>57,633</u>	<u>57,633</u>	<u>32,690</u>
<i>Administration</i>				
Development of Role Profiles		-	-	2,260
Website costs		7,549	7,549	3,795
Advertising and promotional		2,315	2,315	1,766
Subscriptions		245	245	197
Printing, postage and stationery		4,019	4,019	3,132
Computer and IT costs		963	963	-
Back office support		40,000	40,000	11,250
Bank charges		-	-	(588)
		<u>55,091</u>	<u>55,091</u>	<u>21,812</u>
<b>Governance</b>				
Meeting costs		389	389	1,202
Insurance		503	503	493
Professional fees		36,809	36,809	41,952
Accountancy		6,270	6,270	2,786
		<u>43,971</u>	<u>43,971</u>	<u>46,433</u>
<b>Total resources expended</b>		<u>156,695</u>	<u>156,695</u>	<u>100,935</u>
<b>Net income / (expenditure) before tax</b>		<u>17,536</u>	<u>17,536</u>	<u>52,837</u>
<b>Tax payable</b>		-	-	-
<b>Net income / (expenditure)</b>		<u>17,536</u>	<u>17,536</u>	<u>52,837</u>
<b>Reconciliation of Funds</b>				
Total funds brought forward		248,952	248,952	196,115
Total funds carried forward		<u>266,488</u>	<u>266,488</u>	<u>248,952</u>

**HEALTH CARE SUPPLY ASSOCIATION**

**Charitable Association**

**BALANCE SHEET  
AS AT 31 MARCH 2019**

	Notes	31 March 2019		31 March 2018	
		£	£	£	£
<b>Current Assets</b>					
Trade debtors		42,192		62,136	
Prepayments		3,092		-	
Cash at Bank and in hand					
Nat West Current Account		25,353		8,755	
Nat West Reserve		-		9	
Lloyds Bank Current Account		295,028		242,596	
		<u>365,665</u>		<u>313,496</u>	
<b>Creditors: amounts falling due within one year</b>					
Deferred income		28,141		-	
Creditors & accruals		5,605		-	
VAT		20,122		19,235	
Other creditors		45,309		45,309	
		<u>99,177</u>		<u>64,544</u>	
<b>Net Assets</b>			<u><u>266,488</u></u>		<u><u>248,952</u></u>
<b>Represented by:</b>					
<b>General unrestricted fund</b>	1		266,488		248,952
			<u><u>266,488</u></u>		<u><u>248,952</u></u>

The financial statements were approved by the trustees on 7 October 2019 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 YEAR ENDED 31 MARCH 2019

#### 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. The Charity does not hold any Restricted Funds.

##### 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 YEAR ENDED 31 MARCH 2019**

<b>2. Donations and subscriptions</b>	<b>2019</b>	<b>2018</b>
	£	£
Subscriptions received during the year	141	-

<b>3. Conference and Training Income</b>	<b>2019</b>	<b>2018</b>
	£	£
Delegate fees are charged for attendance at the Annual conference. Training fees are charged for specific events.	174,090	153,772

<b>4. Total Resources expended</b>		<b>Charitable</b>	<b>Governance</b>		
		<b>activities</b>		<b>2019</b>	<b>2018</b>
				<b>Total</b>	<b>Total</b>
		£	£	£	£
<b>Costs directly allocated to activities</b>					
Conference Expenditure	Direct	43,025	-	43,025	30,179
Training	Direct	14,608	-	14,608	2,511
<b>Support costs allocated to activities</b>					
Development of Role Profiles	Direct	-	-	-	2,260
Website costs	Direct	7,549	-	7,549	3,795
Advertising and promotional	Direct	2,315	-	2,315	1,766
Subscriptions	Direct	245	-	245	197
Printing, postage and stationery	Direct	4,019	-	4,019	3,132
Computer and IT costs	Direct	963	-	963	-
Back office support	Direct	40,000	-	40,000	11,250
Bank charges	Direct	-	-	-	588
Meeting costs	Direct	-	389	389	1,202
Insurance	Direct	-	503	503	493
Professional fees	Direct	-	36,809	36,809	41,952
Accountancy	Direct	-	6,270	6,270	2,786
<b>Total resources expended</b>		<b>112,724</b>	<b>43,971</b>	<b>156,695</b>	<b>100,935</b>

**5. Trustee remuneration and related party disclosures**

No trustees received any remuneration during the period. 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**

	<b>Total 2019</b>	
	<b>Unrestricted</b>	
	<b>funds</b>	<b>Total 2018</b>
	£	£
Current assets	365,665	313,496
Current liabilities	99,177	64,544
Net assets	<u>266,488</u>	<u>248,952</u>