

REGISTERED COMPANY NUMBER: 02755034 (England and Wales)  
REGISTERED CHARITY NUMBER: 1020193

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 30 September 2019**  
**for**  
**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

McLean Reid  
Chartered Accountants  
1 Forstal Road  
Aylesford  
Kent  
ME20 7AU

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

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**for the Year Ended 30 September 2019**

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**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Report of the Trustees**  
**for the Year Ended 30 September 2019**

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 30 September 2019. 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 objective of the charity are the promotion and advancement of classical osteopathy.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

During the year the Institute continued to grow in membership, gaining greater and wider interests world-wide.

**FINANCIAL REVIEW**

**Principal funding sources**

The main sources of income the charity receives are the donations for providing post graduate courses, conferences, workshops, treatments, etc. and annual subscription fees.

**Reserves policy**

The Institute requires reasonable reserves to fund large gatherings of practitioners to develop and deliver post graduate courses, conferences, workshops, etc. and generally to enable the delivery of educational events which may not always be self-financing.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

In the event of any of the current trustees resigning, the remaining trustees would look to a further appointee who has shown interest and commitment over several years towards the charity.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

02755034 (England and Wales)

**Registered Charity number**

1020193

**Registered office**

28-30 South Street  
Dorking  
Surrey  
RH4 2HQ

**Trustees**

Mr T Sparrow Trustee  
Mr C P Batten Trustee  
Mr H Lee Trustee  
Miss B Chaggar Osteopath  
Miss V Kumar Osteopath (resigned 10.10.18)  
Mr D Gomez Etayo Osteopath  
Mr F J Gomez Etayo Osteopath

**Independent Examiner**

A M Reid FCA  
Chartered Accountant  
McLean Reid  
Chartered Accountants  
1 Forstal Road  
Aylesford  
Kent  
ME20 7AU

Approved by order of the board of trustees on 28 April 2020 and signed on its behalf by:

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Report of the Trustees**  
**for the Year Ended 30 September 2019**



Mr H Lee - Trustee

**Independent Examiner's Report to the Trustees of**  
**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Independent examiner's report to the trustees of THE INSTITUTE OF CLASSICAL OSTEOPATHY A PRIVATE COMPANY LIMITED BY GUARANTEE ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 September 2019.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



A M Reid FCA  
Chartered Accountant  
McLean Reid  
Chartered Accountants  
1 Forstal Road  
Aylesford  
Kent  
ME20 7AU

29 April 2020

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Statement of Financial Activities**  
**for the Year Ended 30 September 2019**

	Notes	2019 Unrestricted fund £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		26,180	21,632
Other trading activities	2	51,427	79,431
Investment income	3	87	87
<b>Total</b>		<b>77,694</b>	<b>101,150</b>
 <b>EXPENDITURE ON</b>			
Raising funds		102,636	94,113
<b>Charitable activities</b>			
Promotion and advancement of classical osteopathy		17,112	10,038
<b>Total</b>		<b>119,748</b>	<b>104,151</b>
 <b>NET INCOME/(EXPENDITURE)</b>		<b>(42,054)</b>	<b>(3,001)</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>83,847</b>	<b>86,848</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>41,793</b>	<b>83,847</b>

The notes form part of these financial statements

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Balance Sheet**  
**30 September 2019**

	Notes	2019 Unrestricted fund £	2018 Total funds £
<b>FIXED ASSETS</b>			
Intangible assets	7	32	38
Tangible assets	8	1,682	1,979
		<u>1,714</u>	<u>2,017</u>
<b>CURRENT ASSETS</b>			
Stocks	9	2,233	2,944
Debtors	10	2,867	1,862
Cash at bank and in hand		41,626	81,404
		<u>46,726</u>	<u>86,210</u>
<b>CREDITORS</b>			
Amounts falling due within one year	11	(6,647)	(4,380)
<b>NET CURRENT ASSETS</b>		<u>40,079</u>	<u>81,830</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>41,793</u>	<u>83,847</u>
<b>NET ASSETS</b>		<u>41,793</u>	<u>83,847</u>
<b>FUNDS</b>	12		
Unrestricted funds		41,793	83,847
<b>TOTAL FUNDS</b>		<u>41,793</u>	<u>83,847</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2019 in accordance with Section 476 of the Companies Act 2006.

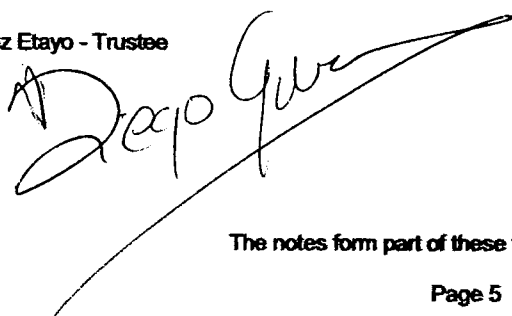
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 28 April 2020 and were signed on its behalf by:

Mr D Gomez Etayo - Trustee



The notes form part of these financial statements

**THE INSTITUTE OF CLASSICAL OSTEOPATHY  
A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Notes to the Financial Statements  
for the Year Ended 30 September 2019**

**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.

The trustees consider that there are no material uncertainties related to events or conditions that may cast significant doubt about the ability of the charity to continue as a going concern.

**Income**

All 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.

**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.

**Trade marks**

Amortisation is provided at a rate of 15% on reducing balance in order to write off each asset over its estimated useful life.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery                      -    15% on reducing balance

**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**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**2. OTHER TRADING ACTIVITIES**

	2019	2018
	£	£
Subscriptions and meetings	21,051	7,148
Book and video sales	4,422	4,387
Income from courses held	25,954	67,896
	<u>51,427</u>	<u>79,431</u>



**THE INSTITUTE OF CLASSICAL OSTEOPATHY  
A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Notes to the Financial Statements - continued  
for the Year Ended 30 September 2019**

**3. INVESTMENT INCOME**

	2019	2018
	£	£
Interest received	87	87
	<u>87</u>	<u>87</u>

**4. NET INCOME/(EXPENDITURE)**

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

	2019	2018
	£	£
Depreciation - owned assets	297	349
Patents and licences amortisation	6	7
	<u>303</u>	<u>356</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

During the year, trustees received £17,625 (2018: £10,143) as fees for lecturing to students.

**Trustees' expenses**

During the year the trustees were re-imbursed £1,150 (2018: £1,646) in expenses.

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	21,632
Other trading activities	79,431
Investment income	87
<b>Total</b>	<u>101,150</u>
<b>EXPENDITURE ON</b>	
Raising funds	94,113
<b>Charitable activities</b>	
Promotion and advancement of classical osteopathy	10,038
<b>Total</b>	<u>104,151</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>(3,001)</u>
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	86,848
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>83,847</u>

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 September 2019**

**7. INTANGIBLE FIXED ASSETS**

	Patents and licences £
<b>COST</b>	
At 1 October 2018 and 30 September 2019	170
<b>AMORTISATION</b>	
At 1 October 2018	132
Charge for year	6
At 30 September 2019	138
<b>NET BOOK VALUE</b>	
At 30 September 2019	32
At 30 September 2018	38

**8. TANGIBLE FIXED ASSETS**

	Plant and machinery £
<b>COST</b>	
At 1 October 2018 and 30 September 2019	14,469
<b>DEPRECIATION</b>	
At 1 October 2018	12,490
Charge for year	297
At 30 September 2019	12,787
<b>NET BOOK VALUE</b>	
At 30 September 2019	1,682
At 30 September 2018	1,979

**9. STOCKS**

	2019 £	2018 £
Stocks	2,233	2,944

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Trade debtors	1,677	956
Prepayments	1,190	906
	2,867	1,862

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 30 September 2019**

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Trade creditors	-	2,930
Accrued expenses	6,647	1,450
	<u>6,647</u>	<u>4,380</u>

**12. MOVEMENT IN FUNDS**

	At 1.10.18 £	Net movement in funds £	At 30.9.19 £
<b>Unrestricted funds</b>			
General fund	83,847	(42,054)	41,793
	<u>83,847</u>	<u>(42,054)</u>	<u>41,793</u>
<b>TOTAL FUNDS</b>	<u>83,847</u>	<u>(42,054)</u>	<u>41,793</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	77,694	(119,748)	(42,054)
	<u>77,694</u>	<u>(119,748)</u>	<u>(42,054)</u>
<b>TOTAL FUNDS</b>	<u>77,694</u>	<u>(119,748)</u>	<u>(42,054)</u>

**Comparatives for movement in funds**

	At 1.10.17 £	Net movement in funds £	At 30.9.18 £
<b>Unrestricted funds</b>			
General fund	86,848	(3,001)	83,847
	<u>86,848</u>	<u>(3,001)</u>	<u>83,847</u>
<b>TOTAL FUNDS</b>	<u>86,848</u>	<u>(3,001)</u>	<u>83,847</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	101,150	(104,151)	(3,001)
	<u>101,150</u>	<u>(104,151)</u>	<u>(3,001)</u>
<b>TOTAL FUNDS</b>	<u>101,150</u>	<u>(104,151)</u>	<u>(3,001)</u>

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 September 2019**

**12. MOVEMENT IN FUNDS - continued**

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

	At 1.10.17 £	Net movement in funds £	At 30.9.19 £
<b>Unrestricted funds</b>			
General fund	86,848	(45,055)	41,793
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>86,848</u>	<u>(45,055)</u>	<u>41,793</u>

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 £
<b>Unrestricted funds</b>			
General fund	178,844	(223,899)	(45,055)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>178,844</u>	<u>(223,899)</u>	<u>(45,055)</u>

**13. RELATED PARTY DISCLOSURES**

Related party transactions are recorded in note 5 to the financial statements.

**THE INSTITUTE OF CLASSICAL OSTEOPATHY**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**Detailed Statement of Financial Activities**  
**for the Year Ended 30 September 2019**

	2019 £	2018 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	26,180	21,632
<b>Other trading activities</b>		
Subscriptions and meetings	21,051	7,148
Book and video sales	4,422	4,387
Income from courses held	25,954	67,896
	<hr/> 51,427	<hr/> 79,431
<b>Investment income</b>		
Interest received	87	87
	<hr/>	<hr/>
<b>Total incoming resources</b>	77,694	101,150
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Opening stock	2,944	4,903
Books and videos	633	1,700
Course costs	89,890	75,917
Rent	9,600	11,925
Heat & light	1,802	2,612
Closing stock	(2,233)	(2,944)
	<hr/> 102,636	<hr/> 94,113
<b>Charitable activities</b>		
Insurance	916	1,473
Advertising	7,218	887
Sundries	74	25
Travelling & subsistence	1,319	1,085
Foreign exchange differences	35	(91)
Secretarial services	2,400	2,400
Printing, postage & stationery	634	-
Rates	1,065	1,192
Website & IT costs	1,147	482
Amortisation of intangible fixed assets	6	7
Depreciation of tangible fixed assets	297	349
	<hr/> 15,111	<hr/> 7,809
<b>Support costs</b>		
<b>Management</b>		
Telephone	133	188
<b>Finance</b>		
Bank charges	80	208
Credit card charges	268	513
	<hr/> 348	<hr/> 721
<b>Governance costs</b>		
Accountancy and legal fees	1,520	1,320
	<hr/>	<hr/>
<b>Total resources expended</b>	119,748	104,151
	<hr/>	<hr/>
<b>Net expenditure</b>	(42,054)	(3,001)
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements