

Company Registration No. 03029494
Charity No. 1046073

Association for Continence Professionals

(Formerly known as Association for Continence Advice)

Company Limited by Guarantee

Unaudited financial statements
for the year ended 31 December 2023

Association for Continence Professionals
(Formerly known as Association for Continence Advice)
Company Limited by Guarantee
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Reference and administrative details of the charity, its trustees and advisers

The company changed its name from Association for Continence Advice to Association for Continence Professionals on 26 July 2023.

Structure, governance and management

The Association for Continence Professionals (ACP) is both a company limited by guarantee, incorporated 6 March 1995, and a registered charity with effect from 27 April 1995. Founded in 1980 it is a multi-disciplinary professional membership association for health and allied health care professionals involved in the promotion of continence and the improved management of incontinence.

The Executive Committee is the management group responsible for the daily management of the Association and consists currently of nine members who are also the charity trustees. The Executive Committee acts as both the professional body for provision of education to members and is also the business arm of the Association. The Executive Committee derives its authority from the membership and from the ratification of the annual business plan at the Association's annual general meeting. The Executive Committee holds meetings three times per year, plus a short meeting at the annual conference. Executive Committee members are elected by electronic ballot of the full voting membership. The officers of the Association are elected by the Executive Committee to include the posts stated under 'Charity Trustees and Executive Committee'. The Executive Committee must comprise no fewer than four full members.

Legal Status

The aims of the Association, as set out in the Memorandum and Articles of Association, require the trustees/directors to discharge their responsibilities under the Charities Act 2011 and the Companies Act 2006. Every trustee is personally responsible and accountable for the prudent management of the assets of the Association and is required to work prudently in the interests of the charity. An annual return of accounts and activities is required and provided in the production of proper accounting records which disclose with reasonable accuracy, at any time during the financial year, the financial position of the charity. All such records relating to financial statements must comply with the existing legislation and the Association has always met all obligations in this respect.

Objectives and activities

The key objective of the Association is the provision of education, in the standards of care available to health and allied health care professionals working in the field of continence, as well as the provision of up-to-date management techniques and supporting research leading to better evidence-based practice.

Achievements and performance

The ACP Executive Committee hosted 2 face-to-face and 1 virtual meeting in 2023. ACP underwent a membership survey in 2022 to assess whether the ACP brand and name were fit for purpose to carry us into the future. The members agreed that the new name was more relevant for the association. The Association for Continence Advice (ACA) was renamed the Association for Continence Professions (ACP) in 2023, this outlines that the Association is for professionals in the field of continence and includes all those involved via membership and gives clarity that it is not an advisory charity for the public. This change is in line with the changes within the NHS to expand the roles offering continence care.

Achievements and performance (continued)

The ACP completed a rebrand as part of the name change, amending their logo and reviewed their objectives. A new website has also launched in 2023.

The ACP online learning platform has gone through a platform change and review and was relaunched to members in April 2023. ACP continue to promote membership via the conference platform, offering 6 months trial membership as part of the non-members conference package. The aim is to encourage these members to renew once their trial period is over.

ACP continues to host a meeting with Branch Chairs 2 weeks after each Executive Committee meeting, this keeps them updated on the progress of ACP activities and allows them to feedback to the ACP Chair directly.

ACP have also continued to host quarterly meetings with the ACP branch treasurers, enabling them to engage with the ACP treasurer and the Fitwise bookkeeper.

The 2023 Annual conference was hosted on the 15 & 16 May 2023 at the National Conference Centre Birmingham, this received great feedback from the delegate survey.

The ACP newsletter continues to perform well, making a surplus above forecast. The newsletter continues to be digital only and has been well received.

The ACP Branches are regional ACP groups to support local members. These groups are expected to have a breakeven income and expenditure for the year. The return of face-to-face meetings from 2022 resulted in surplus of £1,795 across the branches.

ACP continues to have representation on external groups, industry and various professional forums across both adult and Paediatric client groups. The organization continues to develop these links nationally, with links to Westminster through the All-Political Party Group and working with NICE and internationally through the International Continence Society and Global Foundation for Incontinence. Further links have been established with the Paediatric Continence Forum (PCF), NHS England Excellence in Commissioning Continence Care and the Expert LUTS group.

Financial review

The Association generated a deficit of £5,560. The 2023 ACP in person conference, which saw an increase in income for the association along with an increase in costs from the prior year. The conference performed well with delegates, Exhibitors and Sponsors keen to participate in a physical conference. The profit was £23,511, being higher from budgeted by £9,433.

Membership income has decreased throughout the year by 15%. Mostly due to corporate memberships. One of the reasons is corporate mergers within industry.

The underlying financial position of the Association remains healthy with reserves of £153,734 of which £143,736 is unrestricted and non-designated funds, this represents a relatively strong position for the ACP to continue to invest in its future.

Plans for future periods

ACP will continue to host their Annual General Meeting virtually, attracting more members to participate than if hosted during conference. The meeting will include connectivity with the ACP Exec committee.

The ACP Annual conference will be held face to face at the Liverpool Hilton Hotel on the 20th & 21st May 2024, this will be ACP's first conference with the since the name and logo update. The theme is 'Advancing Continence Priorities' and programme topics have been planned around this theme. The main programme will be of interest to Specialist Nurses, Specialist Physiotherapists, Occupational Therapists and Urology Nurses, as well as Doctors or Allied Healthcare Professionals working within or interested in Continence Care. There will also be an extensive company exhibition offering new innovative products and practical solutions in the field of continence care. The price has been set to attract members and non-members to attend, offering a reduced rate for early bird registration, to encourage early sign up.

This fulfils the key objective of the Association in educating others in continence care. The ACP trustees remain committed to delivering a high standard and educationally enriching conference over the coming year.

ACP has appointed a new Patron, Sir Robert Francis who will join ACP for their first Executive meeting of 2024.

ACP will undergo a change in Treasurer in May 2024 when Julia Thrush takes over from Bo Yeung who comes to the end of her term.

The Trustees have considered the charity's position and have completed the financial year in a favorable position. Trustees feel therefore that there are still sufficient cash and reserves to continue.

Officers and administrative details

Company number	03029494
Charity number	1046073
Status	The organisation is a charitable company limited by guarantee, incorporated on 6 March 1995 in England.
Trustees	
Chair	Polly Weston
Treasurer	Bo Yeung
Hon Secretary	Kerry Doherty Nikki Cotterill Rebecca Cousins (appointed 6 June 2023) Sheena Kennedy (resigned 6 January 2023) Angela Rantell (appointed 6 June 2023) Ruth Scrivens Julia Thrush (appointed 6 June 2023) Esther Taborn (appointed 6 June 2023 and resigned 21 March 2024) Donna-Marie Atkinson (appointed 6 June 2023 and resigned 26 June 2023)
Registered office	71 Queen Victoria Street London England EC4V 4BE
Business address	Blackburn House Redhouse Road Seafeld Bathgate EH47 7AQ
Bankers	The Royal Bank of Scotland Plc 142-144 Princes Street Edinburgh EH2 4EQ
Independent examiner	Kenneth McDowell CA Saffery LLP Edinburgh Quay 133 Fountainbridge Edinburgh EH3 9BA

Statement of Trustees' responsibilities

The Trustees (who are also directors of the Association for Continence Professionals for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

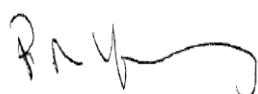
The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

For and on behalf of the board of trustees,



Bo Yeung
Trustee

Independent examiner's report to the trustees of the Association for Continence Professionals ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Respective responsibilities of trustees and examiner

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.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- 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
- 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.

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Independent examiner's report (continued)
For the year ended 31 December 2023

Use of our report

This report is made solely to the charitable company's members and the trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our examination 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 independent examiner's 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, the charitable company's members and trustees as a body, for our examination, for this report, or for the opinions we have formed.

Kenneth McDowell CA
Saffery LLP
Chartered Accountants

Edinburgh Quay
133 Fountainbridge
Edinburgh
EH3 9BA

Association for Continence Professionals
(Formerly known as Association for Continence Advice)

Statement of Financial Activities (including Income and Expenditure account)
For the year ended 31 December 2023

		Unrestricted funds £	Total funds 2023 £	Total funds 2022 £
	Notes			
Income and endowments				
Donations and legacies	2	33,151	33,151	40,282
Charitable activities	3	130,538	130,538	125,161
Investment income	4	2,092	2,092	344
Other income	5	<u>19,005</u>	<u>19,005</u>	<u>10,018</u>
Total income		<u>184,786</u>	<u>184,786</u>	<u>175,805</u>
Expenditure on:				
Expenditure on charitable activities	6	173,136	173,136	148,581
Other expenditure	7	<u>17,210</u>	<u>17,210</u>	<u>12,248</u>
Total expenditure		<u>190,346</u>	<u>190,346</u>	<u>160,829</u>
Net expenditure		<u>(5,560)</u>	<u>(5,560)</u>	<u>14,976</u>
Total funds brought forward		159,296	159,296	144,320
Total funds carried forward	12	<u>153,736</u>	<u>153,736</u>	<u>159,296</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Association for Continence Professionals
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Statement of financial position
For the year ended 31 December 2023

	Notes	£	2023 £	£	2022 £
Intangible fixed assets					
Intangible fixed assets (website development)	9		4,275		C
Current assets					
Debtors	10	42,146		63,720	
Cash at bank and in hand		<u>175,848</u>		<u>184,497</u>	
			217,995		248,217
Creditors: amounts falling due within one year	11	<u>68,535</u>		<u>88,921</u>	
Net current assets			<u>153,736</u>		<u>159,296</u>
Funds of the charity					
Restricted funds			C		C
Unrestricted funds	12		<u>153,736</u>		<u>159,296</u>
			<u>153,736</u>		<u>159,296</u>

For the financial year ended 31 December 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

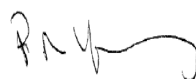
The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the board of trustees and authorised for issue on and are signed on its behalf by:



Polly Weston
Trustee



Bo Yeung
Trustee

Company Registration No. 03029494

Association for Continence Professionals
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Notes to the financial statements
For the year ended 31 December 2023

1. Accounting Policies

Company information

The Association for Continence Professionals is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 71 Queen Victoria Street, London, England, EC4V 4BE.

1.1 Accounting convention

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of 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 2019)', Financial Reporting Standard 102 (The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Association for Continence Professionals meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income and expenditure

Income representing membership subscriptions, sales of conference tickets and exhibition space, interest and branch income receivable is accounted for on an accruals basis. Donations and gift aid claims are recognised on receipt of proceeds.

Resources expended are included in the statement of financial activities on an accruals basis.

All costs have been directly attributed to one of the functional categories of resources expended in the statement of financial activities as follows:

Charitable activities

These are costs relating to expenditure on preserving and maintaining the assets of the charity and the associated trade.

Other expenditure

These are costs associated with the running of the regional branches of the charity.

1.4 Intangible fixed assets other than goodwill

Intangible assets are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following basis:

Website design	5% per annum, straight line
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1.5 Stocks

Stocks representing promotional materials for resale are valued at the lower of cost and net realizable value.

1.6 Cash and cash equivalents

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realize the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including trade and other creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as 'creditors: amounts falling due within one year' if payment is due within one year or less. If not, they are presented as 'creditors: amounts falling due after more than one year'. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognized when the company's contractual obligations expire or are discharged or cancelled.

Association for Continence Professionals
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Notes to the financial statements (continued)
For the year ended 31 December 2023

1.8 Fund accounting

The funds of the charity are held in unrestricted and restricted funds. Unrestricted funds represent funds which can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds represent funds which must be used in accordance with the specific objectives that were laid out by those parties providing the funds to

1.9 Taxation

The company is a registered charity and is not liable for United Kingdom income tax or corporation tax on charitable activities.

2. Income from donations and legacies

	2023 £	2022 £
Donations		
Donation	-	31
Sponsorship		
Sponsorship	595	1,785
Subscriptions		
Membership fees	20,168	21,229
Corporate Memberships	12,388	17,237
	<u>33,151</u>	<u>40,282</u>

3. Charitable activities

	2023 £	2022 £
Conference income	116,471	111,514
Journal advertising income	14,021	13,548
Other sales income	46	99
	<u>130,538</u>	<u>125,161</u>

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Notes to the financial statements (continued)
For the year ended 31 December 2023

4. Investment income		
	2023	2022
	£	£
Bank interest receivable	2,092	344
	<u>2,092</u>	<u>344</u>
5. Other income		
	2023	2022
	£	£
Branch income	19,005	9,968
Miscellaneous income	-	50
	<u>19,005</u>	<u>10,018</u>
6. Expenditure on charitable activities		
	2023	2022
	£	£
Education and training		
Educations and training	40,575	22,722
Conference	92,960	86,359
Support costs		
MOOC (Massive Open Online course) costs	453	2,050
Trustees meeting expenses	7,517	11,565
Printing, post and stationery	101	549
Independent examination fees	3,500	2,900
Accounting and bookkeeping fees	170	10,450
Bank charges	411	754
Insurance	1,039	990
Sundry expenses	13	13
Costs of name change	2,991	-
Bad debt write off	2	30
Irrecoverable VAT	9,247	-
Membership	1,810	1,335
Advertising	10,472	8,824
Website maintenance	1,650	40
Depreciation	225	-
	<u>173,136</u>	<u>148,581</u>
7. Other expenditure		
	2023	2022
	£	£
Branch expenses	17,210	12,248
	<u>17,210</u>	<u>12,248</u>

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Notes to the financial statements (continued)
For the year ended 31 December 2023

8. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>3,500</u>	<u>2,900</u>

9. Intangible fixed assets

	Website development
	£
Cost	
At 1 January 2022	-
Additions	<u>4,500</u>
At 31 December 2023	<u>4,500</u>
Amortisation and impairment	
At 1 January 2022	-
Depreciation charged in the year	<u>225</u>
At 31 December 2023	<u>225</u>
Carrying amount	
At 31 December 2023	<u>4,275</u>
At 31 December 2022	<u>-</u>

10. Debtors

	2023	2022
	£	£
Trade debtors	26,575	46,352
Prepayments	10,560	10,768
Other debtors	5,011	6,600
VAT	-	-
	<u>42,146</u>	<u>63,720</u>

11. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	23,709	9,939
Deferred income	36,473	72,117
Accruals	4,850	4,831
Unallocated funds	15	-
VAT Liability	3,488	2,034
	<u>68,535</u>	<u>88,921</u>

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Notes to the financial statements (continued)
For the year ended 31 December 2023

11. Creditors: amounts falling due within one year (continued)

Analysis of deferred income account

General memberships	7,891	8,054
Corporate memberships	6,334	5,721
Conference	21,248	54,400
Branch deferred income	1,000	3,942
	<u>36,473</u>	<u>72,117</u>

During the year brought forward deferred income of £72,117 was released to the statement of financial activities and a further £36,473 of income was deferred.

12. Analysis of charitable funds

	As at 1 January 2023	Income	Expenditure	As at 31 December 2023
	£	£	£	£
General funds				
General funds	149,296	184,786	(190,346)	143,736
Designated funds				
Conference fund	10,000	-	-	10,000
	<u>159,296</u>	<u>184,786</u>	<u>(190,346)</u>	<u>153,736</u>
	As at 1 January 2022	Income	Expenditure	As at 31 December 2022
	£	£	£	£
General funds				
General funds	134,320	175,805	(160,829)	149,296
Designated funds				
Conference fund	10,000	-	-	10,000
	<u>144,320</u>	<u>175,805</u>	<u>(160,829)</u>	<u>159,296</u>

The general fund relates to any aggregate surplus of income over expenditure and is available to be spent in pursuit of the charities objectives at the absolute discretion of the trustees.

The conference fund relates to £10,000 which was set aside, prior to incorporation on 6 March 1995, as a reserve to meet any costs of future conferences that are not recovered from future conference income.

13. Transactions with trustees

No trustees received remuneration in the year.

Travel and subsistence expenses reimbursed to trustees or paid directly to third parties totaled £3,954 (2022: £9,729).

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Notes to the financial statements (continued)
For the year ended 31 December 2023

14. Related party relationships and transactions

No member of the management committee received any remuneration during the year. There were no employees in the year.

No trustee or any person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

15. Comparative Statement of Financial Activities for the year ended 31 December 2022

	Unrestricted funds 2022	Total Funds 2022
	£	£
Income and endowments		
Donations and legacies	40,282	40,282
Charitable activities	125,161	125,161
Investment income	344	344
Other income	10,018	10,018
Total income	<u>175,805</u>	<u>175,805</u>
Expenditure on:		
Expenditure on charitable activities	148,581	148,581
Other expenditure	12,248	12,248
Total expenditure	<u>160,829</u>	<u>160,829</u>
Net expenditure	<u>14,976</u>	<u>14,976</u>
Reconciliation of funds		
Total funds brought forward	<u>144,320</u>	<u>144,320</u>
Total funds carried forward	<u>159,296</u>	<u>159,296</u>

16. Company limited by guarantee

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up while he or she is a member, or within one year after he or she ceases to be a member, is limited to £1.