

REGISTERED COMPANY NUMBER: 03191955 (England and Wales)
REGISTERED CHARITY NUMBER: 1057831

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

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FOR THE YEAR ENDED 31 MARCH 2023**

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**BRITISH ASSOCIATION OF HAND THERAPISTS
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

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 March 2023. 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 2019).

The Board presents the Report of the Trustees and financial statements of the British Association of Hand Therapists Limited (BAHT) for the year ending 31 March 2023 in accordance with the Charities Act 2011. The statements appear in the format required by the 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 (FRS102) and comply with the Companies Act 2006. The governing document is the Articles of Association of the Company and members of the Board of Trustees are Directors of the company.

STRUCTURE GOVERNANCE AND MANAGEMENT

Director and Trustees

The British Association of Hand Therapists was formed in February 1984 and in 1996 it became a charitable company limited by guarantee. It will celebrate 40 years next year.

All Directors of the company are also Trustees of the charity, and there are no other directors. The number of Trustees is not subject to a maximum number but should be no less than three. Trustees serve for a term of three years and may be appointed to serve for a further term of two years. Appointment is by election at the Annual General Meeting, which takes place at the annual conference of the Association. All Trustees are members of BAHT and all BAHT full members are eligible to join the board by invitation, self-referral or nomination. The Chair and officers are appointed by the Trustees from among their number. The Board convenes a minimum of six times each year. The board reserves the power to appoint additional directors as it considers fit to do so over the year. During the term of this report the Board had three co-opted members to assist them in their responsibilities.

All Trustees are unpaid volunteers, and may claim reasonable out of pocket expenses only. Trustees give freely of their time to ensure the smooth running of the association. The Board of Trustees is responsible for the governance of BAHT and set the Strategic Direction for the Charity. Trustees are expected to declare any potential conflict of interest, financial or otherwise at any Board meeting and may be required to withdraw from relevant proceedings. This has not occurred during the year.

The board has established three Subcommittees who advise and support the committee, the Education Subcommittee (ESC), the Clinical Evidence Committee (CEC) and the Journal Editorial Board. Each Subcommittee has a Trustee/Director assigned to them who report directly to Board meetings. The Subcommittees' minutes are sent to the board and the board meets with each Subcommittee at least annually. Members are elected to the Subcommittees ESC and CEC at the annual general meeting of the association and have relevant skills in education, and research. The sub committees have their own aims and objectives which link directly with BAHT's Strategic Plan. We are grateful to them for all the hard work that they put into the association.

On appointment each Trustee signs a declaration including a disclosure statement they also sign a HMRC 'Fit and Proper Persons' form. They are given a Trustee Handbook that includes the Articles of Association, policies and procedures. It also contains the roles and responsibilities of the Directors and a copy of Charity Commission leaflet CC3. Each Trustee role has a job description clearly outlining responsibilities.

New Trustees are introduced to the workings of the Board on their first meeting and given a period of time to settle into the workings of the Board prior to taking on responsibilities as Directors. Trustees are co-opted as Directors for up to a year prior to being voted onto the board in order that they can understand the workings of the Board and feel comfortable taking on responsibilities.

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STRUCTURE GOVERNANCE AND MANAGEMENT

The board has taken out indemnity insurance via Marsh Commercial Insurance which covers Trustees.

Management and Staffing

The Board appoints a Chair, Vice Chair, Director of Administration and Membership and Director of Finance from within the Board of Trustees. The Board has produced a three-year strategic plan, which directs the activities of the association and the Board. The strategic plan includes the following sections: financial, committees, staffing, membership, education, conference, research, journal, professional links, regional groups and lastly communication and media.

The Education subcommittee and Clinical Evidence Committee elect their own Chair who is responsible for directing their activities. Their activities are also directed by the strategic plan and they are answerable to the Board of Trustees.

The Board have appointed Dennis and Turnbull, chartered accountants, to administer BAHT'S day-to-day accounts. This ensures transparency on all account bookkeeping. Their work is monitored and scrutinised by the Director of Finance.

The association funds are controlled and monitored to ensure that capital is maintained. The association has an agreed annual budget. Expenditure is monitored closely to ensure value for money and the Director of Finance makes a report at every Trustees meeting. Funds are reviewed annually with the bank.

In order to ensure security of funds, protocols and procedures are in place to ensure accountability of funds and the Director of Finance monitors these. The year-end financial statements are subjected to an annual independent examination.

The Board also employs an administrative assistant to deal with membership enquiries, the membership database and assist the directors as required. The administrative assistant also assists the ESC with its administration. The administrative assistant works from home and Health and Safety checks have been made on the work place. There is a clear reporting mechanism and an appraisal system in place.

Membership of BAHT

Full members of BAHT are either physiotherapists or occupational therapists who are Health and Care Professionals Council (HCPC) registered. They have full voting rights. Full members are entitled to discounted course rates, to apply for bursaries and research grants and receive a paper copy as well as electronic access to the quarterly Hand Therapy Journal.

New members can join at any time during the membership year (1st February to 31st January); they receive electronic access to previous issues of the journal as well as the voting rights/entitlements relevant to their membership level. As of 31 March 2023, the membership numbers were as follows: 281 physiotherapists (2022 - 299) and 442 occupational therapists (2022 - 482), total 723 active members (2022 – 781).

Overseas members of BAHT are therapists living outside the United Kingdom. They have no voting rights but receive the quarterly journal and are entitled to discounted course rates. On 31 March 2023 there were 27 overseas members listed on the database.

Associate members also have no voting rights; they receive an electronic copy of the journal and are entitled to discounted course rates. There was 10 associate members at the end of the year.

There were no student members at the year end.

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FOR THE YEAR ENDED 31 MARCH 2023**

OBJECTIVES AND ACTIVITIES

Objectives and aims

BAHT's charitable objectives are to:

- Advance and promote the study and general knowledge of the treatment of the hand; and
- Publicise and promote understanding and information in order to ensure high standards of care and research in this field.

To achieve these objectives the charity aims to:

- Offer educational opportunities to members to improve their knowledge of the treatment of the hand. This includes maintaining a structured system or programme of study enabling members to achieve the title Accredited Hand Therapist BAHT, publishing a peer reviewed quarterly journal, offering educational bursaries to members and an annual conference; and
- The association offers research bursaries, publishes research papers in a peer reviewed quarterly journal and encourages members to present free papers and posters at the annual conference.

The strategic plan was developed in 2003 to address these needs in a structured way. It was thoroughly reviewed by the Board of Directors during early 2018, taking account of experiences over the last three years. The most recent plan was raised at the AGM on 21 November 2022 disseminating the future ambitions of the charity. This can be viewed on the association website: www.hand-therapy.co.uk.

Sustaining Viability

The board has ensured that new members have been voted on to the committee. It continues to try to ensure that there is a range of experience, interests and knowledge amongst the directors. All subcommittees have had new suitably qualified members and reviewed their objectives.

All new committee members are co-opted and given induction information and time to establish themselves on the committee. It is essential for us to support members on the committee and their work is much appreciated.

The capability of the association has been maintained by the financial investments and the investment of time by committee members. The capital investment on behalf of BAHT should not fall by greater than 10% year on year. The main incomes for the association are from interests and dividends from the association's portfolio, membership subscriptions and educational events.

Public benefit

The Trustees have referred to the Charity Commission's general guidance on public benefit when renewing the aims and objectives, and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives set.

Education

The ESC has continued to promote and assist UK hand therapists to become Accredited Hand Therapist (AHT) with the assistance of different pathways and courses. The ESC has 9 members, Debbie Miles is the chair.

Around the UK three Level one courses (one face to face, one hybrid, and one virtual) have taken place. There has been two face to face and two virtual Level 2 course. Level three courses in the form of university modules were offered by the University of Essex and University of Nottingham which included injection therapy, research in health care and implementing change in healthcare. Virtual courses were developed due to Covid-19 and have proven very popular with the UK and overseas Hand Therapists and as such we continue to offer them. There are more face-to-face courses being planned for 2023/2024 but some courses will remain to be provided virtually or in a hybrid form ongoing.

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OBJECTIVES AND ACTIVITIES

The electronic Level 1 exam has continued to be successful and is now a permanent feature of the level 1 course process. The online exam currently uses a Moodle programme and the ESC have asked the BAHT EC to finance this ongoing.

The ESC are still working on ways to promote the AHT (BAHT) award and then encourage British hand therapists to gain European Certification of Hand Therapy. We still only have three British therapists who have achieved this award and there is a BAHT bursary to assist with the application process.

Members of the ESC have continued to support the ACP Hand Therapy network. Information regarding this network is now found on the BAHT website.

Bursary awards

BAHT continues to offer a number of Bursaries, which are available to members. Applications for awards and bursaries are considered if it is clear to the directors that such funding will continue to:

- Continue the professional development of the applicant; and
- Achieve the aims and objectives of the association.

Bursaries available for the forthcoming financial year are advertised on the BAHT website, via the regional groups, and via the e-bulletin. Advertising postcards continued to be included in all new members' packs and in the delegate packs at the BAHT annual conference.

Marking criteria, closing dates for applications and the type of bursary are evaluated in order to assure member needs are met along with consistency and objectivity of marking. All applications are considered blind (i.e. there is no knowledge of the identity of the applicant).

The BAHT committees continue to market bursary availability to members via the journal, website, e-bulletin, information at conference, BAHT regional meetings and at BAHT-validated courses; this work continues in order to meet the Charity's objectives. The "Other Conference" bursary now includes non-BAHT validated courses and two "Accreditation of Prior Learning" bursaries, a level II and Level III. The Bursary Director maintains a record of all Bursaries allocated.

During 2022-2023 BAHT awarded 8 bursaries in total, totalling £2,667. This list included:

- 1 National Conference bursary
- 2 international conference bursaries
- 4 Level 2 bursaries
- 1 Charitable

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FOR THE YEAR ENDED 31 MARCH 2023**

OBJECTIVES AND ACTIVITIES

Research

The Clinical Evidence Committee (CEC) now has four members. The CEC continues to meet at least yearly and links in with the Executive Committee, but the majority of CEC communication and working has been via email. The CEC and BSSH continue to have an honorary member on each other's committees. This is currently Catherine Rolls. The goal of this is to further joint research working between our organisations. As a committee we are committed to ensuring that any opportunities that may come from this are open to all members through an EOI process.

The CEC aim to increase research interest and activity among BAHT members and are continuing to work on initiatives to: increase the number of applications for the BAHT research grant; increase the number of free paper and poster submission for the annual conference; support therapists writing papers for publication; to support students wishing to survey the BAHT membership as part of research project; and to encourage an increased interest in hand therapy research.

The CEC aims to promote both the quantity and quality of hand therapy research activity by promoting research workshop at BAHT conferences. Social media and regular BAHT e-bulletins have been used to share information about research training and to invite participation. We continue to update the research resources section of the new BAHT website and review the content of the research section to ensure that it was accurate and fit for purpose. More hand therapy relevant resources such as NICE guidelines and Centre for Evidence Based Hand Surgery (Nottingham), online tools to support critical appraisal of evidence (CASP), general guidance on research methods and outcome measures for therapy and research are under consideration.

The CEC continues to use the common pathway for all individuals wishing to distribute a survey or conduct research through BAHT. This pathway involves a proforma for applicants to fill in to improve the quality of applications, and an assessment tool to review applications to survey the BAHT membership. These tools were introduced to improve the quality of surveys of the BAHT and enable a fair and consistent review peer process. This year, six surveys were peer-reviewed and were distributed via BAHT social media channels (website, e-bulletins, regional group mailing list and twitter).

BAHT CEC promotes engagement in research activity. The CEC on behalf of BAHT have supported calls from other organisations for hand therapists to contribute to their research/guideline development. We continue to use a policy for an open application to be advertised to all BAHT members via the ebulletin and social media, ensuring the membership are aware of opportunities to be research active.

The CEC has been promoting the journal by working with SAGE to manage the process of one-month open access to selected articles; articles are chosen to promote different aspects of the journals collection. The CEC liaises with BAHT website, e-bulletin and social media to promote the article each month.

The authors are notified by the CEC and this often leads to discussion on developments since the publication, and the feedback is that the authors feel encouraged and appreciate being selected as this symbolises an additional acknowledgement of their work. BAHT continues to be committed to provide members with journal which is of the highest scientific quality and makes a significant contribution to the development of the field as a whole. It means publishing original research, including systematic reviews, primary research as well as quality improvement projects and case reports, provided that these are of a high standard. We recognise the importance of small scale and developmental research studies which are necessary precursors to large scale evaluations. The scope of types of articles which the journal accepts for review therefore remains the same but only those which meet minimum standards in terms of originality, rigour and significance to the practice of hand therapy and related fields will be published. Currently about 20% of articles submitted to the journal come from BAHT members.

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OBJECTIVES AND ACTIVITIES

BAHT continues to offer £20,000 a year to fund one large or multiple smaller scale research projects, including audits and service evaluations. The deadline for this application is 1st February, annually.

The BAHT CEC peer review pool has 10 reviewers. There are currently two processes that require peer review: the annual research grant, and the awards for conference abstracts.

For the 2023 Research grant our peer-reviewers, all experienced hand therapy or physiotherapy researchers, reviewed the applications. Reviewing was anonymous using a standardised marking form to ensure consistency, allow appropriate feedback and ensure a fair system of awarding the grant money. None of the peer reviewers were involved in any of the applications submitted and did not work in the same department as any of the applicants. Funding was offered to the highest scoring project in the peer review process. Funding is offered to those projects scoring above a specified threshold and in order of the highest scoring project(s) in the peer review process.

In 2023, Katia Fournier from Imperial College Healthcare NHS Trust was awarded the research grant.

'Developing consensus-based competencies for Advanced Clinical Practice (ACP) Hand Therapists providing first line assessment and management of closed hand fractures in the United Kingdom (UK).'

In addition to the research grant BSSH offered a funded place for a BAHT member on the 2023 Nottingham Systematic Review course, a 4-day course at the University of Nottingham. The successful BAHT member, with support of the BAHT CEC, is to conduct a systematic review on wrist instability - diagnosis and management, selected by BAHT members in 2022 survey. This is the first BAHT/BSSH collaborative and the winner was Hannah Bell.

BAHT Journal

'Hand Therapy' is the official Journal of the British Association of Hand Therapists and is dedicated to the publication of review articles, research articles, audits and case reports covering all aspects of hand rehabilitation and its related fields. Hand Therapy, is available to members in print and online versions. It remains the official journal of the European Federation of Societies for Hand Therapy (EFSHT) and is published quarterly. Content is peer-reviewed with the addition of EFSHT/IFSHT updates and advertising opportunities. BAHT are financially independent in funding the publication of the journal.

The contract between BAHT and SAGE publishers runs from Jan 2020 for a 5 year period until the end of 2024.

All BAHT members received a quarterly print journal and access to the online version, which includes the back catalogue of previously printed editions. The online journal is available through the membership area of the BAHT website (direct link) or through SAGE Publishers website. Members may now choose to 'opt out' of receiving print copies of the journal and receive online only access.

Hand Therapy' costs in the region of £40,000 per annum to produce and distribute. The cost per BAHT member is approximately £56 which is subsidised by BAHT as part of membership benefits.

Dr. Christina Jerosch-Herold remains the editor-in-chief of Hand Therapy and a stipend has been agreed between BAHT and her employer (University of East Anglia) to protect the time spent on journal activity Tina will be retiring from her role in 2023 and planning of recruiting a new editor and chief is underway. Fiona Sandford is in the assistant editor and supports the editor in putting the journal together. A new Editorial Board has been formed combining the Editorial Committee and International Editorial Advisors. Some long-standing members have retired and following and expression of interest call and selection process 2 new members were appointed.

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OBJECTIVES AND ACTIVITIES

The finances and governance will be overseen by a Committee of Management Board comprising of BAHT Executive Committee members, the Editor-in Chief and 3 members of the Editorial Board who are also BAHT members.

Application for PubMed Central indexing was successful. We are proud of this achievement.

The BAHT executive committee, clinical evidence committee and editorial board continue to promote 'Hand Therapy' through social media; Twitter and Facebook. The CEC are able to select a current or previously published journal article and arrange open access for a time limited period in order to publicise the journal, increase downloads and potential citations.

BAHT Website

BAHT continues to communicate with members and the wider hand therapy community via the website.

The website is considered to be of huge benefit for both BAHT members and other hand therapists from the UK and abroad seeking information about our association for educational purposes, as well as members of the public looking for advice and information about hand conditions and hand therapists.

The website was re-developed and launched in June 2018. The re-development costs were spread between financial years ending 31 March 2018 and 31 March 2019. The re-development of the website improved functionality for members and reduces some administrative burden. New improvements include:

- Online ability for members to join, pay membership fees, update profile;
- Online bursary submissions;
- Online research grants submission;
- Membership forum;

BAHT E-bulletin

The first e-bulletin was sent out to members in March 2010. BAHT has committed to deliver the bulletin on a monthly basis from 2019. We currently have around a 60% opening rate for the bulletin. E-bulletin is delivered via the Mailchimp platform in line with our new website.

The e-bulletin has given the BAHT committees an effective way to communicate on a more regular basis with members; we are able to monitor how many members open and click through their bulletin enabling us to improve the content. It has also given us the facility to link members to specific areas of the website. We are also able to use it to issue extra bulletins, for example, reminders to members regarding conference application and courses or job advertising. There has been a good uptake of company advertising and non-BAHT validated courses have also been advertised which has provided extra advertising income.

Advertisers are continuing to purchase special e-bulletins in order to promote their products and job vacancies.

Professional Links

BAHT has worked closely with the European Federation of Societies for Hand Therapy (EFSHT) to develop a profile for a European Certified Hand Therapy Award (ECHT) and has allocated a specific bursary award to encourage members to apply.

The EFSHT council meeting was held online June 2022, and a representative from the Executive Committee attended.

The quarterly journal of BAHT is also the official journal of EFSHT, which EFSHT has kindly supported with donations in previous financial years.

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OBJECTIVES AND ACTIVITIES

BAHT have continued the close relationship with British Society for Surgery of the Hand (BSSH) including maintaining a hand surgeon as honorary president of the association.

BSSH continue to generously fund two BAHT members to attend the BSSH Instructional Courses in Manchester which run twice yearly. Members have successfully applied for and attended the Instructional Course. BSSH also fund an International Conference bursary.

The regular page within the journal for the International Federation of Societies for Hand Therapy (IFSHT) has continued through this financial year. IFSHT now has 55 full member countries and BAHT continues to maintain close links, including voting on membership. BAHT worked closely with IFSHT and BSSH in the planning of the international congress which was held in London in June 2022 and was a great success and a source of income for BAHT.

Amendments to BAHT Articles of Association were approved at the 2012 AGM. These included a requirement that all physiotherapy members are also members of the Chartered Society of Physiotherapists (CSP) in order to be recognized as a Professional Network member of CSP. BAHT has continued to send a representative to all Alliance and PN Chairs meetings and is participating in all relevant CSP issues including NICE alerts, CSP congress and discussions regarding research priorities. We have also answered calls for hand therapy representatives on commissioning committees providing members as experts to promote the profile of hand therapy in national issues.

The Royal College of Occupational Therapy (RCOT) is unable to acknowledge BAHT as a specialist group due to BAHT's independent financial status. However, the Executive Committee have met with senior personnel from RCOT and continue to forge new links with the association.

BAHT is also a registered stakeholder with the National Institute for Health and Clinical Excellence (NICE) and has been involved in the development of standards for rheumatoid arthritis, fractures and complex fractures.

Communication

The Journal, e-bulletin and Regional Group meetings are the principle means of communication with BAHT members. They keep members up to date with the most recent peer reviewed scientific articles and book reviews (journal) and with the more informal news including conference and course notices (e-bulletin). Regional groups across the UK continue to thrive and assist BAHT in meeting its objectives to advance and promote the general knowledge of hand therapy.

Advertising

BAHT continues to gain revenue from advertising on the website, through e-bulletins and in the Hand Therapy Journal. The website and e-bulletin generate the most advertising interest for companies wishing to advertise jobs and training in particular. The new website now offers BAHT a range of different advertising opportunities to further increase income for example the use of sponsored banners.

COVID-19

Due to the impact of Covid-19, in 2021, BAHT delivered a hybrid conference allowing delegates to attend both virtually and in person. There was no conference in 2022 due to the joint international surgical and hand therapy congress in London. The 2023 conference took place in Bournemouth in October 2023 and will be reported in the 2023-2024 financial statements.

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OBJECTIVES AND ACTIVITIES

There was an immediate impact on the organisation's investment portfolio following the outbreak of Covid-19, however there has subsequently been a full recovery. Careful budgeting has been carried out for the upcoming financial year to future-proof the organisation.

FINANCIAL REVIEW

Financial position

BAHT continues to receive its principal income from membership subscriptions, portfolio dividends, educational events and interest. Income generating activities such as courses, advertising and high-quality conferences continue to be a focus for the organisation.

Portfolio investments continue to provide an income, with income for this financial year increasing to £23,568 in comparison to £16,010 in 2021/2022.

BAHT is looking at improving the way the membership subscription is collected to ensure the maximum number of members are renewed in a timely manner.

A conference was held in June 2022 in conjunction with the IFFSH in which the charity received £20,317 from this event. BAHT didn't host their own conference in 2022 due to this event.

The charity's expenditure has increased this year to £149,422 due to the costs required to deliver the conference and an increase in grants and bursaries payable as more courses took place. Last year the expenditure was £116,531.

Committee members continue to work hard to decrease the gap between expenses and income to maintain sustainability of the Association. There is ongoing work to improve BAHT's financial stability, streamlining processes to decrease costs, and optimising membership in the most cost effective way. There has been a proposed increase of £5 in yearly membership fees. This information has been disseminated to all members via e-bulletin.

Investment policy

Given the current economic climate and ongoing financial instability, the committee decided to maintain a balanced portfolio with a medium risk status. This is to mitigate loss whilst maximising the opportunity for growth.

Reserves policy

The board of Trustees continues to prioritise the level of reserves to ensure BAHT remains active for many years. We continue to work hard to function within our income and minimise unnecessary expenditure wherever possible. The total amount of reserves held as at 31 March 2023 £1,235,441 (31 March 2022 - £1,301,012), all of which is unrestricted.

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CONCLUSIONS AND PLANS FOR THE FUTURE

The strategic plan was be disseminated at the AGM in October 2022.

Ways to generate more income, as well as minimise cost from primary service providers are in constant consideration to maintain financial sustainability.

Whilst BAHT continues to offer generous bursaries and research grants, they will also be subject to constant review. BAHT continues to promote and encourage career development and research amongst its members.

BAHT will be undergoing a website upgrade in 23/24 to aid collection of membership and renewal to ensure the maximum number of members are captured.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03191955 (England and Wales)

Registered Charity number

1057831

Registered office

66 Lincoln's Inn Field
London
WC2A 3LH

Trustees

The Board of Trustees during the year up to the date of signing this report are as follows:

Leanne Topcuoglu	Chair and IFSHT Link
Linda Cornish	Vice Chair and sub-committee Link
Emma Leather	Co Treasurer
Esther Ibrahim	Treasurer
Laura Cooper	Co Treasurer
Sophie Lalor	Secretary and Communications
Fiona Powell	Bursaries
Miriam Parkinson	Membership
Janey Milligan	Journal
Cate Allen	Website
Susan Dargie	Advertising
Hayley Smith	Historian and EFSHT Link

Independent Examiner

Kerry Gallagher FCA DCha
RSM UK Tax & Accounting Limited
Davidson House
Forbury Square
Reading
Berkshire
RG1 3EU

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Lloyds Plc
21 - 23 Hill Street
London
W1J 5JW

Solicitors

Farrer and Co
66 Lincoln's Inn Fields
London WC2A 3LH

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on **19/06/24** and signed on its behalf by:

E.C. Leather

.....
E Leather – Co-Trustee

Independent examiner's report to the trustees of British Association of Hand Therapists Limited ('the Company')

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

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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair view' and my report is limited to those specific matters set out in the independent examiner's statement.

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.

Kerry Gallagher

Kerry Gallagher FCA DChA
The Institute of Chartered Accountants in England and Wales

ON BEHALF OF RSM UK TAX AND ACCOUNTING LIMITED
Chartered Accountants
RSM Tax & Accounting Limited
Davidson House
Forbury Square
Reading
Berkshire
RG1 3EU

Date: 21/06/24

**BRITISH ASSOCIATION OF HAND THERAPISTS
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Executive Committee		-	186
Subscriptions		96,728	44,466
Educational Events		34,471	38,697
Investment income	2	23,568	16,010
Other income		-	530
Total		<u>154,767</u>	<u>99,889</u>
EXPENDITURE ON			
Raising funds	3	6,562	5,196
Charitable activities			
Grants & Bursary Payable	4	3,974	20,539
Executive Committee		125,805	90,796
Educational Events		12,932	-
Other		149	-
Total		<u>149,422</u>	<u>116,531</u>
Net (losses)/gains on investments		<u>(70,916)</u>	<u>39,819</u>
NET (EXPENDITURE)/INCOME		(65,571)	23,177
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>1,301,012</u>	<u>1,277,835</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>1,235,441</u></u>	<u><u>1,301,012</u></u>

The notes form part of these financial statements

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**BALANCE SHEET
31 MARCH 2023**

	Notes	2023 £	2022 £
FIXED ASSETS			
Intangible assets	8	4,039	6,028
Tangible assets	9	277	56
Investments	10	<u>1,161,833</u>	<u>1,235,964</u>
		1,166,149	1,242,048
CURRENT ASSETS			
Debtors	11	32,623	16,544
Cash at bank and in hand		<u>101,555</u>	<u>87,795</u>
		134,178	104,339
CREDITORS			
Amounts falling due within one year	12	(64,886)	(45,375)
		<u>69,292</u>	<u>58,964</u>
NET CURRENT ASSETS			
		<u>1,235,441</u>	<u>1,301,012</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>1,235,441</u>	<u>1,301,012</u>
NET ASSETS			
		<u>1,235,441</u>	<u>1,301,012</u>
FUNDS	13		
Unrestricted funds		<u>1,235,441</u>	<u>1,301,012</u>
TOTAL FUNDS		<u>1,235,441</u>	<u>1,301,012</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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.

The notes form part of these financial statements

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**BALANCE SHEET - continued
31 MARCH 2023**

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 19/06/24 and were signed on its behalf by:

E.C. Leather

.....
E Leather – Co-Trustee

The notes form part of these financial statements

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES

CHARITY INFORMATION

The British Association of Hand Therapists Limited is a private company limited by guarantee and incorporated in England and Wales. The address of the charity's registered office and principal place of business is 66 Lincoln's Inn Fields, London, WC2A 3LH.

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 2019)', 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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

These financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

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.

Grants offered subject to conditions which have not been met at the year-end date are noted as a commitment but not accrued as expenditure.

INTANGIBLE FIXED ASSETS

Intangible fixed assets are stated at cost less amortisation and any provision for impairment.

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

Computer software	- 33% on reducing balance
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TANGIBLE FIXED ASSETS

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

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 33% on reducing balance

TAXATION

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

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES - continued

FUND ACCOUNTING

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

INVESTMENTS

Investments are stated at market value at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on additions and disposals throughout the year.

GOING CONCERN

The Trustees are satisfied that the forecasts provide reasonable expectation that the charity has adequate resources to continue for the foreseeable future and for a period of at least 12 months from signing the financial statements.

FINANCIAL INSTRUMENTS

The Charity's financial assets and liabilities are measured at amortised costs.

2. INVESTMENT INCOME

	2023	2022
	£	£
Other fixed asset invest - FII	23,321	15,979
Deposit account interest	<u>247</u>	<u>31</u>
	<u><u>23,568</u></u>	<u><u>16,010</u></u>

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

3. RAISING FUNDS

INVESTMENT MANAGEMENT COSTS

	2023	2022
	£	£
Investment management costs	<u>6,562</u>	<u>5,196</u>

4. CHARITABLE ACTIVITIES

	2023	2022
	£	£
Wages	13,358	10,230
Telephone	2,816	619
Postage and stationery	846	673
Advertising	431	400
Meetings	26,045	4,440
Subscriptions and publications	143	78
Website costs	1,638	2,088
Entertainment expenses	-	4,813
Legal and professional	48	1,710
Indemnity insurance	3,160	3,215
Accountancy fees	17,058	8,340
Penalty	149	-
Newsletter costs	42,032	26,507
Bank charges	1,442	439
Conferences	26,126	24,249
Educational events	1,530	-
Depreciation	75	26
Amortisation	1,989	2,969
Grants to individuals	<u>3,974</u>	<u>20,539</u>
	<u>142,860</u>	<u>111,335</u>

All expenditure was expenditure from unrestricted funds.

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging:

	2023	2022
	£	£
Independent Examiner fees	7,320	3,300
Depreciation - owned assets	75	26
Computer software amortisation	<u>1,989</u>	<u>2,969</u>

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

The trustees are entitled to reclaim reasonable out of pocket expenses. During the period 2022-2023, 4 (2022:2) trustees claimed £711 (2022: £1,401) as travel expenses or reimbursed expenses.

7. STAFF COSTS

The average number of persons employed by BAHT during the year was 1 (2022:1).

No employee earned over £60,0000 during the period (2022: none).

The average number of employees calculated on a full time equivalent basis analysed by function was

	2023	2022
Education & Research	0.5	0.5
Executive Committee	<u>0.5</u>	<u>0.5</u>
	<u><u>1.0</u></u>	<u><u>1.0</u></u>

8. INTANGIBLE FIXED ASSETS

	Computer software £
COST	
At 1 April 2022 and 31 March 2023	<u>34,800</u>
AMORTISATION	
At 1 April 2022	28,772
Charge for year	<u>1,989</u>
At 31 March 2023	<u>30,761</u>
NET BOOK VALUE	
At 31 March 2023	<u><u>4,039</u></u>
At 31 March 2022	<u><u>6,028</u></u>

Amortisation charges are included within Executive Committee expenditure.

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2022	17,429	547	17,976
Additions	<u>-</u>	<u>296</u>	<u>296</u>
At 31 March 2023	<u>17,429</u>	<u>843</u>	<u>18,272</u>
DEPRECIATION			
At 1 April 2022	17,429	491	17,920
Charge for year	<u>-</u>	<u>75</u>	<u>75</u>
At 31 March 2023	<u>17,429</u>	<u>566</u>	<u>17,995</u>
NET BOOK VALUE			
At 31 March 2023	<u>-</u>	<u>277</u>	<u>277</u>
At 31 March 2022	<u>-</u>	<u>56</u>	<u>56</u>

10. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2022	1,235,964
Additions	36,128
Disposals	(39,343)
Revaluations	<u>(70,916)</u>
At 31 March 2023	<u>1,161,833</u>
NET BOOK VALUE	
At 31 March 2023	<u>1,161,833</u>
At 31 March 2022	<u>1,235,964</u>

There were no investment assets outside the UK.

Cost or valuation at 31 March 2023 is represented by:

	Listed investments £
Valuation in 2023	169,872
Cost	<u>991,961</u>
	<u>1,161,833</u>

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	4,750	1,613
PAYE refund	-	240
Other debtors	-	369
Prepayments and accrued income	<u>27,873</u>	<u>14,322</u>
	<u>32,623</u>	<u>16,544</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	21,816	7,267
Social security and other taxes	325	-
Other creditors	37	-
Accruals and deferred income	<u>42,708</u>	<u>38,108</u>
	<u>64,886</u>	<u>45,375</u>

DEFERRED INCOME

Deferred income comprises advance membership and journal subscriptions. The subscription runs from 1st February 2023 to 31st January 2024.

	2023	2022
	£	£
Balance at 1st April	34,808	37,504
Amount released to income	(34,808)	(37,504)
Amount deferred in year	<u>36,558</u>	<u>34,808</u>
	<u>36,558</u>	<u>34,808</u>

13. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	1,301,012	(65,571)	1,235,441
	<u>1,301,012</u>	<u>(65,571)</u>	<u>1,235,441</u>
TOTAL FUNDS	<u>1,301,012</u>	<u>(65,571)</u>	<u>1,235,441</u>

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	154,767	(149,422)	(70,916)	(65,571)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>154,767</u>	<u>(149,422)</u>	<u>(70,916)</u>	<u>(65,571)</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	1,277,835	23,177	1,301,012
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>1,277,835</u>	<u>23,177</u>	<u>1,301,012</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	99,889	(116,531)	39,819	23,177
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>99,889</u>	<u>(116,531)</u>	<u>39,819</u>	<u>23,177</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023 (31 March 2022: £Nil).

**BRITISH ASSOCIATION OF HAND THERAPISTS
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

15. ULTIMATE CONTROLLING PARTY

There is no ultimate controlling party.

16. SHARE CAPITAL

The company is limited by guarantee and does not have a share capital. The liability of each member is limited to a sum not exceeding £1 on the winding up of the company.

17. FINANCIAL INSTRUMENTS

	2023 £	2022 £
Carrying amount of financial assets		
Instruments measured at fair value through profit or loss	1,161,833	1,235,964