

REGISTERED COMPANY NUMBER: 03238938 (England and Wales)
REGISTERED CHARITY NUMBER: 1057942

BRITISH MEDICAL ACUPUNCTURE SOCIETY
REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

BRITISH MEDICAL ACUPUNCTURE SOCIETY

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BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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 December 2020. 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main purpose of the company is to stimulate and promote the use and scientific understanding of acupuncture as part of the practice of medicine for the public benefit.

Public benefit

The Charities Act 2011 introduced the requirement for charities to show they provided public benefit. The trustees have reviewed the objects, goals, services and objectives of the charity in the light of this requirement and can confirm that British Medical Acupuncture Society serves the public benefit. This Trustees' Annual Report continues to evidence how the charity strived to meet need.

FINANCIAL REVIEW

Reserves policy

The Charity's policy for determining the level of income reserves, which it is appropriate to maintain in order to meet its needs effectively, is to maintain at least 1 year of expenditure costs in its reserves (excluding fixed assets).

The excess of expenditure over income for the year was £20,952 on the unrestricted general fund and the excess of income over expenditure for the year was £1,416 on the restricted fund.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company is limited by guarantee, having no share capital. It is a registered charity. In the event of the company being wound up, the liability of each member is limited to £10. The company was incorporated on 16 August 1996 and is bound by its Memorandum and Articles of Association.

The Council of Management, a body of not less than five nor more than fifteen, two of whom must be trustees, control the company. Trustees and other members of the various committees are elected by a quorum of at least five Council Members from among the voting members of the society. All candidates for election must be proposed and seconded in writing to the secretary by a voting member.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03238938 (England and Wales)

Registered Charity number

1057942

Registered office

Royal London Hospital
for Integrated Medicine
60 Great Ormond Street
London
WC1N 3HR

BRITISH MEDICAL ACUPUNCTURE SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Trustees

Dr H Mathew (Resigned 24/06/2020)
Ms C Abisheganadan-Tiphane
Dr A I Sheikh
Mr D P Lawler
Dr V M Hardwick
Dr F Campos
Dr E Y K Cheung
Dr T T Wong (Resigned 08/04/2020)
Dr A Farrukh (Appointed 24/06/2020)
Dr J D Ireland (Appointed 24/06/2020)
Dr E Kul Panza (Appointed 24/06/2020)
Ms M L Richardson (Resigned 21/02/2020)

Company Secretary

Dr V M Hardwick

Auditors

Murray Smith LLP
Chartered Accountants
Statutory Auditors
Darland House
44 Winnington Hill
Northwich
Cheshire
CW8 1AU

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

REPORT OF THE TRUSTEES

President's Report - Amer Sheikh

This past year has been an unprecedented one of change for everyone around the World due to the COVID-19 pandemic. The crisis has caused unexpected challenges for BMAS and even threatened its survival as an organisation. At the same time, it has opened up new opportunities and there is great cause for optimism for the future.

One of our main revenue streams is the face to face teaching of the foundation and intermediate courses across the UK. Of course, this could not continue in the same way this year. We were quick to change our strategy and make all the lecture material available as online courses. We then organised practical days once lockdown rules were relaxed to allow delegates to complete the courses successfully. Instead of having fixed courses throughout the year, we now have a model in which courses continue all year round and are done at the pace and convenience of our delegates. So far, this new model is proving to be successful and will continue as our new normal way of operating. At the same time, we will remain responsive to the needs of our delegates going forward. Needless to say that the pandemic has impacted our finances this year but this has been mostly offset by the new online learning environment.

We were also able to make good use of our social media platform that we had only started the year before. This has become a great asset during the lockdown months as people spend more time online and allows us to market our courses to a targeted audience.

An interesting development has been the increase in membership that we have seen by traditional acupuncturists. Although we are not aware of the real reasons for this, we hope that this trend will continue.

The NICE draft guidelines on chronic pain were launched in 2020 with the final guideline due to be released in 2021. We are optimistic that the recommendations for the use of acupuncture will remain in the final guideline, and are hopeful that they will herald a renewed interest in acupuncture in the NHS.

In November 2020, our online experience allowed us to hold a successful Autumn Conference using Zoom for the first time, and to celebrate our 40 years as an organisation. I am confident that our response to the COVID-19 pandemic during the past year has sown the seeds for our continued success.

Honorary Treasurer's Report - Catherine Tiphanie

We have all experienced an unprecedented year over 2020, with the onset of the COVID pandemic and the uncertainties, challenges and opportunities that shook our "usual best practice" - for both businesses and individuals. The BMAS staff and Trustees have collectively worked hard to manage these challenges and opportunities, whilst being more dependent upon technology for both administrative purposes and the continued teaching of Western medical acupuncture.

Membership numbers and the income generated from this demonstrated a slight contraction over the year. However, the BMAS rose to the challenge of providing more virtual learning for members, and 2020 was the year of increased online engagement from our active members seeking new learning experiences and CPD. This has been possible due to the hard work of all the BMAS staff, especially Mike Cummings, in preparing and presenting regular seminars and study sessions to keep the membership engaged.

The COVID restrictions also pushed forward another big change with regard to BMAS teaching methods. Whilst BMAS Trustees and staff had discussed the possibility of online courses over previous years, the 2020 new way of practice accelerated this development and the move to online courses. The BMAS Foundation Courses are usually the core of generating both income and membership for the Society, but with the face-to-face running of these significantly reduced over 2020, and with only 27 students able to attend on the courses we were able to operate in February and October 2020, we needed a new means of engagement with students.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

The BMAS Council decision to grasp opportunity moved much of the teaching of Foundation Courses into an online format, resulting in an additional 120 students booked onto these. In total, this allowed 147 bookings over the entirety of 2020 - only a 29% decrease in numbers actually booked compared with the previous year. Accounting figures however, are only allowed to show two-thirds of the online fees in 2020, with the balancing one third to show in the 2021 accounts - when the students have completed the practical aspects of their new mode Foundation Course.

This new more flexible learning mode for students is now in place for the years ahead, with the lectures and theory component taught online, meaning students only attend in person for the practical sessions - reducing their need to be away from home or work for the full 4 days of a traditional Foundation Course. Financially, this new mode also reduces expenses for BMAS in terms of the expenses relating to running 4 day courses, with the online courses showing an increased surplus, which will contribute ongoing financial benefit in the years ahead.

The Autumn Scientific Meeting 2020 was deferred from its intended London date in September, with the hope of being able to host such an event later in the autumn. However, as the weeks progressed, it became increasingly clear that this would need to be an online event in 2020. The result of this decision was a resounding success: we were able to lower the cost of the event for our members; we had more members engaged with the event (86 in 2020, compared with 78 in 2019); and we made a 63% surplus on the event - primarily with the cost of a London venue and catering removed.

The year 2020 has once again seen the rewards of moving the journal Acupuncture in Medicine (AIM) to SAGE Journals. The increased revenue of just over £97,000- (seen in 2019) was matched once again in 2020. This income stream has significantly benefited the BMAS, leaving us with only a very small deficit after a year of COVID.

The online resource of AIM continues to be valued by our members, and by our growing membership category of Academic Associates. In addition, we now see 'The Sharp End' weekly in our inboxes - keeping members updated on the latest online courses and learning material; whilst 'The Point' is issued twice a year, and includes summaries of Scientific meeting lectures. Additionally, Mike Cummings continues his reflections on recently published material in his BMAS blog, and also runs fortnightly evening BMAS Webinars, supporting online learners - accessibly by ZOOM and eligible for CPD; whilst the Forum continues to allow members to ask questions pertaining to numerous clinical scenarios, and provides an archive of this material for other members.

In summary, 2020 has been an exceptional year in many aspects. However, the BMAS staff and Trustees have risen to the challenges and embraced change. BMAS finances remain healthy, and with the significant income from SAGE for the 2020 Journal, the BMAS demonstrates only a small overall deficit - after a year of COVID and embracing the numerous changes that this has precipitated. A laudable achievement.

The work which the BMAS has achieved over 2020 continues to support the educational mission statement and aims of the BMAS Charity, and funds have been used appropriately and wisely in fulfilment of these aims. We remain in a financially secure position at the start of the new year 2021. This work could not have been possible without the team who worked adaptively and commendably, in very different circumstances over 2020. My sincere thanks to Julie Cummings and the administrative team, usually based in the Northwich office; to Medical Director Mike Cummings and Allyson Brown in London; and to the dedicated team of Trustees who have diligently contributed their time and energy over the course of the year.

Professional Services Committee Chair's Report - Duncan Lawler

Income from foundation courses forms a key element of the BMAS finances; however as we know in 2020 the world was met with COVID 19. The BMAS faced adversity unprecedented in its forty years. William Arthur Ward once said "Adversity causes some men to break; others to break records." Perhaps no records broken but the BMAS survived and thanks to Mike Cummings the Foundation Course completed the transition to online. There were a total of 148 Foundation Course delegates for 2020 and whilst there were 213 in 2019, it is appreciated that 2020 was an exceptional year and this number of delegates is exceptional too.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

The Society aims to support foundation course graduates by providing opportunities for professional development in the practice of medical acupuncture, and to this end offered seven Supplementary Days online on a variety of topics: back pain, headache, women's health, palliative care, osteoarthritis, electroacupuncture and mental health.

The Autumn Scientific Meeting was held online, and the Society celebrated its 40th anniversary with lectures from distinguished international speakers in the field of medical acupuncture. As with all recent scientific meetings, this event was recorded and made available to view on the BMAS website. BMAS members can earn CPD hours towards BMAS accreditation (and often towards other professional development) by viewing online learning and submitting reflective learning notes.

Course notes for other training days are also available to download from the website so that attendees are able to access these quickly and easily during the course and afterwards, whilst also making cost savings for the Society in terms of printing and postage. The aim is to extend the amount of material available online to facilitate professional development in the most streamlined and efficient way for members.

Other online developments were the popular 'What's the Point' series, the Wednesday Webinar and the increasingly popular Saturday Morning Breakfast Club which combines diploma mentoring and online Foundation Course delegate support. The BMAS blog is a weekly feature which is open to the public, highlighting research, showing that medical acupuncture has a strong evidence base, and perhaps persuading the more sceptical of its value.

Members are kept up to date with BMAS news and developments via The Sharp End weekly e-newsletter, whilst the BMAS online forum provides valuable interactive support not only to new members but to others who are active in other ways, such as regional group members, lecturers and trustees.

BMAS House and the BMAS Northwich teaching clinic also have their own presence on social media, in keeping with the digital trend. The Society continues to engage a social media company which gives a professional edge to publicity and promotes the Society both to health professionals and to the wider public.

The Professional Services Committee looks forward to supporting the Society in its mission in the coming year.

Education Committee Chair's Report - Federico Campos

2020 has been a challenging year where acupuncture education was heavily affected by the COVID pandemic and the consequent difficulties in providing face to face teaching.

The BMAS has been able to effectively adapt to the new situation by transitioning supplementary courses to a new online format on Zoom combining lectures and small group discussion around practical elements. Although the online format clearly limits the practical element of the courses, it has been very well received.

The face-to-face to online transition culminated in the design of the new online Foundation Course, now consisting of online pre-recorded modules and a 2-day face-to-face block entirely dedicated to the practical aspects. The new format has proven more cost efficient and it allows more flexibility around the lectures as well as more time dedicated to needling.

We have been working on developing new courses and the new Mental Health Day was delivered for the first time in September with good uptake and very positive feedback. The Medical Director has been designing a course on chronic pain which will also incorporate self-acupuncture. With the prospect of acupuncture being included in the new NICE guidelines on chronic pain, we expect a good uptake of this course in the coming months.

Due to the transition to online learning, we have updated the accreditation guidelines to include webinars and updated our feedback forms which are now submitted using Microsoft Forms.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

The Education Committee has been working around strategies to generate interest amongst GPs due to the significant loss of members in this category. Targeted advertising to GPs was trialled with limited success; however, we are optimistic that there will be more interest, should acupuncture be included in the revised NICE guidelines on chronic pain.

In the effort to find ways to promote Medical Acupuncture in medical schools, the Education Committee has been discussing the feasibility of offering structured student placements and electives as well as formal lectures in different universities.

Overall, the BMAS has been able to efficiently adapt to the new environment and make the most out of the difficult situation in which it found itself this year. There is great potential for development in the near future, and the Education Committee looks forward to an exciting 2021.

Medical Director's Report - Mike Cummings

2020 was the 40th anniversary of the origin of the BMAS, and what a year of change it proved to be. We had been facing more than 5 years of contraction in membership and nearly the same in annual financial deficits, and then the restrictions imposed by a pandemic created a significant challenge to our educational activity.

Luck and technology were on our side; however, and thanks to a colleague's advice the previous year, we had become quite familiar with the use of Zoom for both meetings and for small webinars. This was invaluable experience, so that when I was restrained from running my clinics, I immediately set about recording a daily weekday video series called "What's the point". There are 50 videos in the series and many of them include both anatomical images alongside 3 different camera views of a demonstration of needling or examination. There were some hiccups, but on the whole, I was astonished at how easy it was to produce these using technology designed primarily for virtual meetings.

We started running our supplementary day courses via Zoom, and these went well, although they were quite hard if you found yourself lecturing all day single handed via Zoom. Luckily, I discovered the virtual breakout rooms, which are fabulous for getting lots of interactions between attendees, and good to give the presenters a little break.

When it seemed that the pandemic would drag on we set about developing the online Foundation Course. The necessary work to the website took most of the month of June, and then by mid-July we were ready to launch. It was and is still a great success. It allowed us to get almost 150 participants either through the course or to have started the online elements. We were able to get some practical courses run in between the waves of the pandemic, and this was enough to demonstrate that this new blended system seems to work.

We will have some catching up to do with the practical elements, as we have carried over nearly 100 foundation course students who will need to get their practical training in 2021.

After much consideration and delay, we finally decided that the annual meeting of our 40th year would have to be online. We had pushed it to late in November and held it as a Zoom meeting. It went remarkably well, and I especially enjoyed our group toast to the BMAS anniversary at the end of the speaker panel session when all the attending members turned on their cameras and raised a glass in front of their webcams. The appearance on my screen was fabulous as more and more happy faces appeared in the Zoom window.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

Acupuncture in Medicine, Journal Editor's Report - David Coggin-Carr

2020 was a year of major challenges as we all felt the impact of COVID-19 and clinical work was quite appropriately prioritized over research for those of us engaged in both pursuits. Despite this re-prioritization and the suspension of most laboratory-based and clinical research (while the medical community pivoted toward COVID-19 research, which completely dominated the mainstream clinical journals), it was refreshing to see a constant stream of new submissions to Acupuncture in Medicine, which is a likely reflection of the endurance of our worldwide authorship, and perhaps the opportunity to write up projects left on the back burner whilst the whole world was in lockdown! One of the silver linings of the COVID-19 pandemic has been the rise of teleconferencing, which has broken down geographical barriers and facilitated widespread collaboration and dissemination of information, notwithstanding the Zoom and Teams fatigue! In all seriousness, I have no doubt this connectivity will benefit the journal and its engagement with our growing readership/authorship moving forwards. Finally, I am grateful for our flourishing partnership with SAGE Publishing, and I am particularly appreciative of Sarah Larkin (senior project editor) and Martin McDonald (publishing editor), who replaced Helena Engstrand and Will Rushton, respectively, this year. Following the transitional backlog generated by our switch from the BMJ Group, we have banked a large amount of high-quality content, enough for us to begin considering the possibility of moving to monthly issues from 2022.

AUDITORS

The auditors, Murray Smith LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 2 June 2021 and signed on its behalf by:

A I Sheikh - Trustee

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees (who are also the directors of British Medical Acupuncture Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRITISH MEDICAL ACUPUNCTURE SOCIETY

Opinion

We have audited the financial statements of British Medical Acupuncture Society (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRITISH MEDICAL ACUPUNCTURE SOCIETY

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRITISH MEDICAL ACUPUNCTURE SOCIETY

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The audit procedures designed to identify irregularities included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims
- Enquiry of company staff with responsibilities for tax and compliance matters to identify any instances of non-compliance with laws and regulations
- Reviewing any minutes available of meetings of those charged with governance
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, intentional misrepresentations or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRITISH MEDICAL ACUPUNCTURE SOCIETY

Use of our report

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

Michael Benson (Senior Statutory Auditor)
for and on behalf of Murray Smith LLP
Chartered Accountants
Statutory Auditors
Darland House
44 Winnington Hill
Northwich
Cheshire
CW8 1AU

2 June 2021

BRITISH MEDICAL ACUPUNCTURE SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	-	-	18
Charitable activities	4				
Courses and conferences		84,228	-	84,228	173,160
Subscriptions		140,724	1,416	142,140	153,020
Certificates		2,460	-	2,460	1,680
Teaching clinic		14,330	-	14,330	25,387
Other income		135,989	-	135,989	147,517
Investment income	3	5,170	-	5,170	6,949
Total		382,901	1,416	384,317	507,731
EXPENDITURE ON					
Raising funds	5	49,082	-	49,082	47,582
Charitable activities	6				
Courses and conferences		191,287	-	191,287	271,701
Office costs		145,183	-	145,183	162,078
Other costs		18,301	-	18,301	19,626
Total		403,853	-	403,853	500,987
NET INCOME/(EXPENDITURE)		(20,952)	1,416	(19,536)	6,744
RECONCILIATION OF FUNDS					
Total funds brought forward		990,735	53,907	1,044,642	1,037,898
TOTAL FUNDS CARRIED FORWARD		969,783	55,323	1,025,106	1,044,642

The notes form part of these financial statements

BRITISH MEDICAL ACUPUNCTURE SOCIETY**BALANCE SHEET
31 DECEMBER 2020**

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	11	497,828	512,260
CURRENT ASSETS			
Stocks	12	3,720	4,775
Debtors	13	119,769	108,591
Cash at bank		518,545	548,956
		<u>642,034</u>	<u>662,322</u>
CREDITORS			
Amounts falling due within one year	14	(114,756)	(129,940)
NET CURRENT ASSETS		<u>527,278</u>	<u>532,382</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,025,106</u>	<u>1,044,642</u>
NET ASSETS		<u>1,025,106</u>	<u>1,044,642</u>
FUNDS	17		
Unrestricted funds		969,783	990,735
Restricted funds		55,323	53,907
TOTAL FUNDS		<u>1,025,106</u>	<u>1,044,642</u>

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 2 June 2021 and were signed on its behalf by:

A I Sheikh - Trustee

BRITISH MEDICAL ACUPUNCTURE SOCIETY**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(30,411)</u>	<u>(38,096)</u>
Net cash used in operating activities		<u>(30,411)</u>	<u>(38,096)</u>
Change in cash and cash equivalents in the reporting period		<u>(30,411)</u>	<u>(38,096)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>548,956</u>	<u>587,052</u>
Cash and cash equivalents at the end of the reporting period		<u><u>518,545</u></u>	<u><u>548,956</u></u>

The notes form part of these financial statements

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(19,536)	6,744
Adjustments for:		
Depreciation charges	14,432	14,461
Decrease in stocks	1,055	1,724
(Increase)/decrease in debtors	(11,178)	2,608
Decrease in creditors	(15,184)	(63,633)
Net cash used in operations	<u>(30,411)</u>	<u>(38,096)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20 £	Cash flow £	At 31.12.20 £
Net cash			
Cash at bank	<u>548,956</u>	<u>(30,411)</u>	<u>518,545</u>
	<u>548,956</u>	<u>(30,411)</u>	<u>518,545</u>
Total	<u>548,956</u>	<u>(30,411)</u>	<u>518,545</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

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 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.

Income

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.

Subscriptions

Income in respect of subscriptions is accounted for on an accruals basis.

Courses and conferences income

Income from courses and conferences is accounted for on an accruals basis with adjustments being made for income received in advance.

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.

Tangible fixed assets

Tangible assets are depreciated on a straight line basis over their estimated useful lives, at the following rates:

Acupuncture equipment	25%
Office equipment	15%
Computers	25%
Freehold property	2%

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

The society has two types of fund for which it is responsible and which require separate disclosure. These are as follows:

a) Restricted funds

Donations received which the donor earmarks for specific purposes. Such purposes are within the overall aims of the organisation. Each year the society allocates 1% of the total subscriptions received during the year to the restricted fund.

b) Unrestricted fund

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. ACCOUNTING POLICIES - continued

Fund accounting

Funds which are expendable are at the discretion of the trustees in the furtherance of the objects of the charity.

Pension costs and other post-retirement benefits

Pension contributions are made by the charity to the employee's personal pension schemes at an agreed percentage of gross salaries.

Donations

Donations received from members are accounted for in the year they are received and allocated to a restricted or unrestricted fund subject to the donor's wish.

Grants payable

Grants payable are accounted for in the year they are due for payment. All grant applications are reviewed by the committee and then allocated accordingly.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations and gifts	-	18
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	2020	2019
	£	£
Investment income	5,170	6,949
	<u> </u>	<u> </u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Courses and conferences	84,228	173,160
Subscriptions	142,140	153,020
Certificates	2,460	1,680
Teaching clinic	14,330	25,387
Other income	135,989	147,517
	<u> </u>	<u> </u>
	379,147	500,764
	<u> </u>	<u> </u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

5. RAISING FUNDS

Other trading activities

	2020	2019
	£	£
Fundraising and publicity	49,082	47,582

6. CHARITABLE ACTIVITIES COSTS

	Staff costs	Depreciation	Other costs	Total 2020	Total 2019
	£	£	£	£	£
Course and conferences	166,386	-	24,901	191,287	271,701
Office costs	89,959	-	55,224	145,183	162,078
Other costs	-	14,432	3,869	18,301	19,626
	256,345	14,432	83,994	354,771	453,405

7. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation - owned assets	14,432	14,461
Auditors' remuneration	3,997	3,937

8. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration was paid to the trustees during the year. Lecture fees totalling £740 (2019: £20,080), were paid to seven of the trustees.

The charity is controlled by the Council of Management.

Trustees' expenses

In the year the company reimbursed the trustees as follows:

	2020	2019
	£	£
Travel	413	2,123
Accommodation and subsistence	288	146
Other costs	-	590
	701	2,860

The expenses were incurred in relation to committee meetings and the trustees were reimbursed for their expenses. At 31 December 2020, expenses of £nil (2019 - £3,714) were due to be reimbursed to the trustees.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

9. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	221,739	237,948
Social security costs	22,562	24,466
Other pension costs	12,044	13,470
	<u>256,345</u>	<u>275,884</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Administration	<u>8</u>	<u>9</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2020	2019
£90,001 - £100,000	1	-
£100,000 - £110,000	-	1
	<u>1</u>	<u>1</u>

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	18	18
Charitable activities			
Courses and conferences	173,160	-	173,160
Subscriptions	151,491	1,529	153,020
Certificates	1,680	-	1,680
Teaching clinic	25,387	-	25,387
Other income	147,517	-	147,517
Investment income	<u>6,949</u>	<u>-</u>	<u>6,949</u>
Total	506,184	1,547	507,731
EXPENDITURE ON			
Raising funds	47,582	-	47,582
Charitable activities			
Courses and conferences	271,701	-	271,701
Office costs	162,078	-	162,078
Other costs	<u>19,626</u>	<u>-</u>	<u>19,626</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
Total	500,987	-	500,987
NET INCOME	5,197	1,547	6,744
RECONCILIATION OF FUNDS			
Total funds brought forward	985,538	52,360	1,037,898
TOTAL FUNDS CARRIED FORWARD	990,735	53,907	1,044,642

11. TANGIBLE FIXED ASSETS

	Freehold property £	Acupuncture equipment £	Office equipment £	Computer equipment £	Totals £
COST					
At 1 January 2020 and 31 December 2020	642,881	164	16,397	7,613	667,055
DEPRECIATION					
At 1 January 2020	134,039	164	13,526	7,066	154,795
Charge for year	12,858	-	1,237	337	14,432
At 31 December 2020	146,897	164	14,763	7,403	169,227
NET BOOK VALUE					
At 31 December 2020	495,984	-	1,634	210	497,828
At 31 December 2019	508,842	-	2,871	547	512,260

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

12. STOCKS

	2020	2019
	£	£
Stationery and journals	3,720	4,775

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	2,609	1,899
Other debtors	3,236	-
Prepayments and accrued income	113,924	106,692
	<u>119,769</u>	<u>108,591</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	3,180	3,610
Social security and other taxes	11,856	19,288
Other creditors	1,500	20,305
Accruals and deferred income	98,220	86,737
	<u>114,756</u>	<u>129,940</u>

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	7,475	7,475
Between one and five years	5,400	9,000
	<u>12,875</u>	<u>16,475</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
Fixed assets	497,828	-	497,828	512,260
Current assets	586,711	55,323	642,034	662,322
Current liabilities	(114,756)	-	(114,756)	(129,940)
	<u>969,783</u>	<u>55,323</u>	<u>1,025,106</u>	<u>1,044,642</u>

17. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	990,735	(20,952)	969,783
Restricted funds			
Restricted Fund	53,907	1,416	55,323
TOTAL FUNDS	<u>1,044,642</u>	<u>(19,536)</u>	<u>1,025,106</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	382,901	(403,853)	(20,952)
Restricted funds			
Restricted Fund	1,416	-	1,416
TOTAL FUNDS	<u>384,317</u>	<u>(403,853)</u>	<u>(19,536)</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	985,538	5,197	990,735
Restricted funds			
Restricted Fund	52,360	1,547	53,907
TOTAL FUNDS	<u>1,037,898</u>	<u>6,744</u>	<u>1,044,642</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	506,184	(500,987)	5,197
Restricted funds			
Restricted Fund	1,547	-	1,547
TOTAL FUNDS	<u>507,731</u>	<u>(500,987)</u>	<u>6,744</u>

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

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	985,538	(15,755)	969,783
Restricted funds			
Restricted Fund	52,360	2,963	55,323
TOTAL FUNDS	<u>1,037,898</u>	<u>(12,792)</u>	<u>1,025,106</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

17. MOVEMENT IN FUNDS - continued

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 £
Unrestricted funds			
General fund	889,085	(904,840)	(15,755)
Restricted funds			
Restricted Fund	2,963	-	2,963
TOTAL FUNDS	<u>892,048</u>	<u>(904,840)</u>	<u>(12,792)</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

19. SHARE CAPITAL AND MEMBERS LIABILITY

The company is limited by guarantee. In the event of a company being wound up, the liability of each member is limited to £10.

20. RESTRICTED FUND

The Research fund account holds £55,323 as at 31 December 2020. This fund can be used for research into any aspect of the use of acupuncture.

BRITISH MEDICAL ACUPUNCTURE SOCIETY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and gifts	-	18
Investment income		
Investment income	5,170	6,949
Charitable activities		
Courses and conferences	84,228	173,160
Subscriptions	142,140	153,020
Certificates	2,460	1,680
Teaching clinic	14,330	25,387
Grants	3,391	-
Other income	132,598	147,517
	<hr/>	<hr/>
	379,147	500,764
	<hr/>	<hr/>
Total incoming resources	384,317	507,731
EXPENDITURE		
Other trading activities		
Fundraising and publicity	49,082	47,582
Charitable activities		
Wages	221,739	237,948
Social security	22,562	24,466
Pensions	12,044	13,470
Other costs	76,514	155,164
Directors of education expenses	1,581	2,147
Trustee indemnity insurance	1,867	1,851
Auditors' remuneration	4,032	3,898
Freehold property depreciation	12,858	12,858
Office equipment depreciation	1,237	1,266
Computer equipment depreciation	337	337
	<hr/>	<hr/>
	354,771	453,405
	<hr/>	<hr/>
Total resources expended	403,853	500,987
	<hr/>	<hr/>
Net (expenditure)/income	<u>(19,536)</u>	<u>6,744</u>

This page does not form part of the statutory financial statements