

CASE MANAGEMENT SOCIETY UK

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 3 July, 2001 and registered as a charity on 6 February 2006. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years and can continue to serve in subsequent terms only if re-elected at the next Annual General Meeting.

Objectives and Activities

Following developments in the case management industry toward a registration for case management via the establishment of the Institute of Registered Case Managers a review was undertaken and a strategy session held to start to map out the future for CMSUK and its role going forward. As a result of this meeting the company has identified a Mission of:

Leading best practice for case managers

The company's new Vision Statement is:

To empower our members by providing support and education

A new committee structure was adopted to reflect the requirements of the company moving forward.

Due to the COVID 19 pandemic extending far into late 2020 and beyond, progress has been slow toward the main objectives and activities set for the year to 31st July 2021. Work continued in the following areas:

- To develop the work streams required to meet the new Mission and revised Vision for the company
- To continue to grow our membership base to 800+ members and 20+ Corporate Members.
- To identify ways in which CMSUK can provide support for members' professional practice, including a mechanism for accessing professional/career advice, resources, mentorship, advocacy, protection and lobbying.
- In partnership with Company and Corporate members, identify a new structure for organisational links with the CMSUK which reflect the revised mission and vision.
- To continue with a Digital Marketing project to improve website traffic, online applications and event bookings as well as ensuring anyone wishing to understand more about case management finds the CMSUK website.
- To communicate useful articles and information to the membership and contacts list regularly via email, website and social media.
- To raise the CMSUK profile across social media platforms.
- To produce 4 editions of 'Inside Case Management,' the only dedicated publication for case managers
- To run a successful Celebration Lunch event in September 2020,
- To run the 'Introduction to Case Management' study day in Spring 2021.

- To run a successful 2day conference including a dedicated exhibition area, a multi streamed programme of talks, a Dinner Dance and general networking.
- To continue the joint working alongside BABICM and VRA towards a system of accreditation for case managers supported by an educational programme and competency framework
- To continue to develop corporate links for the development of the industry.
- Offer to the membership opportunities to access research and professional development grants.

Achievements and Performance for the year ending 31st July 2021

- As a membership organisation we have seen our core membership rise to 803. Our Corporate Members have remained at 20
- COVID 19 raised significant challenges for the organisation. We were unable to hold our usual face to face events and therefore had to learn very quickly how to master virtual events. Support to members was paramount in uncertain times. Maintaining our membership and financial revenue for the organisation required alternative systems and processes. We have continued to learn how to respond quickly and effectively to support members in new and uncertain times.
- A total of 23 virtual webinars were held over the period.
- We continued to collaborate with BABICM and VRA to ensure consistent and accurate messaging to members during the pandemic.
- Due to the financial challenges caused by the pandemic our research grant and practice development grant was suspended for 2020/21.
- CMSUK ran its annual 'Introduction to Case Management' as a Virtual Study Day in May 2021.
- An 'Introduction to Paediatric Case Management' was also introduced to the programme of events
- A decision was made to suspend the annual awards programme following feedback from many quarters that all staff deserved an award, and our supporters would find it hard to a) identify nominees and b) manage this workload against the backdrop of the impact of the pandemic on our clients
- 'Restore, Rebuild, Recreate,' was the theme for our first ever virtual annual conference held in November 2020. This reflected the challenges to the case management industry of working within a pandemic.
- Our communications committee has significantly expanded in response to the COVID-19 pandemic and the need for consistent messaging to our members. Social media coverage has increased with a 69% increase in followers on LinkedIn and 24% growth on Twitter. Two further editions of the 'Inside Case Management' magazine was produced.

COMPANY REGISTRATION NUMBER: 04245633

CHARITY REGISTRATION NUMBER: 1112933

Case Management Society UK
Company Limited by Guarantee
Unaudited Financial Statements
31 July 2021



Case Management Society UK

Company Limited by Guarantee

Financial Statements

Year ended 31 July 2021

	Page
Trustees' annual report (incorporating the director's report)	1
Independent examiner's report to the trustees	6
Statement of financial activities (including income and expenditure account)	7
Statement of financial position	8
Notes to the financial statements	9

Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 July 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 July 2021.

Reference and administrative details

Registered charity name Case Management Society UK

Charity registration number 1112933

Company registration number 04245633

Registered office PO Box 293
Sutton
SM1 9BH

The trustees

Karen Burgin (Chair)	
Carole Chantler	
Teresa Shaw (Vice chair)	(Retired 11 February 2021)
Victoria Collins	(Retired 11 February 2021)
Joanna Evans	
Susan Ford	
Jacqueline Salvidge	(Retired 11 February 2021)
Lisa Marie Brown	
Helen Ovans	
Andrew Pepler	(Retired 11 February 2021)
Nicola Irwin	(Retired 11 February 2021)
Devdeep Ahuja	
Emily Nash	

Company secretary Beach Secretaries Limited

Independent examiner M L Burgess
Simpson Burgess Nash Limited
Chartered Accountants
Empress Business Centre
380 Chester Road
Manchester
M16 9EA

Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 July 2021

Structure, governance and management

Governing Document

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Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2021

Objectives and activities *(continued)*

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Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2021

Achievements and performance

Achievements and Performance for the year ending 31st July 2021

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Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2021

Financial review

The charity generated a surplus for the year and remains in a healthy financial position with good liquidity.

Principal funding sources

The principal funding sources for the charity are the individual and corporate membership subscriptions and the Annual Conference.

Reserves policy

The Board of Management has examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be sufficient to sustain 6 to 9 months of committed overhead.

The balance held as unrestricted funds at 31 July 2021 was £121,357 of which £115,848 are regarded as free reserves, after allowing for funds relating to tangible fixed assets. Unrestricted charitable expenditure costs average £10,000 per month currently and therefore the level of reserves is sufficient.

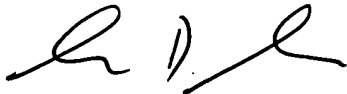
Small company provisions

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

The trustees' annual report was approved on
behalf of the board of trustees by:

2nd March

2022 and signed on



Karen Burgin (Chair)
Trustee

Case Management Society UK

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Case Management Society UK

Year ended 31 July 2021

I report to the trustees on my examination of the financial statements of Case Management Society UK ('the charity') for the year ended 31 July 2021.

Responsibilities and basis of report

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

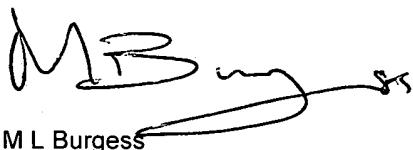
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



M L Burgess

Independent Examiner
Simpson Burgess Nash Limited
Chartered Accountants
Empress Business Centre
380 Chester Road
Manchester
M16 9EA

4/3/2022

Case Management Society UK

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 July 2021

		2021	2020
		Unrestricted funds	Total funds
	Note	£	£
Income and endowments			
Charitable activities	5	27,940	88,897
Other trading activities	6	79,538	76,746
Investment income	7	156	846
Total income		<u>107,634</u>	<u>166,489</u>
Expenditure			
Expenditure on raising funds:			
Costs of raising donations and legacies	8	24,350	27,487
Expenditure on charitable activities	9,10	60,753	177,562
Total expenditure		<u>85,103</u>	<u>205,049</u>
Net income/(expenditure) and net movement in funds		<u>22,531</u>	<u>(38,560)</u>
Reconciliation of funds			
Total funds brought forward		98,826	137,386
Total funds carried forward		<u>121,357</u>	<u>98,826</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 9 to 15 form part of these financial statements.

Case Management Society UK

Company Limited by Guarantee

Statement of Financial Position

31 July 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	16	691	753
Current assets			
Debtors	17	7,184	548
Cash at bank and in hand		115,848	103,140
		<u>123,032</u>	<u>103,688</u>
Creditors: amounts falling due within one year	18	<u>2,366</u>	<u>5,615</u>
Net current assets		<u>120,666</u>	<u>98,073</u>
Total assets less current liabilities		<u>121,357</u>	<u>98,826</u>
Net assets		<u>121,357</u>	<u>98,826</u>
Funds of the charity			
Unrestricted funds		<u>121,357</u>	<u>98,826</u>
Total charity funds	19	<u>121,357</u>	<u>98,826</u>

For the year ending 31 July 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on

2 March

2022, and are signed on behalf of the board by:



Karen Burgin (Chair)
Trustee

The notes on pages 9 to 15 form part of these financial statements.

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 July 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is PO Box 293, Sutton, SM1 9BH.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', 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 (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily available from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis.

Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

During the year, there were no judgements in applying the accounting policies and key sources of estimation uncertainty which materially affected the financial statements.

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

3. Accounting policies *(continued)*

Fund accounting

Fund accounting is applied to any restricted income that is received in the year. The restricted income is allocated to specific expenditure as per terms of the donor.

Unrestricted funds has no specific requirements of how the incoming resources is to be spent. The income is used on charitable activities, the costs to generate future funds and day to day support costs.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of membership subscriptions and is included in full in the statement of financial activities when receivable.

Donated services by speakers at the Annual Conference and on study days are not valued by the charity as they are difficult to quantify. The value of services provided by volunteers has not been included.

Incoming resources from charitable activities is received in respect of delegate fees and sponsorship for the Annual Conference.

Income from investments is included in the year in which it is receivable.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs of dealing with the administration of individual and corporate membership subscriptions.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries through the Annual Conference and study days. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management and include governance costs associated with a) the general running of the charity, b) meeting the constitutional and statutory requirements of the charity and c) costs linked to the strategic management of the charity and which contribute to its future development.

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

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

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Taxation

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

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

4. Limited by guarantee

Case Management Society UK is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Conference fees and sponsorship	<u>27,940</u>	<u>27,940</u>	<u>88,897</u>	<u>88,897</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Subscriptions and donations	<u>79,538</u>	<u>79,538</u>	<u>76,746</u>	<u>76,746</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>156</u>	<u>156</u>	<u>846</u>	<u>846</u>

8. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Costs of other activities	<u>24,350</u>	<u>24,350</u>	<u>27,487</u>	<u>27,487</u>

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Conference fees and sponsorship	45,796	45,796	159,068	159,068
Support costs	14,278	14,278	18,494	18,494
	<u>60,074</u>	<u>60,074</u>	<u>177,562</u>	<u>177,562</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Conference fees and sponsorship	45,796	8,549	54,345	175,397
Governance costs	—	5,729	5,729	2,165
	<u>45,796</u>	<u>14,278</u>	<u>60,074</u>	<u>177,562</u>

11. Support costs

	£	Total 2021 £	Total 2020 £
Staff costs	6,115	6,115	5,453
Premises	458	458	1,450
Communications and IT	78	78	109
Governance costs	5,729	5,729	2,165
Support costs - Travel	1,858	1,858	9,274
Support costs - Depreciation	40	40	44
	<u>14,278</u>	<u>14,278</u>	<u>18,495</u>

12. Net income/(expenditure)

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

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>337</u>	<u>365</u>

13. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,320</u>	<u>1,320</u>

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	<u>48,856</u>	<u>45,443</u>

The average head count of employees during the year was 2 (2020: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of administrative staff	<u>2</u>	<u>2</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

15. Trustee remuneration and expenses

Trustees

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

16. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
At 1 August 2020	1,820	20,693	22,513
Additions	—	275	275
At 31 July 2021	<u>1,820</u>	<u>20,968</u>	<u>22,788</u>
Depreciation			
At 1 August 2020	1,788	19,972	21,760
Charge for the year	8	329	337
At 31 July 2021	<u>1,796</u>	<u>20,301</u>	<u>22,097</u>
Carrying amount			
At 31 July 2021	<u>24</u>	<u>667</u>	<u>691</u>
At 31 July 2020	<u>32</u>	<u>721</u>	<u>753</u>

17. Debtors

	2021	2020
	£	£
Trade debtors	<u>6,564</u>	—
Other debtors	<u>620</u>	<u>548</u>
	<u>7,184</u>	<u>548</u>

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

18. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	1,614	3,422
Social security and other taxes	653	2,193
Other creditors	99	—
	<u>2,366</u>	<u>5,615</u>

19. Analysis of charitable funds

Unrestricted funds

	At 1 August 2020	Income	Expenditure	At 31 July 2021
	£	£	£	£
General funds	<u>98,826</u>	<u>107,634</u>	<u>(85,103)</u>	<u>121,357</u>

20. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2021
	£	£
Tangible fixed assets	691	691
Current assets	123,032	123,032
Creditors less than 1 year	<u>(2,366)</u>	<u>(2,366)</u>
Net assets	<u>121,357</u>	<u>121,357</u>

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Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 3 July, 2001 and registered as a charity on 6 February 2006. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years and can continue to serve in subsequent terms only if re-elected at the next Annual General Meeting.

Objectives and activities

Following developments in the case management industry toward a registration for case management via the establishment of the Institute of Registered Case Managers a review was undertaken and a strategy session held to start to map out the future for CMSUK and its role going forward. As a result of this meeting the company has identified a Mission of:

- o Leading best practice for case managers

The company's new Vision Statement is:

- o To empower our members by providing support and education

A new committee structure was adopted to reflect the requirements of the company moving forward.

Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2021

Objectives and activities *(continued)*

Due to the Covid 19 pandemic extending far into late 2020 and beyond, progress has been slow toward the main objectives and activities set for the year to 31st July 2021. Work continued in the following areas:

- To develop the work streams required to meet the new Mission and revised Vision for the company.
- To continue to grow our membership base to 800+ members and 20+ Corporate Members.
- To identify ways in which CMSUK can provide support for members' professional practice, including a mechanism for accessing professional/career advice, resources, mentorship, advocacy, protection and lobbying.
- In partnership with company and corporate members, identify a new structure for organisational links with CMSUK which reflects the revised mission and vision.
- To continue with a Digital Marketing project to improve website traffic, online applications and event bookings as well as ensuring anyone wishing to understand more about case management finds the CMSUK website.
- To communicate useful articles and information to the membership and contacts list regularly via email, website and social media.
- To raise the CMSUK profile on social media platforms.
- To produce 4 editions of 'Inside Case Management,' the only dedicated publication for case managers
- To run a successful Celebration Lunch event in September 2020,
- To run the 'Introduction to Case Management' study day in Spring 2021.
- To run a successful 2 day conference including a dedicated exhibition area, a multi streamed programme of talks, a Dinner Dance and general networking.
- To continue the joint working alongside BABICM and VRA towards a system of accreditation for case managers supported by an educational programme and competency framework.
- To continue to develop corporate links for the development of the industry.
- Offer to the membership opportunities to access research and professional development grants.

Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2021

Achievements and performance

Achievements and Performance for the year ending 31st July 2021

- As a membership organisation we have seen our core membership rise to 803. Our Corporate Members have remained at 20.
- COVID 19 raised significant challenges for the organisation. We were unable to hold our usual face to face events and therefore had to learn very quickly how to master virtual events. Support to members was paramount in uncertain times. Maintaining our membership and financial revenue for the organisation required alternative systems and processes. We have continued to learn how to respond quickly and effectively to support members in new and uncertain times.
- A total of 23 virtual webinars were held over the period.
- We continued to collaborate with BABICM and VRA to ensure consistent and accurate messaging to members during the pandemic.
- Due to the financial challenges caused by the pandemic our research grant and practice development grant was suspended for 2020/21.
- CMSUK ran its annual 'Introduction to Case Management' as a Virtual Study Day in May 2021.
- An 'Introduction to Paediatric Case Management' was also introduced to the programme of events
- A decision was made to suspend the annual awards programme following feedback from many quarters that all staff deserved an award, and our supporters would find it hard to a) identify nominees and b) manage this workload against the backdrop of the impact of the pandemic on our clients
- 'Restore, Rebuild, Recreate,' was the theme for our first ever virtual annual conference held in November 2020. This reflected the challenges to the case management industry of working within a pandemic.
- Our communications committee has significantly expanded in response to the COVID-19 pandemic and the need for consistent messaging to our members. Social media coverage has increased with a 69% increase in followers on LinkedIn and 24% growth on Twitter. Two further editions of the 'Inside Case Management' magazine was produced.

Case Management Society UK

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2021

Financial review

The charity generated a surplus for the year and remains in a healthy financial position with good liquidity.

Principal funding sources

The principal funding sources for the charity are the individual and corporate membership subscriptions and the Annual Conference.

Reserves policy

The Board of Management has examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be sufficient to sustain 6 to 9 months of committed overhead.

The balance held as unrestricted funds at 31 July 2021 was £121,357 of which £115,848 are regarded as free reserves, after allowing for funds relating to tangible fixed assets. Unrestricted charitable expenditure costs average £10,000 per month currently and therefore the level of reserves is sufficient.

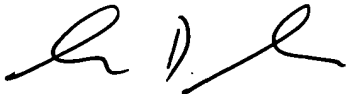
Small company provisions

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

The trustees' annual report was approved on
behalf of the board of trustees by:

2nd March

2022 and signed on



Karen Burgin (Chair)
Trustee

Case Management Society UK

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Case Management Society UK

Year ended 31 July 2021

I report to the trustees on my examination of the financial statements of Case Management Society UK ('the charity') for the year ended 31 July 2021.

Responsibilities and basis of report

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

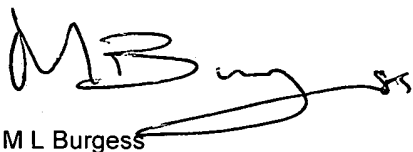
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



M L Burgess

Independent Examiner
Simpson Burgess Nash Limited
Chartered Accountants
Empress Business Centre
380 Chester Road
Manchester
M16 9EA

4/3/2022

Case Management Society UK

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 July 2021

		2021	2020
		Unrestricted funds	Total funds
	Note	£	£
Income and endowments			
Charitable activities	5	27,940	88,897
Other trading activities	6	79,538	76,746
Investment income	7	156	846
Total income		<u>107,634</u>	<u>166,489</u>
Expenditure			
Expenditure on raising funds:			
Costs of raising donations and legacies	8	24,350	27,487
Expenditure on charitable activities	9,10	60,753	177,562
Total expenditure		<u>85,103</u>	<u>205,049</u>
Net income/(expenditure) and net movement in funds		<u>22,531</u>	<u>(38,560)</u>
Reconciliation of funds			
Total funds brought forward		98,826	137,386
Total funds carried forward		<u>121,357</u>	<u>98,826</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 9 to 15 form part of these financial statements.

Case Management Society UK

Company Limited by Guarantee

Statement of Financial Position

31 July 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	16	691	753
Current assets			
Debtors	17	7,184	548
Cash at bank and in hand		115,848	103,140
		<u>123,032</u>	<u>103,688</u>
Creditors: amounts falling due within one year	18	<u>2,366</u>	<u>5,615</u>
Net current assets		<u>120,666</u>	<u>98,073</u>
Total assets less current liabilities		<u>121,357</u>	<u>98,826</u>
Net assets		<u>121,357</u>	<u>98,826</u>
Funds of the charity			
Unrestricted funds		<u>121,357</u>	<u>98,826</u>
Total charity funds	19	<u>121,357</u>	<u>98,826</u>

For the year ending 31 July 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on

2 March

2022, and are signed on behalf of the board by:



Karen Burgin (Chair)
Trustee

The notes on pages 9 to 15 form part of these financial statements.

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 July 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is PO Box 293, Sutton, SM1 9BH.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', 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 (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily available from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis.

Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

During the year, there were no judgements in applying the accounting policies and key sources of estimation uncertainty which materially affected the financial statements.

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

3. Accounting policies *(continued)*

Fund accounting

Fund accounting is applied to any restricted income that is received in the year. The restricted income is allocated to specific expenditure as per terms of the donor.

Unrestricted funds has no specific requirements of how the incoming resources is to be spent. The income is used on charitable activities, the costs to generate future funds and day to day support costs.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of membership subscriptions and is included in full in the statement of financial activities when receivable.

Donated services by speakers at the Annual Conference and on study days are not valued by the charity as they are difficult to quantify. The value of services provided by volunteers has not been included.

Incoming resources from charitable activities is received in respect of delegate fees and sponsorship for the Annual Conference.

Income from investments is included in the year in which it is receivable.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs of dealing with the administration of individual and corporate membership subscriptions.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries through the Annual Conference and study days. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management and include governance costs associated with a) the general running of the charity, b) meeting the constitutional and statutory requirements of the charity and c) costs linked to the strategic management of the charity and which contribute to its future development.

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

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

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Taxation

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

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

4. Limited by guarantee

Case Management Society UK is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Conference fees and sponsorship	<u>27,940</u>	<u>27,940</u>	<u>88,897</u>	<u>88,897</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Subscriptions and donations	<u>79,538</u>	<u>79,538</u>	<u>76,746</u>	<u>76,746</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>156</u>	<u>156</u>	<u>846</u>	<u>846</u>

8. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Costs of other activities	<u>24,350</u>	<u>24,350</u>	<u>27,487</u>	<u>27,487</u>

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Conference fees and sponsorship	45,796	45,796	159,068	159,068
Support costs	14,278	14,278	18,494	18,494
	<u>60,074</u>	<u>60,074</u>	<u>177,562</u>	<u>177,562</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Conference fees and sponsorship	45,796	8,549	54,345	175,397
Governance costs	—	5,729	5,729	2,165
	<u>45,796</u>	<u>14,278</u>	<u>60,074</u>	<u>177,562</u>

11. Support costs

	£	Total 2021 £	Total 2020 £
Staff costs	6,115	6,115	5,453
Premises	458	458	1,450
Communications and IT	78	78	109
Governance costs	5,729	5,729	2,165
Support costs - Travel	1,858	1,858	9,274
Support costs - Depreciation	40	40	44
	<u>14,278</u>	<u>14,278</u>	<u>18,495</u>

12. Net income/(expenditure)

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

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>337</u>	<u>365</u>

13. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,320</u>	<u>1,320</u>

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	<u>48,856</u>	<u>45,443</u>

The average head count of employees during the year was 2 (2020: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of administrative staff	<u>2</u>	<u>2</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

15. Trustee remuneration and expenses

Trustees

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

16. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
At 1 August 2020	1,820	20,693	22,513
Additions	—	275	275
At 31 July 2021	<u>1,820</u>	<u>20,968</u>	<u>22,788</u>
Depreciation			
At 1 August 2020	1,788	19,972	21,760
Charge for the year	8	329	337
At 31 July 2021	<u>1,796</u>	<u>20,301</u>	<u>22,097</u>
Carrying amount			
At 31 July 2021	<u>24</u>	<u>667</u>	<u>691</u>
At 31 July 2020	<u>32</u>	<u>721</u>	<u>753</u>

17. Debtors

	2021	2020
	£	£
Trade debtors	<u>6,564</u>	—
Other debtors	<u>620</u>	<u>548</u>
	<u>7,184</u>	<u>548</u>

Case Management Society UK

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2021

18. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	1,614	3,422
Social security and other taxes	653	2,193
Other creditors	99	—
	<u>2,366</u>	<u>5,615</u>

19. Analysis of charitable funds

Unrestricted funds

	At 1 August 2020	Income	Expenditure	At 31 July 2021
	£	£	£	£
General funds	<u>98,826</u>	<u>107,634</u>	<u>(85,103)</u>	<u>121,357</u>

20. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2021
	£	£
Tangible fixed assets	691	691
Current assets	123,032	123,032
Creditors less than 1 year	<u>(2,366)</u>	<u>(2,366)</u>
Net assets	<u>121,357</u>	<u>121,357</u>