

ASSOCIATION FOR RESPIRATORY TECHNOLOGY AND PHYSIOLOGY

England & Wales · Charity number 1117470

Details

Status	Registered
Legal form	Charitable company
Company number	05987719
Registered	2007-01-05
Register	View on the Charity Commission register

Contact

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Stowe House
St Chad's Road
Lichfield
Staffordshire
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Phone 08452263062

Email admin@artp.org.uk

Website www.artp.org.uk

Activities

Objects: TO ADVANCE FOR THE PUBLIC BENEFIT THE SERVICE AND PRACTICE OF RESPIRATORY PHYSIOLOGY AND ALLIED SUBJECTS BY:(A) DELIVERING AND PROMOTING EDUCATION AND TRAINING PROGRAMMES TO ENSURE COMPETENCE TO PRACTICE; (B) ESTABLISHING RELEVANT STANDARDS OF PRACTICE; (C) PROMOTING AUDIT AND RESEARCH; AND (D) PROMOTING ADVANCES IN DIAGNOSTIC, TREATMENT AND CARE OF PATIENTS WITH RESPIRATORY DISEASE.

Activities: The Association provides training in respiratory physiology for respiratory physiologists and associated professions. Courses are provided at a reduced cost for members of the Association. We also represent our members at national level at organisations such as the Department of Health, British Thoracic Society. Important information is disseminated to members via mailshot and email forum.

Classification

- **How:** Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE NATIONAL
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£796,122	£791,613	£548,245	0
2024-03-31	£579,116	£468,741	£543,736	0
2023-03-31	£891,758	£811,926	£433,361	0
2022-03-31	£317,471	£296,076	-	-
2021-03-31	£86,572	£193,517	-	-

Trustees

Name	Role	Appointed
Alison Zoe Day		2024-10-11
Byron Batten		2024-10-11
Dr Helen Marie Ward		2025-06-06
Dr William Ding-Cheong Man		2022-05-05
Joanna Shakespeare		2019-01-31
MARK HUBBOCKS		2013-02-13
Matthew Aidan Rutter		2024-04-25
Richard James Glover		2025-05-01
Sara McArthur		2022-05-05

Accounts

REGISTERED COMPANY NUMBER: 05987719 (England and Wales)
REGISTERED CHARITY NUMBER: 1117470

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2025

for

THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY
(A COMPANY LIMITED BY GUARANTEE)

Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

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for the year ended 31 MARCH 2025**

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**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. 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 Association for Respiratory Technology and Physiology's objectives and activities are to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by:

- a) Delivering and promoting education and training programmes to ensure competence to practice,
- b) Establishing relevant standards of practice,
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public,
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases,
- e) Communicating with all stakeholders,
- f) Representing the interests of practitioners at all levels.

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, is the professional guardian of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national professionally recognised qualifications in Respiratory Function Testing and Spirometry in the UK.

The Trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

ARTP also recommends standards for the design and delivery of respiratory physiology services through position papers from ARTP Working Groups on the structure, function and content of respiratory physiology and sleep facilities and services in the UK.

An important function of the ARTP is the provision of opportunities for continuing professional development. The ARTP organises an annual Conference, meetings and other educational courses on many respiratory and sleep physiology topics. This activity delivers continuing professional development/education for healthcare professionals and healthcare support workers furthering ARTP's charitable objectives of advancing knowledge and standards in the area of Respiratory & Sleep Physiology for the benefit of both our members and their patients.

Nationally, the ARTP informs and influences major organisations about the delivery of respiratory physiology services. Furthermore, the ARTP links with equivalent national organisations around the world to deliver global standards in respiratory healthcare involving respiratory technology and physiology.

The ARTP sets standards for and administers the National Spirometry Register, hosted by the Academy for Healthcare Science.

The ARTP works in conjunction with the British Thoracic Society to produce national guidelines and standards for good practice in the performance of respiratory measurement. It works closely with the Department of Health and Academy for Healthcare Science in formulating policy and in the strategic direction of the profession.

The ARTP hosts the multi-disciplinary Sleep Apnoea Consortium and now has a membership section for sleep practitioners.

The ARTP is a founder member of the Association of Clinical Scientists organisation, the Institute of Physiological Sciences and the Federation of Healthcare Scientists.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2025**

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The Trustees are delighted to report that the membership reached 1731 in 2024-2025 (2023-2024: 990). This increase is largely reflected by new spirometry register registrations being offered free membership for a year but also reflects an ongoing trend of increased core membership figures to 1216 in 2024-2025 (2023-2024: 990). This is a result of ongoing promotional efforts and raising awareness of the profile of the ARTP through high quality courses, conferences and qualifications.

The ARTP's Professional Qualifications allow respiratory practitioners to update their skills and knowledge. By undertaking professional competency qualifications practitioners are able to demonstrate their competencies enabling them to follow career pathways and take advantage of professional opportunities. The Charity now offers three levels of Professional Qualification:

- Practitioner (Level 3)
- Clinical (Level 2)
- Associate (Level 1)

In 2024-2025 there were 100 candidates (2023-2024: 58) that enrolled onto the professional qualifications and undertook the professional examinations. Enrolments include:

- Professional Qualification Practitioner - 72
- Professional Qualification Associate - 20
- Professional Qualification Clinical - 8

The ARTP provides several certificates of competence that allow individuals to demonstrate competency in specific respiratory or sleep techniques. These include the following certificates along with the number of candidates enrolled in 2024-2025:

- Overnight Pulse Oximetry - 15 candidates (2023-2024: 28 candidates)
- Overnight and Polygraphy Practitioner - 9 candidates (2023-2024: 2 candidates)
- Practical Blood gas Sampling - 12 candidates (2023-2024: 15 candidates)
- CPAP Associate (Introductory) - 4 candidates (2023-2024: 8 candidates)
- CPAP Practitioner (Advanced) - 5 candidates (2023-2024: 11 candidates)
- CPAP Progression (Introductory to Advanced) - no candidates (2023-2024: no candidates)
- PQ Enrolments - no candidates (2023-2024: 58 candidates)

The Association for Respiratory Technology and Physiology is the holder of the Spirometry national register of individuals that have obtained certification in Spirometry. This register reached 2444 (2023-2024: 2478) certified practitioners over various levels in 2024-2025.

Enrolment totals in 2024-2025 reached **743** (2023-24: 1258), comprised of the following certificate levels;

- Performing & Reporting (Adult) - 415 (2023-2024: 765)
- Performing & Reporting (Adult & Paediatric) - 66 (2023-2024: 94)
- Performing & Reporting (Paediatric) - 44 (2023-2024: 35)
- Performing (Adult) - 99 (2023-2024: 242)
- Performing (Adult & Paediatric) - 13 (2023-2024: 6)
- Performing (Paediatric) - 4 (2023-2024: 4)
- Reporting (Adult & Paediatric) - 21 (2023-2024: 7)
- Reporting (Adult) - 41 (2023-2024: 78)
- Reporting (Paediatric) - 4 (2023-2024: 1)
- Top Up (Paediatric) - 18 (2023-2024: 23)
- Recertification Performing & Reporting (Adult) - 9 (2023-2024: 1)
- Recertification Performing (Adult) - 7 (2023-2024: 1)
- Recertification Reporting (Adult) - 1 (2023-2024: 1)
- Recertification Performing & Reporting (Adult & Paediatric) - 1 (2023-2024: 0)

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2025**

The ARTP Annual Meeting for 2025 took place at Scottish Event Campus, Glasgow. The programme consisted of 28 talks, 4 Oral presentations, 9 Industry workshops, sponsored by 7 manufacturers, and an exhibition and poster area. The ARTP Conference 2025 comprised of 316 registered delegates, 123 exhibitor personnel, 35 companies supported the meeting with exhibition or sponsorship (including two charities and an ARTP Stand) and 350 attendees at the gala dinner. A total of 77 abstracts were submitted, with 53 poster presentations.

The ARTP is very satisfied that the breadth and depth, as well as the level of delegate/candidate/registrant engagement with the educational programmes, registrations and professional examinations, detailed above, meet our core charitable objectives by advancing continuing professional development, assessing professional competence and promoting and maintaining standards through registration and certification.

FINANCIAL REVIEW

Financial position

The Board of Trustees is satisfied that the Charity's assets in each fund are available and adequate to fulfil its obligations.

The Statement of Financial Activities show income of £796,122 (2024: £579,116) and expenditure of £791,613 (2024: £468,741). This equates to a net surplus of £4,509 (2024: £110,375).

The total funds at the year-end stand at £548,245 (2024: £543,736). Unrestricted funds amounted to £546,970 (2024: £532,268). Restricted funds amounted to £1,275 (2024: £11,468).

Investment policy and objectives

Any funds invested should not exceed the reserves policy unless held for a specific purpose. All funds invested should be only be invested for 12 months or less.

Reserves policy

The Charity aims to retain sufficient reserves to cover its fixed and recurring annual expenditure and to ensure continuity of its core activities. This includes twelve months of administrative support contract costs, the ARTP examination/assessment fees, and website maintenance.

The reserves level was previously set at £450,000 based on historic expenditure patterns. Following a review of current core running costs, the Trustees have calculated that required reserves should be between £345,000-£410,000 including an estimate of the non-recoverable portion of committed costs for the annual conference.

At the year end, the Charity held unrestricted reserves of £546,970, of which £126,138 anticipated as being requires for future year expenditure in areas other than those identified above. This leaves £420,832 as free unrestricted reserves.

Free reserves were therefore £75,832 above the required minimum level. The Trustees recognise that while the Charity's income remains generally stable, there are early signs of a contraction in some streams. Maintaining free reserves above the minimum level provides a financial buffer to manage any short-term fluctuations in income while continuing essential activities and commitments. As part of their forward planning, the Trustees will also undertake a strategic review to identify areas where surplus reserves can be invested to enhance the Charity's impact and strengthen operational capacity.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2025**

FINANCIAL REVIEW

Going concern

The Trustees have assessed the Charity's ability to continue as a going concern. At the year end, free reserves amounted to £420,832, which is £75,832 above the minimum level required to meet its core, committed expenditure for a full year.

The overall level of expenditure increased during the year compared with the previous financial year (from £468,741 to £791,613), reflecting higher venue and administrative costs, absence of the annual conference in the previous financial year, partial expenditure of a one-off HEE grant, and one-off expenditure on website and database development. The Trustees are reviewing these cost increases and considering options to manage expenditure in future years.

The Trustees have reviewed cash flow forecasts and note a slight contraction in certain income streams. While this is not expected to compromise the Charity's operational ability, the Trustees will continue to monitor trends closely and adjust expenditure plans as necessary. The existing reserves provide sufficient headroom to absorb moderate reductions in income while maintaining core operations and fulfilling contractual obligations.

The Trustees have reviewed cash flow forecasts and are satisfied that the Charity has sufficient funds and expected income to meet its obligations as they fall due for the foreseeable future. Income is expected to continue from the Charity's principal sources assuming that:

- Membership fees and volumes remain broadly consistent with previous years;
- Conference attendance remains in line with historical trends;
- Demand for Educational Courses and Professional Examinations continues at or above current levels; and
- Spirometry registrations remain stable or increase modestly.

On this basis, the Trustees consider that the charity has adequate resources to continue in operational existence for at least twelve months from the date of approval of these financial statements and therefore continue to adopt the going concern basis of accounting.

FUTURE PLANS

Income and expenditure have both increased during the reporting period, primarily due to the relocation of the annual conference to a larger venue to accommodate rising attendance and interest in the event. In addition, the Charity has made a significant investment in the development of a new website, scheduled for launch later in 2025. This represents a one-off computer cost expenditure spread across the 2024-2025 and 2025-2026 financial years.

The education grant received from Health Education England (HEE) will be fully utilised within the next financial year to enhance the Charity's educational programme. This will include the development of educational videos and resources to support trainees, healthcare professionals, and patients.

The Trustees also plan to convene in the coming year to explore opportunities for developing new educational initiatives that will further advance the Charity's aims. As part of this process, the Trustees will consider how best to deploy the free reserves identified to support this work, ensuring that any investment is sustainable, strategically aligned, and maximises benefit for the professional community and the public.

The Trustees are satisfied with the current strategic direction of the Charity and remain committed to ensuring that its activities continue to align with its charitable objectives. The Trustees also recognise the importance of continued engagement with the professional community the charity represents in order to ensure its work remains relevant and responsive to sector needs.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

The Charity structure comprises of the Council of Trustees, who determine the strategic direction that the Charity should take and oversees the Executive Board. The Council members comprise of:

- An elected President
- Four independent non-executive directors (Legal, Financial, Workforce / Human Resources and a Patient Representative)
- Four Primary Executive Board members (Chair, Vice Chair, Treasurer and Secretary)

The Executive Board is responsible for the operational aspects of Charity. The Executive Board comprises of four primary board members, and then Committee Chairs, which are responsible for specific areas of the ARTP business.

ARTP is broken into seven key areas, each of which may cover several areas of operation, these committees are:

- Communication
- Workforce
- Spirometry
- Standards
- Education and Training
- Events
- Paediatrics
- Sleep

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Treasurer, Secretary & Vice Chair will be elected by a ballot of the full (voting) membership of the ARTP in accordance with by-laws set by the ARTP Council from time to time. Officers will (unless the ARTP Council decides otherwise) serve for a term of 2 years from the end of the AGM at which they were appointed. A Trustee may be eligible for re-election. On completion of their term of office the Vice Chair will take over the Chair role.

The Executive Board will nominate and the ARTP Council will appoint the President who will usually, if willing to stand, be the outgoing Chair. The Executive Board could also choose to nominate another individual from a physiological/scientific background who they believe would be an appropriate representative of the ARTP. The President does not necessarily have to be a member of the ARTP prior to being nominated.

The ARTP Council shall be entitled to appoint up to 4 Trustees to fulfil such skills criteria as the ARTP Council shall consider necessary from time to time. The Executive Board shall assist the ARTP Council in recruiting such Trustees. The term of office for such Trustees shall be 2 years.

At the conclusion of his term of office a Trustee who is willing to continue in office may, if the ARTP Councils thinks fit, be re-appointed for a further term.

The ARTP Council may from time to time co-opt a person to serve as a member of the ARTP Council, either to fill casual vacancy or to replace a retiring or disqualified Trustee, A Trustee so appointed shall retain his office only until the next Annual General Meeting, but he shall be eligible for re-election or re-appointment.

Support Services

A variety of support services are in place to support the work of the ARTP and its administration. Central support services (secretariat, membership and financial) is provided by Executive Business Services (EBS). EBS are also contracted to administer the Spirometry Register.

Policies and procedures for induction and training of trustees include the following:

- ARTP Articles of Association
- ARTP Code of Conduct
- Declaration of Interests

Induction and training of new trustees

Trustees must be elected/appointed as detailed above and be aware of the role, duties and commitment required prior to undertaking the role. Individuals who have been elected to Trustee posts are required to make a declaration of interests and an undertaking of commitment as a Trustee to the ARTP. They are required to submit a Trustee declaration form to the Charity Commission and complete the process for appointment as an ARTP director by successful submission of an AP01 form to Company House.

All Trustees receive the Memorandum and Articles of Association, and the Association uses the extensive information on the Charity Commission website to support the induction and training of Trustees. In particular, all Trustees are directed to read the Charity Commission guidance - the essential trustee: what you need to know (CC3). The previous Trustee, with specific roles/ holding specific titles, such as Treasurer, are asked to stay as a past Trustee, to support the newly elected individual in their transition.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05987719 (England and Wales)

Registered Charity number

1117470

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2025**

Registered office
c/o Executive Business Support
Stowe House
St Chad's Road
Lichfield
Staffordshire
S13 6TJ

Trustees
R J Harwood
J Cooper (resigned 25.4.24)
M R Hubbocks
K Hutchinson (resigned 25.4.24)
M H Lang
J Shakespeare
W D Man
M A Rutter Lead Respiratory Physiologist (appointed 25.4.24)
B A Batten (appointed 11.10.24)
A Z Day (appointed 11.10.24)
R J Glover (appointed 1.1.25)

Company Secretary
S M McArthur

Independent Examiner
Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

Approved by order of the board of trustees on 22/12/25 and signed on its behalf by:


.....
R J Glover - Trustee

Independent Examiner's Report to the Trustees of
The Association for Respiratory
Technology and Physiology

Independent examiner's report to the trustees of The Association for Respiratory Technology and Physiology ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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



Leona Bateman ACA

Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

22 December 2025

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 MARCH 2025**

	Notes	Unrestricted fund £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	3,000	3,000	3,000
Charitable activities					
Conference and education	5	439,357	-	439,357	318,833
Other trading activities	3	351,382	-	351,382	255,085
Investment income	4	2,383	-	2,383	2,198
Total		<u>793,122</u>	<u>3,000</u>	<u>796,122</u>	<u>579,116</u>
EXPENDITURE ON					
Charitable activities					
Conference and education	6	778,420	13,193	791,613	468,741
NET INCOME/(EXPENDITURE)		14,702	(10,193)	4,509	110,375
RECONCILIATION OF FUNDS					
Total funds brought forward		532,268	11,468	543,736	433,361
TOTAL FUNDS CARRIED FORWARD		<u>546,970</u>	<u>1,275</u>	<u>548,245</u>	<u>543,736</u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet
31 MARCH 2025**

	Notes	Unrestricted fund £	Restricted funds £	2025 Total funds £	2024 Total funds £
CURRENT ASSETS					
Stocks	11	13,265	-	13,265	7,180
Debtors	12	283,878	-	283,878	323,899
Cash at bank		622,856	1,275	624,131	600,628
		919,999	1,275	921,274	931,707
CREDITORS					
Amounts falling due within one year	13	(373,029)	-	(373,029)	(387,971)
NET CURRENT ASSETS		<u>546,970</u>	<u>1,275</u>	<u>548,245</u>	<u>543,736</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		546,970	1,275	548,245	543,736
NET ASSETS		<u>546,970</u>	<u>1,275</u>	<u>548,245</u>	<u>543,736</u>
FUNDS	14				
Unrestricted funds				546,970	532,268
Restricted funds				1,275	11,468
TOTAL FUNDS				<u>548,245</u>	<u>543,736</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet - continued
31 MARCH 2025**

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 22/12/25 and were signed on its behalf by:


.....
R.J Glover - Trustee

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Cash Flow Statement
for the year ended 31 MARCH 2025**

	Notes	2025 £	2024 £
Cash flows from operating activities			
Cash generated from operations	1	21,120	248,415
Net cash provided by operating activities		<u>21,120</u>	<u>248,415</u>
Cash flows from investing activities			
Interest received		2,383	2,198
Net cash provided by investing activities		<u>2,383</u>	<u>2,198</u>
Change in cash and cash equivalents in the reporting period		<u>23,503</u>	<u>250,613</u>
Cash and cash equivalents at the beginning of the reporting period		<u>600,628</u>	<u>350,015</u>
Cash and cash equivalents at the end of the reporting period		<u><u>624,131</u></u>	<u><u>600,628</u></u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Cash Flow Statement
for the year ended 31 MARCH 2025**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2025	2024
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	4,509	110,375
Adjustments for:		
Interest received	(2,383)	(2,198)
Increase in stocks	(6,085)	(5,723)
Decrease/(increase) in debtors	40,021	(177,909)
(Decrease)/increase in creditors	(14,942)	323,870
	<u>21,120</u>	<u>248,415</u>
Net cash provided by operations	<u>21,120</u>	<u>248,415</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.24	Cash flow	At 31.3.25
	£	£	£
Net cash			
Cash at bank	600,628	23,503	624,131
	<u>600,628</u>	<u>23,503</u>	<u>624,131</u>
Total	<u>600,628</u>	<u>23,503</u>	<u>624,131</u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements
for the year ended 31 MARCH 2025**

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

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs.

Allocation and apportionment of costs

Costs are allocated between restricted and unrestricted funds based on what the costs are relating to.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

Taxation

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

Fund accounting

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

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

Details of specific fund accounting is set out in note 14.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2025**

2. DONATIONS AND LEGACIES		2025	2024
		£	£
Donations		<u>3,000</u>	<u>3,000</u>
3. OTHER TRADING ACTIVITIES		2025	2024
		£	£
Courses		253,015	200,190
Memberships		<u>98,367</u>	<u>54,895</u>
		<u>351,382</u>	<u>255,085</u>
4. INVESTMENT INCOME		2025	2024
		£	£
Bank interest receivable		<u>2,383</u>	<u>2,198</u>
5. INCOME FROM CHARITABLE ACTIVITIES		2025	2024
		Conference and education	Total activities
		£	£
Sales of goods and services		<u>439,357</u>	<u>318,833</u>
6. CHARITABLE ACTIVITIES COSTS		Direct Costs (see note 7)	Support costs (see note 8)
		£	£
Conference and education		<u>404,867</u>	<u>386,746</u>
			<u>Totals</u>
			<u>£</u>
			<u>791,613</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2025**

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2025	2024
	£	£
Cost of charitable activities	105,592	64,751
Venue costs	161,978	44,500
Travel and hotels	137,297	12,905
	<u>404,867</u>	<u>122,156</u>

8. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Conference and education	<u>323,906</u>	<u>21,303</u>	<u>41,537</u>	<u>386,746</u>

Support costs, included in the above, are as follows:

Management

	2025	2024
	Conference and education	Total activities
	£	£
Secretarial support costs	262,269	244,007
Computer costs	57,068	27,553
Postage and stationery	4,569	15,312
	<u>323,906</u>	<u>286,872</u>

Finance

	2025	2024
	Conference and education	Total activities
	£	£
Bank charges	<u>21,303</u>	<u>13,952</u>

Governance costs

	2025	2024
	Conference and education	Total activities
	£	£
Sundries	46	-
Independent examination fees	6,085	7,936
Professional fees	35,406	37,825
	<u>41,537</u>	<u>45,761</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2025**

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	3,000	3,000
Charitable activities			
Conference and education	318,833	-	318,833
Other trading activities	255,085	-	255,085
Investment income	2,198	-	2,198
Total	<u>576,116</u>	<u>3,000</u>	<u>579,116</u>
EXPENDITURE ON			
Charitable activities			
Conference and education	468,741	-	468,741
NET INCOME	107,375	3,000	110,375
RECONCILIATION OF FUNDS			
Total funds brought forward	424,893	8,468	433,361
TOTAL FUNDS CARRIED FORWARD	<u><u>532,268</u></u>	<u><u>11,468</u></u>	<u><u>543,736</u></u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2025**

11. STOCKS		2025	2024
		£	£
Stocks		<u>13,265</u>	<u>7,180</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2025	2024
		£	£
Trade debtors		150,855	148,259
Prepayments and accrued income		<u>133,023</u>	<u>175,640</u>
		<u>283,878</u>	<u>323,899</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Deferred income			
		2025	2024
		£	£
Deferred income at 1 April 2024		270,610	21,610
Resources deferred during the year		305,544	270,610
Amounts released from prior year		<u>(270,610)</u>	<u>(21,610)</u>
Deferred income at 31 March 2025		<u>305,544</u>	<u>270,610</u>

Deferred income relates to income received in the year specifically relating to performance conditions to be met in the following year.

14. MOVEMENT IN FUNDS				
		Net		
	At 1.4.24	movement	At	
	£	in funds	31.3.25	
		£	£	
Unrestricted funds				
General fund	532,268	14,702	546,970	
Restricted funds				
Educational Bursary	10,193	(10,193)	-	
Lyn Davies	<u>1,275</u>	<u>-</u>	<u>1,275</u>	
	<u>11,468</u>	<u>(10,193)</u>	<u>1,275</u>	
TOTAL FUNDS	<u>543,736</u>	<u>4,509</u>	<u>548,245</u>	

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2025**

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	793,122	(778,420)	14,702
Restricted funds			
Educational Bursary	3,000	(13,193)	(10,193)
TOTAL FUNDS	<u>796,122</u>	<u>(791,613)</u>	<u>4,509</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	424,893	107,375	532,268
Restricted funds			
Educational Bursary	7,193	3,000	10,193
Lyn Davies	1,275	-	1,275
	<u>8,468</u>	<u>3,000</u>	<u>11,468</u>
TOTAL FUNDS	<u>433,361</u>	<u>110,375</u>	<u>543,736</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	576,116	(468,741)	107,375
Restricted funds			
Educational Bursary	3,000	-	3,000
TOTAL FUNDS	<u>579,116</u>	<u>(468,741)</u>	<u>110,375</u>

Education grant

The Charity receives an annual grant which is restricted for use towards the support of individuals. The grant is fully utilised each year to fund qualifying expenditure in accordance with the terms of the restriction.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2025**

14. MOVEMENT IN FUNDS - continued

In previous years, the grant income was not offset against the corresponding expenditure in the financial statements. During the current year, this has been reviewed and corrected to ensure that the restricted grant income and the related expenditure are properly matched. The adjustment has been reflected in the current year's accounts to present the use of restricted funds more accurately.

This correction has no impact on the total funds of the Charity but improves the presentation and transparency of restricted fund movements.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2025**

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,000	3,000
Other trading activities		
Courses	253,015	200,190
Memberships	98,367	54,895
	351,382	255,085
Investment income		
Bank interest receivable	2,383	2,198
Charitable activities		
Sales of goods and services	439,357	318,833
Total incoming resources	796,122	579,116
EXPENDITURE		
Charitable activities		
Cost of charitable activities	105,592	64,751
Venue costs	161,978	44,500
Travel and hotels	137,297	12,905
	404,867	122,156
Support costs		
Management		
Secretarial support costs	262,269	244,007
Computer costs	57,068	27,553
Postage and stationery	4,569	15,312
	323,906	286,872
Finance		
Bank charges	21,303	13,952
Governance costs		
Sundries	46	-
Independent examination fees	6,085	7,936
Professional fees	35,406	37,825
	41,537	45,761
Total resources expended	791,613	468,741
Net income	4,509	110,375

This page does not form part of the statutory financial statements

Accounts

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2024
for
THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY
(A COMPANY LIMITED BY GUARANTEE)

Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

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for the year ended 31 MARCH 2024**

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**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

OBJECTIVES AND ACTIVITIES

Objectives and aims

The trustees have considered the charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

The Association for Respiratory Technology and Physiology objectives and activities is to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by;

- a) Delivering and promoting education and training programmes to ensure competence to practice
- b) Establishing relevant standards of practice
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases
- e) Communicating with all stakeholders
- f) Representing the interests of practitioners at all levels.

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, are the professional guardians of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national, professionally recognised, qualifications in Respiratory Function Testing and Spirometry in the UK.

The trustees have considered the charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

The Association for Respiratory Technology and Physiology objectives and activities is to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by;

- a) Delivering and promoting education and training programmes to ensure competence to practice
- b) Establishing relevant standards of practice
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases
- e) Communicating with all stakeholders
- f) Representing the interests of practitioners at all levels.

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, are the professional guardians of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national, professionally recognised, qualifications in Respiratory Function Testing and Spirometry in the UK.

ARTP also recommends standards for the design and delivery of respiratory physiology services through position papers from ARTP Working Groups on the structure, function and content of respiratory physiology and sleep facilities and services in the UK.

An important function of the ARTP is the provision of opportunities for Continuing Professional Development. The ARTP organises an annual Conference, meetings and other educational courses on many respiratory and sleep physiology topics. This activity delivers continuing professional development/education for healthcare professionals and healthcare support workers furthering ARTP's charitable objectives of advancing knowledge and standards in the area of Respiratory & Sleep Physiology for the benefit of both our members and their patients.

Nationally ARTP informs and influences major organisations about the delivery of respiratory physiology services. Furthermore, ARTP links with equivalent national organisations around the world to deliver global standards in respiratory healthcare involving respiratory technology and physiology.

The ARTP sets standards for and administers the National Spirometry Register, hosted by the academy for Healthcare Science.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

The Association works in conjunction with the British Thoracic Society to produce national guidelines and standards for good practice in the performance of respiratory measurement. It works closely with the Department of Health and Academy for Healthcare Science in formulating policy and in the strategic direction of the profession.

The ARTP hosts the multi-disciplinary Sleep Apnoea Consortium and ARTP now has a membership section for sleep practitioners.

The Association is a founder member of Association of Clinical Scientists organisation, the Institute of Physiological Sciences and the Federation of Healthcare Scientists.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are delighted to report that the membership reached 990 in 2023-2024. This increase has been from the ongoing promotional efforts and raising awareness of the profile of ARTP through high quality courses, conferences and qualifications.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

The Charity's Professional Qualifications allow respiratory practitioners to update their skills and knowledge. By undertaking professional competency qualifications practitioners are able to demonstrate their competencies enabling them to follow career pathways and take advantage of professional opportunities. The Charity now offers three levels of Professional Qualification:

- Practitioner (Level 3)
- Clinical (Level 2)
- Associate (Level 1)

There were 58 candidates that enrolled onto the professional qualifications and undertook the professional examinations in 2023-24. ARTP successfully adapted the format of the examinations so that these could be ran virtually, and these have been running successfully.

The charity provides several certificates of competence that allows individuals to demonstrate competency in specific respiratory or sleep techniques. These include the following certificates along with the number of candidates enrolled in 2023-24:

- Overnight Pulse Oximetry - 28 candidates.
- Overnight and Polygraphy Practitioner - 2 candidates.
- Practical Blood gas Sampling - 15 candidates.
- CPAP Associate (Introductory) - 8 candidates.
- CPAP Practitioner (Advanced) - 11 candidates.
- CPAP Progression (Introductory to Advanced) - no candidates.
- PQ Enrolments - 58

The Association for Respiratory Technology and Physiology is the holder of the Spirometry national register of individuals that have obtained certification in Spirometry. This register reached 2478 certified practitioners over various levels in 2023-24.

Enrolment totals in 2023-24 reached 1258, comprised of the following certificate levels;

- 765 Performing & Reporting (Adult)
- 94 Performing & Reporting (Adult & Paediatric)
- 35 Performing & Reporting (Paediatric)
- 242 Performing (Adult)
- 78 Reporting (Adult)
- 6 Performing (Adult & Paediatric)
- 7 Reporting (Adult & Paediatric)
- 4 Performing (Paediatric)
- 1 Reporting (Paediatric)
- 23 Top Up (Paediatric)
- 1 Recertification Performing & Reporting (Adult)
- 1 Recertification Performing (Adult)
- 1 Recertification Reporting (Adult)

The ARTP Annual Meeting for 2024 took place at the Harrogate Convention Centre on Thursday 25th April and Friday 26th April 2024.

The programme consisted of 34 talks, 4 Oral presentations, 10 Industry workshops, sponsored by 8 manufacturers, and an exhibition and poster area.

The ARTP Conference 2024 comprised of:

- 321 registered delegates.
- 120 exhibitor personnel.
- 34 companies supported the meeting with exhibition or sponsorship (including two charities)
- 310 attendees at the gala dinner.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

ACHIEVEMENT AND PERFORMANCE

- 54 abstracts submitted
- 41 poster presentations

ARTP is very satisfied that the breadth and depth, as well as the level of delegate/candidate/registrant engagement with the educational programmes, registrations and professional examinations, detailed above, meet our core charitable objectives by advancing continuing professional development, assessing professional competence and promoting and maintaining standards through registration and certification.

FINANCIAL REVIEW

Financial position

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The Statement of Financial Activities show an income of £579,116 (£891,758 - 2023) and an decreased expenditure of £468,741 (£811,926 - 2023).

This equates to a net surplus of resources of a revenue nature of £110,375 (2023- £79,832).

The total funds at the year-end stands at £543,736 (£433,361 - 2023).

Free unrestricted funds amounted to £532,268 (£424,893 - 2023).

Restricted funds amounted to £11,468 (£8,468 - 2023).

Investment policy and objectives

Any funds invested should not exceed the reserves policy unless held for a specific purpose. All funds invested should be only be invested for 12 months or less.

Reserves policy

The charity aims to retain sufficient capital funds in reserve to permit it to cover fixed, recurring annual expenditure and conduct other core activities, such as Annual Conference and other educational activities, as defined by the Governing Board for a period of 1 year in the absence of any related income over this period and uninsured loss.

In the event of a reduction in reserves below this estimated level the aim is to recover reserves as quickly as possible from annual surpluses whilst maintaining normal charitable activity.

Note: Total income reported this year of £468,741 is a significant reduction from the previous financial year (£811,926), which was noted as exceptional in the previous financial year statement due to the occurrences of 2 ARTP Annual National Conferences within the same financial year. Consequentially, there was no ARTP Annual National Conference within this financial year which significantly reduced income below the Pre-COVID average of £531,895, though this expected income reduction was offset by a one-off educational grant from Health Education England (HEE) of £82,000 to support ARTP's educational programme, accounting for which the operational income was £386,741 in line with expectations with no Conference income for the year. ARTP has a fixed/recurring income of £48,500 from membership/interest (assumed to be static). Further, there are annual costs associated with professional exams which can only be incurred if the exam takes place, as directly related to costs of assessment/marketing. This equated to £20,130 in this financial year. Assuming a conservative estimate of insured recoverable costs, the target reserves are therefore currently set at £450K. Within this financial year reserves were £543,736 (£461,736 accounting for one-off HEE grant), fully recovering the reserves from the low point of £332,134 in 2020-21 resulting from the financial impact of COVID-19.

The Charity is therefore confident that this reserves policy is very robust considering the successful maintenance of net positive funds carried forward during the major real-world stress test of COVID-19.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

FINANCIAL REVIEW

Going concern

ARTP is required to submit a narrative as to its status as a going concern. There are sufficient reserves that if ARTP were to continue its current spending plans and there was no further income, that could be maintained for at least another year. ARTP is therefore a going concern.

In a realistic projection however income will continue, and the main sources of income are the annual Conference, Educational courses, Professional exams and the National Spirometry Register. The budget projection is based on the assumption that there will not be significant changes to membership fees or volumes of members; that Conference will be attended in numbers equivalent to number seen in previous years; that the demand for educational courses and professional exams will continue at or above current levels and that the demand for Spirometry Registration will continue at or above the current level. ARTP is therefore confident that it will comfortably remain a going concern.

FUTURE PLANS

Allowing for the lack of Conference income within the year, Income and expenditure have returned to pre-COVID averages, Therefore the Board of ARTP are confident that ARTP finances are on a sound footing going forward with the full range of educational courses resumed along with stable income from spirometry that can be expected through 2024-2025 and beyond.

The education grant from HEE will be utilised within the next 2 financial years to further enhance our educational programmes, including supporting Professional development through the qualifications equivalence programmes provided by the National School of Healthcare Science.

The Trustees of the charity are very happy with the current direction of the charity and recognise the need to engage with Professional's it represents to meet the overall aims of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

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

The charity structure comprises of the Council of Trustees who determine the strategic direction that the charity should take, and it oversees the Executive Board. The Council members comprise of:

- An elected President
- Four independent non-executive directors (Legal, Financial, Workforce / Human Resources and a Patient Representative)
- Four Primary Executive Board members (Chair, Vice Chair, Treasurer and Secretary)

The Executive Board

Is responsible for the operational aspects of charity. The Executive Board comprises of four primary board members, and then Committee Chairs, which are responsible for specific areas of ARTP business.

ARTP business is broken into seven key areas, each of which may cover several areas of operation, these committees are:

- Communication.
- Workforce.
- Spirometry
- Standards.
- Education and Training.
- Events.
- Paediatrics.
- Sleep.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Appointment of Trustees

The Treasurer, Secretary & Vice Chair will be elected by a ballot of the full (voting) membership of the Association in accordance with by-laws set by the ARTP Council from time to time). Officers will (unless the ARTP Council decides otherwise) serve for a term of 2 years from the end of the AGM at which they were appointed. A Director may be eligible for re-election. On completion of their term of office the Vice Chair will take over the Chair role.

The Executive Board will nominate and the ARTP Council will appoint the President who will usually, if willing to stand, be the outgoing Chair. The Executive Board could also choose to nominate another individual from a physiological/scientific background who they believe would be an appropriate representative of the Association. The President does not necessarily have to be a member of ARTP prior to being nominated.

The ARTP Council shall be entitled to appoint up to 4 Directors to fulfil such skills criteria as the ARTP Council shall consider necessary from time to time. The Executive Board shall assist the ARTP Council in recruiting such Directors. The term of Office for such Directors shall be 2 years.

At the conclusion of his term of office a Director who is willing to continue in office may, if the ARTP Councils thinks fit, be re-appointed for a further term.

The ARTP Council may from time to time co-opt a person to serve as a member of the ARTP Council, either to fill casual vacancy or to replace a retiring or disqualified Director, A Director so appointed shall retain his office only until the next Annual General Meeting, but he shall be eligible for re-election or re-appointment.

Support Services

A variety of support services are in place to support the work of the Association and its administration. Central support services (secretariat, membership and financial) is provided by Executive Business Services (EBS).

EBS are also contracted to administer the Spirometry Register.

Policies and procedures for induction and training of trustees.

Policies:

- ARTP Articles of Association.
- ARTP Code of Conduct.
- Declaration of Interests.

Induction and training of new trustees

Trustees must be elected/appointed as detailed above and be aware of the role, duties and commitment required prior to undertaking the role. Individuals who have been elected to Trustee posts are required to make a declaration of interests and an undertaking of commitment as a Trustee to the ARTP. They are required to submit a Trustee declaration form to the Charity Commission and complete the process for appointment as an ARTP director by successful submission of an APOI form to Company House.

All Trustees receive the Memorandum and Articles of Association, and the Association uses the extensive information on the Charity Commission website to support the induction and training of Trustees. In particular, all Trustees are directed to read the Charity Commission guidance - the essential trustee: what you need to know (CC3). The previous trustee, with specific roles/ holding specific titles, such as Treasurer, are asked to stay as a past trustee, to support the newly elected individual in their transition.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05987719 (England and Wales)

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

Registered Charity number
1117470

Registered office
Unit E1
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Trustees
R J Harwood
J Cooper (resigned 25.4.24)
M R Hubbocks
K Hutchinson (resigned 25.4.24)
M H Lang
J Shakespeare
W D Man
M A Rutter (appointed 25.4.24)
B A Batten (appointed 11.10.24)
A Z Day (appointed 11.10.24)

Company Secretary
S M McArthur

Independent Examiner
Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

Approved by order of the board of trustees on20th December 2024..... and signed on its behalf by:


.....
M H Lang - Trustee

**Independent Examiner's Report to the Trustees of
The Association for Respiratory
Technology and Physiology**

Independent examiner's report to the trustees of The Association for Respiratory Technology and Physiology ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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



Carl Elsby ACA

Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

Date: 23/12/24

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 MARCH 2024**

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	3,000	3,000	3,000
Charitable activities					
Conference and education	5	318,833	-	318,833	656,371
Other trading activities	3	255,085	-	255,085	231,570
Investment income	4	2,198	-	2,198	817
Total		<u>576,116</u>	<u>3,000</u>	<u>579,116</u>	<u>891,758</u>
EXPENDITURE ON					
Charitable activities					
Conference and education	6	468,741	-	468,741	811,926
NET INCOME		107,375	3,000	110,375	79,832
RECONCILIATION OF FUNDS					
Total funds brought forward		424,893	8,468	433,361	353,529
TOTAL FUNDS CARRIED FORWARD		<u><u>532,268</u></u>	<u><u>11,468</u></u>	<u><u>543,736</u></u>	<u><u>433,361</u></u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

Balance Sheet
31 MARCH 2024

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
CURRENT ASSETS					
Stocks	11	7,180	-	7,180	1,457
Debtors	12	323,899	-	323,899	145,990
Cash at bank		589,160	11,468	600,628	350,015
		<u>920,239</u>	<u>11,468</u>	<u>931,707</u>	<u>497,462</u>
CREDITORS					
Amounts falling due within one year	13	(387,971)	-	(387,971)	(64,101)
		<u>532,268</u>	<u>11,468</u>	<u>543,736</u>	<u>433,361</u>
NET CURRENT ASSETS					
		<u>532,268</u>	<u>11,468</u>	<u>543,736</u>	<u>433,361</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>532,268</u>	<u>11,468</u>	<u>543,736</u>	<u>433,361</u>
NET ASSETS					
		<u><u>532,268</u></u>	<u><u>11,468</u></u>	<u><u>543,736</u></u>	<u><u>433,361</u></u>
FUNDS					
	14			532,268	424,893
Unrestricted funds				11,468	8,468
Restricted funds				<u>543,736</u>	<u>433,361</u>
TOTAL FUNDS					

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

Balance Sheet - continued
31 MARCH 2024

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 20th December 2024 and were signed on its behalf by:


.....
M H Lang - Trustee

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Cash Flow Statement
for the year ended 31 MARCH 2024**

Notes	2024 £	2023 £
Cash flows from operating activities		
Cash generated from operations 1	248,415	36,377
	<hr/>	<hr/>
Net cash provided by operating activities	248,415	36,377
	<hr/>	<hr/>
Cash flows from investing activities		
Interest received	2,198	817
	<hr/>	<hr/>
Net cash provided by investing activities	2,198	817
	<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period	250,613	37,194
Cash and cash equivalents at the beginning of the reporting period	350,015	312,821
	<hr/>	<hr/>
Cash and cash equivalents at the end of the reporting period	600,628	350,015
	<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Cash Flow Statement
for the year ended 31 MARCH 2024**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024	2023
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	110,375	79,832
Adjustments for:		
Interest received	(2,198)	(817)
(Increase)/decrease in stocks	(5,723)	32
(Increase)/decrease in debtors	(177,909)	40,986
Increase/(decrease) in creditors	323,870	(83,656)
	248,415	36,377
Net cash provided by operations	248,415	36,377

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank	350,015	250,613	600,628
	350,015	250,613	600,628
Total	350,015	250,613	600,628

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements
for the year ended 31 MARCH 2024**

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

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs.

Allocation and apportionment of costs

Costs are allocated between restricted and unrestricted funds based on what the costs are relating to.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

Taxation

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

Fund accounting

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

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

Details of specific fund accounting is set out in note 14.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

2. DONATIONS AND LEGACIES		2024	2023
		£	£
Donations		3,000	3,000
		<u> </u>	<u> </u>
3. OTHER TRADING ACTIVITIES		2024	2023
		£	£
Courses		200,190	175,885
Memberships		54,895	55,685
		<u> </u>	<u> </u>
		<u>255,085</u>	<u>231,570</u>
4. INVESTMENT INCOME		2024	2023
		£	£
Bank interest receivable		2,198	817
		<u> </u>	<u> </u>
5. INCOME FROM CHARITABLE ACTIVITIES		2024	2023
		Conference and education	Total activities
		£	£
Sales of goods and services		318,833	656,371
		<u> </u>	<u> </u>
6. CHARITABLE ACTIVITIES COSTS			
	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Conference and education	122,156	346,585	468,741
	<u> </u>	<u> </u>	<u> </u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023
	£	£
Cost of charitable activities	64,751	59,644
Venue costs	44,500	156,519
Travel and hotels	12,905	251,893
Input VAT partial exemption adjustment	-	42,141
	<u>122,156</u>	<u>510,197</u>

8. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Conference and education	<u>286,872</u>	<u>13,952</u>	<u>45,761</u>	<u>346,585</u>

Support costs, included in the above, are as follows:

Management

	2024	2023
	Conference and education £	Total activities £
Secretarial support costs	244,007	233,349
Computer costs	27,553	21,143
Postage and stationery	15,312	3,373
	<u>286,872</u>	<u>257,865</u>

Finance

	2024	2023
	Conference and education £	Total activities £
Bank charges	<u>13,952</u>	<u>10,432</u>

Governance costs

	2024	2023
	Conference and education £	Total activities £
Sundries	-	100
Accountancy and legal fees	7,936	5,139
Legal fees	37,825	28,193
	<u>45,761</u>	<u>33,432</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	3,000	3,000
Charitable activities			
Conference and education	656,371	-	656,371
Other trading activities	231,570	-	231,570
Investment income	817	-	817
Total	<u>888,758</u>	<u>3,000</u>	<u>891,758</u>
EXPENDITURE ON			
Charitable activities			
Conference and education	811,926	-	811,926
NET INCOME	76,832	3,000	79,832
RECONCILIATION OF FUNDS			
Total funds brought forward	348,061	5,468	353,529
TOTAL FUNDS CARRIED FORWARD	<u>424,893</u>	<u>8,468</u>	<u>433,361</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

11. STOCKS		2024	2023
		£	£
Stocks		7,180	1,457
		<u>7,180</u>	<u>1,457</u>
12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2024	2023
		£	£
Trade debtors		148,259	116,087
Prepayments and accrued income		175,640	29,903
		<u>323,899</u>	<u>145,990</u>
13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2024	2023
		£	£
Trade creditors		102,946	25,004
VAT		4,314	11,932
Other creditors		5,087	2,042
Accrued expenses		275,624	25,123
		<u>387,971</u>	<u>64,101</u>
14. MOVEMENT IN FUNDS			
		Net	
	At 1.4.23	movement	At
	£	in funds	31.3.24
		£	£
Unrestricted funds			
General fund	424,893	107,375	532,268
Restricted funds			
Educational Bursary	7,193	3,000	10,193
Lyn Davies	1,275	-	1,275
	<u>8,468</u>	<u>3,000</u>	<u>11,468</u>
TOTAL FUNDS	<u>433,361</u>	<u>110,375</u>	<u>543,736</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	576,116	(468,741)	107,375
Restricted funds			
Educational Bursary	3,000	-	3,000
TOTAL FUNDS	<u>579,116</u>	<u>(468,741)</u>	<u>110,375</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	348,061	76,832	424,893
Restricted funds			
Educational Bursary	4,193	3,000	7,193
Lyn Davies	1,275	-	1,275
	<u>5,468</u>	<u>3,000</u>	<u>8,468</u>
TOTAL FUNDS	<u>353,529</u>	<u>79,832</u>	<u>433,361</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	888,758	(811,926)	76,832
Restricted funds			
Educational Bursary	3,000	-	3,000
TOTAL FUNDS	<u>891,758</u>	<u>(811,926)</u>	<u>79,832</u>

Restricted funds that have been spent during the year include the following:

- Lyn Davies Award Restricted fund- presented at the ARTP and British Sleep Society Conferences to an individual who has driven innovation in the field of sleep medicine.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

14. MOVEMENT IN FUNDS - continued

- Educational Bursary Restricted fund - sponsoring Scientist Training Program (STP) and ARTP professional qualification students to attend the ARTP Annual Conference
- ARTP Annual Conference - Grant to fund the attendance

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,000	3,000
Other trading activities		
Courses	200,190	175,885
Memberships	54,895	55,685
	255,085	231,570
Investment income		
Bank interest receivable	2,198	817
Charitable activities		
Sales of goods and services	318,833	656,371
	579,116	891,758
EXPENDITURE		
Charitable activities		
Cost of charitable activities	64,751	59,644
Venue costs	44,500	156,519
Travel and hotels	12,905	251,893
Input VAT partial exemption adjustment	-	42,141
	122,156	510,197
Support costs		
Management		
Secretarial support costs	244,007	233,349
Computer costs	27,553	21,143
Postage and stationery	15,312	3,373
	286,872	257,865
Finance		
Bank charges	13,952	10,432
Governance costs		
Sundries	-	100
Accountancy and legal fees	7,936	5,139
Legal fees	37,825	28,193
	45,761	33,432

This page does not form part of the statutory financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2024**

	2024	2023
	£	£
Total resources expended	<u>468,741</u>	<u>811,926</u>
Net income	<u><u>110,375</u></u>	<u><u>79,832</u></u>

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 05987719 (England and Wales)
REGISTERED CHARITY NUMBER: 1117470

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2023

for

THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY
(A COMPANY LIMITED BY GUARANTEE)

Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Contents of the Financial Statements
for the year ended 31 MARCH 2023**

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**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The trustees have considered the charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

The Association for Respiratory Technology and Physiology objectives and activities is to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by;

- a) Delivering and promoting education and training programmes to ensure competence to practice
- b) Establishing relevant standards of practice
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases
- e) Communicating with all stakeholders
- f) Representing the interests of practitioners at all levels.

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, are the professional guardians of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national, professionally recognised, qualifications in Respiratory Function Testing and Spirometry in the UK.

ARTP also recommends standards for the design and delivery of respiratory physiology services through position papers from ARTP Working Groups on the structure, function and content of respiratory physiology and sleep facilities and services in the UK.

An important function of the ARTP is the provision of opportunities for Continuing Professional Development. The ARTP organises an annual Conference, meetings and other educational courses on many respiratory and sleep physiology topics.

Nationally ARTP informs and influences major organisations about the delivery of respiratory physiology services. Furthermore, ARTP links with equivalent national organisations around the world to deliver global standards in respiratory healthcare involving respiratory technology and physiology.

The ARTP sets standards for and administers the National Spirometry Register, hosted by the academy for Healthcare Science.

The Association works in conjunction with the British Thoracic Society to produce national guidelines and standards for good practice in the performance of respiratory measurement. It works closely with the Department of Health and Academy for Healthcare Science in formulating policy and in the strategic direction of the profession.

The ARTP hosts the multi-disciplinary Sleep Apnoea Consortium and ARTP now has a membership section for sleep practitioners.

The Association is a founder member of Association of Clinical Scientists organisation, the Institute of Physiological Sciences and the Federation of Healthcare Scientists.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are delighted to report that the membership reached 792 in 2022-2023. This increase has been from the ongoing promotional efforts and raising awareness of the profile of ARTP through high quality courses, conferences and qualifications.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2023**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

The Charity's Professional Qualifications allow respiratory practitioners to update their skills and knowledge. By undertaking professional competency qualifications practitioners are able to demonstrate their competencies enabling them to follow career pathways and take advantage of professional opportunities. The Charity now offers three levels of Professional Qualification:

- Practitioner (Level 3)
- Clinical (Level 2)
- Associate (Level 1)

There were 73 candidates that enrolled onto the professional qualifications and 76 candidates, including deferrals and re-sittings that undertook the professional examinations in 2022-23. ARTP successfully adapted the format of the examinations so that these could be ran virtually, and these have been running successfully.

The charity provides several certificates of competence that allows individuals to demonstrate competency in specific respiratory or sleep techniques. These include the following certificates along with the number of candidates enrolled in 2022-23:

- Overnight Pulse Oximetry - 5 candidates.
- Overnight and Polygraphy Practitioner - 1 candidates.
- Practical Blood gas Sampling - 15 candidates.
- CPAP Associate (Introductory) - 4 candidates.
- CPAP Practitioner (Advanced) - 2 candidates.
- CPAP Progression (Introductory to Advanced) - no candidates.

The Association for Respiratory Technology and Physiology is the holder of the Spirometry national register of individuals that have obtained certification in Spirometry. This register reached 2005 certified practitioners over various levels in 2022-23.

The ARTP Annual Meeting for 2022 took place at the Jury's Inn Hinckley Island Hotel on Thursday 5th May and Friday 6th May 2022.

The meeting started at 0830 on Thursday 5th May and finished at 1800 on Friday 6th May. The programme consisted of 30 talks, 4 Oral presentations, 6 sponsored workshops and an exhibition and poster area.

The ARTP Conference 2022 comprised of:

- 262 registered delegates.
- 114 exhibitor personnel.
- 32 companies supported the meeting with exhibition or sponsorship.
- 238 attendees at the gala dinner.

The ARTP Annual Meeting for 2023 took place at the Hilton Brighton Metropole on Thursday 16th March and Friday 17th March 2023.

The meeting started at 0830 on Thursday 16th March and finished at 1745 on Friday 17th March. The programme consisted of 27 talks, 4 Oral presentations, 4 sponsored workshops and an exhibition and poster area.

The ARTP Conference 2023 comprised of:

- 261 registered delegates.
- 101 exhibitor personnel.
- 29 companies supported the meeting with exhibition or sponsorship.
- 284 attendees at the gala dinner.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2023**

FINANCIAL REVIEW

Financial position

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The Statement of Financial Activities show an income of £891,758 (£317,471 - 2022) and an increased expenditure of £811,926 (£296,076 - 2022).

This equates to a net surplus of resources of a revenue nature of £79,832 (2022- £21,395).

The total funds at the year-end stands at £433,361 (£353,529 - 2022).

Free unrestricted funds amounted to £424,893 (£348,061 - 2022).

Restricted funds amounted to £ 8,468 (£5,468- 2022).

Investment policy and objectives

Any funds invested should not exceed the reserves policy unless held for a specific purpose. All funds invested should be only be invested for 12 months or less.

Reserves policy

The charity aims to retain sufficient capital funds in reserve to permit it to cover fixed, recurring annual expenditure and conduct other core activities, such as Annual Conference and other educational activities, as defined by the Governing Board for a period of 1 year in the absence of any related income over this period and uninsured loss.

In the event of a reduction in reserves below this estimated level the aim is to recover reserves as quickly as possible from annual surpluses whilst maintaining normal charitable activity.

Note: Total income reported this year of £811,926 is exceptional due to the one-off occurrence of two annual conferences within the same financial year. Annual expenditure in the 2 years prior to COVID-19 averaged £531,895.50. This is offset by fixed/recurring income of £48,500 from membership/interest (assumed to be static). Further, there are annual costs associated with professional exams which can only be incurred if the exam takes place, as directly related to costs of assessment/marketing. This equated to £20,130 in this financial year. Assuming a conservative estimate of insured recoverable costs, the target reserves are therefore currently set at £450K. Within this financial year reserves were £433,361, recovering from the low point of £332,134 in 2020-21 resulting from the financial impact of COVID-19.

The Charity is confident that this reserves policy is very robust considering the successful maintenance of net positive funds carried forward during the major real-world stress test of COVID-19.

Going concern

ARTP is required to submit a narrative as to its status as a going concern. As mentioned above, there are reduced, but still, significant reserves and there are now sufficient reserves that if ARTP were to continue its current spending plans and there was no further income, that could be maintained for at least another year. ARTP is therefore a going concern.

In a realistic projection however income will continue, and the main sources of income are the annual Conference, Educational courses, Professional exams and the National Spirometry Register. The budget projection is based on the assumption that there will not be significant changes to membership fees or volumes of members; that Conference will be attended in numbers equivalent to number seen in previous years; that the demand for educational courses and professional exams will continue at or above current levels and that the demand for Spirometry Registration will continue at or above the current level. ARTP is therefore confident that it will comfortably remain a going concern.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2023**

FUTURE PLANS

Following the previous impact of COVID-19, normal levels of income and expenditure have resumed, Therefore the Board of ARTP are confident that ARTP finances are on a sound footing going forward as educational courses resume along with the resumption of more stable income from spirometry that can be expected through 2023-2024 and beyond.

COVID-19 tested the reserves policy and we are pleased to say that it was successful in enabling ARTP finances to absorb the significant financial negative impact, but with a resultant reduction in the value of the reserves. The reserves, whilst still at a level to protect against significant financial liabilities, will be a primary goal over the next 3-5 years to recover to pre COVID-19 levels utilising a proportion of expected annual budgetary surpluses.

The Trustees of the charity are very happy with the current direction of the charity and recognise the need to engage with Professional's it represents to meet the overall aims of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

The charity structure comprises of the Council of Trustees who determine the strategic direction that the charity should take, and it oversees the Executive Board. The Council members comprise of:

- An elected President
- Four independent non-executive directors (Legal, Financial, Workforce / Human Resources and a Patient Representative)
- Four Primary Executive Board members (Chair, Vice Chair, Treasurer and Secretary)

The Executive Board

Is responsible for the operational aspects of charity. The Executive Board comprises of four primary board members, and then Committee Chairs, which are responsible for specific areas of ARTP business.

ARTP business is broken into seven key areas, each of which may cover several areas of operation, these committees are:

- Communication.
- Workforce.
- Standards.
- Education and Training.
- Events.
- Paediatrics.
- Sleep.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Appointment of Trustees

The Treasurer, Secretary & Vice Chair will be elected by a ballot of the full (voting) membership of the Association in accordance with by-laws set by the ARTP Council from time to time). Officers will (unless the ARTP Council decides otherwise) serve for a term of 2 years from the end of the AGM at which they were appointed. A Director may be eligible for re-election. On completion of their term of office the Vice Chair will take over the Chair role.

The Executive Board will nominate and the ARTP Council will appoint the President who will usually, if willing to stand, be the outgoing Chair. The Executive Board could also choose to nominate another individual from a physiological/scientific background who they believe would be an appropriate representative of the Association. The President does not necessarily have to be a member of ARTP prior to being nominated.

The ARTP Council shall be entitled to appoint up to 4 Directors to fulfil such skills criteria as the ARTP Council shall consider necessary from time to time. The Executive Board shall assist the ARTP Council in recruiting such Directors. The term of Office for such Directors shall be 2 years.

At the conclusion of his term of office a Director who is willing to continue in office may, if the ARTP Councils thinks fit, be re-appointed for a further term.

The ARTP Council may from time to time co-opt a person to serve as a member of the ARTP Council, either to fill casual vacancy or to replace a retiring or disqualified Director, A Director so appointed shall retain his office only until the next Annual General Meeting, but he shall the be eligible for re-election or re-appointment.

Support Services

A variety of support services are in place to support the work of the Association and its administration. Central support services (secretariat, membership and financial) is provided by Executive Business Services (EBS).

EBS are also contracted to administer the Spirometry Register.

Policies and procedures for induction and training of trustees.

Policies:

- ARTP Articles of Association.
- ARTP Code of Conduct.
- Declaration of Interests.

Induction and training of new trustees

Trustees must be elected/appointed as detailed above and be aware of the role, duties and commitment required prior to undertaking the role. Individuals who have been elected to Trustee posts are required to make a declaration of interests and an undertaking of commitment as a Trustee to the ARTP. They are required to submit a Trustee declaration form to the Charity Commission and complete the process for appointment as an ARTP director by successful submission of an AP01 form to Company House.

All Trustees receive the Memorandum and Articles of Association, and the Association uses the extensive information on the Charity Commission website to support the induction and training of Trustees. In particular, all Trustees are directed to read the Charity Commission guidance - the essential trustee: what you need to know (CC3). The previous trustee, with specific roles/holding specific titles, such as Treasurer, are asked to stay as a past trustee, to support the newly elected individual in their transition.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05987719 (England and Wales)

Registered Charity number

1117470

Registered office

Unit E1
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Trustees

R J Harwood
J Cooper
M R Hubbocks
J Hull (resigned 5.5.22)
K Hutchinson
M H Lang
J Shakespeare
W D Man (appointed 5.5.22)

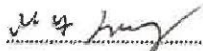
Company Secretary

S M McArthur

Independent Examiner

Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

Approved by order of the board of trustees on 18/12/2023..... and signed on its behalf by:


.....
M H Lang - Trustee

**Independent Examiner's Report to the Trustees of
The Association for Respiratory
Technology and Physiology**

Independent examiner's report to the trustees of The Association for Respiratory Technology and Physiology ('the Company')

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

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

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

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



Carl Elsby

Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

Date:18/12/2023.....

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 MARCH 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	3,000	3,000	3,000
Charitable activities					
Conference and education	5	656,371	-	656,371	164,399
Other trading activities	3	231,570	-	231,570	149,851
Investment income	4	<u>817</u>	<u>-</u>	<u>817</u>	<u>221</u>
Total		<u>888,758</u>	<u>3,000</u>	<u>891,758</u>	<u>317,471</u>
EXPENDITURE ON					
Charitable activities					
Conference and education	6	811,926	-	811,926	291,239
Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>4,837</u>
Total		<u>811,926</u>	<u>-</u>	<u>811,926</u>	<u>296,076</u>
NET INCOME		76,832	3,000	79,832	21,395
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>348,061</u>	<u>5,468</u>	<u>353,529</u>	<u>332,134</u>
TOTAL FUNDS CARRIED FORWARD		<u>424,893</u>	<u>8,468</u>	<u>433,361</u>	<u>353,529</u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet
31 MARCH 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
CURRENT ASSETS					
Stocks	11	1,457	-	1,457	1,489
Debtors	12	145,990	-	145,990	186,976
Cash at bank		<u>341,547</u>	<u>8,468</u>	<u>350,015</u>	<u>312,821</u>
		488,994	8,468	497,462	501,286
CREDITORS					
Amounts falling due within one year	13	<u>(64,101)</u>	-	<u>(64,101)</u>	<u>(147,757)</u>
NET CURRENT ASSETS		<u>424,893</u>	<u>8,468</u>	<u>433,361</u>	<u>353,529</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>424,893</u>	<u>8,468</u>	<u>433,361</u>	<u>353,529</u>
NET ASSETS		<u>424,893</u>	<u>8,468</u>	<u>433,361</u>	<u>353,529</u>
FUNDS					
	14				
Unrestricted funds				424,893	348,061
Restricted funds				<u>8,468</u>	<u>5,468</u>
TOTAL FUNDS				<u>433,361</u>	<u>353,529</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

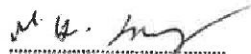
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its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

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

Balance Sheet - continued
31 MARCH 2023

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

The financial statements were approved by the Board of Trustees and authorised for issue on 18/12/2023 and were signed on its behalf by:


.....
M H Lang - Trustee

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Cash Flow Statement
for the year ended 31 MARCH 2023**

	Notes	2023 £	2022 £
Cash flows from operating activities			
Cash generated from operations	1	<u>36,377</u>	<u>57,016</u>
Net cash provided by operating activities		<u>36,377</u>	<u>57,016</u>
Cash flows from investing activities			
Interest received		<u>817</u>	<u>221</u>
Net cash provided by investing activities		<u>817</u>	<u>221</u>
Change in cash and cash equivalents in the reporting period		<u>37,194</u>	<u>57,237</u>
Cash and cash equivalents at the beginning of the reporting period		<u>312,821</u>	<u>255,584</u>
Cash and cash equivalents at the end of the reporting period		<u><u>350,015</u></u>	<u><u>312,821</u></u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Cash Flow Statement
for the year ended 31 MARCH 2023**

I. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2023	2022
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	79,832	21,395
Adjustments for:		
Interest received	(817)	(221)
Decrease/(increase) in stocks	32	(145)
Decrease/(increase) in debtors	40,986	(70,477)
(Decrease)/increase in creditors	<u>(83,656)</u>	<u>106,464</u>
Net cash provided by operations	<u>36,377</u>	<u>57,016</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.22	Cash flow	At 31.3.23
	£	£	£
Net cash			
Cash at bank	<u>312,821</u>	<u>37,194</u>	<u>350,015</u>
	<u>312,821</u>	<u>37,194</u>	<u>350,015</u>
Total	<u>312,821</u>	<u>37,194</u>	<u>350,015</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements
for the year ended 31 MARCH 2023**

I. 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

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs.

Allocation and apportionment of costs

Costs are allocated between restricted and unrestricted funds based on what the costs are relating to.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

Taxation

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

Fund accounting

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

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

Details of specific fund accounting is set out in note 14.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2023**

2. DONATIONS AND LEGACIES		2023	2022
		£	£
Donations		<u>3,000</u>	<u>3,000</u>
3. OTHER TRADING ACTIVITIES		2023	2022
		£	£
Courses		175,885	102,655
Memberships		<u>55,685</u>	<u>47,196</u>
		<u>231,570</u>	<u>149,851</u>
4. INVESTMENT INCOME		2023	2022
		£	£
Bank interest receivable		<u>817</u>	<u>221</u>
5. INCOME FROM CHARITABLE ACTIVITIES		2023	2022
		Conference and education	Total activities
		£	£
Sales of goods and services		<u>656,371</u>	<u>164,399</u>
6. CHARITABLE ACTIVITIES COSTS			
	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Conference and education	<u>510,197</u>	<u>301,729</u>	<u>811,926</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2023**

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023	2022
	£	£
Cost of charitable activities	59,644	44,008
Venue costs	156,519	5,957
Travel and hotels	251,893	5,112
Input VAT partial exemption adjustment	<u>42,141</u>	<u>-</u>
	<u>510,197</u>	<u>55,077</u>

8. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Conference and education	<u>257,865</u>	<u>10,432</u>	<u>33,432</u>	<u>301,729</u>

Support costs, included in the above, are as follows:

Management

	2023	2022
	Conference and education	Total activities
	£	£
Secretarial support costs	233,349	193,888
Computer costs	21,143	3,518
Postage and stationery	<u>3,373</u>	<u>2,776</u>
	<u>257,865</u>	<u>200,182</u>

Finance

	2023	2022
	Conference and education	Total activities
	£	£
Bank charges	<u>10,432</u>	<u>8,169</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2023**

8. SUPPORT COSTS - continued
Governance costs

	2023 Conference and education £	2022 Total activities £
Sundries	100	11
Accountancy and legal fees	5,139	4,837
Legal fees	<u>28,193</u>	<u>27,800</u>
	<u>33,432</u>	<u>32,648</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	3,000	3,000
Charitable activities			
Conference and education	164,399	-	164,399
Other trading activities	149,851	-	149,851
Investment income	<u>221</u>	<u>-</u>	<u>221</u>
Total	<u>314,471</u>	<u>3,000</u>	<u>317,471</u>
EXPENDITURE ON			
Charitable activities			
Conference and education	288,524	2,715	291,239
Other	<u>4,837</u>	<u>-</u>	<u>4,837</u>
Total	<u>293,361</u>	<u>2,715</u>	<u>296,076</u>
NET INCOME	21,110	285	21,395
RECONCILIATION OF FUNDS			
Total funds brought forward	326,951	5,183	332,134

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2023**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted funds £	Total funds £
	£	£	£
TOTAL FUNDS CARRIED FORWARD	<u>348,061</u>	<u>5,468</u>	<u>353,529</u>
11. STOCKS		2023	2022
		£	£
Stocks		<u>1,457</u>	<u>1,489</u>
12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023	2022
		£	£
Trade debtors		116,087	152,339
VAT		-	17,476
Prepayments and accrued income		<u>29,903</u>	<u>17,161</u>
		<u>145,990</u>	<u>186,976</u>
13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023	2022
		£	£
Trade creditors		25,004	18,842
VAT		11,932	-
Other creditors		2,042	1,507
Accrued expenses		<u>25,123</u>	<u>127,408</u>
		<u>64,101</u>	<u>147,757</u>
14. MOVEMENT IN FUNDS		Net	
	At 1.4.22	movement	At
	£	in funds	31.3.23
		£	£
Unrestricted funds			
General fund	348,061	76,832	424,893
Restricted funds			
Educational Bursary	4,193	3,000	7,193
Lyn Davies	<u>1,275</u>	-	<u>1,275</u>
	<u>5,468</u>	<u>3,000</u>	<u>8,468</u>
TOTAL FUNDS	<u>353,529</u>	<u>79,832</u>	<u>433,361</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2023**

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	888,758	(811,926)	76,832
Restricted funds			
Educational Bursary	3,000	-	3,000
TOTAL FUNDS	<u>891,758</u>	<u>(811,926)</u>	<u>79,832</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	326,951	21,110	348,061
Restricted funds			
Educational Bursary	3,908	285	4,193
Lyn Davies	<u>1,275</u>	<u>-</u>	<u>1,275</u>
	<u>5,183</u>	<u>285</u>	<u>5,468</u>
TOTAL FUNDS	<u>332,134</u>	<u>21,395</u>	<u>353,529</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	314,471	(293,361)	21,110
Restricted funds			
Educational Bursary	3,000	(2,715)	285
TOTAL FUNDS	<u>317,471</u>	<u>(296,076)</u>	<u>21,395</u>

Restricted funds that have been spent during the year include the following:

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2023**

14. MOVEMENT IN FUNDS - continued

- Lyn Davies Award Restricted fund- presented at the ARTP and British Sleep Society Conferences to an individual who has driven innovation in the field of sleep medicine.
- Educational Bursary Restricted fund - sponsoring Scientist Training Program (STP) and ARTP professional qualification students to attend the ARTP Annual Conference
- ARTP Annual Conference - Grant to fund the attendance

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,000	3,000
Other trading activities		
Courses	175,885	102,655
Memberships	<u>55,685</u>	<u>47,196</u>
	231,570	149,851
Investment income		
Bank interest receivable	817	221
Charitable activities		
Sales of goods and services	<u>656,371</u>	<u>164,399</u>
Total incoming resources	891,758	317,471
EXPENDITURE		
Charitable activities		
Cost of charitable activities	59,644	44,008
Venue costs	156,519	5,957
Travel and hotels	251,893	5,112
Input VAT partial exemption adjustment	<u>42,141</u>	<u>-</u>
	510,197	55,077
Support costs		
Management		
Secretarial support costs	233,349	193,888
Computer costs	21,143	3,518
Postage and stationery	<u>3,373</u>	<u>2,776</u>
	257,865	200,182
Finance		
Bank charges	10,432	8,169
Governance costs		
Sundries	100	11
Accountancy and legal fees	5,139	4,837
Carried forward	5,239	4,848

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2023**

	2023	2022
	£	£
Governance costs		
Brought forward	5,239	4,848
Legal fees	<u>28,193</u>	<u>27,800</u>
	<u>33,432</u>	<u>32,648</u>
 Total resources expended	 <u>811,926</u>	 <u>296,076</u>
 Net income	 <u><u>79,832</u></u>	 <u><u>21,395</u></u>

Accounts

REGISTERED COMPANY NUMBER: 05987719 (England and Wales)
REGISTERED CHARITY NUMBER: 1117470

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2022

for

THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY
(A COMPANY LIMITED BY GUARANTEE)

Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Contents of the Financial Statements
for the year ended 31 MARCH 2022**

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**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. 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 trustees have considered the charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

The Association for Respiratory Technology and Physiology objectives and activities is to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by;

- a) Delivering and promoting education and training programmes to ensure competence to practice
- b) Establishing relevant standards of practice
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases
- e) Communicating with all stakeholders
- f) Representing the interests of practitioners at all levels.

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, are the professional guardians of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national, professionally recognised, qualifications in Respiratory Function Testing and Spirometry in the UK.

ARTP also recommends standards for the design and delivery of respiratory physiology services through position papers from ARTP Working Groups on the structure, function and content of respiratory physiology and sleep facilities and services in the UK.

An important function of the ARTP is the provision of opportunities for Continuing Professional Development. The ARTP organises an annual Conference, meetings and other educational courses on many respiratory and sleep physiology topics.

Nationally ARTP informs and influences major organisations about the delivery of respiratory physiology services. Furthermore, ARTP links with equivalent national organisations around the world to deliver global standards in respiratory healthcare involving respiratory technology and physiology.

The Association works in conjunction with the British Thoracic Society to produce national guidelines and standards for good practice in the performance of respiratory measurement. It works closely with the Department of Health and Academy for Healthcare Science in formulating policy and in the strategic direction of the profession.

The ARTP hosts the multi-disciplinary Sleep Apnoea Consortium and ARTP now has a membership section for sleep practitioners.

The Association is a founder member of Association of Clinical Scientists organisation, the Institute of Physiological Sciences and the Federation of Healthcare Scientists.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are delighted to report the membership has increased to 822 in 2021-2022. This increase has been from the ongoing promotional efforts and raising awareness of the profile of ARTP through high quality courses, conferences and qualifications.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2022**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

The Charity's Professional Qualifications allow respiratory practitioners to update their skills and knowledge. By undertaking professional competency qualifications practitioners are able to demonstrate their competencies enabling them to follow career pathways and take advantage of professional opportunities. The Charity now offers three levels of Professional Qualification:

- Practitioner (Level 3)
- Clinical (Level 2)
- Associate (Level 1)

There were 73 candidates that enrolled onto the professional qualifications and 51 candidates, including deferrals and re-sittings that undertook the professional examinations in 2021-22. ARTP successfully adapted the format of the examinations so that these could be ran virtually, and these have been running successfully.

The charity provides several certificates of competence that allows individuals to demonstrate competency in specific respiratory or sleep techniques. These include the following certificates along with the number of candidates enrolled in 2021-22:

- Overnight Pulse Oximetry - 12 candidates
- Overnight and Polygraphy Practitioner - 12 candidates
- Practical Blood gas Sampling - 13 candidates
- CPAP Associate (Introductory) - 8 candidates
- CPAP Practitioner (Advanced) - 6 candidates
- CPAP Progression (Introductory to Advanced) - no candidates

The Association for Respiratory Technology and Physiology is the holder of the Spirometry national register of individuals that have obtained certification in Spirometry. This register continues to grow with 3126 certified practitioners over various levels in 2020-21.

The ARTP Annual Meeting took place virtually on the 1st - 2nd July 2021, due to the ongoing difficulties associated with the COVID pandemic.

The meeting started at 0830 on Thursday 1st and finished at 1730 On Friday 2nd July. The programme consisted of 33 talks, 4 Oral presentations, 9 sponsored workshops and a virtual exhibition and poster area.

The online ARTP Conference 2021 comprised of:

- o 254 registered paying delegates
- o 85 exhibitor personnel
- o 46 registered complimentary speakers/chairs
- o 18 companies supported the meeting with exhibition or sponsorship

The meeting started at 0830 on Thursday 1st and finished at 1730 On Friday 2nd July. The programme consisted of 33 talks, 4 Oral presentations, 9 sponsored workshops and a virtual exhibition and poster area.

The online ARTP Conference 2021 comprised of:

- o 254 registered paying delegates
- o 85 exhibitor personnel
- o 46 registered complimentary speakers/chairs
- o 18 companies supported the meeting with exhibition or sponsorship

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2022**

FINANCIAL REVIEW

Financial position

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The Statement of Financial Activities show an increased income of £317,471 (£86,572 - 2021) and an increased expenditure of £296,076 (£193,517 - 2021).

This equates to a net surplus of resources of a revenue nature of £21,395 (2021- Net deficit £106,945). This net surplus resulted from a significant increase in income from education and Annual Conference back to pre COVID-19 levels and a normal year of fundraising.

The total funds at the year end stands at £353,529 (£332,134 - 2021)

Free unrestricted funds amounted to £348,061 (£326,951 - 2021)

Investment policy and objectives

Any funds invested should not exceed the reserves policy unless held for a specific purpose. All funds invested should only be invested for 12 months or less.

Reserves policy

The charity aims to retain sufficient capital funds in reserve to permit it to conduct its activities as defined by the Governing Board for a period of 1 year in the absence of any income over this period.

FUTURE PLANS

Following the previous impact of COVID-19, normal levels of income and expenditure have resumed,, Therefore the Board of ARTP are confident that ARTP finances are on a sound footing going forward as educational courses resume along with the resumption of more stable income from spirometry that can be expected through 2022-2023 and beyond.

The Trustees of the charity are very happy with the current direction of the charity and recognise the need to engage with professional's it represents to meet the overall aims of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2022**

The charity structure comprises of the Council of Trustees who determine the strategic direction that the charity should take, and it oversees the Executive Board. The Council members comprise of:

- An elected President
- Four independent non-executive directors (Legal, Financial, Workforce / Human Resources and a Patient Representative)
- Four Primary Executive Board members (Chair, Vice Chair, Treasurer and Secretary)

The Executive Board is responsible for the operational aspects of charity. The Executive Board comprises of four primary board members, and then Committee Chairs, which are responsible for specific areas of ARTP business.

ARTP business is broken into seven key areas, each of which may cover several areas of operation, these committees are:

- Communication
- Workforce
- Standards
- Education and Training
- Events
- Paediatrics
- Sleep

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05987719 (England and Wales)

Registered Charity number

1117470

Registered office

Unit E1
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Trustees

R J Harwood
J Cooper
M R Hubbocks
J Hull
K Hutchinson
M H Lang
J Shakespeare

Company Secretary

C Roberts

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Report of the Trustees
for the year ended 31 MARCH 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

Approved by order of the board of trustees on 19/12/2022 and signed on its behalf by:


.....
M H Lang - Trustee

**Independent Examiner's Report to the Trustees of
The Association for Respiratory
Technology and Physiology**

Independent examiner's report to the trustees of The Association for Respiratory Technology and Physiology ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACA which is one of the listed bodies.

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

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

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



Carl Elsby
ACA
Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

Date:

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 MARCH 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	149,851	-	149,851	48,593
Charitable activities					
Conference and education		164,399	3,000	167,399	31,113
Investment income	3	221	-	221	6,866
Total		<u>314,471</u>	<u>3,000</u>	<u>317,471</u>	<u>86,572</u>
EXPENDITURE ON					
Charitable activities					
Conference and education	5	288,524	2,715	291,239	190,383
Other		4,837	-	4,837	3,134
Total		<u>293,361</u>	<u>2,715</u>	<u>296,076</u>	<u>193,517</u>
NET INCOME/(EXPENDITURE)		21,110	285	21,395	(106,945)
RECONCILIATION OF FUNDS					
Total funds brought forward		326,951	5,183	332,134	439,079
TOTAL FUNDS CARRIED FORWARD		<u><u>348,061</u></u>	<u><u>5,468</u></u>	<u><u>353,529</u></u>	<u><u>332,134</u></u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet
31 MARCH 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
CURRENT ASSETS					
Stocks	10	1,489	-	1,489	1,344
Debtors	11	186,976	-	186,976	116,499
Cash at bank		307,353	5,468	312,821	255,584
		<u>495,818</u>	<u>5,468</u>	<u>501,286</u>	<u>373,427</u>
CREDITORS					
Amounts falling due within one year	12	(147,757)	-	(147,757)	(41,293)
		<u>348,061</u>	<u>5,468</u>	<u>353,529</u>	<u>332,134</u>
NET CURRENT ASSETS					
		<u>348,061</u>	<u>5,468</u>	<u>353,529</u>	<u>332,134</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>348,061</u>	<u>5,468</u>	<u>353,529</u>	<u>332,134</u>
NET ASSETS					
		<u>348,061</u>	<u>5,468</u>	<u>353,529</u>	<u>332,134</u>
FUNDS					
	13			348,061	326,951
Unrestricted funds				5,468	5,183
Restricted funds				<u>353,529</u>	<u>332,134</u>
TOTAL FUNDS					
				<u>353,529</u>	<u>332,134</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet - continued
31 MARCH 2022**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 19/12/2022 and were signed on its behalf by:


M H Lang - Trustee

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements
for the year ended 31 MARCH 2022**

I. 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

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs.

Allocation and apportionment of costs

Costs are allocated between restricted and unrestricted funds based on what the costs are relating to.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

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

Fund accounting

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

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

Lyn Davies Award Restricted fund- presented at the ARTP and British Sleep Society Conferences to an individual who has driven innovation in the field of sleep medicine.

Educational Bursary Restricted fund - sponsoring Scientist Training Program (STP) and ARTP professional qualification students to attend the ARTP Annual Conference

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2022**

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Courses	102,655	7,180
Memberships	47,196	41,413
	<u>149,851</u>	<u>48,593</u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest receivable	221	6,866
	<u>221</u>	<u>6,866</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2022	2021
	Conference and education £	Total activities £
Sales of goods and services	167,399	31,113
	<u>167,399</u>	<u>31,113</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Conference and education	55,077	236,162	291,239
	<u>55,077</u>	<u>236,162</u>	<u>291,239</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Cost of charitable activities	44,008	34,703
Travel and hotels	11,069	310
Input VAT partial exemption adjustment	-	(36,279)
	<u>55,077</u>	<u>(1,266)</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2022**

7. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Other resources expended	-	-	4,837	4,837
Conference and education	200,182	8,169	27,811	236,162
	<u>200,182</u>	<u>8,169</u>	<u>32,648</u>	<u>240,999</u>

Support costs, included in the above, are as follows:

Management

	2022 Conference and education £	2021 Total activities £
Secretarial support costs	193,888	150,608
Computer costs	3,518	1,821
Postage and stationery	2,776	987
	<u>200,182</u>	<u>153,416</u>

Finance

	2022 Conference and education £	2021 Total activities £
Bank charges	8,169	3,325
	<u>8,169</u>	<u>3,325</u>

Governance costs

	Other resources expended £	Conference and education £	2022 Total activities £	2021 Total activities £
Sundries	-	11	11	-
Accountancy and legal fees	4,837	-	4,837	3,134
Legal fees	-	27,800	27,800	34,908
	<u>4,837</u>	<u>27,811</u>	<u>32,648</u>	<u>38,042</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2022**

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	48,593	-	48,593
Charitable activities			
Conference and education	31,113	-	31,113
Investment income	6,866	-	6,866
Total	<u>86,572</u>	<u>-</u>	<u>86,572</u>
EXPENDITURE ON			
Charitable activities			
Conference and education	190,383	-	190,383
Other	3,134	-	3,134
Total	<u>193,517</u>	<u>-</u>	<u>193,517</u>
NET INCOME/(EXPENDITURE)	(106,945)	-	(106,945)
RECONCILIATION OF FUNDS			
Total funds brought forward	433,896	5,183	439,079
TOTAL FUNDS CARRIED FORWARD	<u><u>326,951</u></u>	<u><u>5,183</u></u>	<u><u>332,134</u></u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2022**

10. STOCKS		2022	2021
		£	£
Stocks		1,489	1,344
		<u> </u>	<u> </u>
11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2022	2021
		£	£
Trade debtors		152,339	70,129
VAT		17,476	31,036
Prepayments and accrued income		17,161	15,334
		<u> </u>	<u> </u>
		186,976	116,499
		<u> </u>	<u> </u>
12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2022	2021
		£	£
Trade creditors		18,842	18,155
Other creditors		1,507	1,445
Accrued expenses		127,408	21,693
		<u> </u>	<u> </u>
		147,757	41,293
		<u> </u>	<u> </u>
13. MOVEMENT IN FUNDS			
		Net	
	At 1.4.21	movement	At
	£	in funds	31.3.22
		£	£
Unrestricted funds			
General fund	326,951	21,110	348,061
Restricted funds			
Educational Bursary	3,908	285	4,193
Lyn Davies	1,275	-	1,275
	<u> </u>	<u> </u>	<u> </u>
	5,183	285	5,468
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	332,134	21,395	353,529
	<u> </u>	<u> </u>	<u> </u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2022**

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	314,471	(293,361)	21,110
Restricted funds			
Educational Bursary	3,000	(2,715)	285
TOTAL FUNDS	<u>317,471</u>	<u>(296,076)</u>	<u>21,395</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	433,896	(106,945)	326,951
Restricted funds			
Educational Bursary	3,908	-	3,908
Lyn Davies	1,275	-	1,275
	<u>5,183</u>	<u>-</u>	<u>5,183</u>
TOTAL FUNDS	<u>439,079</u>	<u>(106,945)</u>	<u>332,134</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	86,572	(193,517)	(106,945)
TOTAL FUNDS	<u>86,572</u>	<u>(193,517)</u>	<u>(106,945)</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2022**

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2022**

	2022	2021
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Courses	102,655	7,180
Memberships	47,196	41,413
	149,851	48,593
Investment income		
Bank interest receivable	221	6,866
Charitable activities		
Sales of goods and services	167,399	31,113
	317,471	86,572
EXPENDITURE		
Charitable activities		
Cost of charitable activities	44,008	34,703
Travel and hotels	11,069	310
Input VAT partial exemption adjustment	-	(36,279)
	55,077	(1,266)
Support costs		
Management		
Secretarial support costs	193,888	150,608
Computer costs	3,518	1,821
Postage and stationery	2,776	987
	200,182	153,416
Finance		
Bank charges	8,169	3,325
Governance costs		
Sundries	11	-
Accountancy and legal fees	4,837	3,134
Legal fees	27,800	34,908
	32,648	38,042
Total resources expended	296,076	193,517
Net income/(expenditure)	21,395	(106,945)

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 05987719 (England and Wales)
REGISTERED CHARITY NUMBER: 1117470

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021

for

THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY
(A COMPANY LIMITED BY GUARANTEE)

Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

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for the year ended 31 MARCH 2021**

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**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. 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 trustees have considered the charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

The Association for Respiratory Technology and Physiology objectives and activities is to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by:

- a) Delivering and promoting education and training programmes to ensure competence to practice
- b) Establishing relevant standards of practice
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases
- e) Communicating with all stakeholders
- f) Representing the interests of practitioners at all levels

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, are the professional guardians of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national, professionally recognised, qualifications in Respiratory Function Testing and Spirometry in the UK.

ARTP also recommends standards for the design and delivery of respiratory physiology services through position papers from ARTP Working Groups on the structure, function and content of respiratory physiology and sleep facilities and services in the UK.

An important function of the ARTP is the provision of opportunities for Continuing Professional Development. The ARTP organises an annual Conference, meetings and other educational courses on many respiratory and sleep physiology topics.

Nationally ARTP informs and influences major organisations about the delivery of respiratory physiology services. Furthermore, ARTP links with equivalent national organisations around the world to deliver global standards in respiratory healthcare involving respiratory technology and physiology.

The Association works in conjunction with the British Thoracic Society to produce national guidelines and standards for good practice in the performance of respiratory measurement. It works closely with the Department of Health and Academy for Healthcare Science in formulating policy and in the strategic direction of the profession.

The ARTP hosts the multi-disciplinary Sleep Apnoea Consortium and ARTP now has a membership section for sleep practitioners. The Association is a founder member of Association of Clinical Scientists organisation, the Institute of Physiological Sciences and the Federation of Healthcare Scientists.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are delighted to report the membership has increased to 960 in 2020-2021. This increase has been from the ongoing promotional efforts and raising awareness of the profile of ARTP through high quality courses, conferences and qualifications

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2021**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

The Charity's Professional Qualifications allow respiratory practitioners to update their skills and knowledge. By undertaking professional competency qualifications practitioners are able to demonstrate their competencies enabling them to follow career pathways and take advantage of professional opportunities. The Charity now offers three levels of Professional Qualification:

- Practitioner (Level 3)
- Clinical (Level 2)
- Associate (Level 1)

There were 35 candidates that enrolled onto the professional qualifications and 18 candidates, including deferrals and re-sittings that undertook the professional examinations in 2020-21. ARTP successfully adapted the format of the examinations so that these could be ran virtually, and these were effectually held in October 2020.

Unfortunately, due to the global pandemic and increased clinical pressures in light of this, no training courses were ran during 2020-21. ARTP are working towards adapting several courses into online formats, to launch in early 2022.

The charity provides several certificates of competence that allows individuals to demonstrate competency in specific respiratory or sleep techniques. These include the following certificates along with the number of candidates enrolled in 2020-21:

- Overnight Pulse Oximetry - 8 candidates
- Overnight and Polygraphy Practitioner - 6 candidates
- Practical Blood gas Sampling - 10 candidates
- CPAP Associate (Introductory) - 7 candidates
- CPAP Practitioner (Advanced) - 15 candidates
- CPAP Progression (Introductory to Advanced) - no candidates

The Association for Respiratory Technology and Physiology is the holder of the Spirometry national register of individuals that have obtained certification in Spirometry. This register continues to grow with 3126 certified practitioners over various levels in 2020-21.

The ARTP Annual Meeting took place virtually on the 1st - 2nd July 2021, due to the ongoing difficulties associated with the COVID pandemic.

The meeting started at 0830 on Thursday 1st and finished at 1730 On Friday 2nd July. The programme consisted of 33 talks, 4 Oral presentations, 9 sponsored workshops and a virtual exhibition and poster area.

The online ARTP Conference 2021 comprised of:

- o 254 registered paying delegates
- o 85 exhibitor personnel
- o 46 registered complimentary speakers/chairs
- o 18 companies supported the meeting with exhibition or sponsorship

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2021**

FINANCIAL REVIEW

Financial position

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The Statement of Financial Activities show a decrease in income £86,572 (£549,960 - 2020) and a decrease in expenditure £193,517 (£556,966 - 2020). This equates to a net deficit resources of a revenue nature of £106,945 (2020 - Net deficit £7,005). This net deficit resulted from a significant drop in income from education and Annual Conference due to the COVID-19 pandemic preventing the running of all of our educational courses and the Conference (postponed until July 2021), whilst we continued to have to cover fixed annual costs.

The total funds at the year end stands at £332,134 (£439,079 - 2020)

Free unrestricted funds amounted to £326,951 (£433,896 - 2020)

Investment policy and objectives

Any funds invested should not exceed the reserves policy unless held for a specific purpose. All funds invested should be only be invested for 12 months or less.

Reserves policy

The charity aims to retain sufficient capital funds in reserve to permit it to conduct its activities as defined by the Governing Board for a period of 1 year in the absence of any income over this period. This policy proved its robustness during 2020-21 when enabling ARTP to comfortably survive the financial storm produced by the COVID-19 pandemic

FUTURE PLANS

The normal level of financial reserves has been significantly diminished to enable ARTP to weather the financial impact of COVID-19 and it will be a high priority to return the reserves to pre COVID-19 levels, though this is expected to take 2-4 years. The Board of ARTP are confident that ARTP finances are on a sound footing going forward as educational courses resume along with the resumption of more stable income from spirometry that can be expected through 2021-2022 and beyond.

The Trustees of the charity are very happy with the current direction of the charity and recognise the need to engage with professional's it represents to meet the overall aims of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2021**

The charity structure comprises of the Council of Trustees who determine the strategic direction that the charity should take, and it oversees the Executive Board. The Council members comprise of:

- An elected President
- Four independent non-executive directors (Legal, Financial, Workforce / Human Resources and a Patient Representative)
- Four Primary Executive Board members (Chair, Vice Chair, Treasurer and Secretary)

The Executive Board is responsible for the operational aspects of charity. The Executive Board comprises of four primary board members, and then Committee Chairs, which are responsible for specific areas of ARTP business.

ARTP business is broken into seven key areas, each of which may cover several areas of operation, these committees are:

- Communication
- Workforce
- Standards
- Education and Training
- Events
- Paediatrics
- Sleep

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05987719 (England and Wales)

Registered Charity number

1117470

Registered office

Unit E1
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Trustees

R J Harwood
J Cooper
M R Hubbocks
J Hull
K Hutchinson
M H Lang
J Shakespeare

Company Secretary

C Roberts

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

POST BALANCE SHEET EVENTS

The outbreak of the Coronavirus disease has resulted in governments worldwide enacting emergency measures to combat the spread of the disease. The duration and impact of the disease has been particularly challenging with all events cancelled since the outbreak of the pandemic. The effect on the charity has been significant resulting in a deficit post year end however the charity does have sufficient reserves to cover operating costs during this time.

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Therefore they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

Approved by order of the board of trustees on21/12/2021..... and signed on its behalf by:



.....
M H Lang - Trustee

**Independent Examiner's Report to the Trustees of
The Association for Respiratory
Technology and Physiology**

Independent examiner's report to the trustees of The Association for Respiratory Technology and Physiology ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

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

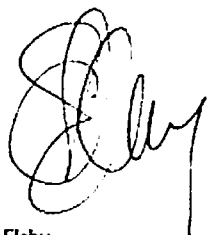
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

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

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

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



Carl Elsby
Elsby & Co
Thistledown Barn
204 Holcot Road
Sywell
Northampton
Northamptonshire
NN6 0BG

22nd December 2021

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 MARCH 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		48,593	-	48,593	263,676
Charitable activities					
Conference and education		31,113	-	31,113	285,501
Investment income	2	6,866	-	6,866	783
Total		86,572	-	86,572	549,960
 EXPENDITURE ON					
Charitable activities					
Conference and education		190,383	-	190,383	554,281
Other		3,134	-	3,134	2,684
Total		193,517	-	193,517	556,965
NET INCOME/(EXPENDITURE)		(106,945)	-	(106,945)	(7,005)
 RECONCILIATION OF FUNDS					
Total funds brought forward		433,896	5,183	439,079	446,084
TOTAL FUNDS CARRIED FORWARD		326,951	5,183	332,134	439,079

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet
31 MARCH 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
CURRENT ASSETS					
Stocks	5	1,344	-	1,344	2,749
Debtors	6	116,499	-	116,499	258,449
Cash at bank		250,401	5,183	255,584	262,271
		<u>368,244</u>	<u>5,183</u>	<u>373,427</u>	<u>523,469</u>
CREDITORS					
Amounts falling due within one year	7	(41,293)	-	(41,293)	(84,390)
		<u>326,951</u>	<u>5,183</u>	<u>332,134</u>	<u>439,079</u>
NET CURRENT ASSETS					
		<u>326,951</u>	<u>5,183</u>	<u>332,134</u>	<u>439,079</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>326,951</u>	<u>5,183</u>	<u>332,134</u>	<u>439,079</u>
NET ASSETS					
		<u>326,951</u>	<u>5,183</u>	<u>332,134</u>	<u>439,079</u>
FUNDS					
	8			326,951	433,896
Unrestricted funds				5,183	5,183
Restricted funds				<u>332,134</u>	<u>439,079</u>
TOTAL FUNDS					
				<u>332,134</u>	<u>439,079</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet - continued
31 MARCH 2021**

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 on21/12/2021..... and were signed on its behalf by:



.....
M H Lang - Trustee

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements
for the year ended 31 MARCH 2021**

I. 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

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Costs are allocated between restricted and unrestricted funds based on what the costs are relating to.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

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

Fund accounting

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

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

Lyn Davies Award Restricted fund- presented at the ARTP and British Sleep Society Conferences to an individual who has driven innovation in the field of sleep medicine.

Educational Bursary Restricted fund - sponsoring Scientist Training Program (STP) and ARTP professional qualification students to attend the ARTP Annual Conference

Going concern

The Financial Statements have been prepared on the Going Concern basis. The trustees do not believe that the pandemic will affect the Charity's ability to trade as a going concern as although the Charity has suffered a deficit post year end as a result of the pandemic the trustees believe the reserves built up with the Charity will be sufficient to enable the Charity to continue in operational existence.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2021**

2. INVESTMENT INCOME

	2021	2020
	£	£
Bank interest receivable	6,866	783
	<u>6,866</u>	<u>783</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	263,676	-	263,676
Charitable activities			
Conference and education	285,501	-	285,501
Investment income	783	-	783
Total	<u>549,960</u>	<u>-</u>	<u>549,960</u>
EXPENDITURE ON			
Charitable activities			
Conference and education	548,503	5,778	554,281
Other	2,684	-	2,684
Total	<u>551,187</u>	<u>5,778</u>	<u>556,965</u>
NET INCOME/(EXPENDITURE)	<u>(1,227)</u>	<u>(5,778)</u>	<u>(7,005)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>435,123</u>	<u>10,961</u>	<u>446,084</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>433,896</u></u>	<u><u>5,183</u></u>	<u><u>439,079</u></u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2021**

5. STOCKS		2021	2020
		£	£
Stocks		1,344	2,749
		<u> </u>	<u> </u>
6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2021	2020
		£	£
Trade debtors		70,129	26,220
VAT		31,036	19,793
Prepayments and accrued income		15,334	212,436
		<u> </u>	<u> </u>
		<u>116,499</u>	<u>258,449</u>
7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2021	2020
		£	£
Trade creditors		18,155	21,804
Other creditors		1,445	1,465
Accrued expenses		21,693	61,121
		<u> </u>	<u> </u>
		<u>41,293</u>	<u>84,390</u>
8. MOVEMENT IN FUNDS			
		Net	
	At 1.4.20	movement	At
	£	in funds	31.3.21
		£	£
Unrestricted funds			
General fund	433,896	(106,945)	326,951
Restricted funds			
Educational Bursary	3,908	-	3,908
Lyn Davies	1,275	-	1,275
	<u> </u>	<u> </u>	<u> </u>
	5,183	-	5,183
TOTAL FUNDS	<u>439,079</u>	<u>(106,945)</u>	<u>332,134</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2021**

8. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	86,572	(193,517)	(106,945)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	86,572	(193,517)	(106,945)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	435,123	(1,227)	433,896
Restricted funds			
Educational Bursary	9,686	(5,778)	3,908
Lyn Davies	1,275	-	1,275
	<hr/>	<hr/>	<hr/>
	10,961	(5,778)	5,183
TOTAL FUNDS	446,084	(7,005)	439,079
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	549,960	(551,187)	(1,227)
Restricted funds			
Educational Bursary	-	(5,778)	(5,778)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	549,960	(556,965)	(7,005)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2021**

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021 nor for the year ended 31 March 2020

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2021**

	2021	2020
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Courses	7,180	58,120
Royalties	-	151,469
Memberships	41,413	54,087
	<hr/>	<hr/>
	48,593	263,676
Investment income		
Bank interest receivable	6,866	783
Charitable activities		
Sales of goods and services	31,113	285,501
	<hr/>	<hr/>
Total incoming resources	86,572	549,960
EXPENDITURE		
Charitable activities		
Cost of charitable activities	34,703	97,494
Courses	-	34,553
Venue costs	-	196,243
Travel and hotels	310	41,521
Input VAT partial exemption adjustment	(36,279)	(52,469)
	<hr/>	<hr/>
	(1,266)	317,342
Support costs		
Management		
Secretarial support costs	150,608	147,271
Computer costs	1,821	65,171
Postage and stationery	987	9,181
	<hr/>	<hr/>
	153,416	221,623
Finance		
Bank charges	3,325	4,009
Governance costs		
Accountancy and legal fees	3,134	2,684
Legal fees	34,908	11,307
	<hr/>	<hr/>
	38,042	13,991

This page does not form part of the statutory financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2021**

	2021	2020
	£	£
Total resources expended	<u>193,517</u>	<u>556,965</u>
Net expenditure	<u>(106,945)</u>	<u>(7,005)</u>

This page does not form part of the statutory financial statements