

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					
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>326,951</u>	<u>5,183</u>	<u>332,134</u>	<u>439,079</u>
NET ASSETS					
		<u><u>326,951</u></u>	<u><u>5,183</u></u>	<u><u>332,134</u></u>	<u><u>439,079</u></u>
FUNDS					
Unrestricted funds	8			326,951	433,896
Restricted funds				5,183	5,183
TOTAL FUNDS					
				<u><u>332,134</u></u>	<u><u>439,079</u></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 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 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	435,123	10,961	446,084
TOTAL FUNDS CARRIED FORWARD	<u>433,896</u>	<u>5,183</u>	<u>439,079</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>
		116,499	258,449
		<u> </u>	<u> </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>
		41,293	84,390
		<u> </u>	<u> </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
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	439,079	(106,945)	332,134
	<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 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)
TOTAL FUNDS	<u>86,572</u>	<u>(193,517)</u>	<u>(106,945)</u>

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
	<u>10,961</u>	<u>(5,778)</u>	<u>5,183</u>
TOTAL FUNDS	<u>446,084</u>	<u>(7,005)</u>	<u>439,079</u>

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)
TOTAL FUNDS	<u>549,960</u>	<u>(556,965)</u>	<u>(7,005)</u>

**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/> 48,593	<hr/> 263,676
Investment income		
Bank interest receivable	6,866	783
Charitable activities		
Sales of goods and services	31,113	285,501
	<hr/> 86,572	<hr/> 549,960
Total incoming resources		
	<hr/>	<hr/>
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/> (1,266)	<hr/> 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/> 153,416	<hr/> 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/> 38,042	<hr/> 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
	£	£
	<hr/>	<hr/>
Total resources expended	193,517	556,965
	<hr/>	<hr/>
Net expenditure	(106,945)	(7,005)
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements