

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2023**  
**for**  
**The Prompt Maternity Foundation**

Monahans  
Chartered Accountants  
Hermes House  
Fire Fly Avenue  
Swindon  
Wiltshire  
SN2 2GA

**The Prompt Maternity Foundation**

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**for the Year Ended 31 March 2023**

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**Report of the Trustees  
for the Year Ended 31 March 2023**

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

**1. Purpose and Aims:**

The charity's purposes, as set out in the objects in the company's Memorandum of Association, are to reduce preventable harm for mothers and their babies through:

- The promotion of education and research in the subject of gynaecology and maternity care.
- The provision of advice, treatment and assistance for women in relation to gynaecology and maternity care.
- The provision of advice, treatment and assistance for infants in relation to perinatal care.

The PROMPT Maternity Foundation (PMF) seeks to do this by the provision of **Practical Multi-Professional Training (PROMPT)** to improve maternal and neonatal birth outcomes within the UK and internationally.

**2. How we seek to deliver our aims:**

The Trustees and Members have agreed their mission is '**to reduce preventable harm in maternity care**' and they seek to achieve this mission by focussing on four primary objectives:

- Delivering market-priced PROMPT Train the Trainers (T3) programmes within the UK and also market-priced, subsidised, or free T3 programmes in settings outside of the UK.
- Conducting research into the efficacy of obstetric emergencies training and associated outcomes.
- Developing new training packages, materials and tools to promote sustainable, best practice to reduce maternal and neonatal mortality and morbidity.
- Conducting the affairs of the charity through good governance, best practice and compliance with all relevant regulations and enactments, treating all those with whom the charity has dealings with fairness and respect.

PROMPT is an evidence based multi-professional training package for obstetric emergencies. It is unique in that its implementation has been associated with direct improvements in perinatal outcome across multiple settings with parallel improvements in knowledge, clinical skills and team working. PMF is a multi-professional group of obstetricians, midwives, anaesthetists and non-clinical staff based in the UK who strive to make childbirth safer through training, education and research in the UK and abroad.

PMF provides the training and materials to enable hospitals to deliver PROMPT Courses locally in maternity units rather than 'off site', in line with current evidence based practice.

The PMF UK faculty run Train the Trainers (T3) programmes for key members of the multi-professional team from maternity units/institutions. This has been delivered virtually due to COVID restrictions. Teams who attend a Virtual PROMPT T3 programme delivered by an approved PMF faculty (UK, US, Singapore, Australia, New Zealand and Canada) are then to implement PROMPT courses in their own units, hospital or institution. To assist teams in their local PROMPT training, attendees of the Virtual T3 programme are provided with Course and Trainer Manuals and a password to access the downloadable materials including all the resources and tools required to facilitate the implementation of PROMPT courses in their local units. The PMF charity also provides ongoing support to further aid delivery of the programme locally when asked.

Local PROMPT training has been recognised as best practice in national reports including the National Maternity Review – Better Births

<https://www.england.nhs.uk/wp-content/uploads/2016/02/national-maternity-review-report.pdf>

**3. The focus of our activities in 2022-2023:**

**Training in the UK**

**Second Annual Update for PROMPT**

Having launched the First PROMPT Annual update in July 2021 we were pleased to be able to launch the second annual update in December 2022.

**Annual Update 2022/2023 Package & PROMPT Implementation Programme (IPROMPT) training package:**

As PMF moves away from delivering T3 training we have developed the PROMPT Implementation Programme (IPROMPT) training package which is an interactive training course that can be run within local units to explain and train the faculty in the delivery of the training material in their units.

It also includes - Community PROMPT (NEW stand-alone training package for midwife-led teams wishing to run local maternity emergencies training in community settings).

**Report of the Trustees  
for the Year Ended 31 March 2023**

Additional contents to the modules on the Learning Management System are:  
Introduction Including updates on national reports, publications and guidance

- Civility and workplace behaviour
- Inequalities and inequities in maternity services module
- Major Antepartum Haemorrhage
- Maternity anaesthetic emergencies update:
- Local anaesthetic systemic toxicity
- Failed Intubation
- High regional block
- Maternal collapse & cardiac arrest
- Umbilical cord prolapse
- Uterine rupture
- Community PROMPT

**PROMPT Train the Trainers (T3) Courses became Virtual.**

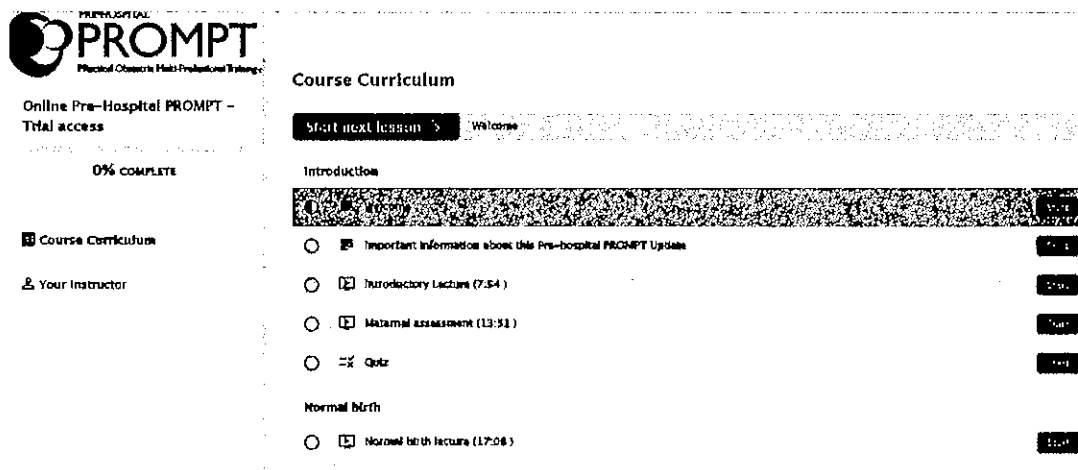
Due to the COVID-19 pandemic all face-to-face PROMPT T3 Training courses were cancelled. This led to the development on a virtual T3 training programme that was delivered on Microsoft Teams or ZOOM. We continued to deliver Virtual T3 training through 2022/23. With the introduction of the new iPROMPT (Implementation package) we will be moving away from the traditional T3 Training days (virtual and F2F).

**Pre-Hospital PROMPT**



Pre-Hospital PROMPT training programmes have continued to be a successful addition to the PROMPT portfolio.

We continue to provide our online e-learning resources for paramedics and undergraduate/pre-registration paramedic students, who are aligned within NHS ambulance trusts and universities. This provides individuals with access to training videos and lectures online within national guidance.



As part of this training each paramedic/student paramedic receives a copy of the algorithm booklet.

In 2022/23 we have launched a new Pre-Hospital training package available to NHS ambulance Trusts/undergraduate institutions throughout the UK. During this period we have sold Pre-Hospital PROMPT trainers packages to 4 to ambulance trusts which contain printed and digital resources to support the delivery of face to face training.

With the success of the Virtual T3 training for the annual update we went on to develop a virtual T3 course for paramedics and Ambulance staff which has been delivered In 2022/23. We have carried out three virtual T3 for ambulance Trusts to date.

**Report of the Trustees  
for the Year Ended 31 March 2023**

**Undergraduate PROMPT**



Undergraduate PROMPT training was not able to be further introduced or developed due to the pandemic, as it is felt that this sort of training should be delivered Face to Face. There are plans for development of this training package and launch in fourth quarter 2023 due to significant interest from universities.

**Odon ASSIST T3 program:**

We entered into an agreement with Maternal Neonatal Health Innovation (MNHI) who had taken over for the ODon device. They wished to develop a T3 type course and we were approached because of our track history to develop a training course for them. Whilst this is not a PROMPT course it was good to be able to help them in the development of this training.

**PROMPT T3 Training overseas:**

**Australia/New Zealand:**

As we move forward, PROMPT will continue to be firmly established in Australia and New Zealand. The PROMPT Maternity Foundation aims to develop a partnership programme with units that have experience with PROMPT training in Melbourne who will support the rollout of PROMPT training in Victoria.

We are developing the PROMPT Global package to be launched in 2023 for use around the world. And specifically encourage Australia and New Zealand to introduce the updated training material.

**PROMPT International**

Having agreed and signed a Licence for Germany with PROMPT Germany gUG (haftungsbeschränkt) it was great for the core team to attend and assist in the initial German T3 courses in 2022. Already they are getting positive data about its popularity and effectiveness in Germany.

Canada specifically Vancouver, in BC, attended a virtual T3 and started PROMPT training. We continue to keep in touch with them and hope to create contact with units in the east coast to increase the PROMPT Canada community.

The PROMPT Global Package will be ready for next year and the team look forward to rolling it out.

**4. Trustee Appointments/Resignations**

Welcomed Andrew Burnette as a new Trustee who provides excellent advice and support, and guidance from a legal contract point of view.

**5. Fundraising**

The charity does not use any external fundraisers. All fundraising undertaken during the year was monitored by the Trustees. The charity has not received any complaints regarding its fundraising activities.

**6. Examples of Research Presentations and publications for 2020-2021:**

PMF's most recent presentations and publications are listed on the PMF website.

**7. How our activities deliver public benefit**

In shaping our objectives and planning our activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'Public Benefit: running a charity (PB2)'.

The reduction in preventable harm for mothers and their babies is core to our activities, and the education, research and training we provide are the means through which we endeavor to provide this public benefit both in the UK and internationally.

PROMPT continues to expand across both the UK and internationally with improved outcomes for mothers and babies with published litigation costs in the US, Australia and UK, notwithstanding the benefits to individuals and their families.

**Report of the Trustees  
for the Year Ended 31 March 2023**

**8. Message from our Chair of Trustees**

I am very pleased to report on another successful year for PROMPT Maternity Foundation as we continue to adapt and develop our maternity safety training offer. The team have built on the transformational work to move PROMPT into virtual training and have delivered a comprehensive Annual Update package, together with other online training courses. The finance report and accounts show that the charity is in good financial health and the response from the NHS and other health services demonstrate that PROMPT is relevant, effective and welcomed by health care staff.

During the year 2022 -23 our core team has worked as hard as ever to continue to update and improve the training resources, led by Cathy Winter, Lead Midwife. I am particularly pleased that additional modules include 'Civility and workplace behaviour' and 'Inequalities and inequities in maternity services' focusing on very important non-clinical aspects of maternity care that play a big part in improving safety for mothers and babies.

This report highlights the ongoing work to ensure that each year maternity units get updated resources, reflecting the latest evidence-based guidance and good practice information. The team are responding to the need for maternity units to gain support in how best to implement PROMPT Training locally. The traditional face-to-face Train the Trainer courses have been replaced with interactive online training in 2022-23 and this will be further enhanced by the development of the new IPROMPT (Implementation package), further extending the reach of the training programme. The Pre-Hospital PROMPT online courses have continued to have great take up by paramedic services throughout the year. The implementation of Pre-Hospital PROMPT will be boosted across the country through the new virtual T3 course for paramedic services.

There continues to be international interest in PROMPT training and the switch to online training opens up the ability to respond in a more timely, efficient and ecologically friendly manner. Developments in Germany, Australia, New Zealand and Canada, reported here, show the PROMPT is internationally relevant and lends itself to implementation in different maternity service settings.

PROMPT relies on a small and dedicated staff team to keep all the systems functioning. As ever, the team has responded well to changing demands. Likewise, our committed volunteer faculty members have proved ever ready to adapt to developments in the way the PROMPT services are delivered. Many thanks to all who have contributed to the success of the past year.

I would also like to acknowledge the input of my fellow Trustees for their continued interest and commitment to the charity. The Trustees bring a range of perspectives from parenting, business, maternity services user experience, the law, and health services. This combines to strengthen PMF planning and also to provide the necessary challenge to ensure that we check the feasibility of aspirations for the charity's development.

There are exciting plans for the coming months: to develop PROMPT Global training materials; develop international partnerships to effectively and efficiently enhance our global reach; to develop webinars and podcasts to provide ongoing insights and training expertise to our UK participating maternity services. Throughout 2023 and beyond we will continue to meet our goal of preventing harm to mothers and babies in maternity emergencies.



**Helen Crisp  
Chair of Trustees, PROMPT Maternity Foundation**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

**9. Targets for PMF in 2023-2024**

We have been working hard to adapt and update our training methods to ensure we are able to generate a sustainable income for the future:

- Annual Updates: - The successful uptake of Annual Update 1 was followed in 2023 by the second annual update and a plan for Annual Update 4 next year (2024).
- Develop and complete PROMPT Global for International distribution.
- PROMPT Implementation - The virtual T3 training course provided greater reach for units allowing them to increase the number of their trainers attending. However, we are moving away from the T3 model and have incorporated this knowledge in the development of a prerecorded Implementation facility that can be accessed by units and will allow greater international exposure. We aim to look at improving the course using feedback from the initial units.
- We will continue to explore how we can increase the PROMPT community in the UK and Globally. We aim to start meeting with international teams to look at developing partnerships and encouraging the spread and reach of PROMPT.
- Explore our use of webinars and podcast to increase the knowledge and presence of PROMPT and its training materials.

**10. Financial Review:**

The net increase in funds in 2022/23 was £205k (2021/22: £98k) comprising an increase in unrestricted activities of £174k (2021/22: £292k) and an increase in restricted funds of £32k (2021/22: £193k).

Our unrestricted income of £467k (2021/22: £590k) is generated mainly from educational services such as training, both on-line and face to face, together with royalties and commission on sales of PROMPT manuals and scenarios and the development of the annual update. Restricted income is mainly charitable research grants and was £212k (2021/22: £Nil). Expenditure decreased overall from £492k in 2021/22 to £474k in the year, but within this the expenditure on training increased from £278k in 2021/22 to £289k whilst research expenditure decreased slightly from £214k to £185k.

PROMPT has again benefitted from the generous commitment of our volunteers and we are very grateful for their contribution to our charitable activities.

**Reserves and Investment Policies**

The Trustees have decided that unrestricted (or free) reserves should aim to be maintained at two years cover of core expenditure rather than a fixed-target value.

The Trustees have a policy of holding reserves of funds to:

- Provide adequate working capital to carry out projects for which funds have been granted by external bodies but for which those funds are payable only after expenditure has been incurred.
- To provide a reserve to cover short-term payment of essential costs in the event of an unanticipated shortfall in funds.
- To meet any legal obligations on the charity to meet any future costs.
- To take advantage of strategic opportunities to further the aims of the charity.
- Seek to develop and grow the international impact of PROMPT.

Total funds held at 31 March 2023 were £1,138k (2022: £933k) of which £193k (2022: £162k) was held as restricted funds and £945k (2022: £772k) as unrestricted reserves. The Trustees consider that this level of reserves is adequate to meet the above and reserves established over the last few years will enable PMF to take advantage of strategic opportunities and development to support our work.

The aim of PMF is stated in our objectives and the Trustees plan to develop KPI measurement across these objectives in future. However, each project is different and has diverse activities so to date a common set of KPI's across all projects has not yet been determined.

**Report of the Trustees  
for the Year Ended 31 March 2023**

**11. Structure Governance and Management:**

PMF is a charitable company limited by guarantee incorporated on 26<sup>th</sup> July 2011 and registered as a charity on 22<sup>nd</sup> February 2011. The company was established under a Memorandum of Association, which established its objects and powers and is governed by the Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

**The Trustees**

The directors of the company are also the charity trustees for the purpose of charity law. Under the requirements of the Memorandum of Association and Articles of Association, a Trustee is eligible for re-election for consecutive periods not exceeding an aggregate nine years from the date of his or her original appointment but thereafter a Trustee will not be eligible for reappointment until one year after his or her retirement.

Trustees give their time voluntarily and receive no benefits from the charity other than the following:

Dr Neil Muchatuta, who is seconded from United Hospitals Bristol NHS Foundation Trust.

Any expenses reclaimed are set out in the accounts.

Recruitment to expand the current Trustees is underway and new Trustees are nominated by existing Trustees and selected by a majority vote. When trustees are appointed, they receive an induction including:

- Attendance at a local PROMPT course
- Attendance at a Train the Trainers (T3) day
- Brief on the obligations of the trustees
- Documents setting out the operational framework and plans of the charity including Memorandum and Articles and the current business plan
- Information on the current financial position as set out in the latest published accounts and management accounts.

**Members**

The PMF charity currently has 69 members who actively contribute to the continued development of PROMPT and are interested in the aims of the Foundation. Some of the roles and responsibilities of members of PMF are:

- To contribute actively to the development of PROMPT
- To attend and vote at general meetings
- To act and vote in the best interests of the Charity
- To abide by decisions taken fairly and in accordance with the Rules of the Charity
- To receive regular reports on the activities of the Charity
- To make recommendations to the Trustees

**The Management Team**

Day to day management of the charity is delegated to a small management team who liaise closely with the Trustees and members on individual projects and activities. Many staff are currently seconded from North Bristol Trust, where their salaries are reviewed annually. The charity reimburses for time spent on PROMPT related activities.

In view of the nature of the charity, salaries are benchmarked against pay levels in the NHS and other charities. NBT adds a 10% recharge on all NBT employees who are seconded and hosted for the PMF charity and PMF also pays 20% VAT for secondment/hosted administration staff.

The management team meet monthly for a strategy meeting which includes discussion and decision on whether to undertake particular activities, planning and timing of activities and the planning of resources, funding applications and operational management decisions.

**Risk Management**

The Trustees consider risk regularly at their meetings seeking to minimise and manage the risks. A detailed Risk Register is being developed to identify key potential risks and with a set of control mechanisms and delivery actions. This will be reviewed regularly by the Management Team.

PMF is committed to the principles of accident prevention and to ensure that we have robust health and safety management systems. We seek to provide and maintain safe working environments through appropriate risk assessments, maintenance and inspections. The most appropriate people in the organisation are directly involved in assessing control mechanisms, identifying delivery and remedial action, and reviewing performance.



**Report of the Trustees**  
**for the Year Ended 31 March 2023**

The Trustees believe that PMF faces a number of risks in the short to medium term. These include

- The impact of Brexit and the post-Brexit economic climate on securing funding to achieve our ambitious plans. Funding sources that may be impacted include grant income in an increasingly competitive market, fundraising and donations from supporters.
- The cost of developing our infrastructure and resources to meet global demand necessitates building unrestricted reserves.
- The success of the PROMPT depends upon the quality of the people we can recruit and retain and so investment in the development of staff is increasingly important.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
07506593 (England and Wales)

**Registered Charity number**  
1140557

**Registered office**  
c/o Narrow Quay House  
Narrow Quay  
Bristol  
BS1 4QA

**Trustees**  
H M Crisp  
N A Muchatuta  
J Roberts (resigned 11.4.22)  
H Rulton  
K Scheel  
D Amevenu (resigned 8.07.2023)  
A Burnette (appointed 17.09.2022)

**Senior leadership team**  
Mark James - Chief executive officer  
Cathy Winter - Lead Midwife  
Tim Draycott - Lead Obstetrician  
Neil Muchatuta - Lead Anaesthetist  
Jane Davis - Finance Director

**Independent Examiner**  
Fiona Westwood  
Monahans  
Chartered Accountants  
Hermes House  
Fire Fly Avenue  
Swindon  
Wiltshire  
SN2 2GA

Approved by order of the board of trustees on **7 Oct 2023** and signed on its behalf by:

  
H M Crisp - Trustee

**Independent Examiner's Report to the Trustees of  
The Prompt Maternity Foundation**

**Independent examiner's report to the trustees of The Prompt Maternity Foundation ('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.

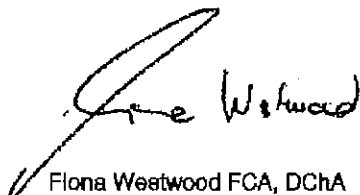
**Independent examiner's statement**

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 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 388 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.



Fiona Westwood FCA, DChA

Monahans  
Chartered Accountants  
Hermes House  
Fire Fly Avenue  
Swindon  
Wiltshire  
SN2 2GA

Date: ..... 21 November 2023

**The Prompt Maternity Foundation**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	981	212,000	212,981	17,032
<b>Charitable activities</b>	4				
Training		443,780	-	443,780	558,337
Investment income	3	2,930	-	2,930	558
Other income		<u>19,498</u>	<u>233</u>	<u>19,731</u>	<u>14,471</u>
<b>Total</b>		<u>467,189</u>	<u>212,233</u>	<u>679,422</u>	<u>590,398</u>
 <b>EXPENDITURE ON</b>					
Raising funds	5	360	-	360	418
<b>Charitable activities</b>	6				
Training		289,166	-	289,166	278,105
Research		<u>3,962</u>	<u>180,621</u>	<u>184,583</u>	<u>213,729</u>
<b>Total</b>		<u>293,488</u>	<u>180,621</u>	<u>474,109</u>	<u>492,252</u>
 <b>NET INCOME</b>		173,701	31,612	205,313	98,146
 <b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>771,726</u>	<u>161,531</u>	<u>933,257</u>	<u>835,111</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u>945,427</u>	<u>193,143</u>	<u>1,138,570</u>	<u>933,257</u>

The notes form part of these financial statements

**Balance Sheet**  
**31 March 2023**

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
Intangible assets	13	1	1
Tangible assets	14	2,861	4,890
		2,862	4,891
<b>CURRENT ASSETS</b>			
Debtors	15	172,827	97,476
Cash at bank and in hand		1,176,894	1,067,885
		1,349,721	1,165,361
<b>CREDITORS</b>			
Amounts falling due within one year	16	(214,013)	(236,995)
<b>NET CURRENT ASSETS</b>		<u>1,135,708</u>	<u>928,366</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>1,138,570</u>	<u>933,257</u>
<b>NET ASSETS</b>		<u>1,138,570</u>	<u>933,257</u>
<b>FUNDS</b>	19		
Unrestricted funds		945,427	771,726
Restricted funds		193,143	161,531
<b>TOTAL FUNDS</b>		<u>1,138,570</u>	<u>933,257</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.

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

7 October 2023

and were signed on its behalf by:

  
H M Crisp - Trustee

**The Prompt Maternity Foundation**

**Cash Flow Statement**  
**for the Year Ended 31 March 2023**

	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>107,004</u>	<u>(66,817)</u>
Net cash provided by/(used in) operating activities		<u>107,004</u>	<u>(66,817)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(925)	(2,707)
Interest received		<u>2,930</u>	<u>558</u>
Net cash provided by/(used in) investing activities		<u>2,005</u>	<u>(2,149)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		109,009	(68,966)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>1,067,885</u>	<u>1,136,851</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>1,176,894</u>	<u>1,067,885</u>

The notes form part of these financial statements

**The Prompt Maternity Foundation**

**Notes to the Cash Flow Statement**  
**for the Year Ended 31 March 2023**

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

	2023 £	2022 £
<b>Net Income for the reporting period (as per the Statement of Financial Activities)</b>	205,313	98,146
<b>Adjustments for:</b>		
Depreciation charges	2,954	2,251
Interest received	(2,930)	(558)
Increase in debtors	(75,352)	(39,605)
Decrease in creditors	(22,981)	(127,051)
<b>Net cash provided by/(used in) operations</b>	<u>107,004</u>	<u>(66,817)</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.22 £	Cash flow £	At 31.3.23 £
<b>Net cash</b>			
Cash at bank and In hand	<u>1,067,885</u>	<u>109,009</u>	<u>1,176,894</u>
	<u>1,067,885</u>	<u>109,009</u>	<u>1,176,894</u>
<b>Total</b>	<u>1,067,885</u>	<u>109,009</u>	<u>1,176,894</u>

**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.

The financial statements are prepared on a going concern basis. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

There are no significant areas of judgements or key sources of estimation uncertainty.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Company Status**

The company is a company limited by guarantee, incorporated in England and Wales. In the event of the company being wound up, the liability of the guarantee is limited to £1 per member of the company. The address of the registered office is given in the Trustees' Report. The nature of the charity's operations and principal activities are given in the Trustees' Report.

**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.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities or services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP. Further detail is given in the Trustees' Annual Report.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Income from grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

License fee income is recognized over the period of the licence.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**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.

**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**1. ACCOUNTING POLICIES - continued**

**Allocation and apportionment of costs**

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

**Intangible fixed assets and amortisation**

Intangible assets costing £1 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Intangible assets are initially recognised at cost and are subsequently measured at cost net of amortisation and any provision for impairment. Amortisation is provided on a straight line basis over their useful lives. The useful lives of intangible assets are as follows

Intellectual property rights - 20 years

**Tangible fixed assets**

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

Computer equipment - Straight line at 33.33%

All assets costing more than £200 are capitalised.

**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.

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

**Pension costs and other post-retirement benefits**

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

**Investments**

Investments in subsidiaries are measured at cost less impairment.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Foreign currency**

Foreign currency transactions are initially recognised by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate.



**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**2. DONATIONS AND LEGACIES**

	2023	2022
	£	£
Donations	981	17,032
Grants	<u>212,000</u>	<u>-</u>
	<u>212,981</u>	<u>17,032</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
MNHI	<u>212,000</u>	<u>-</u>

**3. INVESTMENT INCOME**

	2023	2022
	£	£
Deposit account interest	<u>2,930</u>	<u>558</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	2023	2022
	£	£
Course fees	<u>443,780</u>	<u>558,337</u>

Activity  
Training

**5. RAISING FUNDS**

**Raising donations and legacies**

	2023	2022
	£	£
Fundraising costs	<u>360</u>	<u>418</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
Training	-	289,166	289,166
Research	<u>180,620</u>	<u>3,963</u>	<u>184,583</u>
	<u>180,620</u>	<u>293,129</u>	<u>473,749</u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2023	2022
	£	£
Staff costs	124,169	298,521
Direct costs	<u>56,451</u>	<u>44,459</u>
	<u>180,620</u>	<u>342,980</u>

**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**8. SUPPORT COSTS**

	<b>Management</b>
	<b>£</b>
Training	289,166
Research	<u>3,963</u>
	<u><b>293,129</b></u>

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

**Management**

	Training	Research	2023 Total activities £	2022 Total activities £
Wages	207,874	2,179	210,053	116,824
Pensions	-	938	938	-
Rent	2,969	31	3,000	(2,800)
Insurance	5,528	58	5,586	4,545
Printing, postage and stationery	27,070	282	27,352	10
Travel and subsistence	12,600	131	12,731	443
Meeting room hire and catering	9,042	94	9,136	647
IT	8,491	88	8,579	7,175
Professional fees	7,437	77	7,514	14,142
Bank charges	246	3	249	201
Support, Training, Volunteer	7,663	80	7,743	2,120
Sundry	1,048	11	1,059	958
Course and MD fees	-	-	-	1,191
Exchange loss/(gain)	(3,726)	(39)	(3,765)	1,147
Depreciation of tangible and heritage assets	<u>2,924</u>	<u>30</u>	<u>2,954</u>	<u>2,251</u>
	<u><b>289,166</b></u>	<u><b>3,963</b></u>	<u><b>293,129</b></u>	<u><b>148,854</b></u>

**9. NET INCOME/(EXPENDITURE)**

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

	2023 £	2022 £
Depreciation - owned assets	2,954	2,251
Auditor's remuneration	-	13,136
Operating leases - rent	3,000	3,000
Independent examination	<u>2,750</u>	<u>-</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

During the year, the following Trustees received remuneration:

- Dr Nell Muchatuta £34,097 (2022: £25,825)

This was received for his role as Consultant Anaesthetist Involved in research and training for the Charity. The legal authority for these payment is the Memorandum of Association, which established the objects and powers of the charitable company.

During the year, no trustees received any benefits in kind (2022: Nil).

**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**10. TRUSTEES' REMUNERATION AND BENEFITS - continued**

**Trustees' expenses**

During the year, no Trustee and no Key management personnel received expenses (2022: none).

**11. STAFF COSTS**

	2023	2022
	£	£
Wages and salaries	334,222	414,761
Other pension costs	<u>938</u>	<u>584</u>
	<u>335,160</u>	<u>415,345</u>

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

	2023	2022
	<u>14</u>	<u>13</u>

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

	2023	2022
	<u>1</u>	<u>-</u>

Many PROMPT staff are employed by other organisations, mainly North Bristol NHS Trust but also University of Bristol and University Hospitals Bristol NHS Foundation Trust, working in collaboration with PROMPT and as such the costs included in the financial statements represent payments to the employer for time spent on PROMPT activities. The costs of those employed by PROMPT directly total £53,867 (2022: £39,306).

Remuneration received by trustees and key management personnel amounted to £151,867 (2022: £180,655).

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	17,032	-	17,032
<b>Charitable activities</b>			
Training	558,337	-	558,337
Investment income	558	-	558
Other income	<u>8,534</u>	<u>5,937</u>	<u>14,471</u>
<b>Total</b>	<u>584,461</u>	<u>5,937</u>	<u>590,398</u>
<b>EXPENDITURE ON</b>			
Raising funds	418	-	418
<b>Charitable activities</b>			
Training	278,105	-	278,105
Research	<u>1,551</u>	<u>212,178</u>	<u>213,729</u>
<b>Total</b>	<u>280,074</u>	<u>212,178</u>	<u>492,252</u>
<b>NET INCOME/(EXPENDITURE)</b>	304,387	(206,241)	98,146
Transfers between funds	<u>(12,823)</u>	<u>12,823</u>	<u>-</u>
<b>Net movement in funds</b>	291,564	(193,418)	98,146
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	480,162	354,949	835,111

**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

Unrestricted fund £	Restricted funds £	Total funds £
<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>771,726</u></b>	<b><u>933,257</u></b>

**13. INTANGIBLE FIXED ASSETS**

Intellectual  
Property  
Rights  
£

**COST**

At 1 April 2022 and 31 March 2023

1

**NET BOOK VALUE**

At 31 March 2023

1

At 31 March 2022

1

**14. TANGIBLE FIXED ASSETS**

Computer  
equipment  
£

**COST**

At 1 April 2022

11,827

Additions

925

At 31 March 2023

12,752

**DEPRECIATION**

At 1 April 2022

6,937

Charge for year

2,954

At 31 March 2023

9,891

**NET BOOK VALUE**

At 31 March 2023

2,861

At 31 March 2022

4,890

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023 £	2022 £
Trade debtors	144,091	40,751
Other debtors	5,425	49,720
Prepayments and accrued income	<u>23,311</u>	<u>7,005</u>
	<b><u>172,827</u></b>	<b><u>97,476</u></b>

**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Trade creditors	3,831	46,119
Social security and other taxes	(318)	656
Other creditors	3,248	2,864
Accruals and deferred income	<u>207,252</u>	<u>187,356</u>
	<u>214,013</u>	<u>236,995</u>

Deferred income

	£
Deferred Income at 1 April 2022	120,671
Resources deferred in the year	121,444
Amounts released from previous years	<u>(39,333)</u>
Deferred Income at 31 March 2023	<u>202,782</u>

Deferred income represents performance-related grants received in advance of delivering the training or research required by that grant. It also represents training courses invoiced but not delivered until after the year end and multi-year licence fee income deferred. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met. Multi-year licence fee income is released over the period of the licence.

**17. LEASING AGREEMENTS**

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

	2023	2022
	£	£
Within one year	2,250	3,000
Between one and five years	<u>-</u>	<u>2,250</u>
	<u>2,250</u>	<u>5,250</u>

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted fund	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Fixed assets	2,862	-	2,862	4,891
Current assets	1,156,578	193,143	1,349,721	1,165,361
Current liabilities	<u>(214,013)</u>	<u>-</u>	<u>(214,013)</u>	<u>(236,995)</u>
	<u>945,427</u>	<u>193,143</u>	<u>1,138,570</u>	<u>933,257</u>

**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**19. MOVEMENT IN FUNDS**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	771,726	173,701	945,427
<b>Restricted funds</b>			
Mpilo Zimbabwe Fund	3,310	-	3,310
Midwives Training Fund	90	-	90
CL Eskell Bursary fund	650	-	650
ODON 5 - Human Factors Fund	4,200	-	4,200
ODON 7 Fund	87,615	(1,001)	86,614
ODON 10 Fund	3,767	-	3,767
BMGF - Assist	61,899	(48,766)	13,133
Maternal & Neonatal Health Initiative	-	81,379	81,379
	<u>161,531</u>	<u>31,612</u>	<u>193,143</u>
<b>TOTAL FUNDS</b>	<u>933,257</u>	<u>205,313</u>	<u>1,138,570</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	467,189	(293,488)	173,701
<b>Restricted funds</b>			
ODON 7 Fund	-	(1,001)	(1,001)
BMGF - Assist	233	(48,999)	(48,766)
Maternal & Neonatal Health Initiative	<u>212,000</u>	<u>(130,621)</u>	<u>81,379</u>
	<u>212,233</u>	<u>(180,621)</u>	<u>31,612</u>
<b>TOTAL FUNDS</b>	<u>679,422</u>	<u>(474,109)</u>	<u>205,313</u>

**Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	480,162	304,387	(12,823)	771,726
<b>Restricted funds</b>				
Mpilo Zimbabwe Fund	3,310	-	-	3,310
Midwives Training Fund	90	-	-	90
CL Eskell Bursary fund	650	-	-	650
ODON 5 - Human Factors Fund	4,200	-	-	4,200
ODON 7 Fund	94,409	(6,794)	-	87,615
ODON 10 Fund	3,767	-	-	3,767
DI Head Fund	-	(9,959)	9,959	-
The Scaling Project	-	(2,864)	2,864	-
BMGF - Assist	<u>248,523</u>	<u>(186,624)</u>	-	<u>61,899</u>
	<u>354,949</u>	<u>(206,241)</u>	<u>12,823</u>	<u>161,531</u>
<b>TOTAL FUNDS</b>	<u>835,111</u>	<u>98,146</u>	-	<u>933,257</u>

**The Prompt Maternity Foundation**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**19. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	584,461	(280,074)	304,387
<b>Restricted funds</b>			
ODON 7 Fund	-	(6,794)	(6,794)
DI Head Fund	-	(9,959)	(9,959)
The Scaling Project	5,698	(8,562)	(2,864)
BMGF - Asslst	239	(186,863)	(186,624)
	<u>5,937</u>	<u>(212,178)</u>	<u>(206,241)</u>
<b>TOTAL FUNDS</b>	<u>590,398</u>	<u>(492,252)</u>	<u>98,146</u>

Mpilo Training - to improve training equipment and facilities specifically at Mpilo Maternity Hospital, Zimbabwe

Midwives Training Fund - to provide training for midwives. It was established by a transfer of funds generated from a symposium in Bath

CL Eskell Bursary Fund - this research fund will be available for midwives, obstetricians and anaesthetists in the UK and across the world to apply to work on projects with the PROMPT team

ODON 7 - this training fund is to develop a training package to allow for the safe use and adoption of the BD Odon Device in clinical practice

ODON 10 - funding for a short simulation study

DI Head Fund - this research fund, provided by grants from D Telling and Limbs and Things, is an investigation into the management of an impacted foetal head during caesarean section

ODON 5 - Human Factors - this research grant is to undertake one round of Human Factors equivalence testing on two contingency versions of the BD Odon Device

The Scaling Project Fund - this research fund, provided by a grant from The Health Foundation, is to address the question, "How can a successful learning-based Maternity Safety Improvement Programme be replicated and scaled?". This study involves collaboration between PROMPT, Cambridge University and Leicester University.

BMGF- Asslst - This research project aims to determine the effectiveness and safety of the BS Odon Device by conducting a multi-centered, randomized controlled trial of the Device versus the current practice predicate device of the AVB (the Kiwi vacuum). This study will be performed in two countries (UK and France) with the aim of a next step, after grant-end activity of extending the study to India.

Maternal & Neonatal Health Initiative - funding to develop a course that could be used by the Maternal Newborn Health Innovations to train clinical staff in the use of their Odon Asslst delivery device.

**20. RELATED PARTY DISCLOSURES**

The charity purchased a laptop for trustee, N Muchatuta, which has 50% private use, valued at £925. The trustee repaid the charity £203 in the year to 31 March 2023. At 31 March 2023, £722 is due from the trustee and is included in other debtors. Repayments are being made monthly.

**21. EMPLOYEE BENEFIT OBLIGATIONS**

The charity operates a defined contribution pension scheme. The costs for the period was £938 (2022: £584). There were no outstanding contributions payable at the year end.