

NTSP LTD

England & Wales · Charity number 1160824

Details

Other names NATIONAL TRACHEOSTOMY SAFETY PROJECT

Status Registered

Legal form Charitable company

Company number [09062489](#)

Registered 2015-03-10

Register [View on the Charity Commission register](#)

Contact

Address Acute ICU
Wythenshawe Hospital
Manchester University Hospital
Southmoor Road
Manchester
M23 9LT

Phone 01612916420

Email admin@tracheostomy.org.uk

Website www.tracheostomy.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL, AND IN PARTICULAR AMONGST PATIENTS WITH TRACHEOSTOMIES AND LARYNGECTOMIES AND THOSE RESPONSIBLE FOR THEIR CARE ON THE SUBJECT OF TRACHEOSTOMY AND LARYNGECTOMY SAFETY IN PARTICULAR BUT NOT EXCLUSIVELY BY THE PROVISION AND DEVELOPMENT AND FACILITATION OF EDUCATIONAL RESOURCES AND COURSES.

Activities: To advance the education of the public in general, and in particular amongst patients with tracheostomies and laryngectomies and those responsible for their care on the subject of tracheostomy and laryngectomy safety in particular but not exclusively by the provision and development and facilitation of educational resources and courses.

Classification

- **How:** Provides Human Resources, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Throughout England And Wales

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-05-31 | £38,106 | £49,209 | - | - |
| 2024-05-31 | £35,477 | £22,649 | - | - |
| 2023-05-31 | £51,385 | £42,755 | - | - |
| 2022-05-31 | £37,056 | £24,125 | - | - |
| 2021-05-31 | £11,285 | £6,946 | - | - |

Trustees

| Name | Role | Appointed |
|------------------------------|-------|------------|
| Dr BRENDAN ANTHONY MCGRATH | Chair | 2014-05-31 |
| Dr DOUGAL ATKINSON | | 2014-05-31 |
| Dr JOHN MOORE | | 2012-12-15 |
| Dr LUCY REBECCA BATES HARRIS | | 2014-05-31 |

NTSP LTD

England & Wales - Charity number 1160824

Accounts

Trustees' Annual Report for the period

| | | | | | | | |
|-------------------|----------|-----------------|--------------|-----------|-----------|--------------|--------------|
| Period start date | | Period end date | | | | | |
| From | Day 1 | Month June | Year 2024 | To | Day 31 | Month May | Year 2025 |

Section A Reference and administration details

Charity name

NTSP Ltd

Other names charity is known by

National Tracheostomy Safety Project

Registered charity number (if any)

1160824

Charity's principal address

Acute Intensive Care Unit,
Wythenshawe Hospital, Manchester University NHS FT
Southmoor Rd, Wythenshawe, Manchester
Postcode **M23 9LT**

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---------------|-----------------|-----------------------------------|---|
| 1 | Dr B McGrath | Chair | Since May 31 2014 | |
| 2 | Dr L Bates | Secretary | Since May 31 2014 | |
| 3 | Dr J Moore | Director | Since May 31 2014 | |
| 4 | Dr D Atkinson | Treasurer | Since May 31 2014 | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|----------------------------------|----------------------|--|
| Legal | Mrs Emma McGrath | 12 Alcester Road, Sale, Manchester. M33 3QP |
| Financial | Mr Tim McInnes | 34, Cumberland Drive, Bowdon, Altrincham. WA14 3QP |
| Paediatric | Dr Catherine Doherty | Department of Anaesthesia, RMCH, Oxford Rd, Manchester M13 9WL |
| SLT | Prof Sarah Wallace | Dept of Speech, Swallowing & Voice, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT |
| Respiratory physiotherapy | Mrs Barbara Bonvento | Dept of Physiotherapy, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT |

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Adopted Memorandum & Articles of Association, incorporated 29 th May 2014 as amended by special resolution, dated 29 th January 2015 (following advice from the Charities Commission) as amended by special resolution registered at Companies House, dated 20 th February 2015. |
| How the charity is constituted (eg. trust, association, company) | Charitable company limited by guarantee |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by ordinary resolution by existing trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies have been adopted that cover the standard operations and governance of an English-based SME business.

Summary of the objects of the charity set out in its governing document

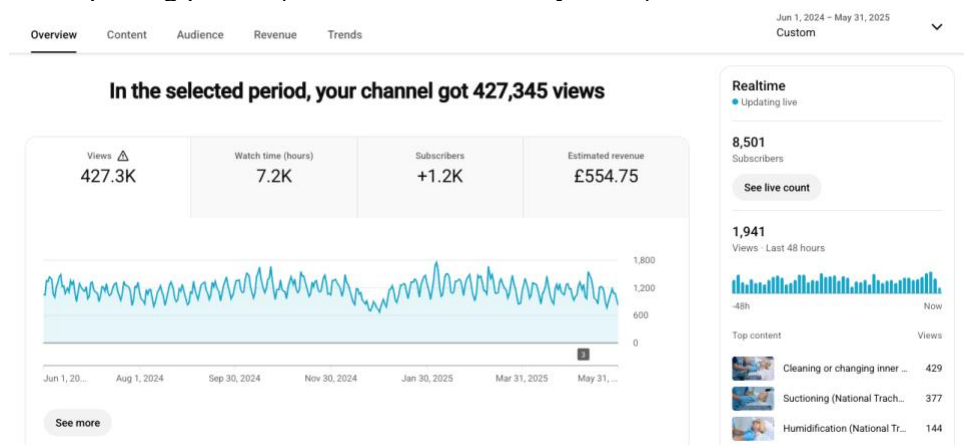
To advance the education of the public in general, and in particular amongst patients with tracheostomies and laryngectomies and those responsible for their care on the subject of tracheostomy and laryngectomy safety in particular but not exclusively by the provision and development and facilitation of educational resources and courses.

The objects of the Charity were achieved through hosting and attending local, national and international conferences, meetings and training courses related to tracheostomy safety on behalf of the Company. These included:

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Revised eLearning for Healthcare modules with NHS England.

Maintained a successful video library of 52 videos for patients, families and carers, disseminated through social media. The YouTube video channel received 430k views (7.1k watch hours, +1.0k subscribers) in this reporting period (1 Jun 2024 to 31 May 2025).



Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Updated video resources to support children with tracheostomies accessing education during the pandemic.

We have opened our accounts up to annual inspection in line with our governing documents and the regulations of the Charities Commission. Reports are shared with the Directors at the AGM and available to the Commission and to the Public on request.

NTSP Ltd has successfully applied for the UKRI Design for Growth program, helping to prepare the structure of the charity and a business plan for an AI-enabled VR training offering.

NTSP has developed an updated VR module with an AI-instructor. This has been validated and has led to several papers being developed. We plan to launch the AI tool as a public-facing information source as a Beta version and gather feedback.

We confirm that the Trustees of the Charity have exercised their duties for the public benefit as defined in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. Our program for this reporting period was determined by consensus and designed to continue to deliver our Charitable Objectives for the public benefit. This guidance shall be reviewed annually in planning future activities of the Charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Mrs Emma McGrath has been kindly volunteering her legal expertise to assist the directors in preparing the required reports and submissions to satisfy the regulations of the Charities Commission, Companies House and HMRC.

The NTSP has supported travel for working party members by administering travel bursaries. These have been funded by the grant programmes. Applications are considered by 2 or more directors, usually by email.

We received un-solicited donations from several individuals via the Give As You Earn (GAYE) scheme and by donations.

NTSP was unsuccessful in a Design award application, an SBRI SMART grant and an SBRI urgent care grant.

NTSP is still actively exploring setting up the NTSP institute, to provide and accredit users undergoing our training. NTSP is also exploring a trading arm so that we can attract external investment in commercializing the VR training packages. This may be more relevant when we get the VR packages up and running.

We have received £14,001 in donations, detailed in the NTSP Annual Accounts and Directors Report for this period. We will claim Gift Aid where relevant.

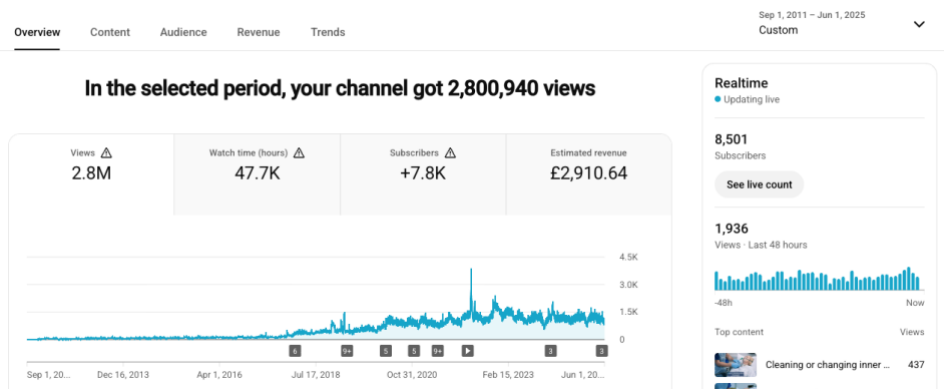
The Trustees notes the requirement for digital tax submissions going forwards and will look into the software we require. The Trustees also noted their requirements to register their digital IDs via Companies House and have done so.

Summary of the main achievements of the charity during the year

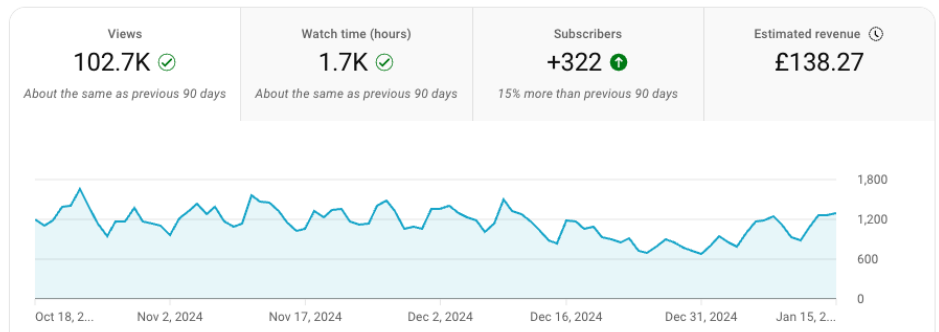
NHS England and NHS Improvement National Patient Safety Improvement Program (NatPatSIP) *Safer Tracheostomy Care* rolled out nationally in response to rising tracheostomy rates during the coronavirus pandemic.

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources).

Revised eLearning for Healthcare modules with NHS England. Lifetime views of our resources are at 2.8million. YouTube gets accessed about 35,000 time per month.



Your channel got 102,737 views in the last 90 days

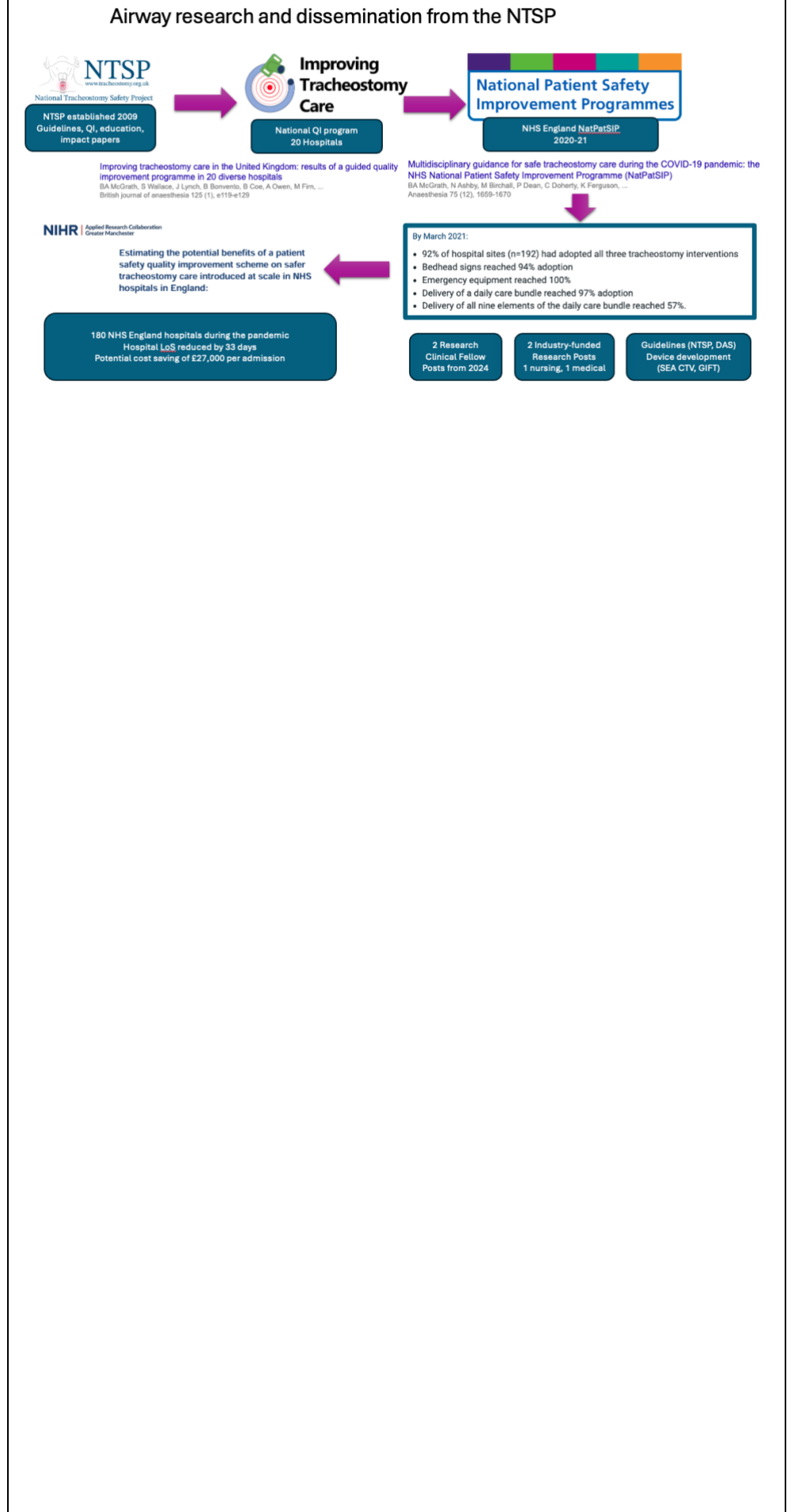


Written a report of the impact of the NatPatSIP with a grant from NHS England, working with the University of Manchester.

Continued to build a multidisciplinary team and expertise around tracheostomy care, including patients and their families in our steering groups and as co-applicants in grant applications.

Contributing a representative to the Global Tracheostomy Collaborative Board of Directors (Dr B McGrath)

Follow on from the Innovate UK grant will include company support and guidance to develop the VR offering into a commercial product, probably in collaboration with other companies.



Brief statement of the charity's policy on reserves

NTSP LTD is a company limited by guarantee and not having a share capital (Company Registration Number: 09062489 (England and Wales))

NTSP LTD does not have a policy for reserves.

Abbreviated (Unaudited) Financial Statements have been prepared and will be submitted to Companies House in accordance with Company Law.

Period of accounts

Start date: 1st June 2024

End date: 31 May 2025

These accounts detail:

Total assets (less current liabilities) at the **start** of the reporting period of £44,256

Total assets (less current liabilities) at the **end** of the reporting period of £33,684

This included £29,091 in the NTSP Ltd bank account on 31st May 2025.

Total income during the reporting period of £38,106
(Sponsorship, course fees, YouTube Ad revenue)

Total expenditure during the reporting period of £49,209
(Expenses associated with NTSP and GTC meetings and events, video film making, website development and admin)

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Expenditure has supported directors, officers and representatives of NTSP Ltd in supporting our charitable objectives through education.

NTSP Ltd has submitted our financial affairs to independent external examination as per the guidelines of the Charities Commission, based on our turnover.

Section F

Other optional information

Plans for 2026 & Next report:

Continue to work on NIHR i4i grant of approximately £1.2m to embark on a 3 year Programme to develop a novel device to assist patients with tracheostomies vocalise.

Launch Ai-instructor as educational service for staff, patients and the public. Launch VR training as a research tool, then commercial tool.

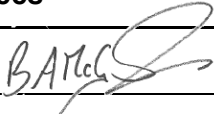

Redesign and evaluate trachy safety course into VR. Commence work on additional modules for paediatric, transitional and long-term ventilation training, in partnership with Sentira-XR (AI UoM spin Out) and ExR Education (delivery platform) and Atos medical (a medical device company).

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---|---|
| Signature(s) |  |  |
| Full name(s) | Dr Brendan McGrath | Dr Dougal Atkinson |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |

Date 20/1/2026

EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the trustees of '**NTSP Ltd**'

I report on the accounts of the company for the year ended **31 May 2025**, which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tim McInnes

Name: Timothy Ian McInnes

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: 21, Buttermere Drive, Great Warford, Cheshire. SK9 7WA.

Date: Thursday 29th January 2026.

NTSP LTD

England & Wales - Charity number 1160824

Accounts

Trustees' Annual Report for the period

| | | | | | | | |
|-------------------|----------|-----------------|--------------|-----------|-----------|--------------|--------------|
| Period start date | | Period end date | | | | | |
| From | Day 1 | Month June | Year 2023 | To | Day 31 | Month May | Year 2024 |

Section A Reference and administration details

Charity name

NTSP Ltd

Other names charity is known by

National Tracheostomy Safety Project

Registered charity number (if any)

1160824

Charity's principal address

| | |
|--|----------------|
| Acute Intensive Care Unit, | |
| Wythenshawe Hospital, Manchester University NHS FT | |
| Southmoor Rd, Wythenshawe, Manchester | |
| Postcode | M23 9LT |

Names of the charity trustees who manage the charity

| Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) | |
|--------------|-----------------|-----------------------------------|---|--|
| 1 | Dr B McGrath | Chair | Since May 31 2014 | |
| 2 | Dr L Bates | Secretary | Since May 31 2014 | |
| 3 | Dr J Moore | Director | Since May 31 2014 | |
| 4 | Dr D Atkinson | Treasurer | Since May 31 2014 | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|----------------------------------|----------------------|--|
| Legal | Mrs Emma McGrath | 12 Alcester Road, Sale, Manchester. M33 3QP |
| Financial | Mr Tim McInnes | 34, Cumberland Drive, Bowdon, Altrincham. WA14 3QP |
| Paediatric | Dr Catherine Doherty | Department of Anaesthesia, RMCH, Oxford Rd, Manchester M13 9WL |
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| Respiratory physiotherapy | Mrs Barbara Bonvento | Dept of Physiotherapy, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT |

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Adopted Memorandum & Articles of Association, incorporated 29 th May 2014 as amended by special resolution, dated 29 th January 2015 (following advice from the Charities Commission) as amended by special resolution registered at Companies House, dated 20 th February 2015. |
| How the charity is constituted (eg. trust, association, company) | Charitable company limited by guarantee |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by ordinary resolution by existing trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies have been adopted that cover the standard operations and governance of an English-based SME business.

Summary of the objects of the charity set out in its governing document

To advance the education of the public in general, and in particular amongst patients with tracheostomies and laryngectomies and those responsible for their care on the subject of tracheostomy and laryngectomy safety in particular but not exclusively by the provision and development and facilitation of educational resources and courses.

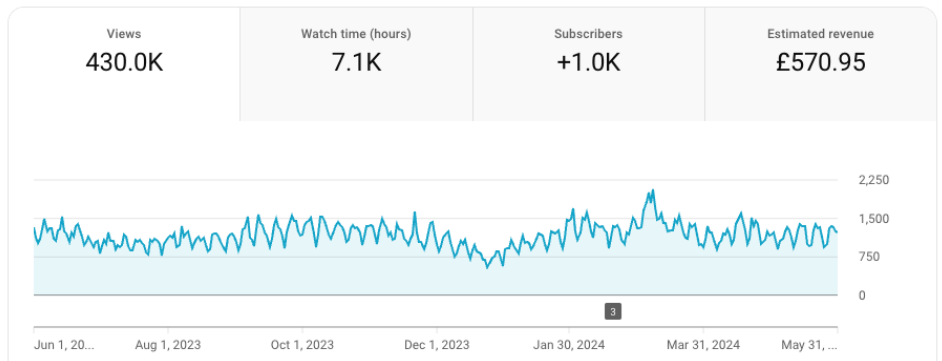
The objects of the Charity were achieved through hosting and attending local, national and international conferences, meetings and training courses related to tracheostomy safety on behalf of the Company. These included:

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Revised eLearning for Healthcare modules with NHS England.

Maintained a successful video library of 52 videos for patients, families and carers, disseminated through social media. The YouTube video channel received 430k views (7.1k watch hours, +1.0k subscribers) in this reporting period (1 Jun 2023 to 31 May 2024).

In the selected period, your channel got 429,999 views



Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Updated video resources to support children with tracheostomies accessing education during the pandemic.

The results of our QI projects have been taken forward by NHS England as a National Patient Safety Improvement Program (NatPatSIP) 'Safer Tracheostomy Care' commencing April 2020 (to May 2021). A follow on report was commissioned by NHS England and completed by NIHR ARC-GM, [link here](#): Estimating the potential benefits of a patient safety QI scheme on safer tracheostomy care introduced at scale in NHS Hospitals in England. The report estimated the impact of the NHSE NatPatSIP if it were scaled up to the 180 hospitals of NHSE. Based mostly on a reduction in length of stay, NHS E calculated a notional saving of £1.92 million per hospital (and there are 180 hospitals!).

We have opened our accounts up to annual inspection in line with our governing documents and the regulations of the Charities Commission. Reports are shared with the Directors at the AGM and available to the Commission and to the Public on request.

NTSP Ltd has applied for Innovate UK funding (August 2022) to fund new developments in Virtual Reality tracheostomy education. We were successful and have completed a project that developed a stand-alone tracheostomy course in VR. This has led to 2 publications:

1. [The road to net zero: incorporating VR technology to reduce the carbon footprint of medical training](#) (BJA)
2. A Randomised Controlled Trial of Virtual Reality Courses for Adult Tracheostomy Safety Skills. (Anaesthesia Reports)

NTSP Ltd has successfully applied for the UKRI Design for Growth program, helping to prepare the structure of the charity and a business plan for an AI-enabled VR training offering.

We confirm that the Trustees of the Charity have exercised their duties for the public benefit as defined in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. Our program for this reporting period was determined by consensus and designed to continue to deliver our Charitable Objectives for the public benefit. This guidance shall be reviewed annually in planning future activities of the Charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Mrs Emma McGrath has been kindly volunteering her legal expertise to assist the directors in preparing the required reports and submissions to satisfy the regulations of the Charities Commission, Companies House and HMRC.

The NTSP has supported travel for working party members by administering travel bursaries. These have been funded by the grant programmes. Applications are considered by 2 or more directors, usually by email.

We received an un-solicited donation from the Adrian Swire Trust. We were invited to make an application for financial support to help the running of the charity, and we were successful in securing a £15k donation.

NTSP was unsuccessful in a Design award application, an SBRI SMART grant and an SBRI urgent care grant.

NTSP is actively exploring setting up the NTSP institute, to provide and accredit users undergoing our training. NTSP is also exploring a trading arm so that we can attract external investment in commercializing the VR training packages.

We have received £12,732 in donations via the website and should be able to claim up to £3,183 in Gift Aid (not all in this reporting period).

Summary of the main achievements of the charity during the year

NHS England and NHS Improvement National Patient Safety Improvement Program (NatPatSIP) *Safer Tracheostomy Care* rolled out nationally in response to rising tracheostomy rates during the coronavirus pandemic.

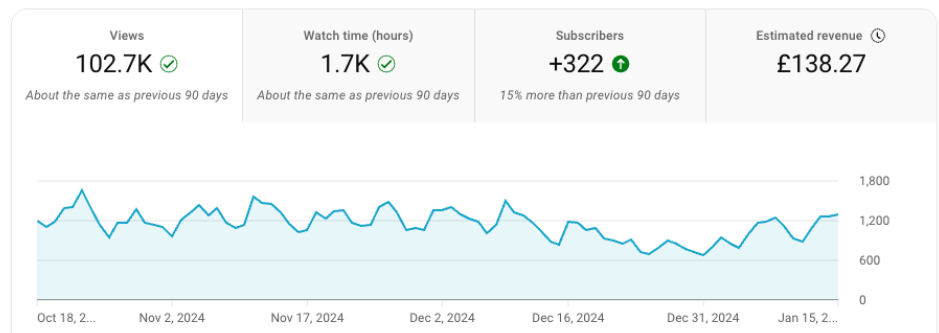
Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources).

Revised eLearning for Healthcare modules with NHS England. Lifetime views of our resources are at 2.64million. YouTube gets accessed about 35,000 time per month.

Your channel has gotten 2,636,840 views so far



Your channel got 102,737 views in the last 90 days



Written a report of the impact of the NatPatSIP with a grant from NHS England, working with the University of Manchester.

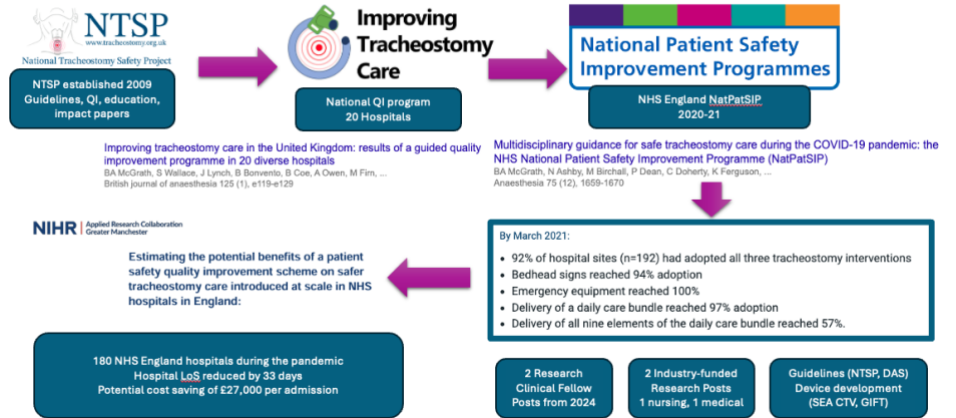
Continued to build a multidisciplinary team and expertise around tracheostomy care, including patients and their families in our steering groups and as co-applicants in grant applications.

NHS England agreed the role of National Tracheostomy Lead Clinician (to which our Chair was appointed).

Contributing a representative to the Global Tracheostomy Collaborative Board of Directors (Dr B McGrath)

Follow on from the Innovate UK grant will include company support and guidance to develop the VR offering into a commercial product, probably in collaboration with other companies.

Airway research and dissemination from the NTSP



Brief statement of the charity's policy on reserves

NTSP LTD is a company limited by guarantee and not having a share capital (Company Registration Number: 09062489 (England and Wales))

NTSP LTD does not have a policy for reserves.

Abbreviated (Unaudited) Financial Statements have been prepared and will be submitted to Companies House in accordance with Company Law.

Period of accounts

Start date: 1st June 2023

End date: 31 May 2024

These accounts detail:

Total assets (less current liabilities) at the **start** of the reporting period of £31,428.19

Total assets (less current liabilities) at the **end** of the reporting period of £44,256.24

This included £40,130.88 in the NTSP Ltd bank account on 31st May 2024.

Total income during the reporting period of £35,476.74
(Sponsorship, course fees, YouTube Ad revenue)

Total expenditure during the reporting period of £22,648.69
(Expenses associated with NTSP and GTC meetings and events, video film making, website development and admin)

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Expenditure has supported directors, officers and representatives of NTSP Ltd in supporting our charitable objectives through education.

NTSP Ltd has submitted our financial affairs to independent external examination as per the guidelines of the Charities Commission, based on our turnover.

Section F**Other optional information**

Plans for 2025 & Next report:

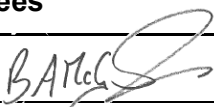
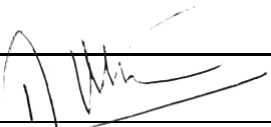
Continue to work on NIHR i4i grant of approximately £1.2m to embark on a 3 year Programme to develop a novel device to assist patients with tracheostomies vocalise.

Redesign and evaluate trachy safety course into VR. Commence work on additional modules for paediatric, transitional and long-term ventilation training, in partnership with Sentira-XR (AI UoM spin Out) and ExR Education (delivery platform) and Atos medical (a medical device company).

Section G**Declaration**

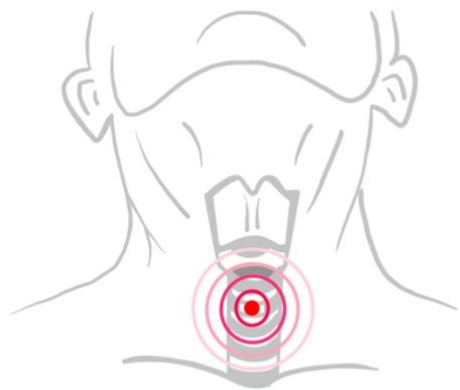
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---|---|
| Signature(s) |  |  |
| Full name(s) | Dr Brendan McGrath | Dr Dougal Atkinson |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |

Date

NTSP Ltd



NTSP

www.tracheostomy.org.uk

National Tracheostomy Safety Project

Summary of accounts

Financial Year 1 June 2023 to 31 May 2024

Balance Sheet Report for NTSP Ltd

| Account | 31 May 2024 | | 31 May 2023 | |
|---|-------------------|-------------------|-------------------|-------------------|
| | Asset | Liability | Asset | Liability |
| LONG-TERM ASSETS | | | | |
| IT Equipment | £4,125.36 | | £8,097.31 | |
| Long-term Assets (total) | £4,125.36 | | £8,097.31 | |
| CURRENT ASSETS & LIABILITIES | | | | |
| NTSP Ltd Bank account | £40,130.88 | | £19,330.88 | |
| Balance on Customers | £0.00 | | £4,000.00 | |
| Current Assets & Liabilities (total) | £40,130.88 | £0.00 | £23,330.88 | £0.00 |
| Net current assets (liabilities) | £40,130.88 | | £23,330.88 | |
| Total assets less current liabilities | £44,256.24 | | £31,428.19 | |
| LONG-TERM LIABILITIES | | | | |
| Long-term Liabilities (total) | | £0.00 | | £0.00 |
| Total net assets (liabilities) | £44,256.24 | | £31,428.19 | |
| CAPITAL & RESERVES | | | | |
| Profit and loss | | £40,850.13 | | £28,022.08 |
| Capital & Reserves (total) | | £40,850.13 | | £28,022.08 |
| OPENING BALANCES | | | | |
| Opening Balances | | £3,406.11 | | £3,406.11 |
| Total assets | £44,256.24 | £44,256.24 | £31,428.19 | £31,428.19 |

Prepared on 26 Feb 2025 at 19:27:57

Cash Flow Report for NTSP Ltd

| Account | 1 Jun 2023 to 31 May 2024 | 1 Jun 2022 to 31 May 2023 |
|----------------------------------|------------------------------|------------------------------|
| CASH FLOW FROM OPERATIONS | | |
| Net Income | £12,828.05 | £8,630.28 |
| Depreciation | £4,087.00 | £4,048.65 |
| Decrease in Customers Balance | £4,000.00 | (£4,000.00) |
| Operations (total) | £20,915.05 | £8,678.93 |
| CASH FLOW FROM INVESTING | | |
| IT Equipment | (£115.05) | (£12,145.96) |
| Investing (total) | (£115.05) | (£12,145.96) |
| CASH FLOW FROM FINANCING | | |
| Financing (total) | £0.00 | £0.00 |
| Total Cash Flow | £20,800.00 | (£3,467.03) |
| Cash Balance At Start | £19,330.88 | £22,797.91 |
| Total Cash Flow | £20,800.00 | (£3,467.03) |
| Cash Balance At End | £40,130.88 | £19,330.88 |

Prepared on 26 Feb 2025 at 19:27:08

Micro entity balance sheet summary as of 31st May 2023

| | 2024 | 2023 | 2022 | 2021 | 2020 |
|---|-------------|-------------|-------------|-------------|-------------|
| | £ | £ | £ | £ | £ |
| Fixed assets | 4,125 | 8,097 | 0 | 270 | 1,593 |
| Current Assets | 40,131 | 15,234 | 22,798 | 9,597 | 3,935 |
| Prepayments and accrued income | - | - | - | - | - |
| Creditors: amounts falling due within one year | 0 | 0 | 0 | 0 | 0 |
| Net current assets (liabilities) | 40,131 | 15,234 | 22,798 | 9,597 | 3,935 |
| Total assets less current liabilities | 40,131 | 23,331 | 22,798 | 9,867 | 5,528 |
| Creditors: amounts falling due after more than one year | 0 | 0 | 0 | 0 | 0 |
| Provisions for liabilities | 0 | 0 | 0 | 0 | 0 |
| Accruals and deferred income | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Total net assets (liabilities) | 40,131 | 23,331 | 22,798 | 9,867 | 5,528 |
| Reserves | 44,256 | 23,331 | 22,798 | 9,867 | 5,528 |

- For the year ending 31 May 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
- The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board on 20th January 2025

And signed on their behalf by:



B A McGrath, Director

Profit and Loss Report for NTSP Ltd

| Account | 1 Jun 2023 to 31 May 2024 | | 1 Jun 2022 to 31 May 2023 | |
|----------------------------------|------------------------------|-------------------|------------------------------|-------------------|
| | Expense | Income | Expense | Income |
| SALES | | | | |
| Fees income | | £35,476.74 | | £51,384.84 |
| Total Revenue (Turnover) | | £35,476.74 | | £51,384.84 |
| DIRECT EXPENSES | | | | |
| Subcontractors | £714.31 | | £0.00 | |
| Gross Profit / (Loss) | | £34,762.43 | | £51,384.84 |
| INDIRECT EXPENSES | | | | |
| Travel, subsistence | £4,805.83 | | £694.90 | |
| Teaching equipment | £4,561.00 | | £0.00 | |
| Depreciation | £4,087.00 | | £4,048.65 | |
| Website / internet | £3,860.34 | | £5,061.77 | |
| Course expenses | £2,638.70 | | £454.44 | |
| Legal, professional | £911.54 | | £727.40 | |
| Advertising | £535.80 | | £1,500.00 | |
| Media / Design | £474.11 | | £30,208.74 | |
| General admin | £48.95 | | £35.00 | |
| Finance charges | £11.11 | | £23.66 | |
| Indirect Expenses (total) | £21,934.38 | | £42,754.56 | |
| Total Expenses | £22,648.69 | | £42,754.56 | |
| Net Income | | £12,828.05 | | £8,630.28 |

Prepared on 26 Feb 2025 at 19:20:27

Accounts by Category for NTSP Ltd

Period from 1 Jun 2023 to 31 May 2024.

Customers

| Category | Account | B/F | Sale | Payment / Credit | Balance owed to you | Their Reference | Email Address | Invoice Address | Delivery Address | Payment Terms | Estimate Terms | Note |
|-----------|---|-----------|------------|------------------|---------------------|-----------------|---------------|-----------------|------------------|---------------|----------------|------|
| Customers | Atos Medical Ltd | £0.00 | £4,050.00 | £4,050.00 | £0.00 | | | | | | | |
| Customers | Fisher & Paykel Ltd | £0.00 | £500.00 | £500.00 | £0.00 | | | | | | | |
| Customers | Google (YouTube Ad Revenue) | £0.00 | £583.59 | £583.59 | £0.00 | | | | | | | |
| Customers | Manchester University NHS FT (Research) | £0.00 | £15,176.00 | £15,176.00 | £0.00 | | | | | | | |
| Customers | Manchester University NHS FT ICU Research (Acute Block) Charitable Fund R803063 | £4,000.00 | £0.00 | £4,000.00 | £0.00 | | | | | | | |
| Customers | PayPal Account Transfer | £0.00 | £167.15 | £167.15 | £0.00 | | | | | | | |
| Customers | Swire Charitable Trust | £0.00 | £15,000.00 | £15,000.00 | £0.00 | | | | | | | |

Prepared on 26 Feb 2025 at 20:17:23

Accounts by Category for NTSP Ltd

Period from 1 Jun 2023 to 31 May 2024.

Expense Accounts

| Category | Account | B/F | Debit | Credit | Balance | Notes |
|-------------------|---------------------|-------|-----------|-----------|---------|---|
| Direct expenses | Subcontractors | £0.00 | £714.31 | £714.31 | £0.00 | |
| Indirect expenses | Advertising | £0.00 | £535.80 | £535.80 | £0.00 | |
| Indirect expenses | Course expenses | £0.00 | £2,638.70 | £2,638.70 | £0.00 | |
| Indirect expenses | Depreciation | £0.00 | £4,087.00 | £4,087.00 | £0.00 | |
| Indirect expenses | Finance charges | £0.00 | £11.11 | £11.11 | £0.00 | |
| Indirect expenses | General admin | £0.00 | £48.95 | £48.95 | £0.00 | |
| Indirect expenses | Legal, professional | £0.00 | £911.54 | £911.54 | £0.00 | |
| Indirect expenses | Media / Design | £0.00 | £474.11 | £474.11 | £0.00 | |
| Indirect expenses | Teaching equipment | £0.00 | £4,561.00 | £4,561.00 | £0.00 | teaching aids, dummies, dolls and equipment for demonstration |
| Indirect expenses | Travel, subsistence | £0.00 | £4,805.83 | £4,805.83 | £0.00 | |
| Indirect expenses | Website / internet | £0.00 | £3,860.34 | £3,860.34 | £0.00 | |

Prepared on 26 Feb 2025 at 20:15:00

Accounts by Category for NTSP Ltd

Period from 1 Jun 2023 to 31 May 2024.

Assets

| Category | Account | B/F | Debit | Credit | Balance | Notes |
|--------------|--------------|-----------|---------|-----------|-----------|-------|
| Fixed assets | IT Equipment | £8,097.31 | £115.05 | £4,087.00 | £4,125.36 | |

Prepared on 26 Feb 2025 at 19:29:41

EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the trustees of '**NTSP Ltd**'

I report on the accounts of the company for the year ended **31 May 2024**, which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tim McInnes

Name: Timothy Ian McInnes

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: 34 Cumberland Drive, Bowdon, Altrincham, Cheshire WA14 3QP

Date: Thursday 6th February 2025.

EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the trustees of '**NTSP Ltd**'

I report on the accounts of the company for the year ended **31 May 2024**, which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

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Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tim McInnes

Name: Timothy Ian McInnes

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: 34 Cumberland Drive, Bowdon, Altrincham, Cheshire WA14 3QP

Date: Thursday 6th February 2025.

Profit and Loss Report for NTSP Ltd

| Account | 1 Jun 2023 to 31 May 2024 | | 1 Jun 2022 to 31 May 2023 | |
|----------------------------------|------------------------------|-------------------|------------------------------|-------------------|
| | Expense | Income | Expense | Income |
| SALES | | | | |
| Fees income | | £35,476.74 | | £51,384.84 |
| Total Revenue (Turnover) | | £35,476.74 | | £51,384.84 |
| DIRECT EXPENSES | | | | |
| Subcontractors | £714.31 | | £0.00 | |
| Gross Profit / (Loss) | | £34,762.43 | | £51,384.84 |
| INDIRECT EXPENSES | | | | |
| Travel, subsistence | £4,805.83 | | £694.90 | |
| Teaching equipment | £4,561.00 | | £0.00 | |
| Depreciation | £4,087.00 | | £4,048.65 | |
| Website / internet | £3,860.34 | | £5,061.77 | |
| Course expenses | £2,638.70 | | £454.44 | |
| Legal, professional | £911.54 | | £727.40 | |
| Advertising | £535.80 | | £1,500.00 | |
| Media / Design | £474.11 | | £30,208.74 | |
| General admin | £48.95 | | £35.00 | |
| Finance charges | £11.11 | | £23.66 | |
| Indirect Expenses (total) | £21,934.38 | | £42,754.56 | |
| Total Expenses | £22,648.69 | | £42,754.56 | |
| Net Income | | £12,828.05 | | £8,630.28 |

Prepared on 26 Feb 2025 at 19:20:27

Balance Sheet Report for NTSP Ltd

| Account | 31 May 2024 | | 31 May 2023 | |
|---|-------------------|-------------------|-------------------|-------------------|
| | Asset | Liability | Asset | Liability |
| LONG-TERM ASSETS | | | | |
| IT Equipment | £4,125.36 | | £8,097.31 | |
| Long-term Assets (total) | £4,125.36 | | £8,097.31 | |
| CURRENT ASSETS & LIABILITIES | | | | |
| NTSP Ltd Bank account | £40,130.88 | | £19,330.88 | |
| Balance on Customers | £0.00 | | £4,000.00 | |
| Current Assets & Liabilities (total) | £40,130.88 | £0.00 | £23,330.88 | £0.00 |
| Net current assets (liabilities) | £40,130.88 | | £23,330.88 | |
| Total assets less current liabilities | £44,256.24 | | £31,428.19 | |
| LONG-TERM LIABILITIES | | | | |
| Long-term Liabilities (total) | | £0.00 | | £0.00 |
| Total net assets (liabilities) | £44,256.24 | | £31,428.19 | |
| CAPITAL & RESERVES | | | | |
| Profit and loss | | £40,850.13 | | £28,022.08 |
| Capital & Reserves (total) | | £40,850.13 | | £28,022.08 |
| OPENING BALANCES | | | | |
| Opening Balances | | £3,406.11 | | £3,406.11 |
| Total assets | £44,256.24 | £44,256.24 | £31,428.19 | £31,428.19 |

Prepared on 26 Feb 2025 at 19:27:57

Cash Flow Report for NTSP Ltd

| Account | 1 Jun 2023 to 31 May 2024 | 1 Jun 2022 to 31 May 2023 |
|----------------------------------|------------------------------|------------------------------|
| CASH FLOW FROM OPERATIONS | | |
| Net Income | £12,828.05 | £8,630.28 |
| Depreciation | £4,087.00 | £4,048.65 |
| Decrease in Customers Balance | £4,000.00 | (£4,000.00) |
| Operations (total) | £20,915.05 | £8,678.93 |
| CASH FLOW FROM INVESTING | | |
| IT Equipment | (£115.05) | (£12,145.96) |
| Investing (total) | (£115.05) | (£12,145.96) |
| CASH FLOW FROM FINANCING | | |
| Financing (total) | £0.00 | £0.00 |
| Total Cash Flow | £20,800.00 | (£3,467.03) |
| Cash Balance At Start | £19,330.88 | £22,797.91 |
| Total Cash Flow | £20,800.00 | (£3,467.03) |
| Cash Balance At End | £40,130.88 | £19,330.88 |

Prepared on 26 Feb 2025 at 19:27:08

NTSP LTD

England & Wales - Charity number 1160824

Accounts

Trustees' Annual Report for the period

| | | | | | | | |
|------|-------------------|---------------|--------------|----|-----------------|--------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 1 | Month June | Year 2022 | | Day 31 | Month May | Year 2023 |

Section A Reference and administration details

Charity name

NTSP Ltd

Other names charity is known by

National Tracheostomy Safety Project

Registered charity number (if any)

1160824

Charity's principal address

Acute Intensive Care Unit,

Wythenshawe Hospital, Manchester University NHS FT

Southmoor Rd, Wythenshawe, Manchester

Postcode

M23 9LT

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---------------|-----------------|-----------------------------------|---|
| 1 | Dr B McGrath | Chair | Since May 31 2014 | |
| 2 | Dr L Bates | Secretary | Since May 31 2014 | |
| 3 | Dr J Moore | Director | Since May 31 2014 | |
| 4 | Dr D Atkinson | Treasurer | Since May 31 2014 | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|---------------------------|----------------------|--|
| Legal | Mrs Emma McGrath | 12 Alcester Road, Sale, Manchester. M33 3QP |
| Financial | Mr Tim McInnes | 34, Cumberland Drive, Bowdon, Altrincham. WA14 3QP |
| Paediatric | Dr Catherine Doherty | Department of Anaesthesia, RMCH, Oxford Rd, Manchester M13 9WL |
| SLT | Mrs Sarah Wallace | Dept of Speech, Swallowing & Voice, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT |
| Respiratory physiotherapy | Mrs Barbara Bonvento | Dept of Physiotherapy, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT |

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Adopted Memorandum & Articles of Association, incorporated 29 th May 2014 as amended by special resolution, dated 29 th January 2015 (following advice from the Charities Commission) as amended by special resolution registered at Companies House, dated 20 th February 2015. |
| How the charity is constituted (eg. trust, association, company) | Charitable company limited by guarantee |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by ordinary resolution by existing trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

NTSP Ltd has partnered with the Royal College of Anaesthetists and the Global Tracheostomy Collaborative on a number of Quality Improvement Projects, notably 'Improving Tracheostomy Care' (2016-19), 'Evidence into Practice' (2017) and the 6th *International Tracheostomy Symposium* (2021). We supply regular updates to the RCoA and GTC and final reports of our activities.

Summary of the objects of the charity set out in its governing document

To advance the education of the public in general, and in particular amongst patients with tracheostomies and laryngectomies and those responsible for their care on the subject of tracheostomy and laryngectomy safety in particular but not exclusively by the provision and development and facilitation of educational resources and courses.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The objects of the Charity were achieved through hosting and attending local, national and international conferences, meetings and training courses related to tracheostomy safety on behalf of the Company. These included:

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Developing new resources for tracheostomy care during the COVID-19 pandemic, with UK and international reach.

Developing the 'trachy ward round game'. See <https://trachygame.com/register>

Developing a successful video library of 52 videos for patients, families and carers, disseminated through social media. The YouTube video channel received 501,429 views (8.0k watch hours, +1.4k subscribers) in this reporting period.

Updated video resources to support children with tracheostomies accessing education during the pandemic.

Continue to work with the Advanced Life Support Group to develop international tracheostomy safety courses. We have formed a working group to work on VR additions to the course offerings we have.

The results of our QI projects have been taken forward by NHS England as a National Patient Safety Improvement Program (NatPatSIP) 'Safer Tracheostomy Care' commencing April 2020 (to May 2021). A follow on report was commissioned by NHS England and completed by NIHR ARC-GM, [link here](#): Estimating the potential benefits of a patient safety QI scheme on safer tracheostomy care introduced at scale in NHS Hospitals in England. The report estimated the impact of the NHSE NatPatSIP if it were scaled up to the 180 hospitals of NHSE. Based mostly on a reduction in length of stay, NHS E calculated a notional saving of £1.92 million per hospital (and there are 180 hospitals!).

We have opened our accounts up to annual inspection in line with our governing documents and the regulations of the Charities Commission. Reports are shared with the Directors at the AGM and available to the Commission and to the Public on request.

NTSP Ltd has applied for Innovate UK funding (August 2022) to fund new developments in Virtual Reality tracheostomy education. We were successful and have completed a project that developed a stand-alone tracheostomy course in VR. This has led to 2 publications:

1. [The road to net zero: incorporating VR technology to reduce the carbon footprint of medical training](#) (BJA)
2. A Randomised Controlled Trial of Virtual Reality Courses for Adult Tracheostomy Safety Skills. (Anaesthesia Reports)

We confirm that the Trustees of the Charity have exercised their duties for the public benefit as defined in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. Our program for this reporting period was determined by consensus and designed to continue to deliver our Charitable Objectives for the public benefit. This guidance shall be reviewed annually in planning future activities of the Charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Mrs Emma McGrath has been kindly volunteering her legal expertise to assist the directors in preparing the required reports and submissions to satisfy the regulations of the Charities Commission, Companies House and HMRC.

The NTSP has supported travel for working party members by administering travel bursaries. These have been funded by the grant programmes. Applications are considered by 2 or more directors, usually by email.

We received an un-solicited donation from the Adrian Swire Trust. We were invited to make an application for financial support to help the running of the charity, and we were successful in securing a £15k donation. This donation will be part of next Year's accounting (and reporting).

Summary of the main achievements of the charity during the year

NHS England and NHS Improvement National Patient Safety Improvement Program (NatPatSIP) *Safer Tracheostomy Care* rolled out nationally in response to rising tracheostomy rates during the coronavirus pandemic.

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Written a report of the impact of the NatPatSIP with a grant from NHS England, working with the University of Manchester.

Continued to build a multidisciplinary team and expertise around tracheostomy care, including patients and their families in our steering groups and as co-applicants in grant applications.

Continue to work with the Advanced Life Support Group to develop international tracheostomy safety courses with a new focus on VR.

NHS England agreed the role of National Tracheostomy Lead Clinician (to which our Chair was appointed).

Contributing a representative to the Global Tracheostomy Collaborative Board of Directors (Dr B McGrath)

Follow on from the Innovate UK grant will include company support and guidance to develop the VR offering into a commercial product, probably in collaboration with other companies.

Brief statement of the charity's policy on reserves

NTSP LTD is a company limited by guarantee and not having a share capital (Company Registration Number: 09062489 (England and Wales))

NTSP LTD does not have a policy for reserves.

Abbreviated (Unaudited) Financial Statements have been prepared and will be submitted to Companies House in accordance with Company Law.

Period of accounts

Start date: 1st June 2022

End date: 31 May 2023

These accounts detail:

Total assets (less current liabilities) at the **start** of the reporting period of £22,798

Total assets (less current liabilities) at the **end** of the reporting period of £31,428

This included £19,331 in the NTSP Ltd bank account on 31st May 2023.

Total income during the reporting period of £51,385
(Sponsorship, course fees, YouTube Ad revenue)

Total expenditure during the reporting period of £42,755
(Expenses associated with NTSP and GTC meetings and events, video film making, website development and admin)

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Application to BBC Children in Need – competitive application (not successful)

Application to Innovate UK – Fast Start Scheme (Awarded Aug 2022)

Application to the Swire Trust.

Expenditure has supported directors, officers and representatives of NTSP Ltd in supporting our charitable objectives through education.

NTSP Ltd has submitted our financial affairs to independent external examination as per the guidelines of the Charities Commission, based on our turnover.

Section F

Other optional information

Plans for 2024 & Next report:

Continue to work on NIHR i4i grant of approximately £800,000 to embark on a 3 year Programme to develop a novel device to assist patients with tracheostomies vocalise.

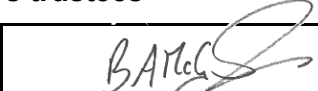
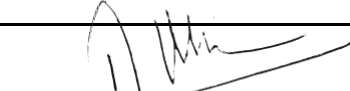
Redesign and evaluate trachy safety course into VR. Commence work on additional modules for paediatric, transitional and long-term ventilation training, in partnership with Rescape Health (VR) and Atos medical (a medical device company).

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---|--|
| Signature(s) |  |  |
| Full name(s) | Dr Brendan McGrath | Dr Dougal Atkinson |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |

Date 14/2/2024

EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the trustees of '**NTSP Ltd**'

I report on the accounts of the company for the year ended **31 May 2023**, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tim McInnes

Name: Timothy Ian McInnes

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: 34 Cumberland Drive, Bowdon, Altrincham, Cheshire WA14 3QP

Date: 24th January 2024

Profit and Loss Report for NTSP Ltd

| Account | 1 Jun 2022 to 31 May 2023 | | 1 Jun 2021 to 31 May 2022 | |
|----------------------------------|------------------------------|-------------------|------------------------------|-------------------|
| | Expense | Income | Expense | Income |
| SALES | | | | |
| Fees income | | £51,384.84 | | £37,056.23 |
| Total Revenue (Turnover) | | £51,384.84 | | £37,056.23 |
| INDIRECT EXPENSES | | | | |
| Media / Design | £30,208.74 | | £566.61 | |
| Website / internet | £5,061.77 | | £5,200.91 | |
| Depreciation | £4,048.65 | | £270.00 | |
| Advertising | £1,500.00 | | £1,486.20 | |
| Legal, professional | £727.40 | | £613.86 | |
| Travel, subsistence | £694.90 | | £2,285.27 | |
| Course expenses | £454.44 | | £13,616.70 | |
| General admin | £35.00 | | £49.48 | |
| Finance charges | £23.66 | | £36.25 | |
| Indirect Expenses (total) | £42,754.56 | | £24,125.28 | |
| Total Expenses | £42,754.56 | | £24,125.28 | |
| Net Income | | £8,630.28 | | £12,930.95 |

Prepared on 17 Feb 2024 at 09:04:36

Cash Flow Report for NTSP Ltd

| Account | 1 Jun 2022 to 31 May 2023 | 1 Jun 2021 to 31 May 2022 |
|----------------------------------|------------------------------|------------------------------|
| CASH FLOW FROM OPERATIONS | | |
| Net Income | £8,630.28 | £12,930.95 |
| Depreciation | £4,048.65 | £270.00 |
| Decrease in Customers Balance | (£4,000.00) | £8,500.00 |
| Operations (total) | £8,678.93 | £21,700.95 |
| CASH FLOW FROM INVESTING | | |
| IT Equipment | (£12,145.96) | £0.00 |
| Investing (total) | (£12,145.96) | £0.00 |
| CASH FLOW FROM FINANCING | | |
| Financing (total) | £0.00 | £0.00 |
| Total Cash Flow | (£3,467.03) | £21,700.95 |
| Cash Balance At Start | £22,797.91 | £1,096.96 |
| Total Cash Flow | (£3,467.03) | £21,700.95 |
| Cash Balance At End | £19,330.88 | £22,797.91 |

Prepared on 17 Feb 2024 at 09:08:51

Balance Sheet Report for NTSP Ltd

| Account | 31 May 2023 | | 31 May 2022 | |
|---|-------------------|-------------------|-------------------|-------------------|
| | Asset | Liability | Asset | Liability |
| LONG-TERM ASSETS | | | | |
| IT Equipment | £8,097.31 | | £0.00 | |
| Long-term Assets (total) | £8,097.31 | | £0.00 | |
| CURRENT ASSETS & LIABILITIES | | | | |
| NTSP Ltd Bank account | £19,330.88 | | £22,797.91 | |
| Balance on Customers | £4,000.00 | | £0.00 | |
| Current Assets & Liabilities (total) | £23,330.88 | £0.00 | £22,797.91 | £0.00 |
| Net current assets (liabilities) | £23,330.88 | | £22,797.91 | |
| Total assets less current liabilities | £31,428.19 | | £22,797.91 | |
| LONG-TERM LIABILITIES | | | | |
| Long-term Liabilities (total) | | £0.00 | | £0.00 |
| Total net assets (liabilities) | £31,428.19 | | £22,797.91 | |
| CAPITAL & RESERVES | | | | |
| Profit and loss | | £19,391.80 | | £19,391.80 |
| Balance on P&L | | £8,630.28 | | £0.00 |
| Capital & Reserves (total) | | £28,022.08 | | £19,391.80 |
| OPENING BALANCES | | | | |
| Opening Balances | | £3,406.11 | | £3,406.11 |
| Total assets | £31,428.19 | £31,428.19 | £22,797.91 | £22,797.91 |

Prepared on 17 Feb 2024 at 09:06:57

Accounts by Category for NTSP Ltd

Period from 1 Jun 2022 to 31 May 2023.

Assets

| Category | Account | B/F | Debit | Credit | Balance | Notes |
|--------------|--------------|-------|------------|-----------|-----------|-------|
| Fixed assets | IT Equipment | £0.00 | £12,145.96 | £4,048.65 | £8,097.31 | |

Prepared on 17 Feb 2024 at 09:08:10

NTSP LTD

England & Wales - Charity number 1160824

Accounts

Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-------------------|---------------|--------------|-----------|-----------------|--------------|--------------|
| | Period start date | | | | Period end date | | |
| From | Day 1 | Month June | Year 2021 | To | Day 31 | Month May | Year 2022 |

Section A Reference and administration details

| | |
|---|---|
| Charity name | NTSP Ltd |
| Other names charity is known by | National Tracheostomy Safety Project |
| Registered charity number (if any) | 1160824 |
| Charity's principal address | Acute Intensive Care Unit, Wythenshawe Hospital, Manchester University NHS FT Southmoor Rd, Wythenshawe, Manchester |
| Postcode | M23 9LT |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---------------|-----------------|-----------------------------------|---|
| 1 | Dr B McGrath | Chair | Since May 31 2014 | |
| 2 | Dr L Bates | Secretary | Since May 31 2014 | |
| 3 | Dr J Moore | Director | Since May 31 2014 | |
| 4 | Dr D Atkinson | Treasurer | Since May 31 2014 | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|----------------------------------|----------------------|--|
| Legal | Mrs Emma McGrath | 12 Alcester Road, Sale, Manchester. M33 3QP |
| Financial | Mr Tim McInnes | 34, Cumberland Drive, Bowdon, Altrincham. WA14 3QP |
| Paediatric | Dr Catherine Doherty | Department of Anaesthesia, RMCH, Oxford Rd, Manchester M13 9WL |
| SLT | Mrs Sarah Wallace | Dept of Speech, Swallowing & Voice, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT |
| Respiratory physiotherapy | Mrs Barbara Bonvento | Dept of Physiotherapy, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT |

Name of chief executive or names of senior staff members (Optional information)

| |
|-----|
| N/A |
|-----|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Adopted Memorandum & Articles of Association, incorporated 29 th May 2014 as amended by special resolution, dated 29 th January 2015 (following advice from the Charities Commission) as amended by special resolution registered at Companies House, dated 20 th February 2015. |
| How the charity is constituted (eg. trust, association, company) | Charitable company limited by guarantee |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by ordinary resolution by existing trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

NTSP Ltd has partnered with the Royal College of Anaesthetists and the Global Tracheostomy Collaborative on a number of Quality Improvement Projects, notably 'Improving Tracheostomy Care' (2016-19), 'Evidence into Practice' (2017) and the 6th *International Tracheostomy Symposium* (2021). We supply regular updates to the RCoA and GTC and final reports of our activities.

The results of these QI projects have been taken forward by NHS England as a National Patient Safety Improvement Program (NatPatSIP) 'Safer Tracheostomy Care' commencing April 2020 (to May 2021).

We have secured funding for educational activities and promotion of our resources from the UK Health Foundation. Again, we supply written progress reports and final reports, including financial statements.

We have opened our accounts up to annual inspection in line with our governing documents and the regulations of the Charities Commission. Reports are shared with the Directors at the AGM and available to the Commission and to the Public on request.

NTSP Ltd has applied for Innovate UK funding (August 2022) to fund new developments in Virtual Reality tracheostomy education.

Summary of the objects of the charity set out in its governing document

To advance the education of the public in general, and in particular amongst patients with tracheostomies and laryngectomies and those responsible for their care on the subject of tracheostomy and laryngectomy safety in particular but not exclusively by the provision and development and facilitation of educational resources and courses.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The objects of the Charity were achieved through hosting and attending local, national and international conferences, meetings and training courses related to tracheostomy safety on behalf of the Company. These included:

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Developing new resources for tracheostomy care during the COVID-19 pandemic, with UK and international reach.

Developing the 'trachy ward round game'.

Developing a successful video library of 52 videos for patients, families and carers, disseminated through social media. The YouTube video channel received 463,700 views (441,500 watch time minutes) in 2022.

Updated video resources to support children with tracheostomies accessing education during the pandemic.

Continue to work with the Advanced Life Support Group to develop international tracheostomy safety courses. We have formed a working group to work on VR additions to the course offerings we have.

We confirm that the Trustees of the Charity have exercised their duties for the public benefit as defined in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. Our program for this reporting period was determined by consensus and designed to continue to deliver our Charitable Objectives for the public benefit. This guidance shall be reviewed annually in planning future activities of the Charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Mrs Emma McGrath has been kindly volunteering her legal expertise to assist the directors in preparing the required reports and submissions to satisfy the regulations of the Charities Commission, Companies House and HMRC.

The NTSP has supported travel for working party members by administering travel bursaries. These have been funded by the grant programmes. Applications are considered by 2 or more directors, usually by email.

Summary of the main achievements of the charity during the year

NHS England and NHS Improvement National Patient Safety Improvement Program (NatPatSIP) *Safer Tracheostomy Care* rolled out nationally in response to rising tracheostomy rates during the coronavirus pandemic.

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Written a report of the impact of the NatPatSIP with a grant from NHS England, working with the University of Manchester.

Continued to build a multidisciplinary team and expertise around tracheostomy care, including patients and their families in our steering groups and as co-applicants in grant applications.

Continue to work with the Advanced Life Support Group to develop international tracheostomy safety courses with a new focus on VR.

NHS England agreed the role of National Tracheostomy Lead Clinician (to which our Chair was appointed).

Contributing a representative to the Global Tracheostomy Collaborative Board of Directors (Dr B McGrath)

Brief statement of the charity’s policy on reserves

NTSP LTD is a company limited by guarantee and not having a share capital (Company Registration Number: 09062489 (England and Wales))

NTSP LTD does not have a policy for reserves.

Abbreviated (Unaudited) Financial Statements have been prepared and will be submitted to Companies House in accordance with Company Law.

Period of accounts

Start date: 1st June 2021
End date: 31 May 2022

These accounts detail:

Total assets (less current liabilities) at the **start** of the reporting period of £9,867
Total assets (less current liabilities) at the **end** of the reporting period of £22,798

This included £22,798 in the NTSP Ltd bank account on 31st May 2021.

Total income during the reporting period of £37,056.
(Sponsorship, course fees, YouTube Ad revenue)

Total expenditure during the reporting period of £24,125
(Expenses associated with NTSP and GTC meetings and events, video film making, website development and admin)

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Application to BBC Children in Need – competitive application (not successful)

Application to Innovate UK – Fast Start Scheme (Awarded Aug 2022)

Expenditure has supported directors, officers and representatives of NTSP Ltd in supporting our charitable objectives through education.

NTSP Ltd has submitted our financial affairs to independent external examination as per the guidelines of the Charities Commission, based on our turnover.

Section F

Other optional information

Plans for 2023 & Next report:

Continue to contribute to COVID-19 tracheostomy literature

Continue to work on NIHR i4i grant of approximately £800,000 to embark on a 3 year Programme to develop a novel device to assist patients with tracheostomies vocalise.

Continue to work on national patient safety improvement program for NHS England (NatPatSIP) – current project is to attempt to extrapolate the results of our 20-site project to estimate the impact of the NatPatSIP.

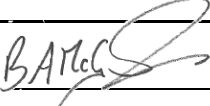

Redesign and evaluate trachy safety course into VR.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|---|
| Signature(s) |  |  |
| Full name(s) | Dr Brendan McGrath | Dr Dougal Atkinson |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |
| Date | 16/2/2023 | |

EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the trustees of '**NTSP Ltd**'

I report on the accounts of the company for the year ended **31 May 2022**, which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tim McInnes

Name: Timothy Ian McInnes

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: 34 Cumberland Drive, Bowdon, Altrincham, Cheshire WA14 3QP

Date: 21st February 2023

Balance Sheet Report for NTSP Ltd

| Account | 31 May 2022 | | 31 May 2021 | |
|---|-------------------|-------------------|------------------|------------------|
| | Asset | Liability | Asset | Liability |
| LONG-TERM ASSETS | | | | |
| IT Equipment | £0.00 | | £270.00 | |
| Long-term Assets (total) | £0.00 | | £270.00 | |
| CURRENT ASSETS & LIABILITIES | | | | |
| NTSP Ltd Bank account | £22,797.91 | | £1,096.96 | |
| Balance on Customers | £0.00 | | £8,500.00 | |
| Current Assets & Liabilities (total) | £22,797.91 | £0.00 | £9,596.96 | £0.00 |
| Net current assets (liabilities) | £22,797.91 | | £9,596.96 | |
| | | | | |
| Total assets less current liabilities | £22,797.91 | | £9,866.96 | |
| LONG-TERM LIABILITIES | | | | |
| Long-term Liabilities (total) | | £0.00 | | £0.00 |
| | | | | |
| Total net assets (liabilities) | £22,797.91 | | £9,866.96 | |
| CAPITAL & RESERVES | | | | |
| Profit and loss | | £19,391.80 | | £6,460.85 |
| Capital & Reserves (total) | | £19,391.80 | | £6,460.85 |
| OPENING BALANCES | | | | |
| Opening Balances | | £3,406.11 | | £3,406.11 |
| | | | | |
| Total assets | £22,797.91 | £22,797.91 | £9,866.96 | £9,866.96 |

Prepared on 17 Jan 2023 at 11:53:24

Profit and Loss Report for NTSP Ltd

| Account | 1 Jun 2021 to 31 May 2022 | | 1 Jun 2020 to 31 May 2021 | |
|----------------------------------|------------------------------|-------------------|------------------------------|-------------------|
| | Expense | Income | Expense | Income |
| SALES | | | | |
| Fees income | | £37,056.23 | | £11,284.60 |
| Total Revenue (Turnover) | | £37,056.23 | | £11,284.60 |
| INDIRECT EXPENSES | | | | |
| Course expenses | £7,935.90 | | £0.00 | |
| Legal, professional | £6,294.66 | | £170.00 | |
| Website / internet | £5,200.91 | | £1,056.00 | |
| Travel, subsistence | £2,285.27 | | £0.00 | |
| Advertising | £1,486.20 | | £3,380.00 | |
| Media / Design | £566.61 | | £359.31 | |
| Depreciation | £270.00 | | £1,592.87 | |
| General admin | £49.48 | | £0.00 | |
| Finance charges | £36.25 | | £3.72 | |
| Training | £0.00 | | £384.00 | |
| Indirect Expenses (total) | £24,125.28 | | £6,945.90 | |
| Total Expenses | £24,125.28 | | £6,945.90 | |
| Net Income | | £12,930.95 | | £4,338.70 |

Prepared on 17 Jan 2023 at 08:03:35

Cash Flow Report for NTSP Ltd

| Account | 1 Jun 2021 to 31 May 2022 |
|----------------------------------|------------------------------|
| CASH FLOW FROM OPERATIONS | |
| Net Income | £12,930.95 |
| Depreciation | £270.00 |
| Decrease in Customers Balance | £8,500.00 |
| Operations (total) | £21,700.95 |
| CASH FLOW FROM INVESTING | |
| Investing (total) | £0.00 |
| CASH FLOW FROM FINANCING | |
| Financing (total) | £0.00 |
| Total Cash Flow | £21,700.95 |
| Cash Balance At Start | £1,096.96 |
| Total Cash Flow | £21,700.95 |
| Cash Balance At End | £22,797.91 |

Prepared on 17 Jan 2023 at 11:54:01

Accounts by Category for NTSP Ltd

Period from 1 Jun 2021 to 31 May 2022.

Assets

| Category | Account | B/F | Debit | Credit | Balance | Notes |
|--------------|--------------|---------|-------|---------|---------|-------|
| Fixed assets | IT Equipment | £270.00 | £0.00 | £270.00 | £0.00 | |

Final depreciation this financial year to zero balance.

Prepared on 17 Jan 2023 at 11:56:41