

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022
FOR
ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY

Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

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FOR THE YEAR ENDED 31ST DECEMBER 2022**

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**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Primary objectives

The companies objectives are to preserve and protect good health for the public benefit within areas of neurology or physiotherapy or cognate health-related fields (including neuro-physiotherapy, neurosciences, neuro-technology, neurosurgery, neuro-rehabilitation and adjacent subdisciplines). Through education, training, scholarship, research, knowledge-creation, dissemination and exchange, leadership, continuing development and overall practice excellence and achievement and fostering dialogue on related health and social care policy and professionalism.

We review our aims, objectives and business strategy annually, taking into account available resources.

Our main objectives during 2022 were to:

- Increase our external presence.
- Continue embedding the ACPIN office into the day to day running requirements of ACPIN.
- Clarifying charity purpose with people living with neurological conditions.
- Continue to extend and build upon current provision of CPD training through a diverse range of training courses.
- Continue the implementation of a clear Governance structure in line with Charity Commission guidelines.
- Continuing collaborating with other Associations.
- Systematically explore ways in which we can engage with the public more effectively.

Public benefit

The Board has paid due regard to the Charity Commission's guidelines on public benefit. ACPIN remains committed to fostering, for the public benefit, the highest standard of education and resource learning tools for all. This in turn, will enable the delivery of the best possible care for members of the public and their patients, ensuring they are always up-to-date with the latest developments and innovations in this area of physiotherapy. ACPIN recognises the positive effect that high quality, life-long training can have for all.

ACHIEVEMENT AND PERFORMANCE

ACPIN's Board consists of 5 portfolio holders and 2 co-opted members, including the Chair, Vice Chair and Treasurer, all of whom have a responsibility to grow and develop their areas for the benefit of the public including ACPIN and its members.

A summary of the collective achievements of the Board up until 31st December 2022, is provided below:

- o **Membership:** Membership continues to increase and currently ACPIN membership stands at 3600 members. The last year has proven difficult in terms of maintaining member numbers, with one of the highest membership cancellations (n=150) to date.
- o **Data Protection:** Full compliance with GDPR regulations, ensuring that no mailing lists are shared with external parties.
- o **Distribution of weekly newsletter** to members includes regular clinical and practice-related consultations that members can participate in eg: National Clinical Stroke Guidelines.
- o **Increasing the availability of the best evidence for treatment:** The working group has continued to identify existing resources and build a comprehensive compendium of web-based e-learning courses and materials which will be accessible through the website. Patient and public involvement members actively contribute to this group.
- o **Reviewing the Educational opportunities:** This working group has structured the educational requirements for members, signposting to appropriate courses and identifying appropriate content for members of the public, especially ensuring that the conferences and CPD opportunities incorporate this. Patient and public involvement members actively contribute to this group.
- o **Engaging with members of the public:** Proposal development for funding to set up a patient and public partners advisory group to inform the work that ACPIN does- we have re-submitted the application and been successful in securing funding. We have reached out to the Welsh Stroke Association who are keen to support. We are receiving an increase in the number of enquiries from members of the public contacting ACPIN to seek neuro physiotherapists for support and treatment in their local area.
- o **Working with other charitable organisations:** Neurological Alliance collaboration continues including actively contributing to their campaigns.
- o **Harmonising regions- successful move to hubs:** Allows regions to have greater reach and bigger impact with a reduction in number of regions from 18 to 11 hubs.
- o **Delivering high quality evidence-based information to improve treatment options for patients and the public:**
 - delivery of a well-supported and successful virtual study day in 2022 and continued virtual professional development courses at minimal costs eg: £5
 - delivery of a well-attended face to face meeting for the 2022 ACPIN conference
 - continued development and active engagement of members of the public to contribute to the compilation of clinical guidelines for the use of Functional Electrical Stimulation
- o **Publicity:** media exposure through charitable organisations media exposure through charitable organisations such as the Neurological Alliance and professional bodies such as the Chartered Society of Physiotherapists.

As we start to emerge from the shadow of COVID-19, the cost-of-living crisis is the next wave to impact ACPIN's performance and achievements. We have continued to forge ahead with our work plans as much as we can within the current constraints, acknowledging the slowed-down pace in most of our plans. Despite these delays, we continue to be responsive to queries from people living with neurological conditions and looking at ways to actively engage with them.

FINANCIAL REVIEW

Financial position

The Charity relies on funds generated through membership subscriptions as well as surplus funds received from conferences and courses.

The Board continues to actively pursue potential fundraising activities to augment existing reserves.

Principal funding sources

The principal funding source for ACPIN remains through its membership.

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2022**

FINANCIAL REVIEW

Reserves policy

Our policy is to maintain reserves at a sufficient level to support management, administration and support costs. Any surplus funds are reinvested in the Charity and earmarked for a variety of projects.

At the end of the financial year, ACPIN's reserves totalled £422,098.

FUTURE PLANS

ACPIN's plans for the coming financial year are:

- o Increase educational content for both members of the public and ACPIN members
- o Develop the ACPIN educational framework
- o Develop our research-related webinars
- o Review our Website to ensure that it is fit for purpose

Patient and public involvement

o Plan for and organise focus groups with patients and members of the public to provide a discussion forum for the exchange of ideas that are aimed at benefitting the public and patients. This has been significantly delayed due to COVID-19 and the subsequent lockdown has meant that ACPIN were not able to fulfil this objective. However we are still laying the foundations for this so that once the pandemic has eased we are able to actively pursue it.

Fundraising

- o Enhance fundraising activities in support of ACPIN's ongoing objects. ACPIN is actively looking at ways that this can be achieved in line with its charitable strategy- we have commissioned a charity advisor to help support this
- o Investigate collaborative opportunities which have a wider public health benefit. We have developed collaborations with the Motor Neurone Disease organisation; the Neurological Alliance; and Multiple Sclerosis Society.

Governance

- o Development of a Risk Register/Risk rating tool.

Education

- o To enhance educational opportunities for the benefit of all through publications and e-learning materials. We continue to significantly increase our open access online learning.
- o To plan an ACPIN face to face conference.
- o Use the ACPIN conference as a platform to continue with the engagement process with members of the public.
- o Seek collaboration and engage with the public to maximise co-design opportunities for the public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document the Memorandum and Articles of Association, dated 18th September 2018.

Reference and administrative details

ACPIN is a registered company in England and Wales - number 10898963 and a Registered Charity - number 1180086

Recruitment and appointment of new trustees

The Board recognises the importance of improving the governance structure in line with Charity Commission guidelines. Therefore, they have drafted a comprehensive Trustee document including roles and responsibilities as well as a guideline for recruitment of new Trustee Board members. The ACPIN Board had approved this document and part of the future plan is to advertise for and commence Trustee recruitment. COVID-19 has significantly delayed the original recruitment process. Unfortunately, we have not had much success in recruiting Trustees to date. We continue to liaise with charities that have successfully recruited Trustees and are progressing our recruitment plans. Our president-elect will be able to assist with this as he is a Trustee of a different charity and has highlighted that he will help accelerate our plans.

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The ACPIN charity is made up of a Board of Directors which is accountable to the ACPIN Council. The ACPIN Council also includes hub council members. Collectively the Council holds the Board accountable for the delivery of its charitable objects. The ACPIN Board meets on a monthly basis and the ACPIN Council meets twice per year.

In addition, the Chair has ultimate responsibility to ensure that the charity acts in accordance with its charitable objects which are set out in Article 2 of the Articles of Association.

Risk management

The Board regularly reviews the major risks to which the charity is exposed. During 2019, the Board reviewed the charity's governance structure and compiled series of policy documents to ensure that the charity had robust and fully accountable procedures in place for its ongoing operation.

These policies are under continuous review, where new documents are drafted and ratified to augment those already in place.

These policies have a strict process of yearly review to ensure that they remain current and consistent with prevailing guidelines.

As a small charity, ACPIN is also highly dependent on the willingness of the ACPIN Board, who are entirely made up of volunteers, to invest considerable amounts of personal, unpaid time as well as having a few highly dedicated staff. We recognise a clear risk to the charity should we lose key individuals that we cannot easily replace. As a result we are constantly reviewing our operational performance and capacity to ensure that we have the capacity, correct skill mix and availability to deliver on our objectives. To offset the workload of these volunteers we are always seeking ways to join other charities and organisations with a similar focus to ours, in doing small projects.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10898963 (England and Wales)

Registered Charity number

1180086

Registered office

Morello Clinic, Nelson House
Langstone Business Park
Langstone
Newport
NP18 2LH

Trustees

Ms A B Adonis (Chair)
Ms L Azam
Mr A J J Brouwers (Former Chair)
Ms E Butler (resigned 1.8.2022)
Ms N Guck (Vice Chair)
Mr P Kumar
J Sampson (Treasurer)

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

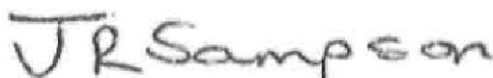
**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

David J C Barr
Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

Approved by order of the board of trustees on 31 August 2023 and signed on its behalf by:



.....
J Sampson (Treasurer) - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY

Independent examiner's report to the trustees of Association Of Chartered Physiotherapists In Neurology ('the Company')

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

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



David J C Barr

Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

Date: 1 September 2023

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		-	11,474
Charitable activities			
Membership fees		126,430	122,758
Conference and workshops		29,338	-
Courses, database and projects		20,169	2,237
Administrative support		760	-
Other		-	4,220
Investment income	2	914	36
Total		177,611	140,725
EXPENDITURE ON			
Charitable activities			
Conference and workshops		77,892	7,337
Synapse/Newsletter/Stroke Guidelines/UK Forum		-	2,538
Courses, database and projects		7,451	6,147
Administrative support		31,164	27,100
Website/advertising		16,438	18,452
Total		132,945	61,574
NET INCOME		44,666	79,151
RECONCILIATION OF FUNDS			
Total funds brought forward		377,432	298,281
TOTAL FUNDS CARRIED FORWARD		422,098	377,432

The notes form part of these financial statements

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**BALANCE SHEET
31ST DECEMBER 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
FIXED ASSETS			
Tangible assets	7	1,094	1,459
CURRENT ASSETS			
Debtors	8	8,066	2,913
Cash at bank		415,938	376,160
		424,004	379,073
CREDITORS			
Amounts falling due within one year	9	(3,000)	(3,100)
NET CURRENT ASSETS		421,004	375,973
TOTAL ASSETS LESS CURRENT LIABILITIES		422,098	377,432
NET ASSETS		422,098	377,432
FUNDS	10		
Unrestricted funds		422,098	377,432
TOTAL FUNDS		422,098	377,432

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

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

The trustees acknowledge their responsibilities for

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

The notes form part of these financial statements

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

BALANCE SHEET - continued
31ST DECEMBER 2022

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

The financial statements were approved by the Board of Trustees and authorised for issue on 31 August 2023 and were signed on its behalf by:

J R Sampson

J Sampson (Treasurer) - Trustee

The notes form part of these financial statements

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

Income

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

Expenditure

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

Tangible fixed assets

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

Plant and machinery	- 25% on reducing balance
Computer equipment	- 33.33% straight line

Taxation

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

Fund accounting

All funds are unrestricted and can be used in accordance with the charitable objectives at the discretion of the trustees.

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2022**

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	914	36

3. SUPPORT COSTS

	Management	Finance	Governance	Totals
	£	£	costs	£
Administrative support	26,640	1,884	2,640	31,164

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

Management

	2022	2021
	Administrative support	Total activities
	£	£
Wages	14,508	12,996
Insurance	1,609	1,598
Office expenses	3,018	2,587
Sundries	6,041	4,183
Travelling	1,099	511
Depreciation	365	589
	26,640	22,464

Finance

	2022	2021
	Administrative support	Total activities
	£	£
Bank charges	1,884	1,636

Governance costs

	2022	2021
	Administrative support	Total activities
	£	£
Independent examiner's fees	2,640	3,000

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2022**

4. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	365	589
	<u> </u>	<u> </u>

5. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

6. STAFF COSTS

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

	2022	2021
	2	2
Office	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

	Plant and machinery £	Computer equipment £	Totals £
COST			
At 1st January 2022 and 31st December 2022	5,981	2,409	8,390
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1st January 2022	4,522	2,409	6,931
Charge for year	365	-	365
	<u> </u>	<u> </u>	<u> </u>
At 31st December 2022	4,887	2,409	7,296
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31st December 2022	1,094	-	1,094
	<u> </u>	<u> </u>	<u> </u>
At 31st December 2021	1,459	-	1,459
	<u> </u>	<u> </u>	<u> </u>

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2022**

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	4,956	-
Prepayments and accrued income	3,110	2,913
	<u>8,066</u>	<u>2,913</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	-	100
Accrued expenses	3,000	3,000
	<u>3,000</u>	<u>3,100</u>

10. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
General fund	377,432	44,666	422,098
TOTAL FUNDS	<u>377,432</u>	<u>44,666</u>	<u>422,098</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	177,611	(132,945)	44,666
TOTAL FUNDS	<u>177,611</u>	<u>(132,945)</u>	<u>44,666</u>

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2022**

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	298,281	79,151	377,432
TOTAL FUNDS	<u>298,281</u>	<u>79,151</u>	<u>377,432</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	140,725	(61,574)	79,151
TOTAL FUNDS	<u>140,725</u>	<u>(61,574)</u>	<u>79,151</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2022.

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	-	11,474
Investment income		
Deposit account interest	914	36
Charitable activities		
Membership subscriptions	126,430	122,758
Conference and workshops	29,338	-
Courses	17,135	2,237
Mailing services, database use	3,794	4,220
	<u>176,697</u>	<u>129,215</u>
Total incoming resources	177,611	140,725
EXPENDITURE		
Charitable activities		
Website/Advertising	16,438	18,452
Conference costs	77,892	7,337
Synapse / Newsletter	-	2,538
Course fees	2,991	301
Project costs	4,460	5,846
	<u>101,781</u>	<u>34,474</u>
Support costs		
Management		
Wages	14,508	12,996
Insurance	1,609	1,598
Office expenses	3,018	2,587
Sundries	6,041	4,183
Travelling	1,099	511
Plant and machinery	365	487
Computer equipment	-	102
	<u>26,640</u>	<u>22,464</u>
Finance		
Bank charges	1,884	1,636
Governance costs		
Independent examiner's fees	2,640	3,000

This page does not form part of the statutory financial statements

**ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN NEUROLOGY**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	2022 £	2021 £
	<hr/>	<hr/>
Total resources expended	132,945	61,574
	<hr/>	<hr/>
Net income	44,666	79,151
	<hr/>	<hr/>

This page does not form part of the statutory financial statements