

REGISTERED COMPANY NUMBER: CE025896 (England and Wales)
REGISTERED CHARITY NUMBER: 1194696

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 APRIL 2022
FOR
BRITISH SOCIETY OF HEAD AND NECK IMAGING

Thomas Westcott
Plym House
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PL6 8LT

BRITISH SOCIETY OF HEAD AND NECK IMAGING

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For The Period Ended 30 April 2022

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TRUSTEES' ANNUAL REPORT
For The Period Ended 30 April 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 period ended 30 April 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
CE025896 (England and Wales)

Registered Charity number
1194696

Registered office
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
Devon
PL6 8LT

Trustees
Dr D Summers
Dr R Lingram
Dr A Weller
Dr G Potter

Company Secretary
Dr A Weller

Independent examiner
Thomas Westcott
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
Devon
PL6 8LT

Bankers
Lloyds Bank plc
25 Gresham Street
London
EC2V 7HN

TRUSTEES' ANNUAL REPORT
For The Period Ended 30 April 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The council present their report with the financial statements of the society for the period ended 30 April 2022.

HISTORY

During the course of 1996 it became apparent to a number of radiologists with a particular interest in the head and neck that this was one of the few areas where a special interest group did not exist. A preliminary one day scientific meeting covering key head and neck imaging topics was convened in the RSM in the summer of 1997. During the course of the meeting the idea of founding a head and neck imaging society was discussed. The following year the meeting was repeated with a view to officially founding the British Society of Head and Neck Imaging (BSHNI). This took place on 9th July 1998 and over sixty delegates attended. At the first annual general meeting the name of the society was agreed and the constitution accepted.

Since then, the society has organised an annual general meeting which aims to cover key topics and new developments in head and neck imaging. The annual meeting became a two day meeting in 2005.

AIMS AND OBJECTIVES

Head and Neck imaging defines the area from the skull base to the thoracic inlet. Its importance and complexity is increasing in response to developments that include advances in imaging (Magnetic Resonance Imaging, Computed Tomography and Radionuclides in particular), surgical techniques and organisation of surgical specialisation and service delivery (including cancer centres).

Many radiologists undertake head and neck imaging in association with another substantial commitment (neuroradiology, cross-sectional imaging, general radiology etc) and this is likely to remain the case, at least in the UK for the foreseeable future. Imaging has become increasingly important to head and neck surgeons and it is envisaged that the optimal development of imaging services and relevant educational meetings will involve radiologists and surgeons.

The BSHNI's major objectives are advancement of the education and work with local and national organisations like Royal College of Radiologists, GMC, NICE and NHSI to help maintain standards of professional practice, training and develop guidelines.

The purpose(s) of the society are:

- (1) Advancement of education in the field of Head and Neck Radiology and to promote high standards in the clinical practice of Head and Neck Radiology throughout UK;
- (2) To promote the place of Head & Neck Radiology as a core discipline within Clinical Radiology;
- (3) To ensure, in collaboration with the Royal College of Radiologists and any other relevant body, that training and education of Head & Neck Radiologists is appropriate and of a high standard;
- (4) To advise and collaborate with regulatory and professional bodies regarding development of guidelines and standards of practice of Head and Neck Radiology;
- (5) To stimulate and encourage research and innovation within the field of Head and Neck Radiology with view to improving patient care and clinical outcomes;
- (6) Further such other charitable purposes anywhere in the world.

TRUSTEES' ANNUAL REPORT
For The Period Ended 30 April 2022

5. Communication

The annual newsletter in the original constitution has been superseded by electronic communication methods and the society, through the management committee, will disseminate important information to the membership using these methods.

A website www.bshni.org.uk was established in 2007 and recently refreshed in 2021. Information about the society and its proceedings is provided on this website. Publications such as the Royal College of Radiologists' and the Royal Society of Medicine newsletters may also be used to provide such information.

Regular meetings should be held to achieve the above aims.

The society applied to become a Charitable Incorporated Organisation (CIO). The CIO status was granted on 7 June 2021 and the society accounts were then incorporated into the CIO from 1 July 2021. All assets, liabilities and reserves were transferred to the CIO rendering the society dormant. Therefore the final society accounts were produced with a period end of 30 June 2021.

SIGNIFICANT ACTIVITIES

1. Annual Refresher Course (BSHNI Winter Meeting)

In February 2015 the society held its first Annual Refresher Course in Manchester. The refresher conferences are designed to reach a wider audience than the London-based AGM and are aimed at those wishing to refresh basic knowledge of Head and Neck Imaging over a 3 year rolling programme. The last cycle of the course was held at Newcastle in February 2020.

Poster presentations were also accepted for the first time in the history of the society with Prizes for the Best Poster and Runners Up as judged by Committee Members. This inaugural meeting was oversubscribed and received excellent feedback. From 2018, the Annual Refresher course has been ran in Newcastle. The course was cancelled in 2021 due to the COVID pandemic.

2. Dr Peter Phelps Commemorative Lecture and Wall of Honour

The Peter Phelps Lecture, commemorating the first President of our society was introduced in 2012 and is now a centrepiece of the BSHNI annual meeting. A distinguished Head and Neck Radiologist, usually from overseas, is invited to give the lecture. In 2014, the society arranged an inscription on the Royal Society of Medicine Wall of Honour in memory of Dr Peter Phelps. There is also a 'virtual wall' service (<http://www.rsm-wallofhonour.com/virtual-wall.aspx>).

3. Institutional Member of ESHNR

Since 2015, through closer collaboration with the European Society of Head and Neck Radiologists (ESHNR), BSHNI has arranged institutional membership of ESHNR for its members at a discounted rate.

4. Working with Royal College of Radiologists (RCR)

BSHNI is currently working closely with RCR on several fronts. Since 2015, its members are part of the Subspecialist Interest Group Panel for setting head and neck radiology questions for the RCR Part 2a exams. In 2016, BSHNI was involved in devising RCR ultrasound (head and neck) training curriculum for non-radiologists. Members of the society are also involved in updating the RCR RITI/e-learning system for the head and neck radiology component. BSHNI has been working with RCR on development and review of iRefer guidelines.

From 2018, RCR and BSHNI has been funding a joint Visiting Professorship for a duration of two years. The visiting Professor visits and delivers training for several training schemes in the UK. BSHNI is also involved in revising the RCR head and neck radiology training curriculum/syllabus.

TRUSTEES' ANNUAL REPORT
For The Period Ended 30 April 2022

5. Membership matters

BSHNI council and members have been working with other national organisations like National Institute for Health and Care Excellence (NICE) and NHS Improvement to develop guidelines and setting national standards for healthcare related to Head & Neck Pathology.

6. Webinars

In 2020 – 21 BSHNI commenced free educational Webinars. 15 very successful Webinars were held on a range of topics in 2020 – 21 attended by up to 500 delegates from across the world.

ELECTED MEMBERS

The elected members shown below have held office during the whole of the period from 1 July 2021 to the date of this report.

Dr D Summers
Dr R Lingram
Dr A Weller
Dr G Potter

FINANCIAL REVIEW

Incoming resources during the year amounted to £67,400. After deducting resources expended of £4,297 a surplus of £63,103 arose which increased the charity's reserves to £63,103.

The Financial Reserves held by the Charity are held to cover:

1. Fees for the annual meeting.
2. Costs to maintain and improve the BSHNI website.

The Charities main source of income for the year was from the Annual Meeting and a small amount of income from memberships. These will continue to be the main sources of income for the Charity.

FUTURE DEVELOPMENTS

The charity plans to:

- Continue running a successful annual meeting.
- Endeavour to increase membership numbers by increasing the content available on the website.
- Ensure that all lectures and accepted poster presentations from the annual scientific meeting are placed on the website for members only, in order to help promote education and training as well as encourage more radiologists to become full members of the society.

Approved by order of the board of trustees on 1 July 2022 and signed on its behalf by:

Dr G Potter - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRITISH SOCIETY OF HEAD AND NECK IMAGING (REGISTERED NUMBER: CE025896)**

I report on the financial statements for the period ended 30 April 2022, which comprise the statement of financial activities, statement of financial position and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). The charity's 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 required.

Having satisfied myself that the charity is not subject to audit under Part 16 of the 2006 Act 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); and
- to state whether particular matters have come to my attention.

Basis of the 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 statements below.

Independent examiner's statement

In connection with 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 charity as required by section 386 of the 2006 Act; or
2. The financial statements do not accord with those records; or
3. The financial statements do not comply with the accounting requirements or 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 financial statement 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 should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Keith Clay FCA
Thomas Westcott
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
Devon
PL6 8LT

Date: 1 July 2022

BRITISH SOCIETY OF HEAD AND NECK IMAGING

STATEMENT OF FINANCIAL ACTIVITIES
For The Period Ended 30 April 2022

	Notes	2022 Unrestricted funds £
INCOMING RESOURCES		
Incoming resources from generated funds		
Voluntary income		-
Incoming resources from charitable activities	4	
Head and Neck Imaging Training and Education		25,443
Other incoming resources		<u>41,957</u>
Total incoming resources		67,400
 RESOURCES EXPENDED		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs		-
Charitable activities		
Head and Neck Imaging Training and Education		2,797
Governance costs		<u>1,500</u>
Total resources expended		<u>4,297</u>
 NET INCOMING RESOURCES		63,103
 RECONCILIATION OF FUNDS		
Total funds brought forward		-
 TOTAL FUNDS CARRIED FORWARD		<u><u>63,103</u></u>

The notes form part of these financial statements

STATEMENT OF FINANCIAL POSITION

At 30 April 2022

	Notes	2022 Unrestricted funds £
FIXED ASSETS		
Tangible assets	8	3,028
CURRENT ASSETS		
Debtors	9	12,043
Cash at bank and in hand		<u>49,532</u>
		61,575
CREDITORS		
Amounts falling due within one year	10	(1,500)
		<u>60,075</u>
NET CURRENT ASSETS		
		<u>63,103</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		
		<u>63,103</u>
NET ASSETS		
		<u>63,103</u>
FUNDS	11	
Unrestricted funds		<u>63,103</u>
TOTAL FUNDS		<u>63,103</u>

For the financial period in question the charity was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the financial statements.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 1 July 2022 and are signed on behalf of the board by:

Dr G Potter - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
For The Period Ended 30 April 2022

1. GENERAL INFORMATION

The charity is a registered charity in England and Wales and a charitable incorporated organisation, registered in England and Wales. The address of the principal office is Plym House, 3 Longbridge Road, Marsh Mills, Plymouth, PL6 8LT.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011 and the Companies Act 2006.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumption that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

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

Fund accounting

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

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

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

Financial Instruments

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Period Ended 30 April 2022

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	2022 £
Membership income	Head and Neck Imaging Training and Education	1,580
Meeting receipts	Head and Neck Imaging Training and Education	23,863
Other income	Head and Neck Imaging Training and Education	<u>41,957</u>
		<u>67,400</u>

5. STAFF COSTS

There were no employees during the year.

6. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

7. INDEPENDENT EXAMINATION FEES

	2022 £
Fees payable to the independent examiner for:	
Independent examination of the financial statements	<u>1,500</u>

8. TANGIBLE FIXED ASSETS

	Website £
COST	
At 7 June 2021	-
Additions	<u>3,824</u>
At 30 April 2022	<u>3,824</u>
DEPRECIATION	
At 7 June 2021	-
Charge for year	796
At 30 April 2022	<u>796</u>
NET BOOK VALUE	
At 30 April 2022	<u>3,028</u>
At 7 June 2021	-

9. DEBTORS

	2022 £
Other debtors	<u>12,043</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £
Other creditors	<u>1,500</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Period Ended 30 April 2022

11. MOVEMENT IN FUNDS

	At 7.6.21 £	Net movement in funds £	At 30.4.22 £
Unrestricted funds			
General fund	-	63,103	63,103
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>-</u>	<u>63,103</u>	<u>63,103</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	-	(-)	-
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>-</u>	<u>(-)</u>	<u>-</u>

Unrestricted funds are to be used for the running of the charity as the Trustees deem necessary.

BRITISH SOCIETY OF HEAD AND NECK IMAGING

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Period Ended 30 April 2022

	2022 £
INCOMING RESOURCES	
Voluntary income	
Donations	-
Incoming resources from charitable activities	
Membership income	1,580
ASM Conference	<u>23,863</u>
	25,443
Other incoming resources	
Incorporation of Society	<u>41,957</u>
Total incoming resources	67,400
RESOURCES EXPENDED	
Fundraising trading: cost of goods sold and other costs	
Bad debts	-
Charitable activities	
Prizes and awards	1,014
Clerical support	420
Website maintenance	252
Licences and insurance	69
Professional fees	204
Bank charges	42
Depreciation	<u>796</u>
	2,797
Governance costs	
Accountancy	<u>1,500</u>
Total resources expended	4,297
	<hr/>
Net income	<u><u>63,103</u></u>