

**The Association of Aviation Medical Examiners**

**Unaudited Annual Report and Financial Statements**

**For the Year Ended 31 December 2023**

**Charity Registered in England and Wales Number: 285927**

# **The Association of Aviation Medical Examiners**

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**For the Year Ended 31 December 2023**

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# **The Association of Aviation Medical Examiners**

Reference and Administrative Details

For the Year Ended 31 December 2023

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## **Trustees**

Dr M Marshall  
Dr E Ramsay  
Dr J Mair

## **Executive committee**

Dr E Wilkinson - President  
Dr M Marshall  
Dr E Ramsay – Treasurer  
Dr J Mair - Chair

## **Principal address**

Hender House  
Nympsfield Road  
Forest Green, Nailsworth  
Stroud  
Gloucestershire  
GL6 0EA

## **Independent Examiners**

M W Medical  
Chartered Accountants  
2 Westbury Mews  
Westbury Hill  
Westbury-on-Trym  
Bristol  
BS9 3QA

## **Bank**

Barclays Bank PLC  
1 The Square  
Holmes Chapel  
Crewe  
CW4 7AF

# **The Association of Aviation Medical Examiners**

## **Trustees' Report**

**For the Year Ended 31 December 2023**

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's memorandum and articles of association, the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102-effective 1 January 2019).

### Constitution

The Association of Aviation Medical Examiners is a registered charity, charity number 285927. The charity's principal address is:

Hender House  
Nympsfield Road  
Forest Green, Nailsworth  
Stroud  
Gloucestershire  
GL6 0EA

The Association of Aviation Medical Examiners was established on 5 November 1982 and registered as a charity on 22 December 1982.

### Objectives and activities

The objectives are the dissemination of information and education in the advancement of medical aviation procedures for all those who use air transport.

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

### Organisational structure

The charity is an independent charity staffed by volunteers. The charity is administered through its Executive Committee. This committee is elected from the fully paid-up members of the Association who serve for a term of two years. After the term the committee members are eligible for re-election. The committee meets three times a year. The trustees are nominated from the Executive Committee and are usually the Chairman, Treasurer and Secretary.

The trustees have complied with their duty under section 17 of the Charities Act 2011 to have regard to guidance on the public benefit requirements issued by The Charity Commission.

### Financial review

The main source of income for the charity is membership subscriptions. The main activity of the year is the Annual Scientific Meeting which is held to improve the knowledge of members in medical procedures. In 2023, membership subscriptions remained consistent with a slight increase in administrative costs of operating the charity, resulting in a deficit of £6,336 (2022: £5,536). This has decreased total funds to £79,048 (2022 - £85,384), which remains an appropriate level of reserves, the overall financial position of the Association is sound.

### Reserves policy

The charity has free reserves as at the end of the year of £79,048 (2022: £85,384). These are held to advance the charitable objectives and continue to operate the Annual Scientific Meeting should income fall.

# The Association of Aviation Medical Examiners

## Trustees' Report

For the Year Ended 31 December 2023

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### Risk policy

The charity's directors examine the major strategic, business and operational risks facing the charity. These risks are reviewed regularly.

### Statement of trustees responsibilities

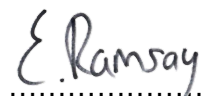
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on .....05/03/2024..... and signed on its behalf by:



.....  
Dr E Ramsay  
Trustee

# **The Association of Aviation Medical Examiners**

Independent Examiner's Report to the Trustees

For the Year Ended 31 December 2023

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## **Independent examiner's report to the trustees of The Association of Aviation Medical Examiners**

I report to the charity trustees on my examination of the accounts of The Association of Aviation Medical Examiners ("the charity") for the year ended 31 December 2023.

### **Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect: ·

1. the accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Michelle Ferris BSc (Hons) FCA DChA  
M W Medical  
Chartered Accountants  
2 Westbury Mews  
Westbury Hill  
Westbury-on-Trym  
Bristol  
BS9 3QA

Dated: 12 March 2024

# The Association of Aviation Medical Examiners

## Statement of Financial Activities

For the Year Ended 31 December 2023

	Total funds unrestricted 2023 £	Total funds unrestricted 2022 (as restated) £
<b>Income from:</b>		
Membership subscriptions	16,304	13,713
Conference income	28,134	20,050
<b>Total</b>	<b>44,438</b>	<b>33,763</b>
<b>Expenditure on:</b>		
Conference expenses	38,948	28,336
Accountancy	1,188	816
AAME Committee meeting expenses	2,446	-
Admin support and fees	2,755	4,715
Honorarium	-	510
Stripe fees	211	-
GMC Suitable Person fee	3,650	2,800
GASCO subscription	200	170
Website, postage and stationery	260	194
Secretarial fees	835	615
Training	-	847
Collaboration	281	296
<b>Total</b>	<b>50,774</b>	<b>39,299</b>
<b>Net movement in funds</b>	<b>(6,336)</b>	<b>(5,536)</b>
<b>Reconciliation of funds:</b>		
Fund balances at 1 January 2023	85,384	90,920
<b>Fund balances at 31 December 2023</b>	<b>79,048</b>	<b>85,384</b>

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

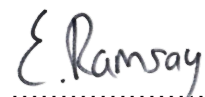
# The Association of Aviation Medical Examiners

## Balance sheet

As at 31 December 2023

	Notes	2023 £	2022 £
<b>Current assets</b>			
Cash at bank and in hand		78,976	78,334
Debtors and prepayments	2	1,200	11,078
		<u>80,176</u>	<u>89,412</u>
<b>Current liabilities</b>			
Creditors and accruals	3	(1,128)	(4,028)
		<u>79,048</u>	<u>85,384</u>
<b>Net assets</b>		<u><u>79,048</u></u>	<u><u>85,384</u></u>
Unrestricted income funds	5	79,048	85,384
<b>Total unrestricted reserves</b>		<u><u>79,048</u></u>	<u><u>85,384</u></u>

Approved by the Board for issue on 05/03/2024 ..... and signed on its behalf by:



.....  
Dr E Ramsay  
Trustee



# The Association of Aviation Medical Examiners

## Notes to the Financial Statements

For the Year Ended 31 December 2023

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### 1 Accounting policies

#### 1.1 General information and basis of preparation

The Association of Aviation Medical Examiners is a registered charity. The nature of the charity's operations and its principle activities are set out in the Trustees report on pages 3-4.

The financial statements have been prepared in £ sterling rounded to the nearest £ on the historical cost basis and in accordance with 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)- (Charities SORP (FRS 102)).

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 1.2 Incoming resources

Incoming resources comprise membership subscriptions and donations. These are recognised when the income is given unconditionally to the charity.

#### 1.3 Resources expended

Liabilities are recognised as soon as there is legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### 1.4 Cash at bank and in hand

Cash at bank and in hand comprise cash on hand and call deposits.

#### 1.5 Taxation

The charity applies all income and gains for charitable purposes and is therefore not liable to corporation tax.

#### 1.6 Fund accounting

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

#### 1.7 Debtors

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid

#### 1.8 Creditors

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

# The Association of Aviation Medical Examiners

## Notes to the Financial Statements

For the Year Ended 31 December 2023

### 1.9 Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not classified as financial instruments. Cash at bank – is classified as a basic financial instrument and is measured at face value. Financial liabilities – trade creditors, other creditors and accruals are basic financial instruments and are measured at amortised cost.

### 1.10 Prior period adjustment

The comparative year has been restated to gross up for conference income and expenses of £20,050, which was previously shown as a net expense of £8,286.

The impact of this adjustment has been to increase income by £20,050 from £13,713 to £33,763, and to increase conference expenses from £8,286 to £28,336.

There has been no change to the reserves or deficit for the year.

## 2 Debtors and prepayments

	2023 £	2022 £
Other debtors	-	8,321
Prepayments	1,200	2,757
	<u>1,200</u>	<u>11,078</u>

## 3 Creditors and accruals

	2023 £	2022 £
Accruals	1,128	4,028
	<u>1,128</u>	<u>4,028</u>

## 4 Trustees' expenses and remuneration and related parties

No trustee received remuneration from the trust (2022 - none) but one trustee was reimbursed expenses relating to the trust's logo design and conference expenses totalling £320 (2022 – none).

There were no employees during the year (2022 – none) and therefore no-one received remuneration over £60,000 (2022 – none), and there was no key management personnel remuneration (2022 – none).

During the year, accommodation, and committee meeting expenses of £900 was incurred relating to the three trustees (2022 – none).

# The Association of Aviation Medical Examiners

## Notes to the Financial Statements

For the Year Ended 31 December 2023

### 5 Statement of funds - 2023

	Balance 01.01.23 £	Income £	Expenditure £	Transfers £	Balance 31.12.23 £
Unrestricted funds	85,384	44,438	(50,774)	-	79,048
<b>Total funds</b>	<b>85,384</b>	<b>44,438</b>	<b>(50,774)</b>	<b>-</b>	<b>79,048</b>

### Statement of funds - 2022

	Balance 01.01.22 £	Income (as restated) £	Expenditure (as restated) £	Transfers £	Balance 31.12.22 £
Unrestricted funds	90,920	33,763	(39,299)	-	85,384
<b>Total funds</b>	<b>90,920</b>	<b>33,763</b>	<b>(39,299)</b>	<b>-</b>	<b>85,384</b>