

**Financial Statements & Report of the**  
**Independent Examiners**  
**for the Year Ended 31 December 2020**  
**for**  
**NACT UK**

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**for the Year Ended 31 December 2020**

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**NACT UK**

**Legal and Administrative Information**  
**for the Year Ended 31 December 2020**

**Honorary Officers and  
Executive Committee**

Dr J Szram	(Chairman)
Dr S Remington	(Vice Chairman)
Dr C Lewis	(Honorary Secretary)
Dr D McKeon	(Honorary Assistant Secretary)
Dr M Davison	(Honorary Treasurer)
Dr E Briggs	(Editor & PR Officer)

**Principal Office**

NACT UK  
L15, Bletchley Business Campus  
1-9 Barton Road  
BLETCHLEY  
MK2 3HU  
Telephone: 01908 272898  
Fax: 01296 715255  
Email: [office@nactuk.org.uk](mailto:office@nactuk.org.uk)

**Charity Registration Number**

295172

**Accountant**

Anthistle Craven  
Moreton House  
31 High Street  
Buckingham  
Buckinghamshire  
MK18 1NU

**Bank**

HSBC Plc  
117 Great Portland Street  
London  
W1A 4UY

## **NACT UK**

### **Executive Committee Report** **for the Year Ended 31 December 2020**

The Executive Committee present the statutory report with the accounts of NACT UK for the year ended 31st December 2020.

The results for the year are presented in the form of a Statement of Financial Activities, which incorporates the traditional income and expenditure account, in order to comply with the Revised Statement of Recommended Practice for Charities, as issued by the Charity Commission in October 1995 and as identified in the Charities Act 1993.

#### **CONSTITUTION**

The National Association of Clinical Tutors was formed in 1969 as an unincorporated association. It is governed by the constitution rules ratified at the AGM of 12 May 2016.

#### **PRINCIPAL AIMS**

NACT UK aims to provide a resource for Leaders for their roles within Postgraduate Medical Education and their wider responsibilities for local quality assurance of Medical Education. NACT UK supports and provides training for Clinical Tutors/Directors of Medical Education (DME), Associate Clinical Tutors & ADMes, Foundation Programme Training Directors and others in their evolving educational roles, striving to raise the profile of our members and of NACT UK itself in serving the purposes of Postgraduate Medical Education.

#### **MEETING AND COMMUNICATIONS**

NACT UK organises one meeting a year for members only. In addition, we run and organise other national meetings which are open to non-members. The aim of these meetings is to inform and educate all those involved in the delivery of postgraduate medical education on the current and changing process and structure of postgraduate medical education.

NACT UK keeps in touch with its members by a quarterly newsletter, *Clinical Tutor* and through an active email cascade. It represents its members on the Conference of Postgraduate Medical Deans (COPMeD), English Deans (HEEDs) as well as through committees of the Academy of Medical Royal Colleges (AoMRC) and other related organisations in the 4 countries of the UK. It maintains personal contact with those involved in the management of postgraduate medical education at national levels.

#### **ORGANISATION**

NACT UK has a Chairman, a Vice Chairman, an Honorary Secretary, an Honorary Treasurer, an Honorary Assistant Secretary, and a Public Relations Officer/Editor. The officers are elected by the membership at each Annual General Meeting and none can serve for more than three years in any one post.

#### **CURRENT OFFICERS (AT 31 DECEMBER 2020)**

The following were elected/re-elected at the AGM held on 15 May 2020:

Chair	Dr J Szram
Vice Chair	Dr S Remington
Hon. Secretary	Dr C Lewis
Hon. Treasurer	Dr M Davison
Editor & PR Officer	Dr E Briggs
Assistant Hon. Secretary	Dr D McKeon

The Officers are in regular contact, especially by telephone conferencing, phone, email, and occasionally meet at various times throughout the year.

## **NACT UK**

### **Executive Committee Report for the Year Ended 31 December 2020**

#### **COUNCIL**

The Council consists of all the Officers and a Director of Medical Education or equivalent representative from each Deanery in the United Kingdom, (normally elected by their DME colleagues in that Deanery), together with co-opted members from the Postgraduate Deans (COPMeD), the National Association of Medical Education Managers (NAMEM), Foundation Programme Directors, SAS Tutors and various other bodies. It meets four times a year to update representatives on current issues in postgraduate medical education, operational and activity by the Association and discuss future strategy for the Officers to implement.

#### **STRATEGY AND SUMMARY OF ANNUAL ACTIVITIES**

The Officers and Council will work to the strategy for NACT UK as set out in the January Council meeting each year. We continue to aim for all Leaders in Medical Education to be members, including DMEs and Clinical Tutors and their associates and deputies, Foundation Programme Directors, SAS and LED Tutors. The Association is supported in this aim by COPMeD.

The importance of the role of the Director of Medical Education is recognised by COPMeD and the GMC and detailed in the “Organisation of Postgraduate Medical Education at the provider level” published by NACT UK August 2007, updated April 2013. An updated job description is also available on the NACT UK web site ([www.nact.org.uk](http://www.nact.org.uk)), reflecting the increasing complexity and importance of the job and stresses that the time involved should be properly allocated and rewarded. The Consultant Contract endorses required planned sessions for professional activity (PAs) for educational activity, and the new HEE Educational Contract also makes this time requirement clear.

NACT UK works closely with COPMeD and Health Education England (HEE) as well as NHS Education for Scotland (NES), Health Education and Improvement Wales (HEIW), Northern Ireland (NIMDTA) and NHS Employers and will continue to maintain liaison with other organisations with similar interests. These include: AoMRC, NAMEM, NHS Confederation and a number of Royal Colleges. NACT UK Council members continue to be appointed, in their own right, to working groups within GMC and HEE.

The officers and some members of Council regularly represent the Association at national level at a wide number of stakeholder meetings and continue to be consulted on new documents and initiatives within the field of postgraduate medical education.

In response to the “Black Lives Matter” movement, Miss Helen Cattermole has led on a NACT UK Statement of Intent & Solidarity against Racism & Discrimination, accompanied by 5 Steps to share supporting ideas from around the UK. NACT UK finalised the Guidance for LEDs document. A number of key documents including sample job descriptions have been updated; others are in the process of being updated in 2021.

The development programme for educational leaders provided by NACT UK “Basics for Leadership in Medical Education (BLIME) is delivered in two parts - CorBLIME - recommended for all new member categories - and MorBLIME, for those who wish to update their knowledge. These continue to be popular, and well received by attendees, including Foundation Programme Training Directors and SAS Tutors. The Finance Day has been revised and will be run again face to face in June 2021.

NACT UK is an institutional member of ASME and AMEE and continues to support events run by both organisations. In July 2020 Dr Jo Szram attended the ASME annual scientific conference and delivered a popup workshop on improving supervision based on NACT documents and guiding principles. In August 2020 Dr Szram attended the virtual AMEE Conference on behalf of the Association. A reminder that the NACT/ASME membership benefits are detailed on the NACT website.

NACT UK continues to support an annual exchange Fellowship to North Carolina and networks with the hosts in the US, unfortunately due to COVID both the UK and USA Fellows have not been able to complete their Fellowships for this year and has been deferred to the following year.

## **NACT UK**

### **Executive Committee Report** **for the Year Ended 31 December 2020**

The pandemic has given increased pressures and challenges throughout the NHS and proved there is a greater need than ever for responsive, collaborative, and compassionate educational leadership supported by high quality, robust educational management and governance as we enter a crucial period of service and training recovery. NACT UK continues to respond to the needs of its members in order to equip each of them to develop the skills and behaviours to provide this leadership, aligned to the values of the organisation.

#### **DEPARTURES, ARRIVALS AND ACKNOWLEDGEMENTS**

The Council of NACT UK wishes to welcome all new Deanery and other representatives plus Mrs Anita Rodgers to the NACT Office and our new education advisor Dr Simon Frazer. The Officers and Council would particularly like to thank Mrs Jane Litherland, Executive Manager for her continuing hard work for the Association.

## **NACT UK**

### **Executive Committee Report** **for the Year Ended 31 December 2020**

#### **FINANCIAL INFORMATION**

##### **THE CHARITY'S ASSETS**

Acquisitions and disposal of fixed assets during the year are recorded in the notes to the accounts.

##### **RESERVE POLICY**

NACT UK maintains a general fund reserve in order to underwrite any shortfalls encountered by educational meetings and courses. The reserve fund also generates interest to fund the start-up costs of educational initiatives.

##### **EXECUTIVE COMMITTEE'S RESPONSIBILITY STATEMENT**

Charity Law requires the Executive Committee, as trustees, to prepare accounts of the charity for each financial year. In preparing the attached accounts the Executive Committee considers the charity has:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepared the accounts on the going concern basis, as it is appropriate to presume that the charity will continue in business.

The Executive Committee has responsibilities for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the Charities Act 1993. It also has responsibilities for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

##### **THE EXECUTIVE COMMITTEE**

The Executive Committee members constitute trustees of the Charity for the purposes of charity legislation.

The Executive committee are elected by the members at the AGM under the constitution of the Association.

The following served as Executive Committee Members during the year up to December 2020:

Dr Mulherin (retired May 2020), Dr Remington, Dr Malin (retired May 2020), Dr Whallett (retired May 2020), Dr D McKeon, Dr J Szram, Dr M Davison, Dr C Lewis, and Dr E Briggs. No Executive Committee member received any remuneration for services as a member of the Executive Committee in 2020, and there were no expenses (2019 - £2,447) reimbursed for travelling, accommodation and meal expenses in 2020. No Executive Committee member had any beneficial interest in any contract with the Charity during the year.

##### **INDEPENDENT EXAMINERS**

Anthistle Craven were re-appointed by the Board on 15<sup>th</sup> May 2020 in accordance with Section 43 of the Charities Act 1993.

Signed on behalf of the Executive Committee

.....  
Chairman

Approved by the Board on:

## **NACT UK**

### **Report of the Independent Examiner for the Year Ended 31 December 2020**

We have examined the balance sheet and income and expenditure accounts for the year ended 31 December 2020 and the accompanying notes which have been prepared under the historical cost convention and the accounting policies set out on page 9.

#### **RESPECTIVE RESPONSIBILITIES OF MEMBERS OF THE EXECUTIVE COMMITTEE AND INDEPENDENT EXAMINER**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (The Charities Act) and that an independent examination is needed.

It is the responsibility of the Independent Examiner 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 OUR OPINION**

Our examination was carried out in accordance with 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 the 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 statement below.

We planned and performed our examination so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material mis-statement, whether caused by fraud, other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the accounts.

#### **INDEPENDENT EXAMINER'S STATEMENT**

In connection with our examination, no matter has come to my attention which gives us reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

ANTHISTLE CRAVEN

Moreton House  
31 High Street  
Buckingham  
Buckinghamshire  
MK18 1NU



**NACT UK**

**Statement of Financial Activities**  
**for the Year Ended 31 December 2020**

	Notes	31.12.2020		31.12.2019
		£	£	£
<b>INCOMING RESOURCES</b>				
Subscriptions		93,932		101,081
Meetings		44,985		79,730
DEMEC accounting services (NACT)		-		14,000
Other Income		10,000		-
Investment Income and Interest Received	2	<u>1,349</u>		<u>411</u>
<b>TOTAL INCOMING RESOURCES</b>			<b>150,266</b>	195,222
 <b>RESOURCES EXPENDED</b>				
Direct Charitable Expenditure:				
Publications		3,366		6,125
Meetings, Courses including Council Meetings		29,597		70,459
Clinical Teacher Costs		-		-
Rent		5,400		5,400
Travelling Fellowship Costs		-		3,000
Consultancy fees		833		-
Staff Costs	5	55,227		44,294
Other Costs	3	<u>5,808</u>		<u>10,101</u>
			<b>100,231</b>	139,379
Management and Administration	4		<u>7,655</u>	<u>14,372</u>
 <b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>			<u><b>42,380</b></u>	<u>41,471</u>
 <b>Net movements of funds NACT UK</b>	12		<u><b>42,380</b></u>	<u>41,471</u>

None of the Charity's activities were acquired or permanently discontinued during the above two financial periods.

The Charity has no recognised gains and losses other than those shown above and therefore no separate statement of total recognised gains and losses has been presented.

The notes form part of these financial statements

**NACT UK**

**Balance Sheet**  
**31 December 2020**

	Notes	31.12.2020 £	£	31.12.2019 £	£
<b>FIXED ASSETS</b>					
Tangible assets	7	<b>2,403</b>		3,203	
Investments	8	<b>5,027</b>		<u>5,027</u>	
			<b>7,430</b>		8,230
<b>CURRENT ASSETS</b>					
Debtors	9	<b>38,997</b>		88,025	
Stocks of directories and stationery		<b>80</b>		118	
Cash at bank and in hand - NACT		<b>253,705</b>		194,775	
Cash at bank and in hand - DEMEC		<b>74,834</b>		<u>95,857</u>	
			<b>367,616</b>		378,775
<b>CURRENT LIABILITIES</b>					
Creditors falling due within one year	10		<b>149,564</b>		<u>203,903</u>
<b>NET CURRENT ASSETS</b>					
			<b>218,052</b>		174,872
<b>TOTAL NET ASSETS</b>					
			<b><u>225,482</u></b>		<u>183,102</u>
<b>REPRESENTED BY:</b>					
<b>FUNDS AND RESERVES</b>					
General fund	12		<b><u>225,482</u></b>		<u>183,102</u>

I approve the financial statements and confirm that I have made available all relevant records and information for their preparation.

The financial statements were approved by the Executive Committee on ..... and were signed by:

.....

The notes form part of these financial statements

**Notes to the Financial Statements**  
**for the Year Ended 31 December 2020**

1. **ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention.

These accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

**Income**

Income from subscriptions, investments and deposits is credited to the statement of financial activities on an accruals basis.

**Expenditure**

Direct charitable expenditure comprises direct expenses incurred on the defined charitable purposes of the Association. And includes direct staff costs attributable to the activity and an allocation of general management and overhead costs.

Management and administration costs include expenditure on general administration and management and complies with constitutional and statutory requirements.

**Cash flow**

The accounts do not have a statement of cash flows because the Charity, as a small reporting entity is exempt from the requirements to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

**Tangible fixed assets**

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

Office equipment	- 25% per annum on reducing balance
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**Investments**

Investments are included in the balance sheet as their market value at the end of the financial period. Realised and unrealised gains and losses are credited, or debited, to the statement of financial activities in the year to which they relate.

**Fund Accounting**

The general fund comprises those monies which may be used towards meeting to charitable objectives of the Charity at the discretion of the Executive Committee.

**Taxation**

The Charity is a registered charity, and therefore is not liable to Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**NACT UK**

**Notes to the Financial Statements**  
**for the Year Ended 31 December 2020**

**2. INVESTMENT INCOME AND INTEREST RECEIVABLE**

	<b>31.12.20</b>	31.12.19
	<b>£</b>	£
Bank interest	<b>298</b>	411
Dividends	<b>1,051</b>	-
	<b>1,349</b>	411

**3. DIRECT CHARITABLE EXPENDITURE: OTHER COSTS**

	<b>31.12.20</b>	31.12.19
	<b>£</b>	£
Postage, telephone, website and stationery	<b>2,382</b>	5,999
Travel and accommodation expenses	<b>903</b>	2,344
Handbook, directories and flyers	-	640
Depreciation	<b>801</b>	1,068
Office, administration and miscellaneous	<b>631</b>	50
Subscriptions	<b>1,091</b>	-
	<b>5,808</b>	10,101

**4. MANAGEMENT AND ADMINISTRATION OF THE CHARITY**

	<b>31.12.20</b>	31.12.19
	<b>£</b>	£
Independent examination and accountancy	<b>2,405</b>	3,119
Staff costs (See Note 5)	<b>5,250</b>	11,253
	<b>7,655</b>	14,372

**5. STAFF COSTS AND EXECUTIVE COMMITTEE MEMBERS' REMUNERATION**

No member of the Executive Committee received any remuneration in respect of their services as a member of the Executive Committee during the year (2019 - £nil)

Total expenses reimbursed to members of the Executive Committee during the year was £nil (2019 £2,447) primarily for reimbursement of travel expenditure.

Other staff costs were as follows:

	<b>31.12.20</b>	31.12.19
	<b>£</b>	£
Wages and salaries	<b>54,159</b>	48,429
Social security costs	<b>1,466</b>	1,801
Other pension costs	<b>4,652</b>	5,317
Staff training	<b>200</b>	-
	<b>60,477</b>	55,547
Direct charitable	<b>55,227</b>	44,294
Management and administration	<b>5,250</b>	11,253
	<b>60,477</b>	55,547

The notes form part of these financial statements

**NACT UK**

**Notes to the Financial Statements**  
**for the Year Ended 31 December 2020**

**6. TAXATION**

National Association of Clinical Tutors is a registered charity and therefore is not liable to income or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**7. TANGIBLE FIXED ASSETS**

	<b>Computer equipment £</b>
<b>COST</b>	
At 1 January 2020	13,505
Additions	-
At 31 December 2020	<u>13,505</u>
<b>DEPRECIATION</b>	
At 1 January 2020	10,301
Charge for the year	801
At 31 December 2020	<u>11,102</u>
<b>NET BOOK VALUE</b>	
<b>At 31 December 2020</b>	<u><u>2,403</u></u>
At 31 December 2019	<u><u>3,203</u></u>

The net book value at 31 December 2020 represents tangible fixed assets used in carrying out the direct charitable activities of the Association.

**8. INVESTMENTS**

	<b>31.12.20 £</b>	31.12.19 £
Market value at 1 January 2019 and at 31 December 2020	<b>5,027</b>	5,027
	<u><u>5,027</u></u>	<u><u>5,027</u></u>
Investments at 31 December 2020 comprised of the following:		
Equities	<b>5,027</b>	5,027
	<u><u>5,027</u></u>	<u><u>5,027</u></u>

The notes form part of these financial statements

**NACT UK**

**Notes to the Financial Statements**  
**for the Year Ended 31 December 2020**

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

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Subscription debtors next year	<b>33,256</b>	20,767
Debtors	<b>5,541</b>	15,218
DEMEC Debtors	-	10,391
VAT	-	18,014
Prepayments	<b>200</b>	537
DEMEC Accrued Income	-	23,098
	<hr/>	<hr/>
	<b><u>38,997</u></b>	<b><u>88,025</u></b>

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

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>1,205</b>	2,397
Other creditor	<b>1,208</b>	-
Accruals	<b>1,540</b>	1,540
DEMEC Accruals	-	41,309
VAT - NACT	<b>1,534</b>	-
VAT – DEMEC	<b>(279)</b>	-
Deferred income	<b>46,679</b>	51,935
Funds due to DEMEC	<b>97,677</b>	106,722
	<hr/>	<hr/>
	<b>149,564</b>	203,903
	<hr/>	<hr/>

**11. PROFIT RECONCILIATION**

	<b>NACT</b>	<b>DEMEC</b>
	<b>Fund</b>	<b>Fund</b>
	<b>£</b>	<b>£</b>
Current Year Income	<b>150,266</b>	<b>759</b>
Current Year Expenditure	<b>107,886</b>	<b>9,804</b>
	<hr/>	<hr/>
Excess of income over expenditure	<b><u>42,380</u></b>	<b><u>(9,045)</u></b>
Fund balance brought forward	183,102	106,722
Fund balance carried forward	<b><u>225,482</u></b>	<b><u>97,677</u></b>

**12. ACCUMULATED FUND**

	<b>General</b>
	<b>Fund</b>
	<b>£</b>
At 1 January 2020	<b>183,102</b>
Excess of income over expenditure	<b>42,380</b>
	<hr/>
At 31 December 2020	<b><u>225,482</u></b>

The notes form part of these financial statements