

Financial Statements & Report of the
Independent Examiners
for the Year Ended 31 December 2021
for
NACT UK

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for the Year Ended 31 December 2021

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NACT UK

Legal and Administrative Information
for the Year Ended 31 December 2021

**Honorary Officers and
Executive Committee**

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

Principal Office

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Charity Registration Number 295172

Accountant

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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 2021

The Executive Committee present the statutory report with the accounts of NACT UK for the year ended 31st December 2021.

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 15 May 2020.

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. 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 2021)

The following were elected/re-elected at the AGM held on 29 May 2021:

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 S Lord

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 2021

The pandemic has increased the pressures and challenges on clinical and educational work within the NHS, demonstrating an even greater need than ever for responsive, collaborative and compassionate educational leadership supported by high quality, robust educational management and governance.

NACT UK continues to respond to the needs of its members in order to help them develop the skills and behaviours to provide this leadership, aligned to the values of the organisation. Following extensive member and stakeholder consultation, the organisation started a process – led by Council - of organisational re-branding, including the building of a new website and online platform, delivered by Spencer DuBois¹, due to be launched at the AGM.

The organisation has also contracted the Good Governance Institute² to carry out a complete review of governance processes, also due to complete in time for the AGM.

COUNCIL

The Council consists of all the Officers and a Director of Medical Education (DME) representative from each Deanery in the United Kingdom (normally elected by their DME/Clinical Tutor colleagues in that Deanery), together with co-opted members representing the Confederation of Postgraduate Medical Deans (COPMeD), the National Association of Medical Education Managers (NAMEM), Foundation Programme Directors, SAS Tutors/Educators and ASME. Council meets four times a year to debate current issues in Postgraduate Medical Education, and discuss the strategic aims of the Association, reviewed and agreed annually, for the Officers and Council members to implement.

STRATEGY AND SUMMARY OF ANNUAL ACTIVITIES

The Officers and Council continue to work to the strategy for NACT UK as set out in the January Council meeting each year. We continue to aim for 100% membership of all Leaders in Medical Education including DMEs, Clinical Tutors, Associate Clinical Tutors/Associate/Deputy DMEs, College Tutors/Specialty Leads, Foundation Programme Directors, SAS and LED Tutors, supported and endorsed by COPMeD. The rebrand and website rebuild are key to the strategic aims outlined by Treasurer Dr Marc Davison, as is the development of an LED Tutor Forum led by Dr Ed Briggs and review of events and courses led by Dr Jo Szram

The importance of the Director of Medical Education (DME) role is recognised by COPMeD and the GMC. NACT has produced an up to date job description hosted on the NACT UK web site (www.nact.org.uk), which reflects the increasing complexity and importance of a job that requires sufficient time to be allocated within job planning, and must be recognised and rewarded by the employing organisation, Deanery and wider healthcare system.

NACT UK works closely with COPMeD (this contribution includes individual work with Health Education England (HEE)), NHS Education for Scotland (NES), Health Education and Improvement Wales (HEIW), and Northern Ireland (NIMDTA) as well as with the GMC, AoMRC and NHS Employers. NACT UK continues to maintain collaborative working relationships with other organisations with similar interests, including NAMEM, ASME and AoME. NACT UK members continue to participate in many working groups led by AoMRC, GMC, HEE and UKFPO and individual Royal Colleges.

In the next year the Council will be further augmented with representation from the Mental Health Trust DMEs (in collaboration with the RCPsych) and we continue to seek representation from Health Board Medical Education leaders in Wales. A “shadow board” of trainee reps led by Dr Diluxshy Elangaratnam (interim associate/trainee member of Council) will also be established as a dual feedback and development opportunity for emerging medical education leaders.

The officers and Council members represent the Association at national level at appropriate meetings and continue to be consulted on new documents and initiatives. Dr Helen Cattermole and Dr Stephen Lord are leading on our Equality, Diversity and Inclusivity workstream, ensuring that EDI principles are incorporated into the organisational structure and activity.

¹ [Spencer du Bois - brand experts in the charity, education and health sectors.](#) | [Spencer du Bois](#)

² [Good Governance Institute | Consultancy | Support | Good Governance \(\[good-governance.org.uk\]\(http://good-governance.org.uk\)\)](#)

NACT UK

Executive Committee Report for the Year Ended 31 December 2021

Led by Dr Jo Szram, Council conducted a review of events in order to manage a busy annual programme of work. The development course for educational leaders provided by NACT UK “Basics for Leadership in Medical Education (BLIME) CorBLIME – remains the cornerstone of professional development activity, considered essential for all new DMEs, deputies and associates and continue to be popular and well received by attendees. The follow-up MorBLIME “update” programme has been revised and is being relaunched at the annual CPD day. The Association has continued to deliver annual events for sharing good practice for Foundation Programme Directors, and SAS Tutors. The Finance Day that ran in June 2021 was a great success – with resources to be made available for Council reps to run this NACT-branded course at a local level in collaboration with NAMEM.

NACT UK’s Education Advisor Dr Simon Frazer has led on a programme of live webinars profiling curricular changes, delivered by Royal Colleges. These events are free and open to all, hosted on the organisation’s YouTube channel. Future events will cover broader topics in medical education such as approaches to generalist care and training, neurodiversity and flexible portfolio training. The executive are grateful to Simon for his work for the organisation over 2021 – working across the portfolio of course delivery, member engagement and needs analysis through rebranding and website design, and have renewed his contract for a further 12 months by mutual agreement.

NACT UK were again part of the organising committee of DEMEC held in 2021, with a well- received workshop on “Departments in Difficulty” delivered by Drs Ed Briggs, Simon Frazer, Jo Szram and Andy Whallett. As the office team had a very busy time organising registrations and invoicing, the executive have made the decision to stand down from providing this administrative function to future DEMEC conferences but will continue to co-organise and co-badge the event.

The editorial team – Dr Ed Briggs and Prof Megan Griffith – have had a busy year producing the Clinical Tutor magazine to keep members up to date with work by the organisation as well as other active medical education issues. The executive thank them for their hard work and enthusiasm.

As an institutional member of ASME and AMEE, NACT UK continues to support events run by both organisations. NACT’s next “Your Future in Medical Education” (YFME) 1 day meeting for aspiring educationalists will be co-badged with the AoME’s Developing Medical Educators group.

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 in 2021. Dr Damien McKeown is due to undertake his visit in 2022 and applications for the 2023 fellowship will open shortly.

DEPARTURES, ARRIVALS AND ACKNOWLEDGEMENTS

The Council welcomes Michelle Atkins to the NACT Office. She has joined Anita Rodgers who has now taken over from Jane Litherland as she retires at the Spring Meeting. The Officers and Council would like to thank all three of them for their hard work for the Association and note the immense contribution that Jane has made to the organisation, shaping and caring for NACT with great dedication and skill for many years. It is the end of an era, and the Executive look forward to marking her departure with attendees of the Spring meeting dinner including a number of our past Chairs from her tenure.

COUNCIL MEMBER CHANGES IN 2021

West Midlands – Dr Jenni Rowlands demitted in November 2021, replaced by Drs Helen Steed and Ola Erinfolami

There are a number of changes in the Council Officers this year due to be ratified at the AGM. The Executive would like to thank Drs Shirley Remington (Vice Chair) and Clive Lewis (Honorary Secretary) for their significant contribution to the association during their tenures. They will be greatly missed.

NACT UK

Executive Committee Report for the Year Ended 31 December 2021

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 2021:

Dr Jo Szram, Dr Shirley Remington, Dr Damian McKeon (retired May 21), Dr M Davison, Dr C Lewis, Dr E Briggs and Dr Stephen Lord (wef May 21). No Executive Committee member received any remuneration for services as a member of the Executive Committee in 2021, and there were no expenses (Nil in 2020) reimbursed for travelling, accommodation and meal expenses in 2021. 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 29th May 2021 in accordance with Section 43 of the Charities Act 1993.

Signed on behalf of the Executive Committee


.....
Chairman SZRAM

Approved by the Board on:

12/5/22

NACT UK

**Report of the Independent Examiner
for the Year Ended 31 December 2021**

We have examined the balance sheet and income and expenditure accounts for the year ended 31 December 2021 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
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NACT UK

Statement of Financial Activities
for the Year Ended 31 December 2021

	Notes	31.12.2021 £	£	31.12.2020 £	£
INCOMING RESOURCES					
Subscriptions		104,410		93,932	
Meetings		40,110		44,985	
DEMEC accounting services (NACT)		14,000		-	
Other Income		-		10,000	
Investment Income and Interest Received	2	408		1,349	
TOTAL INCOMING RESOURCES		158,929		150,266	
 RESOURCES EXPENDED					
Direct Charitable Expenditure:					
Publications		6,390		3,366	
Meetings, Courses including Council Meetings		18,608		29,597	
Clinical Teacher Costs		1,200		-	
Rent		5,400		5,400	
Travelling Fellowship Costs		-		-	
Consultancy fees		9,996		833	
Staff Costs	5	77,890		55,227	
Other Costs	3	7,132		5,808	
		126,616		100,231	
Management and Administration	4	2,295		7,655	
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		30,018		42,380	
 Net movements of funds NACT UK	 12	 30,018		 42,380	

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 2021

	Notes	31.12.2021 £	£	31.12.2020 £	£
FIXED ASSETS					
Tangible assets	7	1,802		2,403	
Investments	8	<u>5,027</u>		<u>5,027</u>	
			6,829		7,430
CURRENT ASSETS					
Debtors	9	81,354		38,997	
Stocks of directories and stationery		119		80	
Cash at bank and in hand	10	<u>375,963</u>		<u>328,539</u>	
			457,436		367,616
CURRENT LIABILITIES					
Creditors falling due within one year	11		<u>208,765</u>		<u>149,564</u>
NET CURRENT ASSETS					
			248,671		218,052
TOTAL NET ASSETS					
			<u>255,500</u>		<u>225,482</u>
REPRESENTED BY:					
FUNDS AND RESERVES					
General fund	13		<u>255,500</u>		<u>225,482</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:

.....
M Dawson 12/5/22

NACT UK

Notes to the Financial Statements for the Year Ended 31 December 2021

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

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.

2. INVESTMENT INCOME AND INTEREST RECEIVABLE

	31.12.21 £	31.12.20 £
Bank interest	37	298
Dividends	371	1,051
	<u>408</u>	<u>1,349</u>

The notes form part of these financial statements

NACT UK

Notes to the Financial Statements
for the Year Ended 31 December 2021

3. DIRECT CHARITABLE EXPENDITURE: OTHER COSTS

	31.12.21 £	31.12.20 £
Postage, telephone, website and stationery	4,626	2,382
Travel and accommodation expenses	445	903
Handbook, directories and flyers	-	-
Depreciation	601	801
Office, administration and miscellaneous	1,425	631
Subscriptions	35	1,091
	<u>7,132</u>	<u>5,808</u>

4. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	31.12.21 £	31.12.20 £
Independent examination and accountancy	2,295	2,405
Staff costs (See Note 5)	-	5,250
	<u>2,295</u>	<u>7,655</u>

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:

	31.12.21 £	31.12.20 £
Wages and salaries	69,343	54,159
Social security costs	984	1,466
Other pension costs	7,491	4,652
Staff training	72	200
	<u>77,890</u>	<u>60,477</u>
Direct charitable	77,890	55,227
Management and administration	-	5,250
	<u>77,890</u>	<u>60,477</u>

NACT UK

Notes to the Financial Statements
for the Year Ended 31 December 2021

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

	Computer equipment £
COST	
At 1 January 2021	13,505
Additions	-
At 31 December 2021	<u>13,505</u>
 DEPRECIATION	
At 1 January 2021	11,102
Charge for the year	601
At 31 December 2021	<u>11,703</u>
 NET BOOK VALUE	
At 31 December 2021	<u><u>1,802</u></u>
At 31 December 2020	<u><u>2,403</u></u>

The net book value at 31 December 2021 represents tangible fixed assets used in carrying out the direct charitable activities of the Association.

8. INVESTMENTS

	31.12.21 £	31.12.20 £
Market value at 1 January 2021 and at 31 December 2021	5,027	5,027
	<u>5,027</u>	<u>5,027</u>
 Investments at 31 December 2021 comprised of the following:		
Equities	5,027	5,027
	<u>5,027</u>	<u>5,027</u>

The notes form part of these financial statements

NACT UK

Notes to the Financial Statements
for the Year Ended 31 December 2021

9.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.12.21 £	31.12.20 £
	Subscription debtors next year	48,732	33,256
	Debtors	2,919	5,541
	DEMEC Debtors	15,703	-
	VAT	-	-
	Prepayments	-	200
	DEMEC Accrued Income	14,000	-
		<u>81,354</u>	<u>38,997</u>
10.	CASH AT BANK AND IN HAND	31.12.21 £	31.12.20 £
	National Association of Clinical Tutors *1809	26,999	39,028
	National Association of Clinical Tutors *1817	244,765	214,738
	National Association of Clinical Tutors *3396	104,297	74,834
	Petty Cash	(98)	(61)
		<u>375,963</u>	<u>328,539</u>
11.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.12.21 £	31.12.20 £
	Trade creditors	991	1,205
	Other creditor	1,999	1,208
	Accruals	1,540	1,540
	DEMEC Accruals	14,000	-
	VAT - NACT	3,242	1,534
	VAT - DEMEC	(3,691)	(279)
	Deferred income	63,344	46,679
	Funds due to DEMEC	127,340	97,677
		<u>208,765</u>	<u>149,564</u>
12.	PROFIT RECONCILIATION	NACT Fund £	DEMEC Fund £
	Current Year Income	158,929	301,554
	Current Year Expenditure	<u>128,911</u>	<u>257,890</u>
	Excess of income over expenditure	<u>30,018</u>	<u>43,664</u>
	Fund balance brought forward	225,482	97,677
	Fund balance carried forward	<u>255,500</u>	<u>141,340</u>

The notes form part of these financial statements

NACT UK

Notes to the Financial Statements
for the Year Ended 31 December 2021

13. ACCUMULATED FUND

	General Fund £
At 1 January 2021	225,482
Excess of income over expenditure	30,018
	<hr/>
At 31 December 2021	<u>255,500</u>

NACT UK

Notes to the Financial Statements
for the Year Ended 31 December 2021

13. ACCUMULATED FUND

	General Fund £
At 1 January 2021	225,482
Excess of income over expenditure	30,018
	<hr/>
At 31 December 2021	<u>255,500</u>