

# Pharmacists' Advice and Support Service

Northern Ireland · Charity number 101811

## Details

|            |  |
|------------|--|
| Known as   | Historically, the Chemist Benevolent Fund                                    |
| Status     | Received   |
| Registered | 2015-08-11   |
| Register   | <a href="#">View on the Charity Commission for Northern Ireland register</a> |

## Contact

|         |  |
|---------|--|
| Address | 73 University Street<br>Belfast<br>BT7 1HL<br>BT7 1HL                                  |
| Phone   | 02890326927  |
| Email   | <a href="mailto:pass@psni.org.uk">pass@psni.org.uk</a>                                 |
| Website | <a href="http://www.pfni.org.uk/pass/who-we-are/">www.pfni.org.uk/pass/who-we-are/</a> |

## Activities

**Purposes:** To provide relief for distressed persons, being—(i)members of the Society; (ii)persons who at any time have been members of the Society or have been registered as either pharmaceutical chemists, or chemists and druggists, or druggists or apprentices to pharmaceutical chemists, or as students of the Society; or (iii)surviving spouses, surviving civil partners, orphans or dependents of deceased persons who were at any time members of the Society or registered as aforesaid.

**What the charity does:** The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

**How the charity works:** Advice/advocacy/information,Counselling/support,Grant making,Relief of poverty,Welfare/benevolent

**Who the charity helps:** Addictions (drug/solvent/alcohol abuse),Carers,Children (5-13 year olds),Mental health,Older people,Parents,Unemployed/low income,Youth (14-25 year olds)

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-05-31 | £71,721 | £36,018     | £0     | 0         |

# Trustees

| Name    | Role | Appointed |
|---------|------|-----------|
| Anne    |      |           |
| Glynis  |      |           |
| Judith  |      |           |
| Neill   |      |           |
| Philip  |      |           |
| Sheelin |      |           |

**Pharmacists' Advice and Support Service**

Northern Ireland - Charity number 101811

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# Accounts

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**PHARMACISTS' ADVICE AND SUPPORT SERVICE**

CCNI NUMBER - NIC101811

PERIOD FROM 01/06/2024 TO 31/05/2025

**STATEMENT OF RECEIPTS AND PAYMENTS**

|   | Unrestricted<br>Funds | Restricted<br>Funds | Year to<br>May-25<br>TOTAL | Year to<br>May-24<br>TOTAL |
|---|-----------------------|---------------------|----------------------------|----------------------------|
|   | £                     | £                   | £                          | £                          |
| <b>Receipts</b>                         |                       |                     |                            |                            |
| Dividend on investments                 | 35,912                | -                   | <b>35,912</b>              | 11,208                     |
| Donations & Legacies                    | -                     | -                   | -                          | 3,500                      |
| Interest                                | -                     | -                   | -                          | 2,192                      |
| Sale of Fixed Asset                     | -                     | -                   | -                          | 255,908                    |
| Gain on investment                      | 35,810                | -                   | <b>35,810</b>              | -                          |
| <b>Total Receipts</b>                   | <b>71,721</b>         | -                   | <b>71,721</b>              | <b>272,808</b>             |
| <b>Payments:</b>                        |                       |                     |                            |                            |
| Bank Fees                               | 100                   | -                   | <b>100</b>                 | -                          |
| IT & Subscriptions                      | 306                   | -                   | <b>306</b>                 | -                          |
| Grants                                  | 2,000                 | -                   | <b>2,000</b>               | 18,650                     |
| Loans                                   | 7,000                 | -                   | <b>7,000</b>               | -                          |
| Counselling                             | 8,090                 | -                   | <b>8,090</b>               | -                          |
| Accountancy Fees                        | 3,900                 | -                   | <b>3,900</b>               | -                          |
| Telephone                               | 158                   | -                   | <b>158</b>                 | -                          |
| Travel                                  | 228                   | -                   | <b>228</b>                 | -                          |
| General                                 | 51                    | -                   | <b>51</b>                  | -                          |
| Governance costs                        | -                     | -                   | -                          | 10,547                     |
| Other costs                             | -                     | -                   | -                          | 7,615                      |
| Investment management costs             | 6,172                 | -                   | <b>6,172</b>               | 4,480                      |
| Purchase of Investments                 | -                     | -                   | -                          | 225,480                    |
| Salaries                                | 8,012                 | -                   | <b>8,012</b>               | -                          |
| <b>Total Payments:</b>                  | <b>36,018</b>         | -                   | <b>36,018</b>              | <b>266,772</b>             |
| <b>Net receipts / (payments)</b>        | 35,703                | -                   | <b>35,703</b>              | 6,036                      |
| <b>Transfers to / (from) funds</b>      | -                     | -                   | -                          | -                          |
| <b>Surplus / (deficit) for the year</b> | 35,703                | -                   | <b>35,703</b>              | 6,036                      |

**Reconciliation 31.05.25**

|                                       |               |   |               |               |
|---------------------------------------|---------------|---|---------------|---------------|
| Cash at bank & in hand 31.05.24       | 21,744        | - | <b>21,744</b> | 15,708        |
| Surplus / (deficit) for this year end | 35,703        | - | <b>35,703</b> | 6,036         |
| Cash at bank & in hand 31.05.25       | <b>57,447</b> | - | <b>57,447</b> | <b>21,744</b> |

The statement of receipts and payments includes all gains and losses recognised in the year.  
All incoming resources and resources expended derive from continuing activities.

**PHARMACISTS' ADVICE AND SUPPORT SERVICE**

CCNI NUMBER - NIC101811

PERIOD FROM 01/06/2024 TO 31/05/2025

**STATEMENT OF ASSETS AND LIABILITIES**

| <b>Funds Reconciliation</b>                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>Total<br/>2025<br/>£</b> | Total<br>2024<br>£ |
|--|----------------------------|--------------------------|-----------------------------|--------------------|
| Cash at bank & in hand 31.05.24            | 21,744                     | -                        | <b>21,744</b>               | 15,708             |
| Surplus / (deficit) for this year end      | 35,703                     | -                        | <b>35,703</b>               | 6,036              |
| <b>Cash at bank &amp; in hand 31.05.25</b> | <b>57,447</b>              | <b>-</b>                 | <b>57,447</b>               | <b>21,744</b>      |

| <b>Bank &amp; Cash Balances</b> | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>Total<br/>2025<br/>£</b> | Total<br>2024<br>£ |
|---------------------------------|----------------------------|--------------------------|-----------------------------|--------------------|
| Cash at Bank                    | 14,602                     | -                        | <b>14,602</b>               | 19,448             |
| Depoist Account                 | 42,845                     | -                        | <b>42,845</b>               | 2,296              |
|                                 | <b>57,447</b>              | <b>-</b>                 | <b>57,447</b>               | <b>21,744</b>      |

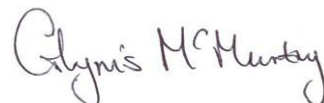
| <b>Assets</b>                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>Total<br/>2025<br/>£</b> | Total<br>2024<br>£ |
|------------------------------|----------------------------|--------------------------|-----------------------------|--------------------|
| Evelyn Portfolio Investments | 479,203                    | -                        | <b>479,203</b>              | 525,326            |
|                              | <b>479,203</b>             | <b>-</b>                 | <b>479,203</b>              | <b>525,326</b>     |

| <b>Liabilities</b> | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>Total<br/>2025<br/>£</b> | Total<br>2024<br>£ |
|--------------------|----------------------------|--------------------------|-----------------------------|--------------------|
| Nil                | -                          | -                        | -                           | -                  |
|                    | <b>-</b>                   | <b>-</b>                 | <b>-</b>                    | <b>-</b>           |

The financial statements were approved by the board Trustees on 10/03/2026 and were signed on their behalf by:



Sheelin McKeagney  
Chair of the Board of Trustees, PFNI



Glynis McMurty  
Chair of PASS Committee

**NOTES TO THE ACCOUNTS (CONTINUED)**

**1 Independent examiner's remuneration**

The independent Examiner's remuneration amounts to an Independent Examination fee of £720.

**2 Post-Balance Sheet Events**

None.

**3 Related Parties**

The Charity does not have any related parties.

**4 Trustees remuneration & expenses**

During the year, no Trustees received any remuneration (2024 - £NIL).

During the year, no Trustees received any benefits in kind (2024 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2024 - £NIL).

**Pharmacists' Advice and Support Service**

Northern Ireland - Charity number 101811

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# Accounts

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**Trustees' Annual Report and Statement of Accounts**  
**Pharmacists' Advice and Support Services**

**For period ended 31 May 2024**

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## Governance Arrangements

Pharmacy Forum NI (the Forum) is the professional leadership body for all pharmacists registered to practice in Northern Ireland. The elected Board Members of the Forum are also the Trustees of the Pharmacists' Advice and Support Services (PASS). The remit in which the Forum and Trustees operate is set out in a legal scheme of delegation between the Pharmaceutical Society NI and the Forum.

## Background

The Pharmaceutical Society NI is legislated through the 1976 Pharmacy Order (NI) and subsequent amendments in 2012 to regulate and to provide leadership for the pharmacy profession in Northern Ireland.

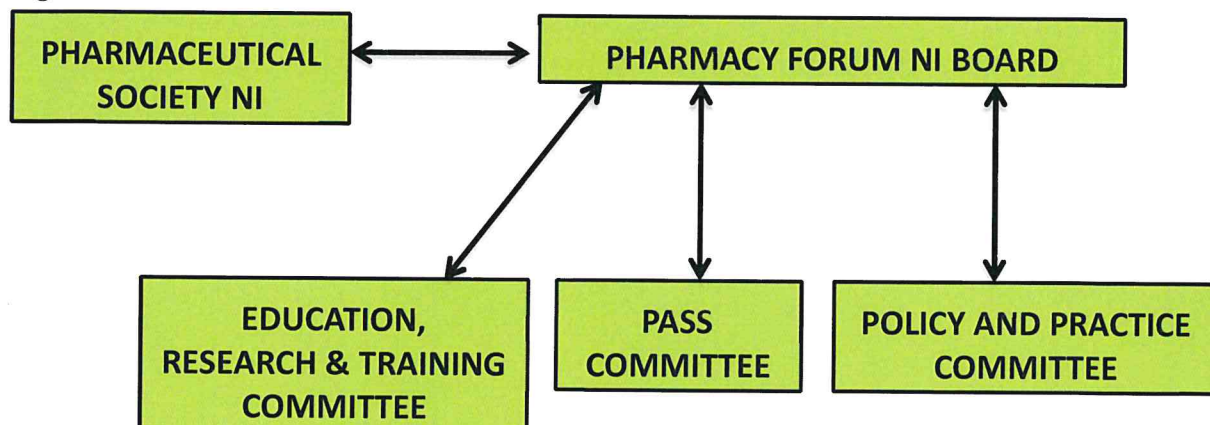
Pharmacy Forum NI was set up in 2011 to provide the professional leadership function enabling the Pharmaceutical Society to have a regulatory and leadership remit and yet achieve the separation of function consequent to the Government's wish to decouple professional leadership and regulation.

A legal scheme of delegation exists between the Pharmaceutical Society NI and the Pharmacy Forum NI. It outlines the remit, delegate powers and responsibilities of the Pharmacy Forum NI specifically in relation to PASS under section *Delegated Functions to the Pharmacy Forum Management Board, Item 1, Delegated functions to the PFMB, 1 (c) To provide relief for distressed persons as defined in the Pharmacy Order.*

Please note PASS was historically known as the Chemist Benevolent Fund, however is now known as the Pharmacists' Advice and Support Services (PASS).

## Governance Structures and Documents

Organisational Chart



- The governing document for PASS is the Declaration of Trust, Pharmacists' Advice and Support Services Trust.

### **Information and Administration**

Pharmacists' Advice and Support Services (PASS)  
Society House, 73 University Street,  
Belfast  
Northern Ireland  
BT7 1HL  
NIC: 101811

PASS employs a Co-ordinator, who dedicates the equivalent of 2 full days over a working week to the activities of PASS. The Co-ordinator, working to an agreed business plan, reports to the PASS Committee and Trustees.

### **Trustees**

**All Trustees are elected members of the Pharmacy Forum NI Board. Please see below the list of members and their Board positions for the period ended May 31 2024:**

- **Sheelin McKeagney, Chair of the Board**
- **Anne McAlister, Vice Chair of the Board**
- **Philip Boyle, Elected Member**
- **Judith Gray, Elected Member**
- **Neill Elliott, Elected Member**
- **Glynis McMurtry, Elected Member.**

All Board Members are supported with general governance training provided by an experienced external training partner. Trustees are also provided with in house Trustee Training, at which they are provided the Trust Deeds for each of the charities for which they are Trustees. This rolling programme of training is aligned with the Pharmacy Forum NI Board Election process and term of board membership. A skills audit is conducted in the year following an election to enhance the training requirements of all Board Members and Trustees alike.

Trustees have delegated certain responsibilities to the PASS committee, outlined in the Terms of Reference for the PASS Committee. Regular updates on the activities and recommendations from the PASS Committee are provided to the Trustees.

## **Objective and Activities**

The Pharmacists' Advice and Support Services (PASS) exists to provide support services to pharmacists and pre-registration trainees of the Pharmaceutical Society of Northern Ireland, as well as former pharmacists, surviving spouses/ civil partners and their dependants in times of need. PASS meets the public benefit requirement in two ways, as listed below:

- The prevention or relief of poverty; and
- The relief of those in need (by reason of youth, age, ill-health, disability, financial hardship or other disadvantage).

PASS meets these purposes in a variety of ways, most commonly through the provision of information and signposting, counselling and short to medium term financial support in the form of grants and interest free loans. The direct benefits which flow from this purpose include improved outcomes for those experiencing personal, professional or financial difficulty through the alleviation of some of the financial difficulties that the beneficiary is facing and also the ability to make better informed decisions after receiving counselling and advice. These benefits are demonstrated through on-going feedback from beneficiaries and in the form of a survey conducted with the membership and/ or service users. Trustees do not identify any harm as a result of the Charity carrying out its purpose.

The 'poverty exception' applies in this case as the relief of poverty is regarded as being for the public benefit even when there is a restricted group of beneficiaries. There is no private benefit flowing from this purpose.

## **Achievements and Performance**

### **Financial Support**

During the reporting period PASS provided grants totalling £12,055 to applicants to alleviate financial difficulties experienced due to ill health and disabilities.

### **Counselling and Support Services**

PASS also re-entered into an annual contract with Inspire Lena (by Inspire Wellbeing) to provide confidential telephone, online and face to face counselling services across Northern Ireland. During the reporting period, Inspire scheduled 44 counselling sessions for individuals. Four new service users availed of the standard Inspire counselling, and the areas being dealt with included coping with stress and anxiety and support through ongoing regulatory fitness

to practice hearings. In addition, PASS proactively helped in the relief of financial distress, with the provision of budgeting and debt advice in parallel. All service users this year were pharmacists and most of them were aged between 20 and 29.

The PASS Co-ordinator's role is to receive and process enquiries and signpost to sources of support, information, guidance, and advice. During the reporting period, over and above general enquiries, PASS actively signposted 44 calls from service users to the full range of support available. Issues addressed included stress in the workplace, financial issues, issues at home, and personal stress. This is consistent with the public benefit requirements of the charity, as outlined above.

## **Development of service provision**

### **Inspire Support Hub**

April 2023 saw an update to the current provision with the new Hub widening the support available to users as part of the employee assistance programme. It provides help right away, giving the user instant access to a range of information, guidance, screening and intervention tools tailored specifically to help care for the individual's wellbeing. Two new service users signed up across this period.

PASS continued its outreach activity in March 2023 through participating in the UCA-NI LTD network for Foundation Year Trainee students. PASS also had a visible presence at the calculations training workshops in May 2023 and at other events throughout the year.

During the period, PASS reviewed and updated its Reserves Policy and Risk Register, continuously reviewing and monitoring all risks. Throughout this year PASS and PFNI faced a period of dynamic change though staff leaving so it was limited in what it could deliver, choosing to solely focus on essential business such as offering wellbeing and financial assistance to pharmacists and their dependendants.

We would like to extend our thanks, on behalf of those who have benefited from PASS services to everyone who already donates. We thank our corporate donors who have provided useful funding in the period. As a charity, it is vital that we can continue to offer a range of services and the financial support received from pharmacists ensures that we can continue to do so.

## **Financial Position of PASS**

A review of the charity's financial position at the end of the year was provided in the Pharmaceutical Society NI's Annual Report. The Annual Report was laid before the Northern Ireland Assembly under Articles 4C and 4D of the Pharmacy (Northern Ireland) Order 1976 by the Department of Health on 5 October 2023. As of 31 May 2024, the PASS investment fund totalled £525,326 (2023: £515,209). For the same date, the bank account totalled £21,744 (2023: £15,708).

To ensure a level of sustainability and longevity for the fund, the investment is managed on a discretionary basis by Evelyn (previously Smith Williamson). During the period we are reporting on, the Investment Manager from Evelyn engaged Trustees during Quarter 1 in discussions regarding the investment strategy, the objective of the fund and risk reviews.

### **PASS Risk Register**

During the period, PASS completed a full review of its standalone Risk Register to reviewing and monitoring all risks and potential impacts for the charitable fund.

### **Summary of Financial Position**

Trustees of PASS are satisfied with the investment management of the funds. We are content with the level of spend on charitable objectives, operational costs and development of services and wish to further raise awareness of PASS.

### **Trustees Signatures of Approval**

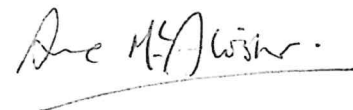
Signed and approved on behalf of the Board of Trustees for the Pharmacists' Advice and Support Services on 28 March 2025.



Sheelin McKeagney

Chair of the Board of Trustees, Pharmacy Forum NI

Date: 28 March 2025



Anne McAllister

Vice Chair of the PASS Committee and Board Member, Pharmacy Forum NI

Date: 28 March 2025

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PHARMACISTS' ADVICE AND SUPPORT SERVICE**

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

I report on the financial statements for the year ended 31 May 2024, which comprise the statement of financial activities (including income and expenditure account), statement of assets and the related notes.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the charity is not subject to audit under company law, and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006.
2. That the accounts do not accord with those accounting records.
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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.

4. That there is further information needed for a proper understanding of the accounts to be reached.

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

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Finegan Gibson Ltd  
Chartered Accountants & Registered Auditors  
Causeway Tower  
9 James Street South  
Belfast, BT2 8D

DATE: 28 March 2025

|        |           |  |
|--------|-----------|--|
| PASS - | NIC101811 |  |
|--------|-----------|--|

## Receipts and payments accounts

|                        |            |    |            |  |
|------------------------|------------|----|------------|--|
| For the period<br>from | 01/06/2023 | To | 31/05/2024 |  |
|------------------------|------------|----|------------|--|

### Section A Receipts and payments

|  | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>   |  |   |  |                                 |                               |
| Donations & legacies   | 3,500  | -                                       | -                                      | 3,500                           | 1,150                         |
| Grants   | -  | -                                       | -                                      | -                               | -                             |
| Fundraising activities   | -  | -                                       | -                                      | -                               | -                             |
| Interest on deposit account  | 2,192  | -                                       | -                                      | 2,192                           | 1,736                         |
| Dividend on investments  | 11,208                                       | -                                       | -                                      | 11,208                          | 12,951                        |
| Members' subscriptions   | -  | -                                       | -                                      | -                               | -                             |
| Charitable trading receipts  | -  | -                                       | -                                      | -                               | -                             |
| Rents from land & buildings  | -  | -                                       | -                                      | -                               | -                             |
| Other charitable receipts  | -  | -                                       | -                                      | -                               | -                             |
| <b>A1 Sub total (Gross income for the Annual Return)</b>                                   | <b>16,900</b>                                | <b>-</b>                                | <b>-</b>                               | <b>16,900</b>                   | <b>15,837</b>                 |
| <b>A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).</b>    |  |   |  |                                 |                               |
| Proceeds from sale of fixed asset  | 255,908                                      | -                                       | -                                      | 255,908                         | 40,365                        |
| Loan repayments received   | -  | -                                       | -                                      | -                               | -                             |
| <b>A2 Sub total</b>  | <b>255,908</b>                               | <b>-</b>                                | <b>-</b>                               | <b>255,908</b>                  | <b>40,365</b>                 |
| <b>Total receipts</b>  | <b>272,808</b>                               | <b>-</b>                                | <b>-</b>                               | <b>272,808</b>                  | <b>56,202</b>                 |
| <b>A3 Payments</b>   |  |   |  |                                 |                               |
| Cost of fundraising events   | -  | -                                       | -                                      | -                               | -                             |
| Gross trading payments   | -  | -                                       | -                                      | -                               | -                             |
| Investment management costs  | 4,480  | -                                       | -                                      | 4,480                           | 4,515                         |
| Direct charitable activity   | 18,650                                       | -                                       | -                                      | 18,650                          | 18,456                        |
| Grants & donations paid  | -  | -                                       | -                                      | -                               | -                             |
| Governance costs   | 10,547                                       | -                                       | -                                      | 10,547                          | 14,903                        |
| Other costs  | 7,615  | -                                       | -                                      | 7,615                           | 858                           |
|  | -  | -                                       | -                                      | -                               | -                             |
|  | -  | -                                       | -                                      | -                               | -                             |
| <b>A3 Sub total</b>  | <b>41,292</b>                                | <b>-</b>                                | <b>-</b>                               | <b>41,292</b>                   | <b>38,732</b>                 |
| <b>A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)</b> |  |   |  |                                 |                               |
| Purchase of investments  | 225,480                                      | -                                       | -                                      | 225,480                         | 38,872                        |
| Loans made   | -  | -                                       | -                                      | -                               | -                             |
| <b>A4 Sub total</b>  | <b>225,480</b>                               | <b>-</b>                                | <b>-</b>                               | <b>225,480</b>                  | <b>38,872</b>                 |
| <b>Total payments</b>  | <b>266,772</b>                               | <b>-</b>                                | <b>-</b>                               | <b>266,772</b>                  | <b>77,604</b>                 |
| <b>Net of receipts/(payments)</b>  | <b>6,036</b>                                 | <b>-</b>                                | <b>-</b>                               | <b>6,036</b>                    | <b>- 21,402</b>               |
| <b>A5 Transfers between funds</b>  | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>   | <b>15,708</b>                                | <b>-</b>                                | <b>-</b>                               | <b>15,708</b>                   | <b>37,110</b>                 |
| <b>Cash funds this year end</b>  | <b>21,744</b>                                | <b>-</b>                                | <b>-</b>                               | <b>21,744</b>                   | <b>15,708</b>                 |

**Section B Statement of assets and liabilities at the end of the period**

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ | Total funds<br>to nearest £ | Last year<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|-----------------------------|---------------------------|
| B1 Cash funds | Current account  | 19,448                             | -                                | -                               | 19,448                      | 2,760                     |
|               | Deposit account  | 2,296                              | -                                | -                               | 2,296                       | 12,948                    |
|               |  | -                                  | -                                | -                               | -                           | -                         |
|               | <b>Total cash funds</b>                                | <b>21,744</b>                      | <b>-</b>                         | <b>-</b>                        | <b>21,744</b>               | <b>15,708</b>             |
|               | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              | OK                          | OK                        |

|                          | Details                           | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ | Total funds<br>to nearest £ | Last year<br>to nearest £ |
|--------------------------|-----------------------------------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|---------------------------|
| B2 Other monetary assets | Owed by Pharmaceutical Society NI | -                                  | -                                | -                               | -                           | -                         |
|                          | Owed by Loan Beneficiaries        | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          | Total                             | -                                  | -                                | -                               | -                           | -                         |

|                      | Details                  | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year |
|----------------------|--------------------------|-----------------------------|-----------------|--------------------------|-----------|
| B3 Investment assets | Stock Market Investments | Unrestricted                | -               | 525,326                  | 515,209   |
|                      |                          |                             | -               | -                        | -         |
|                      |                          |                             | -               | -                        | -         |
|                      |                          |                             | -               | -                        | -         |
|                      | Total                    | -                           | 525,326         | 515,209                  |           |

|  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year |
|--|---------|-----------------------------|-----------------|--------------------------|-----------|
| B4 Assets retained for the charity's own use |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         | Total                       | -               | -                        | -         |


|                | Details | Fund to which liability relates | When due (optional) | Amount due (optional) | Last year |
|----------------|---------|---------------------------------|---------------------|-----------------------|-----------|
| B5 Liabilities |         | Unrestricted                    |                     | -                     | -         |
|                |         | Unrestricted                    |                     | -                     | -         |
|                |         |                                 |                     | -                     | -         |
|                |         |                                 |                     | -                     | -         |
|                | Total   |                                 |                     | -                     | -         |

Signed by one or two trustees on behalf of all the trustees

Signature

|                   |
|-------------------|
| Sheelin McKeagney |
| Anne McAllister   |

Print Name

|   |
|---|
|  |
| Anne McAllister   |

Date of approval

|            |
|------------|
| 28/03/2025 |
| 28/03/2025 |



**Pharmacists' Advice and Support Service**

Northern Ireland - Charity number 101811

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# Annual report

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**Trustees' Annual Report and Statement of Accounts**  
**Pharmacists' Advice and Support Services**

**For period ended 31 May 2024**

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## Governance Arrangements

Pharmacy Forum NI (the Forum) is the professional leadership body for all pharmacists registered to practice in Northern Ireland. The elected Board Members of the Forum are also the Trustees of the Pharmacists' Advice and Support Services (PASS). The remit in which the Forum and Trustees operate is set out in a legal scheme of delegation between the Pharmaceutical Society NI and the Forum.

## Background

The Pharmaceutical Society NI is legislated through the 1976 Pharmacy Order (NI) and subsequent amendments in 2012 to regulate and to provide leadership for the pharmacy profession in Northern Ireland.

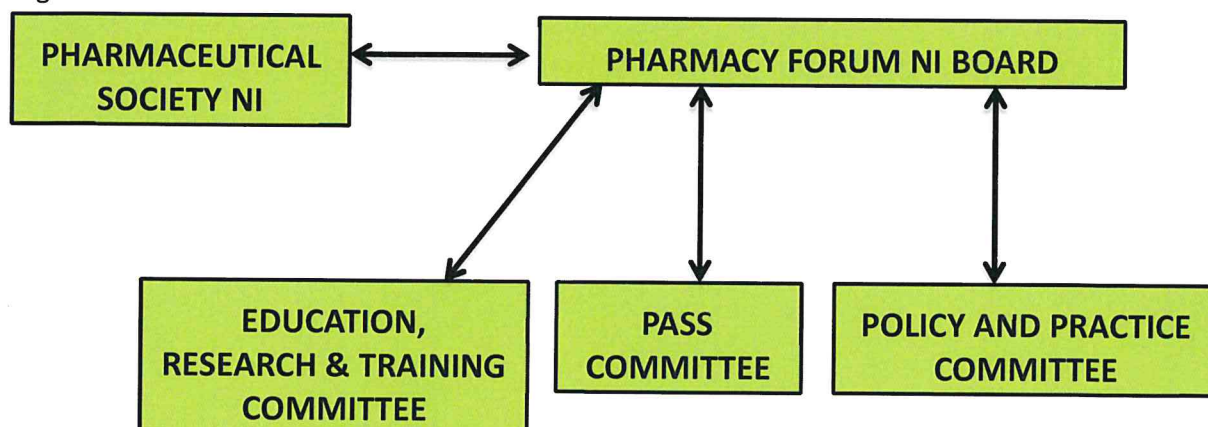
Pharmacy Forum NI was set up in 2011 to provide the professional leadership function enabling the Pharmaceutical Society to have a regulatory and leadership remit and yet achieve the separation of function consequent to the Government's wish to decouple professional leadership and regulation.

A legal scheme of delegation exists between the Pharmaceutical Society NI and the Pharmacy Forum NI. It outlines the remit, delegate powers and responsibilities of the Pharmacy Forum NI specifically in relation to PASS under section *Delegated Functions to the Pharmacy Forum Management Board, Item 1, Delegated functions to the PFMB, 1 (c) To provide relief for distressed persons as defined in the Pharmacy Order.*

Please note PASS was historically known as the Chemist Benevolent Fund, however is now known as the Pharmacists' Advice and Support Services (PASS).

## Governance Structures and Documents

Organisational Chart



- The governing document for PASS is the Declaration of Trust, Pharmacists' Advice and Support Services Trust.

### **Information and Administration**

Pharmacists' Advice and Support Services (PASS)  
Society House, 73 University Street,  
Belfast  
Northern Ireland  
BT7 1HL  
NIC: 101811

PASS employs a Co-ordinator, who dedicates the equivalent of 2 full days over a working week to the activities of PASS. The Co-ordinator, working to an agreed business plan, reports to the PASS Committee and Trustees.

### **Trustees**

**All Trustees are elected members of the Pharmacy Forum NI Board. Please see below the list of members and their Board positions for the period ended May 31 2024:**

- **Sheelin McKeagney, Chair of the Board**
- **Anne McAlister, Vice Chair of the Board**
- **Philip Boyle, Elected Member**
- **Judith Gray, Elected Member**
- **Neill Elliott, Elected Member**
- **Glynis McMurtry, Elected Member.**

All Board Members are supported with general governance training provided by an experienced external training partner. Trustees are also provided with in house Trustee Training, at which they are provided the Trust Deeds for each of the charities for which they are Trustees. This rolling programme of training is aligned with the Pharmacy Forum NI Board Election process and term of board membership. A skills audit is conducted in the year following an election to enhance the training requirements of all Board Members and Trustees alike.

Trustees have delegated certain responsibilities to the PASS committee, outlined in the Terms of Reference for the PASS Committee. Regular updates on the activities and recommendations from the PASS Committee are provided to the Trustees.

## **Objective and Activities**

The Pharmacists' Advice and Support Services (PASS) exists to provide support services to pharmacists and pre-registration trainees of the Pharmaceutical Society of Northern Ireland, as well as former pharmacists, surviving spouses/ civil partners and their dependants in times of need. PASS meets the public benefit requirement in two ways, as listed below:

- The prevention or relief of poverty; and
- The relief of those in need (by reason of youth, age, ill-health, disability, financial hardship or other disadvantage).

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The 'poverty exception' applies in this case as the relief of poverty is regarded as being for the public benefit even when there is a restricted group of beneficiaries. There is no private benefit flowing from this purpose.

## **Achievements and Performance**

### **Financial Support**

During the reporting period PASS provided grants totalling £12,055 to applicants to alleviate financial difficulties experienced due to ill health and disabilities.

### **Counselling and Support Services**

PASS also re-entered into an annual contract with Inspire Lena (by Inspire Wellbeing) to provide confidential telephone, online and face to face counselling services across Northern Ireland. During the reporting period, Inspire scheduled 44 counselling sessions for individuals. Four new service users availed of the standard Inspire counselling, and the areas being dealt with included coping with stress and anxiety and support through ongoing regulatory fitness

to practice hearings. In addition, PASS proactively helped in the relief of financial distress, with the provision of budgeting and debt advice in parallel. All service users this year were pharmacists and most of them were aged between 20 and 29.

The PASS Co-ordinator's role is to receive and process enquiries and signpost to sources of support, information, guidance, and advice. During the reporting period, over and above general enquiries, PASS actively signposted 44 calls from service users to the full range of support available. Issues addressed included stress in the workplace, financial issues, issues at home, and personal stress. This is consistent with the public benefit requirements of the charity, as outlined above.

## **Development of service provision**

### **Inspire Support Hub**

April 2023 saw an update to the current provision with the new Hub widening the support available to users as part of the employee assistance programme. It provides help right away, giving the user instant access to a range of information, guidance, screening and intervention tools tailored specifically to help care for the individual's wellbeing. Two new service users signed up across this period.

PASS continued its outreach activity in March 2023 through participating in the UCA-NI LTD network for Foundation Year Trainee students. PASS also had a visible presence at the calculations training workshops in May 2023 and at other events throughout the year.

During the period, PASS reviewed and updated its Reserves Policy and Risk Register, continuously reviewing and monitoring all risks. Throughout this year PASS and PFNI faced a period of dynamic change though staff leaving so it was limited in what it could deliver, choosing to solely focus on essential business such as offering wellbeing and financial assistance to pharmacists and their dependendants.

We would like to extend our thanks, on behalf of those who have benefited from PASS services to everyone who already donates. We thank our corporate donors who have provided useful funding in the period. As a charity, it is vital that we can continue to offer a range of services and the financial support received from pharmacists ensures that we can continue to do so.

## **Financial Position of PASS**

A review of the charity's financial position at the end of the year was provided in the Pharmaceutical Society NI's Annual Report. The Annual Report was laid before the Northern Ireland Assembly under Articles 4C and 4D of the Pharmacy (Northern Ireland) Order 1976 by the Department of Health on 5 October 2023. As of 31 May 2024, the PASS investment fund totalled £525,326 (2023: £515,209). For the same date, the bank account totalled £21,744 (2023: £15,708).

To ensure a level of sustainability and longevity for the fund, the investment is managed on a discretionary basis by Evelyn (previously Smith Williamson). During the period we are reporting on, the Investment Manager from Evelyn engaged Trustees during Quarter 1 in discussions regarding the investment strategy, the objective of the fund and risk reviews.

### **PASS Risk Register**

During the period, PASS completed a full review of its standalone Risk Register to reviewing and monitoring all risks and potential impacts for the charitable fund.

### **Summary of Financial Position**

Trustees of PASS are satisfied with the investment management of the funds. We are content with the level of spend on charitable objectives, operational costs and development of services and wish to further raise awareness of PASS.

### **Trustees Signatures of Approval**

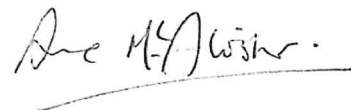
Signed and approved on behalf of the Board of Trustees for the Pharmacists' Advice and Support Services on 28 March 2025.



Sheelin McKeagney

Chair of the Board of Trustees, Pharmacy Forum NI

Date: 28 March 2025



Anne McAllister

Vice Chair of the PASS Committee and Board Member, Pharmacy Forum NI

Date: 28 March 2025

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PHARMACISTS' ADVICE AND SUPPORT SERVICE**

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

I report on the financial statements for the year ended 31 May 2024, which comprise the statement of financial activities (including income and expenditure account), statement of assets and the related notes.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the charity is not subject to audit under company law, and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006.
2. That the accounts do not accord with those accounting records.
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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.

4. That there is further information needed for a proper understanding of the accounts to be reached.

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

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Finegan Gibson Ltd  
Chartered Accountants & Registered Auditors  
Causeway Tower  
9 James Street South  
Belfast, BT2 8D

DATE: 28 March 2025

|        |           |  |
|--------|-----------|--|
| PASS - | NIC101811 |  |
|--------|-----------|--|

## Receipts and payments accounts

|                     |            |    |            |  |
|---------------------|------------|----|------------|--|
| For the period from | 01/06/2023 | To | 31/05/2024 |  |
|---------------------|------------|----|------------|--|

### Section A Receipts and payments

|  | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>   |   |                                      |                                     |                                 |                               |
| Donations & legacies   | 3,500                                     | -                                    | -                                   | 3,500                           | 1,150                         |
| Grants   | -   | -                                    | -                                   | -                               | -                             |
| Fundraising activities   | -   | -                                    | -                                   | -                               | -                             |
| Interest on deposit account  | 2,192                                     | -                                    | -                                   | 2,192                           | 1,736                         |
| Dividend on investments  | 11,208                                    | -                                    | -                                   | 11,208                          | 12,951                        |
| Members' subscriptions   | -   | -                                    | -                                   | -                               | -                             |
| Charitable trading receipts  | -   | -                                    | -                                   | -                               | -                             |
| Rents from land & buildings  | -   | -                                    | -                                   | -                               | -                             |
| Other charitable receipts  | -   | -                                    | -                                   | -                               | -                             |
| <b>A1 Sub total (Gross income for the Annual Return)</b>                                   | <b>16,900</b>                             | <b>-</b>                             | <b>-</b>                            | <b>16,900</b>                   | <b>15,837</b>                 |
| <b>A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).</b>    |   |                                      |                                     |                                 |                               |
| Proceeds from sale of fixed asset  | 255,908                                   | -                                    | -                                   | 255,908                         | 40,365                        |
| Loan repayments received   | -   | -                                    | -                                   | -                               | -                             |
| <b>A2 Sub total</b>  | <b>255,908</b>                            | <b>-</b>                             | <b>-</b>                            | <b>255,908</b>                  | <b>40,365</b>                 |
| <b>Total receipts</b>  | <b>272,808</b>                            | <b>-</b>                             | <b>-</b>                            | <b>272,808</b>                  | <b>56,202</b>                 |
| <b>A3 Payments</b>   |   |                                      |                                     |                                 |                               |
| Cost of fundraising events   | -   | -                                    | -                                   | -                               | -                             |
| Gross trading payments   | -   | -                                    | -                                   | -                               | -                             |
| Investment management costs  | 4,480                                     | -                                    | -                                   | 4,480                           | 4,515                         |
| Direct charitable activity   | 18,650                                    | -                                    | -                                   | 18,650                          | 18,456                        |
| Grants & donations paid  | -   | -                                    | -                                   | -                               | -                             |
| Governance costs   | 10,547                                    | -                                    | -                                   | 10,547                          | 14,903                        |
| Other costs  | 7,615                                     | -                                    | -                                   | 7,615                           | 858                           |
|  | -   | -                                    | -                                   | -                               | -                             |
|  | -   | -                                    | -                                   | -                               | -                             |
| <b>A3 Sub total</b>  | <b>41,292</b>                             | <b>-</b>                             | <b>-</b>                            | <b>41,292</b>                   | <b>38,732</b>                 |
| <b>A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)</b> |   |                                      |                                     |                                 |                               |
| Purchase of investments  | 225,480                                   | -                                    | -                                   | 225,480                         | 38,872                        |
| Loans made   | -   | -                                    | -                                   | -                               | -                             |
| <b>A4 Sub total</b>  | <b>225,480</b>                            | <b>-</b>                             | <b>-</b>                            | <b>225,480</b>                  | <b>38,872</b>                 |
| <b>Total payments</b>  | <b>266,772</b>                            | <b>-</b>                             | <b>-</b>                            | <b>266,772</b>                  | <b>77,604</b>                 |
| <b>Net of receipts/(payments)</b>  | <b>6,036</b>                              | <b>-</b>                             | <b>-</b>                            | <b>6,036</b>                    | <b>- 21,402</b>               |
| A5 Transfers between funds   | -   | -                                    | -                                   | -                               | -                             |
| A6 Cash funds last year end  | 15,708                                    | -                                    | -                                   | 15,708                          | 37,110                        |
| <b>Cash funds this year end</b>  | <b>21,744</b>                             | <b>-</b>                             | <b>-</b>                            | <b>21,744</b>                   | <b>15,708</b>                 |

**Section B Statement of assets and liabilities at the end of the period**

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ | Total funds<br>to nearest £ | Last year<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|-----------------------------|---------------------------|
| B1 Cash funds | Current account  | 19,448                             | -                                | -                               | 19,448                      | 2,760                     |
|               | Deposit account  | 2,296                              | -                                | -                               | 2,296                       | 12,948                    |
|               |  | -                                  | -                                | -                               | -                           | -                         |
|               | <b>Total cash funds</b>                                | <b>21,744</b>                      | <b>-</b>                         | <b>-</b>                        | <b>21,744</b>               | <b>15,708</b>             |
|               | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              | OK                          | OK                        |

| Categories               | Details                           | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ | Total funds<br>to nearest £ | Last year<br>to nearest £ |
|--------------------------|-----------------------------------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|---------------------------|
| B2 Other monetary assets | Owed by Pharmaceutical Society NI | -                                  | -                                | -                               | -                           | -                         |
|                          | Owed by Loan Beneficiaries        | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   |                                    | Total                            | -                               | -                           | -                         |

| Categories           | Details                  | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year |
|----------------------|--------------------------|-----------------------------|-----------------|--------------------------|-----------|
| B3 Investment assets | Stock Market Investments | Unrestricted                | -               | 525,326                  | 515,209   |
|                      |                          |                             | -               | -                        | -         |
|                      |                          |                             | -               | -                        | -         |
|                      |                          |                             | -               | -                        | -         |
|                      |                          | Total                       | -               | 525,326                  | 515,209   |

| Categories                                   | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year |
|--|---------|-----------------------------|-----------------|--------------------------|-----------|
| B4 Assets retained for the charity's own use |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | Total           | -                        | -         |


| Categories     | Details | Fund to which liability relates | When due (optional) | Amount due (optional) | Last year |
|----------------|---------|---------------------------------|---------------------|-----------------------|-----------|
| B5 Liabilities |         | Unrestricted                    |                     | -                     | -         |
|                |         | Unrestricted                    |                     | -                     | -         |
|                |         |                                 |                     | -                     | -         |
|                |         |                                 | Total               | -                     | -         |

Signed by one or two trustees on behalf of all the trustees

Signature

|                   |
|-------------------|
| Sheelin McKeagney |
| Anne McAllister   |

Print Name

|   |
|---|
|  |
| Anne McAllister   |

Date of approval

|            |
|------------|
| 28/03/2025 |
| 28/03/2025 |



**Pharmacists' Advice and Support Service**

Northern Ireland - Charity number 101811

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# Annual return

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**Trustees' Annual Report and Statement of Accounts**  
**Pharmacists' Advice and Support Services**

**For period ended 31 May 2024**

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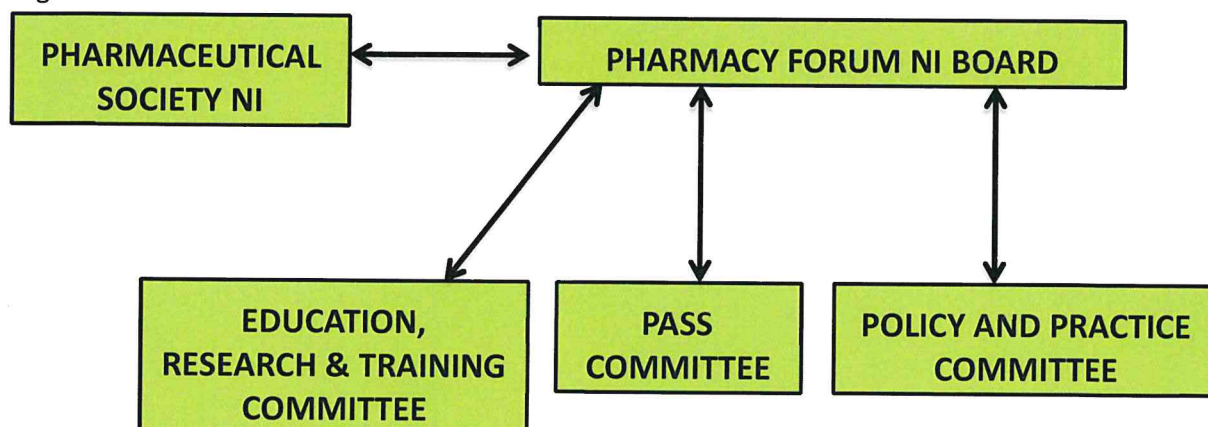
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## **Development of service provision**

### **Inspire Support Hub**

April 2023 saw an update to the current provision with the new Hub widening the support available to users as part of the employee assistance programme. It provides help right away, giving the user instant access to a range of information, guidance, screening and intervention tools tailored specifically to help care for the individual's wellbeing. Two new service users signed up across this period.

PASS continued its outreach activity in March 2023 through participating in the UCA-NI LTD network for Foundation Year Trainee students. PASS also had a visible presence at the calculations training workshops in May 2023 and at other events throughout the year.

During the period, PASS reviewed and updated its Reserves Policy and Risk Register, continuously reviewing and monitoring all risks. Throughout this year PASS and PFNI faced a period of dynamic change though staff leaving so it was limited in what it could deliver, choosing to solely focus on essential business such as offering wellbeing and financial assistance to pharmacists and their dependendants.

We would like to extend our thanks, on behalf of those who have benefited from PASS services to everyone who already donates. We thank our corporate donors who have provided useful funding in the period. As a charity, it is vital that we can continue to offer a range of services and the financial support received from pharmacists ensures that we can continue to do so.

## **Financial Position of PASS**

A review of the charity's financial position at the end of the year was provided in the Pharmaceutical Society NI's Annual Report. The Annual Report was laid before the Northern Ireland Assembly under Articles 4C and 4D of the Pharmacy (Northern Ireland) Order 1976 by the Department of Health on 5 October 2023. As of 31 May 2024, the PASS investment fund totalled £525,326 (2023: £515,209). For the same date, the bank account totalled £21,744 (2023: £15,708).

To ensure a level of sustainability and longevity for the fund, the investment is managed on a discretionary basis by Evelyn (previously Smith Williamson). During the period we are reporting on, the Investment Manager from Evelyn engaged Trustees during Quarter 1 in discussions regarding the investment strategy, the objective of the fund and risk reviews.

### **PASS Risk Register**

During the period, PASS completed a full review of its standalone Risk Register to reviewing and monitoring all risks and potential impacts for the charitable fund.

### **Summary of Financial Position**

Trustees of PASS are satisfied with the investment management of the funds. We are content with the level of spend on charitable objectives, operational costs and development of services and wish to further raise awareness of PASS.

### **Trustees Signatures of Approval**

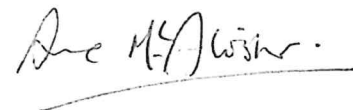
Signed and approved on behalf of the Board of Trustees for the Pharmacists' Advice and Support Services on 28 March 2025.



Sheelin McKeagney

Chair of the Board of Trustees, Pharmacy Forum NI

Date: 28 March 2025



Anne McAllister

Vice Chair of the PASS Committee and Board Member, Pharmacy Forum NI

Date: 28 March 2025

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PHARMACISTS' ADVICE AND SUPPORT SERVICE**

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

I report on the financial statements for the year ended 31 May 2024, which comprise the statement of financial activities (including income and expenditure account), statement of assets and the related notes.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the charity is not subject to audit under company law, and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006.
2. That the accounts do not accord with those accounting records.
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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.

4. That there is further information needed for a proper understanding of the accounts to be reached.

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

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Finegan Gibson Ltd  
Chartered Accountants & Registered Auditors  
Causeway Tower  
9 James Street South  
Belfast, BT2 8D

DATE: 28 March 2025

|        |           |  |
|--------|-----------|--|
| PASS - | NIC101811 |  |
|--------|-----------|--|

## Receipts and payments accounts

|                        |            |    |            |  |
|------------------------|------------|----|------------|--|
| For the period<br>from | 01/06/2023 | To | 31/05/2024 |  |
|------------------------|------------|----|------------|--|

### Section A Receipts and payments

|  | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>   |  |   |  |                                 |                               |
| Donations & legacies   | 3,500  | -                                       | -                                      | 3,500                           | 1,150                         |
| Grants   | -  | -                                       | -                                      | -                               | -                             |
| Fundraising activities   | -  | -                                       | -                                      | -                               | -                             |
| Interest on deposit account  | 2,192  | -                                       | -                                      | 2,192                           | 1,736                         |
| Dividend on investments  | 11,208                                       | -                                       | -                                      | 11,208                          | 12,951                        |
| Members' subscriptions   | -  | -                                       | -                                      | -                               | -                             |
| Charitable trading receipts  | -  | -                                       | -                                      | -                               | -                             |
| Rents from land & buildings  | -  | -                                       | -                                      | -                               | -                             |
| Other charitable receipts  | -  | -                                       | -                                      | -                               | -                             |
| <b>A1 Sub total (Gross income for the Annual Return)</b>                                   | <b>16,900</b>                                | <b>-</b>                                | <b>-</b>                               | <b>16,900</b>                   | <b>15,837</b>                 |
| <b>A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).</b>    |  |   |  |                                 |                               |
| Proceeds from sale of fixed asset  | 255,908                                      | -                                       | -                                      | 255,908                         | 40,365                        |
| Loan repayments received   | -  | -                                       | -                                      | -                               | -                             |
| <b>A2 Sub total</b>  | <b>255,908</b>                               | <b>-</b>                                | <b>-</b>                               | <b>255,908</b>                  | <b>40,365</b>                 |
| <b>Total receipts</b>  | <b>272,808</b>                               | <b>-</b>                                | <b>-</b>                               | <b>272,808</b>                  | <b>56,202</b>                 |
| <b>A3 Payments</b>   |  |   |  |                                 |                               |
| Cost of fundraising events   | -  | -                                       | -                                      | -                               | -                             |
| Gross trading payments   | -  | -                                       | -                                      | -                               | -                             |
| Investment management costs  | 4,480  | -                                       | -                                      | 4,480                           | 4,515                         |
| Direct charitable activity   | 18,650                                       | -                                       | -                                      | 18,650                          | 18,456                        |
| Grants & donations paid  | -  | -                                       | -                                      | -                               | -                             |
| Governance costs   | 10,547                                       | -                                       | -                                      | 10,547                          | 14,903                        |
| Other costs  | 7,615  | -                                       | -                                      | 7,615                           | 858                           |
|  | -  | -                                       | -                                      | -                               | -                             |
|  | -  | -                                       | -                                      | -                               | -                             |
| <b>A3 Sub total</b>  | <b>41,292</b>                                | <b>-</b>                                | <b>-</b>                               | <b>41,292</b>                   | <b>38,732</b>                 |
| <b>A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)</b> |  |   |  |                                 |                               |
| Purchase of investments  | 225,480                                      | -                                       | -                                      | 225,480                         | 38,872                        |
| Loans made   | -  | -                                       | -                                      | -                               | -                             |
| <b>A4 Sub total</b>  | <b>225,480</b>                               | <b>-</b>                                | <b>-</b>                               | <b>225,480</b>                  | <b>38,872</b>                 |
| <b>Total payments</b>  | <b>266,772</b>                               | <b>-</b>                                | <b>-</b>                               | <b>266,772</b>                  | <b>77,604</b>                 |
| <b>Net of receipts/(payments)</b>  | <b>6,036</b>                                 | <b>-</b>                                | <b>-</b>                               | <b>6,036</b>                    | <b>- 21,402</b>               |
| <b>A5 Transfers between funds</b>  | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>   | <b>15,708</b>                                | <b>-</b>                                | <b>-</b>                               | <b>15,708</b>                   | <b>37,110</b>                 |
| <b>Cash funds this year end</b>  | <b>21,744</b>                                | <b>-</b>                                | <b>-</b>                               | <b>21,744</b>                   | <b>15,708</b>                 |

**Section B Statement of assets and liabilities at the end of the period**

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ | Total funds<br>to nearest £ | Last year<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|-----------------------------|---------------------------|
| B1 Cash funds | Current account  | 19,448                             | -                                | -                               | 19,448                      | 2,760                     |
|               | Deposit account  | 2,296                              | -                                | -                               | 2,296                       | 12,948                    |
|               |  | -                                  | -                                | -                               | -                           | -                         |
|               | <b>Total cash funds</b>                                | <b>21,744</b>                      | <b>-</b>                         | <b>-</b>                        | <b>21,744</b>               | <b>15,708</b>             |
|               | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              | OK                          | OK                        |

| Categories               | Details                           | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ | Total funds<br>to nearest £ | Last year<br>to nearest £ |
|--------------------------|-----------------------------------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|---------------------------|
| B2 Other monetary assets | Owed by Pharmaceutical Society NI | -                                  | -                                | -                               | -                           | -                         |
|                          | Owed by Loan Beneficiaries        | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   | -                                  | -                                | -                               | -                           | -                         |
|                          |                                   |                                    | Total                            | -                               | -                           | -                         |

| Categories           | Details                  | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year |
|----------------------|--------------------------|-----------------------------|-----------------|--------------------------|-----------|
| B3 Investment assets | Stock Market Investments | Unrestricted                | -               | 525,326                  | 515,209   |
|                      |                          |                             | -               | -                        | -         |
|                      |                          |                             | -               | -                        | -         |
|                      |                          |                             | -               | -                        | -         |
|                      |                          |                             | -               | -                        | -         |
|                      |                          | Total                       | -               | 525,326                  | 515,209   |

| Categories                                   | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year |
|--|---------|-----------------------------|-----------------|--------------------------|-----------|
| B4 Assets retained for the charity's own use |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | -               | -                        | -         |
|  |         |                             | Total           | -                        | -         |


| Categories     | Details | Fund to which liability relates | When due (optional) | Amount due (optional) | Last year |
|----------------|---------|---------------------------------|---------------------|-----------------------|-----------|
| B5 Liabilities |         | Unrestricted                    |                     | -                     | -         |
|                |         | Unrestricted                    |                     | -                     | -         |
|                |         |                                 |                     | -                     | -         |
|                |         |                                 |                     | -                     | -         |
|                |         |                                 | Total               |                       | -         |

Signed by one or two trustees on behalf of all the trustees

Signature

|                   |
|-------------------|
| Sheelin McKeagney |
| Anne McAllister   |

Print Name

|   |
|---|
|  |
| Anne McAllister   |

Date of approval

|            |
|------------|
| 28/03/2025 |
| 28/03/2025 |



**Pharmacists' Advice and Support Service**

Northern Ireland - Charity number 101811

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# Accounts

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|                                       |            |                      |
|---------------------------------------|------------|----------------------|
| PASS                                  | NIC101811  |                      |
| <b>Receipts and payments accounts</b> |            |                      |
| <b>For the period from</b>            | 01/06/2022 | <b>To</b> 31/05/2023 |

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>  |  |                                      |                                     |                                 |                               |
| Donations & legacies  | 1,150                                  | -                                    | -                                   | 1,150                           | 210                           |
| Grants  | -                                      | -                                    | -                                   | -                               | -                             |
| Fundraising activities  | -                                      | -                                    | -                                   | -                               | -                             |
| Interest on deposit account   | 1,736                                  | -                                    | -                                   | 1,736                           | 1,012                         |
| Dividend on investments   | 12,951                                 | -                                    | -                                   | 12,951                          | 12,485                        |
| Members' subscriptions  | -                                      | -                                    | -                                   | -                               | -                             |
| Charitable trading receipts   | -                                      | -                                    | -                                   | -                               | -                             |
| Rents from land & buildings   | -                                      | -                                    | -                                   | -                               | -                             |
| Other charitable receipts   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A1 Sub total</b> (Gross income for the Annual Return)                                      | 15,837                                 | -                                    | -                                   | 15,837                          | 13,707                        |
| <b>A2 Asset and investment sales</b><br>(see tables 1 and 2 in section 7 of the guidance).    |  |                                      |                                     |                                 |                               |
| Proceeds from sale of fixed asset   | 40,365                                 | -                                    | -                                   | 40,365                          | 9,623                         |
| Loan repayments received  | -                                      | -                                    | -                                   | -                               | 359                           |
| <b>A2 Sub total</b>   | 40,365                                 | -                                    | -                                   | 40,365                          | 9,982                         |
| <b>Total receipts</b>   | 56,202                                 | -                                    | -                                   | 56,202                          | 23,689                        |
| <b>A3 Payments</b>  |  |                                      |                                     |                                 |                               |
| Cost of fundraising events  | -                                      | -                                    | -                                   | -                               | 8                             |
| Gross trading payments  | -                                      | -                                    | -                                   | -                               | -                             |
| Investment management costs   | 4,515                                  | -                                    | -                                   | 4,515                           | 4,992                         |
| Direct charitable activity  | 18,456                                 | -                                    | -                                   | 18,456                          | 12,121                        |
| Grants & donations paid   | -                                      | -                                    | -                                   | -                               | 5,150                         |
| Governance costs  | 14,903                                 | -                                    | -                                   | 14,903                          | 13,650                        |
| Other costs   | 858                                    | -                                    | -                                   | 858                             | 206                           |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A3 Sub total</b>   | 38,732                                 | -                                    | -                                   | 38,732                          | 36,127                        |
| <b>A4 Asset and investment purchases</b><br>(see tables 1 and 2 in section 7 of the guidance) |  |                                      |                                     |                                 |                               |
| Purchase of investments   | 38,872                                 | -                                    | -                                   | 38,872                          | -                             |
| Loans made  | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A4 Sub total</b>   | 38,872                                 | -                                    | -                                   | 38,872                          | -                             |
| <b>Total payments</b>   | 77,604                                 | -                                    | -                                   | 77,604                          | 36,127                        |
| <b>Net of receipts/(payments)</b>   | 21,402                                 | -                                    | -                                   | 21,402                          | 12,438                        |
| <b>A5 Transfers between funds</b>   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>  | 37,110                                 | -                                    | -                                   | 37,110                          | 49,548                        |
| <b>Cash funds this year end</b>   | 15,708                                 | -                                    | -                                   | 15,708                          | 37,110                        |

**Section B Statement of assets and liabilities at the end of the period**

Categories Details

|                                   |                         | Unrestricted funds | Restricted funds | Endowment funds | Total funds   | Last year     |
|-----------------------------------|-------------------------|--------------------|------------------|-----------------|---------------|---------------|
|                                   |                         | to nearest £       | to nearest £     | to nearest £    | to nearest £  | to nearest £  |
| <b>B1 Cash funds</b>              | Current account         | 2,760              | -                | -               | 2,760         | 10,755        |
|                                   | Deposit account         | 12,948             | -                | -               | 12,948        | 26,355        |
|                                   |                         | -                  | -                | -               | -             | -             |
|                                   | <b>Total cash funds</b> | <b>15,708</b>      | <b>-</b>         | <b>-</b>        | <b>15,708</b> | <b>37,110</b> |
| Receipts and payments account(s)) |                         | OK                 | OK               | OK              | OK            | OK            |

|                                 |                        | Unrestricted funds | Restricted funds | Endowment funds | Total funds  | Last year    |
|---------------------------------|------------------------|--------------------|------------------|-----------------|--------------|--------------|
|                                 |                        | to nearest £       | to nearest £     | to nearest £    | to nearest £ | to nearest £ |
| <b>B2 Other monetary assets</b> | Owed by Pharmaceutical | -                  | -                | -               | -            | -            |
|                                 | Owed by Loan           | -                  | -                | -               | -            | -            |
|                                 | Prepaid fees           | -                  | -                | -               | -            | -            |
|                                 |                        | -                  | -                | -               | -            | -            |
|                                 |                        | -                  | -                | -               | -            | -            |
|                                 | <b>Total</b>           | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>     | <b>-</b>     |

|                             |                          | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year      |
|-----------------------------|--------------------------|-----------------------------|-----------------|--------------------------|----------------|
| <b>B3 Investment assets</b> | Stock Market Investments | Unrestricted                | -               | 515,209                  | 523,523        |
|                             |                          |                             | -               | -                        | -              |
|                             |                          |                             | -               | -                        | -              |
|                             | <b>Total</b>             |                             | <b>-</b>        | <b>515,209</b>           | <b>523,523</b> |

|   |              | Fund to which asset belongs | Cost (optional) | Current value (optional) | Last year |
|---|--------------|-----------------------------|-----------------|--------------------------|-----------|
| <b>B4 Assets retained for the charity's own use</b> |              |                             | -               | -                        | -         |
|   |              |                             | -               | -                        | -         |
|   |              |                             | -               | -                        | -         |
|   |              |                             | -               | -                        | -         |
|   |              |                             | -               | -                        | -         |
|   |              |                             | -               | -                        | -         |
|   |              |                             | -               | -                        | -         |
|   | <b>Total</b> |                             | <b>-</b>        | <b>-</b>                 | <b>-</b>  |

|                       |              | Fund to which liability relates | When due (optional) | Amount due (optional) | Last year |
|-----------------------|--------------|---------------------------------|---------------------|-----------------------|-----------|
| <b>B5 Liabilities</b> |              | Unrestricted                    |                     | -                     | -         |
|                       |              | Unrestricted                    |                     | -                     | -         |
|                       |              |                                 |                     | -                     | -         |
|                       |              |                                 |                     | -                     | -         |
|                       | <b>Total</b> |                                 |                     | <b>-</b>              | <b>-</b>  |

Signed by one or two

|           |            |                  |
|-----------|------------|------------------|
| Signature | Print Name | Date of approval |
|           |            |                  |

**Receipts**

|                                     | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|-------------------------------------|--------------------|------------------|------------------|------------------|------------------|
|                                     | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                  |                    |                  |                  |                  |                  |
| Donations & legacies                | 1,150              | -                | -                | 1,150            | 210              |
| Grants                              | -                  | -                | -                | -                | -                |
| Fundraising activities              | -                  | -                | -                | -                | -                |
| Interest on deposit account         | 1,736              | -                | -                | 1,736            | 1,012            |
| Dividend on investments             | 12,951             | -                | -                | 12,951           | 12,485           |
| Members' subscriptions              | -                  | -                | -                | -                | -                |
| Charitable trading receipts         | -                  | -                | -                | -                | -                |
| Rents from land & buildings         | -                  | -                | -                | -                | -                |
| Other charitable receipts           | -                  | -                | -                | -                | -                |
| <i>income for the Annual</i>        | 15,837             | -                | -                | 15,837           | 13,707           |
| <b>sales (see tables 1 and 2 in</b> |                    |                  |                  |                  |                  |
| Proceeds from sale of fixed asset   | 40,365             | -                | -                | 40,365           | 9,623            |
| Loan repayments received            | -                  | -                | -                | -                | 359              |
| <b>A2 Sub total</b>                 | 40,365             | -                | -                | 40,365           | 9,982            |
| <b>Total receipts</b>               | 56,202             | -                | -                | 56,202           | 23,689           |

**Payments**

|                                | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--------------------------------|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A3 Payments</b>             |  |                                      |                                     |                                 |                               |
| Cost of fundraising events     | -                                      | -                                    | -                                   | -                               | 8                             |
| Gross trading payments         | -                                      | -                                    | -                                   | -                               | -                             |
| Investment management          | 4,515                                  | -                                    | -                                   | 4,515                           | 4,992                         |
| Direct charitable activity     | 18,456                                 | -                                    | -                                   | 18,456                          | 12,121                        |
| Grants & donations paid        | -                                      | -                                    | -                                   | -                               | 5,150                         |
| Governance costs               | 14,903                                 | -                                    | -                                   | 14,903                          | 13,650                        |
| Other costs                    | 858                                    | -                                    | -                                   | 858                             | 206                           |
|                                | -                                      | -                                    | -                                   | -                               | -                             |
|                                | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A3 Sub total</b>            | <b>38,732</b>                          | <b>-</b>                             | <b>-</b>                            | <b>38,732</b>                   | <b>36,127</b>                 |
| <b>A4 Asset and investment</b> |  |                                      |                                     |                                 |                               |
| Purchase of investments        | 38,872                                 | -                                    | -                                   | 38,872                          | -                             |
| Loans made                     | -                                      | -                                    | -                                   | -                               | -                             |
|                                | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A4 Sub total</b>            | <b>38,872</b>                          | <b>-</b>                             | <b>-</b>                            | <b>38,872</b>                   | <b>-</b>                      |
| <b>Total payments</b>          | <b>77,604</b>                          | <b>-</b>                             | <b>-</b>                            | <b>77,604</b>                   | <b>36,127</b>                 |

**Pharmacists' Advice and Support Service**

Northern Ireland - Charity number 101811

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# Annual report

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**Trustees' Annual Report and Statement of Accounts**  
**Pharmacists' Advice and Support Services**

**For period ended 31 May 2023**

|                                     |    |
|-------------------------------------|----|
| Governance Arrangements             | 3  |
| Background                          | 3  |
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## Governance Arrangements

Pharmacy Forum NI (the Forum) is the professional leadership body for all pharmacists registered to practice in Northern Ireland. The elected Board Members of the Forum are also the Trustees of the Pharmacists' Advice and Support Services (PASS). The remit in which the Forum and Trustees operate is set out in a legal scheme of delegation between the Pharmaceutical Society NI and the Forum.

## Background

The Pharmaceutical Society NI is legislated through the 1976 Pharmacy Order (NI) and subsequent amendments in 2012 to regulate and to provide leadership for the pharmacy profession in Northern Ireland.

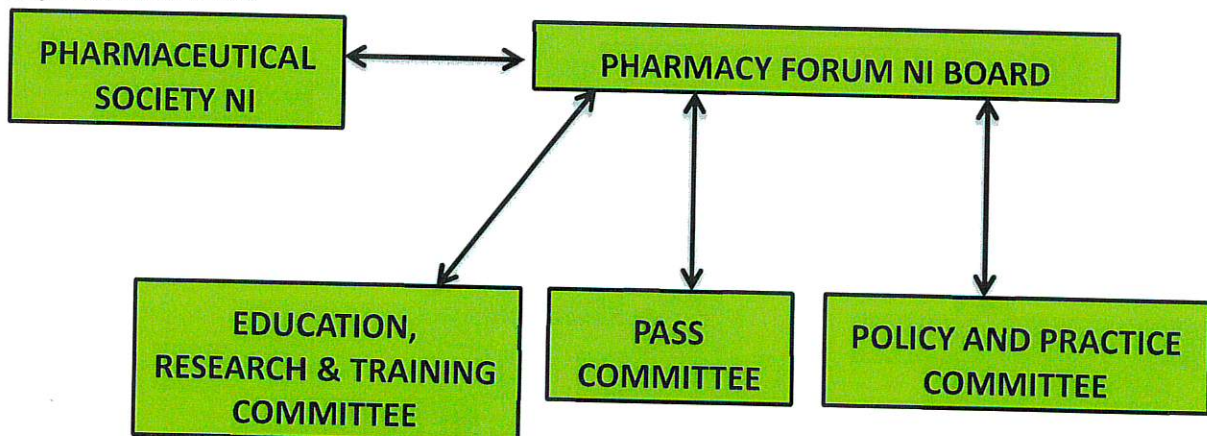
Pharmacy Forum NI was set up in 2011 to provide the professional leadership function enabling the Pharmaceutical Society to have a regulatory and leadership remit and yet achieve the separation of function consequent to the Government's wish to decouple professional leadership and regulation.

A legal scheme of delegation exists between the Pharmaceutical Society NI and the Pharmacy Forum NI. It outlines the remit, delegate powers and responsibilities of the Pharmacy Forum NI specifically in relation to PASS under section *Delegated Functions to the Pharmacy Forum Management Board, Item 1, Delegated functions to the PFMB, 1 (c) To provide relief for distressed persons as defined in the Pharmacy Order.*

Please note PASS was historically known as the Chemist Benevolent Fund, however is now known as the Pharmacists' Advice and Support Services (PASS).

## Governance Structures and Documents

Organisational Chart



- The governing document for PASS is the Declaration of Trust, Pharmacists' Advice and Support Services Trust.

### **Information and Administration**

Pharmacists' Advice and Support Services (PASS)  
Society House, 73 University Street,  
Belfast  
Northern Ireland  
BT7 1HL  
NIC: 101811

PASS employs a Co-ordinator, who dedicates the equivalent of 2 full days over a working week to the activities of PASS. The Co-ordinator, working to an agreed business plan, reports to the PASS Committee and Trustees.

### **Trustees**

**All Trustees are elected members of the Pharmacy Forum NI Board. Please see below the list of members and their Board positions for the period ended May 31 2023:**

- **Sheelin McKeagney, Chair of the Board**
- **Oisin Kavanagh, Vice Chair of the Board**
- **Philip Boyle, Elected Member**
- **Andrew Cheung, Elected Member**
- **Neill Elliott, Elected Member**
- **Anne McAlister, Elected Member**
- **Glynis McMurtry, Elected Member.**

All Board Members are supported with general governance training provided by an experienced external training partner. Trustees are also provided with in house Trustee Training, at which they are provided the Trust Deeds for each of the charities for which they are Trustees. This rolling programme of training is aligned with the Pharmacy Forum NI Board Election process and term of board membership. A skills audit is conducted in the year following an election to enhance the training requirements of all Board Members and Trustees alike.

Trustees have delegated certain responsibilities to the PASS committee, outlined in the Terms of Reference for the PASS Committee. Regular updates on the activities and recommendations from the PASS Committee are provided to the Trustees.

### **Objective and Activities**

The Pharmacists' Advice and Support Services (PASS) exists to provide support services to pharmacists and pre-registration trainees of the Pharmaceutical Society of Northern Ireland, as well as former pharmacists, surviving spouses/ civil partners and their dependants in times of need. PASS meets the public benefit requirement in two ways, as listed below:

- The prevention or relief of poverty; and
- The relief of those in need (by reason of youth, age, ill-health, disability, financial hardship or other disadvantage).

PASS meets these purposes in a variety of ways, most commonly through the provision of information and signposting, counselling and short to medium term financial support in the form of grants and interest free loans. The direct benefits which flow from this purpose include improved outcomes for those experiencing personal, professional or financial difficulty through the alleviation of some of the financial difficulties that the beneficiary is facing and also the ability to make better informed decisions after receiving counselling and advice. These benefits are demonstrated through on-going feedback from beneficiaries and in the form of a survey conducted with the membership and/ or service users. Trustees do not identify any harm as a result of the Charity carrying out its purpose.

The 'poverty exception' applies in this case as the relief of poverty is regarded as being for the public benefit even when there is a restricted group of beneficiaries. There is no private benefit flowing from this purpose.

### **Achievements and Performance**

#### **Financial Support**

During the reporting period PASS provided grants totalling £11,900 to applicants to alleviate financial difficulties experienced due to ill health and disabilities.

#### **Counselling and Support Services**

PASS also re-entered into an annual contract with Inspire Wellbeing (previously known as Carecall) to provide confidential telephone, online and face to face counselling services across Northern Ireland. During the reporting period, Inspire scheduled 49 counselling sessions for individuals. Eight new service users availed of the standard Inspire counselling, and the areas being dealt with included coping with stress and anxiety and support through ongoing

regulatory fitness to practice hearings. All eight pharmacists and trainees who received low intensity counselling were able to remain in work. In addition, PASS proactively helped in the relief of financial distress, with the provision of budgeting and debt advice in parallel and signposted 11 other service users to other sources of information and advice. All service users this year were pharmacists and most of them were aged between 20 and 50.

The PASS Co-ordinator's role is to receive and process enquiries and signpost to sources of support, information, guidance, and advice. During the reporting period, over and above general enquiries, PASS actively signposted 58 calls from service users to the full range of support available. Issues addressed included stress in the workplace, financial issues, issues at home, and personal stress. This is consistent with the public benefit requirements of the charity, as outlined above.

### **Development of service provision**

#### **Inspire Support Hub**

April 2023 saw an update to the current provision with the new Hub widening the support available to users as part of the employee assistance programme. It provides help right away, giving the user instant access to a range of information, guidance, screening and intervention tools tailored specifically to help care for the individual's wellbeing. Two new service users signed up across this period.

PASS continued its outreach activity in March 2023 through participating in the UCA-NI LTD network for Foundation Year Trainee students. PASS also had a visible presence at the calculations training workshops in May 2023 and at other events throughout the year.

During the period, PASS reviewed and updated its Reserves Policy and Risk Register, continuously reviewing and monitoring all risks including the effects of the COVID-19 pandemic and potential impacts for the charitable fund. Online basic safeguarding training was this year organised for all trustees and designated Safeguarding Officer/Appointed Person Training was completed by the Pharmacy Forum Manager and PASS Coordinator.

We would like to extend our thanks, on behalf of those who have benefitted from PASS services to everyone who already donates. We thank our corporate donors who have provided useful funding in the period. As a charity, it is vital that we can continue to offer a range of services and the financial support received from pharmacists ensures that we can continue to do so.

### **Financial Position of PASS**

A review of the charity's financial position at the end of the year was provided in the Pharmaceutical Society NI's Annual Report. The Annual Report was laid before the Northern Ireland Assembly under Articles 4C and 4D of the Pharmacy (Northern Ireland) Order 1976 by the Department of Health on 5 October 2023 As of 31 May 2023, the PASS investment fund

totalled £535,302 (2022: £523,523). For the same date, the bank account totalled £2,760 (2021: £10,755).

To ensure a level of sustainability and longevity for the fund, the investment is managed on a discretionary basis by Evelyn (previously Smith Williamson). During the period we are reporting on, the Investment Manager from Evelyn engaged Trustees during Quarter 1 in discussions regarding the investment strategy, the objective of the fund and risk reviews.

#### **PASS Risk Register**


During the period, PASS completed a full review of its standalone Risk Register to reviewing and monitoring all risks and potential impacts for the charitable fund.

#### **Summary of Financial Position**

Trustees of PASS are satisfied with the investment management of the funds. We are content with the level of spend on charitable objectives, operational costs and development of services and wish to further raise awareness of PASS.

#### **Trustees Signatures of Approval**

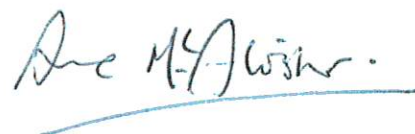
Signed and approved on behalf of the Board of Trustees for the Pharmacists' Advice and Support Services on 25 January 2024.



Sheelin McKeagney

Chair of the Board of Trustees, Pharmacy Forum NI

Date: 25 January 2024



Anne McAlister

Chair of the PASS Committee and Board Member, Pharmacy Forum NI

Date: 25 January 2024

**Pharmacists' Advice and Support Service**

Northern Ireland - Charity number 101811

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# Annual return

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## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PHARMACISTS' ADVICE AND SUPPORT SERVICE**

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

I report on the financial statements for the year ended 31 May 2023, which comprise the statement of financial activities (including income and expenditure account), statement of assets and the related notes.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the charity is not subject to audit under company law, and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006.
2. That the accounts do not accord with those accounting records.
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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.
4. That there is further information needed for a proper understanding of the accounts to be reached.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Finegan Gibson Ltd  
Chartered Accountants & Registered Auditors  
Causeway Tower  
9 James Street South  
Belfast, BT2 8D

DATE: 01 March 2024