

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2024
for
THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY
(A COMPANY LIMITED BY GUARANTEE)

Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Contents of the Financial Statements
for the year ended 31 MARCH 2024**

	Page
Report of the Trustees	1 to 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12 to 13
Cash Flow Statement	14
Notes to the Cash Flow Statement	15
Notes to the Financial Statements	16 to 22
Detailed Statement of Financial Activities	23 to 24

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

OBJECTIVES AND ACTIVITIES

Objectives and aims

The trustees have considered the charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

The Association for Respiratory Technology and Physiology objectives and activities is to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by;

- a) Delivering and promoting education and training programmes to ensure competence to practice
- b) Establishing relevant standards of practice
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases
- e) Communicating with all stakeholders
- f) Representing the interests of practitioners at all levels.

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, are the professional guardians of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national, professionally recognised, qualifications in Respiratory Function Testing and Spirometry in the UK.

The trustees have considered the charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity'.

The Association for Respiratory Technology and Physiology objectives and activities is to advance for the public benefit the service and practice of Respiratory and Sleep Physiology and allied subjects by;

- a) Delivering and promoting education and training programmes to ensure competence to practice
- b) Establishing relevant standards of practice
- c) Promoting audit and research and by making the results of such study and research available to the practitioners and the general public
- d) Promoting advances in diagnostic, treatment and care of patients with respiratory and sleep diseases
- e) Communicating with all stakeholders
- f) Representing the interests of practitioners at all levels.

The Association for Respiratory Technology & Physiology (ARTP), through standards of training and quality assurance, are the professional guardians of physiological measurement in respiratory and sleep medicine in the UK. With over 40 years of experience in the design and delivery of respiratory physiology services, ARTP provides the only national, professionally recognised, qualifications in Respiratory Function Testing and Spirometry in the UK.

ARTP also recommends standards for the design and delivery of respiratory physiology services through position papers from ARTP Working Groups on the structure, function and content of respiratory physiology and sleep facilities and services in the UK.

An important function of the ARTP is the provision of opportunities for Continuing Professional Development. The ARTP organises an annual Conference, meetings and other educational courses on many respiratory and sleep physiology topics. This activity delivers continuing professional development/education for healthcare professionals and healthcare support workers furthering ARTP's charitable objectives of advancing knowledge and standards in the area of Respiratory & Sleep Physiology for the benefit of both our members and their patients.

Nationally ARTP informs and influences major organisations about the delivery of respiratory physiology services. Furthermore, ARTP links with equivalent national organisations around the world to deliver global standards in respiratory healthcare involving respiratory technology and physiology.

The ARTP sets standards for and administers the National Spirometry Register, hosted by the academy for Healthcare Science.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

The Association works in conjunction with the British Thoracic Society to produce national guidelines and standards for good practice in the performance of respiratory measurement. It works closely with the Department of Health and Academy for Healthcare Science in formulating policy and in the strategic direction of the profession.

The ARTP hosts the multi-disciplinary Sleep Apnoea Consortium and ARTP now has a membership section for sleep practitioners.

The Association is a founder member of Association of Clinical Scientists organisation, the Institute of Physiological Sciences and the Federation of Healthcare Scientists.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are delighted to report that the membership reached 990 in 2023-2024. This increase has been from the ongoing promotional efforts and raising awareness of the profile of ARTP through high quality courses, conferences and qualifications.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

The Charity's Professional Qualifications allow respiratory practitioners to update their skills and knowledge. By undertaking professional competency qualifications practitioners are able to demonstrate their competencies enabling them to follow career pathways and take advantage of professional opportunities. The Charity now offers three levels of Professional Qualification:

- Practitioner (Level 3)
- Clinical (Level 2)
- Associate (Level 1)

There were 58 candidates that enrolled onto the professional qualifications and undertook the professional examinations in 2023-24. ARTP successfully adapted the format of the examinations so that these could be ran virtually, and these have been running successfully.

The charity provides several certificates of competence that allows individuals to demonstrate competency in specific respiratory or sleep techniques. These include the following certificates along with the number of candidates enrolled in 2023-24:

- Overnight Pulse Oximetry - 28 candidates.
- Overnight and Polygraphy Practitioner - 2 candidates.
- Practical Blood gas Sampling - 15 candidates.
- CPAP Associate (Introductory) - 8 candidates.
- CPAP Practitioner (Advanced) - 11 candidates.
- CPAP Progression (Introductory to Advanced) - no candidates.
- PQ Enrolments - 58

The Association for Respiratory Technology and Physiology is the holder of the Spirometry national register of individuals that have obtained certification in Spirometry. This register reached 2478 certified practitioners over various levels in 2023-24.

Enrolment totals in 2023-24 reached 1258, comprised of the following certificate levels;

- 765 Performing & Reporting (Adult)
- 94 Performing & Reporting (Adult & Paediatric)
- 35 Performing & Reporting (Paediatric)
- 242 Performing (Adult)
- 78 Reporting (Adult)
- 6 Performing (Adult & Paediatric)
- 7 Reporting (Adult & Paediatric)
- 4 Performing (Paediatric)
- 1 Reporting (Paediatric)
- 23 Top Up (Paediatric)
- 1 Recertification Performing & Reporting (Adult)
- 1 Recertification Performing (Adult)
- 1 Recertification Reporting (Adult)

The ARTP Annual Meeting for 2024 took place at the Harrogate Convention Centre on Thursday 25th April and Friday 26th April 2024.

The programme consisted of 34 talks, 4 Oral presentations, 10 Industry workshops, sponsored by 8 manufacturers, and an exhibition and poster area.

The ARTP Conference 2024 comprised of:

- 321 registered delegates.
- 120 exhibitor personnel.
- 34 companies supported the meeting with exhibition or sponsorship (including two charities)
- 310 attendees at the gala dinner.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

ACHIEVEMENT AND PERFORMANCE

- 54 abstracts submitted
- 41 poster presentations

ARTP is very satisfied that the breadth and depth, as well as the level of delegate/candidate/registrant engagement with the educational programmes, registrations and professional examinations, detailed above, meet our core charitable objectives by advancing continuing professional development, assessing professional competence and promoting and maintaining standards through registration and certification.

FINANCIAL REVIEW

Financial position

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The Statement of Financial Activities show an income of £579,116 (£891,758 - 2023) and an decreased expenditure of £468,741 (£811,926 - 2023).

This equates to a net surplus of resources of a revenue nature of £110,375 (2023- £79,832).

The total funds at the year-end stands at £543,736 (£433,361 - 2023).

Free unrestricted funds amounted to £532,268 (£424,893 - 2023).

Restricted funds amounted to £11,468 (£8,468 - 2023).

Investment policy and objectives

Any funds invested should not exceed the reserves policy unless held for a specific purpose. All funds invested should be only be invested for 12 months or less.

Reserves policy

The charity aims to retain sufficient capital funds in reserve to permit it to cover fixed, recurring annual expenditure and conduct other core activities, such as Annual Conference and other educational activities, as defined by the Governing Board for a period of 1 year in the absence of any related income over this period and uninsured loss.

In the event of a reduction in reserves below this estimated level the aim is to recover reserves as quickly as possible from annual surpluses whilst maintaining normal charitable activity.

Note: Total income reported this year of £468,741 is a significant reduction from the previous financial year (£811,926), which was noted as exceptional in the previous financial year statement due to the occurrences of 2 ARTP Annual National Conferences within the same financial year. Consequentially, there was no ARTP Annual National Conference within this financial year which significantly reduced income below the Pre-COVID average of £531,895, though this expected income reduction was offset by a one-off educational grant from Health Education England (HEE) of £82,000 to support ARTP's educational programme, accounting for which the operational income was £386,741 in line with expectations with no Conference income for the year. ARTP has a fixed/recurring income of £48,500 from membership/interest (assumed to be static). Further, there are annual costs associated with professional exams which can only be incurred if the exam takes place, as directly related to costs of assessment/marking. This equated to £20,130 in this financial year. Assuming a conservative estimate of insured recoverable costs, the target reserves are therefore currently set at £450K. Within this financial year reserves were £543,736 (£461,736 accounting for one-off HEE grant), fully recovering the reserves from the low point of £332,134 in 2020-21 resulting from the financial impact of COVID-19.

The Charity is therefore confident that this reserves policy is very robust considering the successful maintenance of net positive funds carried forward during the major real-world stress test of COVID-19.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

FINANCIAL REVIEW

Going concern

ARTP is required to submit a narrative as to its status as a going concern. There are sufficient reserves that if ARTP were to continue its current spending plans and there was no further income, that could be maintained for at least another year. ARTP is therefore a going concern.

In a realistic projection however income will continue, and the main sources of income are the annual Conference, Educational courses, Professional exams and the National Spirometry Register. The budget projection is based on the assumption that there will not be significant changes to membership fees or volumes of members; that Conference will be attended in numbers equivalent to number seen in previous years; that the demand for educational courses and professional exams will continue at or above current levels and that the demand for Spirometry Registration will continue at or above the current level. ARTP is therefore confident that it will comfortably remain a going concern.

FUTURE PLANS

Allowing for the lack of Conference income within the year, Income and expenditure have returned to pre-COVID averages, Therefore the Board of ARTP are confident that ARTP finances are on a sound footing going forward with the full range of educational courses resumed along with stable income from spirometry that can be expected through 2024-2025 and beyond.

The education grant from HEE will be utilised within the next 2 financial years to further enhance our educational programmes, including supporting Professional development through the qualifications equivalence programmes provided by the National School of Healthcare Science.

The Trustees of the charity are very happy with the current direction of the charity and recognise the need to engage with Professionals it represents to meet the overall aims of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity structure comprises of the Council of Trustees who determine the strategic direction that the charity should take, and it oversees the Executive Board. The Council members comprise of:

- An elected President
- Four independent non-executive directors (Legal, Financial, Workforce / Human Resources and a Patient Representative)
- Four Primary Executive Board members (Chair, Vice Chair, Treasurer and Secretary)

The Executive Board

Is responsible for the operational aspects of charity. The Executive Board comprises of four primary board members, and then Committee Chairs, which are responsible for specific areas of ARTP business.

ARTP business is broken into seven key areas, each of which may cover several areas of operation, these committees are:

- Communication.
- Workforce.
- Spirometry
- Standards.
- Education and Training.
- Events.
- Paediatrics.
- Sleep.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Appointment of Trustees

The Treasurer, Secretary & Vice Chair will be elected by a ballot of the full (voting) membership of the Association in accordance with by-laws set by the ARTP Council from time to time). Officers will (unless the ARTP Council decides otherwise) serve for a term of 2 years from the end of the AGM at which they were appointed. A Director may be eligible for re-election. On completion of their term of office the Vice Chair will take over the Chair role.

The Executive Board will nominate and the ARTP Council will appoint the President who will usually, if willing to stand, be the outgoing Chair. The Executive Board could also choose to nominate another individual from a physiological/scientific background who they believe would be an appropriate representative of the Association. The President does not necessarily have to be a member of ARTP prior to being nominated.

The ARTP Council shall be entitled to appoint up to 4 Directors to fulfil such skills criteria as the ARTP Council shall consider necessary from time to time. The Executive Board shall assist the ARTP Council in recruiting such Directors. The term of Office for such Directors shall be 2 years.

At the conclusion of his term of office a Director who is willing to continue in office may, if the ARTP Councils thinks fit, be re-appointed for a further term.

The ARTP Council may from time to time co-opt a person to serve as a member of the ARTP Council, either to fill casual vacancy or to replace a retiring or disqualified Director, A Director so appointed shall retain his office only until the next Annual General Meeting, but he shall be eligible for re-election or re-appointment.

Support Services

A variety of support services are in place to support the work of the Association and its administration. Central support services (secretariat, membership and financial) is provided by Executive Business Services (EBS).

EBS are also contracted to administer the Spirometry Register.

Policies and procedures for induction and training of trustees.

Policies:

- ARTP Articles of Association.
- ARTP Code of Conduct.
- Declaration of Interests.

Induction and training of new trustees

Trustees must be elected/appointed as detailed above and be aware of the role, duties and commitment required prior to undertaking the role. Individuals who have been elected to Trustee posts are required to make a declaration of interests and an undertaking of commitment as a Trustee to the ARTP. They are required to submit a Trustee declaration form to the Charity Commission and complete the process for appointment as an ARTP director by successful submission of an APOI form to Company House.

All Trustees receive the Memorandum and Articles of Association, and the Association uses the extensive information on the Charity Commission website to support the induction and training of Trustees. In particular, all Trustees are directed to read the Charity Commission guidance - the essential trustee: what you need to know (CC3). The previous trustee, with specific roles/ holding specific titles, such as Treasurer, are asked to stay as a past trustee, to support the newly elected individual in their transition.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05987719 (England and Wales)

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Report of the Trustees
for the year ended 31 MARCH 2024**

Registered Charity number
1117470

Registered office
Unit E1
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Trustees
R J Harwood
J Cooper (resigned 25.4.24)
M R Hubbocks
K Hutchinson (resigned 25.4.24)
M H Lang
J Shakespeare
W D Man
M A Rutter (appointed 25.4.24)
B A Batten (appointed 11.10.24)
A Z Day (appointed 11.10.24)

Company Secretary
S M McArthur

Independent Examiner
Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

Approved by order of the board of trustees on20th December 2024..... and signed on its behalf by:


.....
M H Lang - Trustee

Independent Examiner's Report to the Trustees of
The Association for Respiratory
Technology and Physiology

Independent examiner's report to the trustees of The Association for Respiratory Technology and Physiology ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Carl Elsby ACA

Elsby & Co
155 Wellingborough Road
Rushden
Northamptonshire
NN10 9TB

Date: 23/12/24

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 MARCH 2024**

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	3,000	3,000	3,000
Charitable activities	5				
Conference and education		318,833	-	318,833	656,371
Other trading activities	3	255,085	-	255,085	231,570
Investment income	4	2,198	-	2,198	817
Total		<u>576,116</u>	<u>3,000</u>	<u>579,116</u>	<u>891,758</u>
EXPENDITURE ON					
Charitable activities	6				
Conference and education		<u>468,741</u>	<u>-</u>	<u>468,741</u>	<u>811,926</u>
NET INCOME		107,375	3,000	110,375	79,832
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>424,893</u>	<u>8,468</u>	<u>433,361</u>	<u>353,529</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>532,268</u></u>	<u><u>11,468</u></u>	<u><u>543,736</u></u>	<u><u>433,361</u></u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

**Balance Sheet
31 MARCH 2024**

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
CURRENT ASSETS					
Stocks	11	7,180	-	7,180	1,457
Debtors	12	323,899	-	323,899	145,990
Cash at bank		589,160	11,468	600,628	350,015
		<u>920,239</u>	<u>11,468</u>	<u>931,707</u>	<u>497,462</u>
CREDITORS					
Amounts falling due within one year	13	(387,971)	-	(387,971)	(64,101)
		<u>532,268</u>	<u>11,468</u>	<u>543,736</u>	<u>433,361</u>
NET CURRENT ASSETS					
		<u>532,268</u>	<u>11,468</u>	<u>543,736</u>	<u>433,361</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>532,268</u>	<u>11,468</u>	<u>543,736</u>	<u>433,361</u>
NET ASSETS					
		<u>532,268</u>	<u>11,468</u>	<u>543,736</u>	<u>433,361</u>
FUNDS	14				
Unrestricted funds				532,268	424,893
Restricted funds				<u>11,468</u>	<u>8,468</u>
TOTAL FUNDS				<u>543,736</u>	<u>433,361</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY (REGISTERED NUMBER: 05987719)**

Balance Sheet - continued
31 MARCH 2024

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

The financial statements were approved by the Board of Trustees and authorised for issue on 20th December 2024 and were signed on its behalf by:


.....
M H Lang - Trustee

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Cash Flow Statement
for the year ended 31 MARCH 2024**

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	248,415	36,377
Net cash provided by operating activities		248,415	36,377
Cash flows from investing activities			
Interest received		2,198	817
Net cash provided by investing activities		2,198	817
Change in cash and cash equivalents in the reporting period		250,613	37,194
Cash and cash equivalents at the beginning of the reporting period		350,015	312,821
Cash and cash equivalents at the end of the reporting period		600,628	350,015

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Cash Flow Statement
for the year ended 31 MARCH 2024**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024 £	2023 £
Net income for the reporting period (as per the Statement of Financial Activities)	110,375	79,832
Adjustments for:		
Interest received	(2,198)	(817)
(Increase)/decrease in stocks	(5,723)	32
(Increase)/decrease in debtors	(177,909)	40,986
Increase/(decrease) in creditors	323,870	(83,656)
Net cash provided by operations	<u>248,415</u>	<u>36,377</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23 £	Cash flow £	At 31.3.24 £
Net cash			
Cash at bank	350,015	250,613	600,628
	<u>350,015</u>	<u>250,613</u>	<u>600,628</u>
Total	<u>350,015</u>	<u>250,613</u>	<u>600,628</u>

The notes form part of these financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements
for the year ended 31 MARCH 2024**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs.

Allocation and apportionment of costs

Costs are allocated between restricted and unrestricted funds based on what the costs are relating to.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

Taxation

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

Fund accounting

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

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

Details of specific fund accounting is set out in note 14.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	3,000	3,000
	<u> </u>	<u> </u>

3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Courses	200,190	175,885
Memberships	54,895	55,685
	<u> </u>	<u> </u>
	255,085	231,570
	<u> </u>	<u> </u>

4. INVESTMENT INCOME

	2024	2023
	£	£
Bank interest receivable	2,198	817
	<u> </u>	<u> </u>

5. INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	Conference and education	Total activities
	£	£
Sales of goods and services	318,833	656,371
	<u> </u>	<u> </u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Conference and education	122,156	346,585	468,741
	<u> </u>	<u> </u>	<u> </u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023
	£	£
Cost of charitable activities	64,751	59,644
Venue costs	44,500	156,519
Travel and hotels	12,905	251,893
Input VAT partial exemption adjustment	-	42,141
	<u>122,156</u>	<u>510,197</u>

8. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Conference and education	<u>286,872</u>	<u>13,952</u>	<u>45,761</u>	<u>346,585</u>

Support costs, included in the above, are as follows:

Management

	2024	2023
	Conference and education	Total activities
	£	£
Secretarial support costs	244,007	233,349
Computer costs	27,553	21,143
Postage and stationery	15,312	3,373
	<u>286,872</u>	<u>257,865</u>

Finance

	2024	2023
	Conference and education	Total activities
	£	£
Bank charges	<u>13,952</u>	<u>10,432</u>

Governance costs

	2024	2023
	Conference and education	Total activities
	£	£
Sundries	-	100
Accountancy and legal fees	7,936	5,139
Legal fees	37,825	28,193
	<u>45,761</u>	<u>33,432</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	3,000	3,000
Charitable activities			
Conference and education	656,371	-	656,371
Other trading activities	231,570	-	231,570
Investment income	817	-	817
Total	<u>888,758</u>	<u>3,000</u>	<u>891,758</u>
EXPENDITURE ON			
Charitable activities			
Conference and education	<u>811,926</u>	<u>-</u>	<u>811,926</u>
NET INCOME	76,832	3,000	79,832
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>348,061</u>	<u>5,468</u>	<u>353,529</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>424,893</u></u>	<u><u>8,468</u></u>	<u><u>433,361</u></u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

11. STOCKS

	2024	2023
	£	£
Stocks	7,180	1,457
	<u>7,180</u>	<u>1,457</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	148,259	116,087
Prepayments and accrued income	175,640	29,903
	<u>323,899</u>	<u>145,990</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	102,946	25,004
VAT	4,314	11,932
Other creditors	5,087	2,042
Accrued expenses	275,624	25,123
	<u>387,971</u>	<u>64,101</u>

14. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
Unrestricted funds			
General fund	424,893	107,375	532,268
Restricted funds			
Educational Bursary	7,193	3,000	10,193
Lyn Davies	1,275	-	1,275
	<u>8,468</u>	<u>3,000</u>	<u>11,468</u>
TOTAL FUNDS	<u>433,361</u>	<u>110,375</u>	<u>543,736</u>

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	576,116	(468,741)	107,375
Restricted funds			
Educational Bursary	3,000	-	3,000
TOTAL FUNDS	<u>579,116</u>	<u>(468,741)</u>	<u>110,375</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	348,061	76,832	424,893
Restricted funds			
Educational Bursary	4,193	3,000	7,193
Lyn Davies	1,275	-	1,275
	<u>5,468</u>	<u>3,000</u>	<u>8,468</u>
TOTAL FUNDS	<u>353,529</u>	<u>79,832</u>	<u>433,361</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	888,758	(811,926)	76,832
Restricted funds			
Educational Bursary	3,000	-	3,000
TOTAL FUNDS	<u>891,758</u>	<u>(811,926)</u>	<u>79,832</u>

Restricted funds that have been spent during the year include the following:

- Lyn Davies Award Restricted fund- presented at the ARTP and British Sleep Society Conferences to an individual who has driven innovation in the field of sleep medicine.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Notes to the Financial Statements - continued
for the year ended 31 MARCH 2024**

14. MOVEMENT IN FUNDS - continued

- Educational Bursary Restricted fund - sponsoring Scientist Training Program (STP) and ARTP professional qualification students to attend the ARTP Annual Conference
- ARTP Annual Conference - Grant to fund the attendance

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,000	3,000
Other trading activities		
Courses	200,190	175,885
Memberships	54,895	55,685
	<hr/> 255,085	<hr/> 231,570
Investment income		
Bank interest receivable	2,198	817
Charitable activities		
Sales of goods and services	318,833	656,371
	<hr/>	<hr/>
Total incoming resources	579,116	891,758
EXPENDITURE		
Charitable activities		
Cost of charitable activities	64,751	59,644
Venue costs	44,500	156,519
Travel and hotels	12,905	251,893
Input VAT partial exemption adjustment	-	42,141
	<hr/> 122,156	<hr/> 510,197
Support costs		
Management		
Secretarial support costs	244,007	233,349
Computer costs	27,553	21,143
Postage and stationery	15,312	3,373
	<hr/> 286,872	<hr/> 257,865
Finance		
Bank charges	13,952	10,432
Governance costs		
Sundries	-	100
Accountancy and legal fees	7,936	5,139
Legal fees	37,825	28,193
	<hr/> 45,761	<hr/> 33,432

This page does not form part of the statutory financial statements

**THE ASSOCIATION FOR RESPIRATORY
TECHNOLOGY AND PHYSIOLOGY**

**Detailed Statement of Financial Activities
for the year ended 31 MARCH 2024**

	2024 £	2023 £
Total resources expended	468,741	811,926
Net income	110,375	79,832

This page does not form part of the statutory financial statements