

Charity number: 1117470  
Company number: 05987719  
(England and Wales)

The Association for Respiratory Technology and Physiology

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 March 2018



The Association for Respiratory Technology and Physiology  
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For the year ended 31 March 2018

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# The Association for Respiratory Technology and Physiology

## Report of the Trustees

### For the year ended 31 March 2018

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2018. 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 the Republic of Ireland (FRS 102) (effective 1 January 2015).

## **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 Physiology and allied subjects by the promotion of improved standards of education and training and of research work therein, and by making the results of such study and research available to practitioners and the general public.

To promote advances in diagnostic, treatment and care of patients with respiratory disease.

To promote education and training programmes to ensure competence to practice.

To publish a journal and communications as the Association may think appropriate to promote the objectives of the Charity.

To represent the interest of practitioners at national level.

## **ACHIEVEMENTS AND PERFORMANCE**

The trustees are delighted to report that membership has increased to 880 in 2017-2018. This increase was part due to ongoing promotional efforts and raising awareness of the profile of the ARTP and good conference attendance.

### **Significant activities**

27 candidates undertook the practitioner exams in 2017-2018. Total registered candidates are 35.

The ARTP education committee has successfully run 8 courses in 2017-2018; the attendance for the courses were a total of 160 delegates. The education committee are running more courses across the UK, ensuring that delegates can access courses more easily. The ARTP education committee have completed several certificates of competence. These include; Sleep overnight pulse oximetry certificate, which has been successfully launched with 46 registered and 42 candidates successfully completing. The Blood gas certificate of competence now has 168 candidates registered and 144 have successfully completed. In 2017-2018 financial year Spirometry certification and Spirometry training to an online and e-learning environment

The 2018 conference in Brighton was a huge success with strong attendance. There was an increase in the number of charity and patient representative stands.

The ARTP brand has been updated.

### **Investment performance**

The accounts show that ARTP has generated a surplus of £41,553. This surplus will be reinvested in education course content. The ARTP are underway with the website upgrade and other critical infrastructure to secure the long term success and engagement of the ARTP. The ARTP board and council have generated ideas on how any surplus could be utilised in the future. These include, research projects, additional bursaries to name but a few.

## **FINANCIAL REVIEW**

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.

### **Reserves**

The Statement of Financial Activities show a net income resources of a revenue nature of £41,553 (prior year £41,517).

The total reserves at the yearend stand at £440,523, (prior year £398,970).

Free unrestricted reserves amounted to £432,642, (prior year £394,779).

The Association for Respiratory Technology and Physiology  
Report of the Trustees Continued  
For the year ended 31 March 2018

**Going concern**

The overall reserves of the charity have increased to £440,523 still leaving it in a strong position to continue to pursue its objectives for the foreseeable future. The policy of the Trustees is that reserves will be maintained at or above the previous 12 months expenses.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The company is limited by guarantee and therefore has no share capital.

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts.

Name, registered office and constitution of the charity:

The full name of the charity is The Association for Respiratory Technology and Physiology. The charity is also known by the name ARTP.

The legal registration details are:-

Date of incorporation	3 November 2006
Company Registration Number	5987719
The Registered Office is	Unit E1 City Wharf Davidson Road Lichfield Staffs WS14 9DZ
Charity Registration number	1117470
The telephone number is	0845 226 3068

**Recruitment and appointment of trustees**

No Trustees received emoluments during the year

The average number of trustees during the year	2017	2016
	9	9

**REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>Name of Charity</b>	The Association for Respiratory Technology and Physiology
<b>Charity registration number</b>	1117470
<b>Company registration number</b>	05987719
<b>Principal address</b>	C/O EBS Ltd City Wharf Unit E1 Davidson Road Lichfield Staffs WS14 9DZ
<b>Registered address</b>	City Wharf Unit E1 Davidson Road Lichfield Staffs WS14 9DZ

The Association for Respiratory Technology and Physiology  
Report of the Trustees Continued  
For the year ended 31 March 2018

**Trustees**

The trustees and officers serving during the year and since the year end were as follows:

K Sylvester - Chairman

**Trustees**

The trustees and officers serving during the year and since the year end were as follows:

T Fleming  
(Resigned: 25 January 2018)

M Hubbocks

K Hutchinson

M Bucknall

(Resigned: 25 January 2018)

J Hull

J Cooper

M H Lang - Treasurer

R Harwood

C Roberts

**Secretary**

C Roberts

**Independent examiner**

Marie Hartwell  
VESEY Accounting Services Ltd  
12a Birmingham Road  
Sutton Coldfield  
West Midlands  
B72 1QG

**Bankers**

Santander  
PO Box 10102  
21 Prescott Street  
London  
E1 8TN

Approved by the Board of Trustees and signed on its behalf by

M.H.Lang - Treasurer.....

**The Association for Respiratory Technology and Physiology  
Independent Examiners Report to the Trustees  
For the year ended 31 March 2018**

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018.

**Responsibilities and basis of report**

As the charity Trustees, who are also directors for the purposes of company law, 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 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 examiners statement**

Since the Charitable company's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by virtue of my membership of The Association of Accounting Technicians, 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 that in any material respect:

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 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.

.....  
Marie Hartwell

VESEY Accounting Services Ltd  
12a Birmingham Road  
Sutton Coldfield  
West Midlands  
B72 1QG

30 October 2018

The Association for Respiratory Technology and Physiology  
Statement of Financial Activities (including Income and Expenditure Account)  
For the year ended 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 £	2017 £
<b>Income and endowments from:</b>					
Charitable activities	2	473,937	5,000	478,937	442,650
Investments	3	724	-	724	728
<b>Total</b>		<b>474,661</b>	<b>5,000</b>	<b>479,661</b>	<b>443,378</b>
<b>Expenditure on:</b>					
Charitable activities	4/5				
General		(436,798)	(1,310)	(438,108)	(401,861)
<b>Total</b>		<b>(436,798)</b>	<b>(1,310)</b>	<b>(438,108)</b>	<b>(401,861)</b>
<b>Net income</b>		<b>37,863</b>	<b>3,690</b>	<b>41,553</b>	<b>41,517</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		394,779	4,191	398,970	357,453
<b>Total funds carried forward</b>		<b>432,642</b>	<b>7,881</b>	<b>440,523</b>	<b>398,970</b>

The Association for Respiratory Technology and Physiology  
Statement of Financial Position  
As at 31 March 2018

	Notes	2018 £	2017 £
<b>Current assets</b>			
Stocks	9	2,960	3,865
Debtors	10	69,452	56,719
Cash at bank and in hand		381,542	363,742
		<b>453,954</b>	<b>424,326</b>
<b>Creditors: amounts falling due within one year</b>	11	(13,431)	(25,356)
<b>Net current assets</b>		<b>440,523</b>	<b>398,970</b>
<b>Total assets less current liabilities</b>		<b>440,523</b>	<b>398,970</b>
<b>Net assets</b>		<b>440,523</b>	<b>398,970</b>
<b>The funds of the charity</b>			
Restricted income funds	13	7,881	4,191
Unrestricted income funds	13	432,642	394,779
<b>Total funds</b>		<b>440,523</b>	<b>398,970</b>

For the year ended 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statement were approved and authorised for issue by the Board and signed on its behalf by:

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K Sylvester - Chairman  
Trustee



The Association for Respiratory Technology and Physiology  
Notes to the Financial Statements  
For the year ended 31 March 2018

## 1. Accounting Policies

### Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and 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 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

The Association for Respiratory Technology and Physiology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### Going concern

The overall reserves of the charity have increased to £440,523 still leaving it in a strong position to continue to pursue its objectives for the foreseeable future. The policy of the Trustees is that reserves will be maintained at or above the previous 12 months expenses.

### Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

### Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure:

### Stocks and work in progress

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

## 2. Income from charitable activities

	Unrestricted funds	Restricted funds	2018	2017
	£	£	£	£
<i>General</i>				
Sale of goods/services	473,937	5,000	478,937	442,650

## 3. Investment income

	2018	2017
	£	£
<b>Unrestricted funds</b>		
Bank interest receivable	724	728
	<b>724</b>	<b>728</b>

The Association for Respiratory Technology and Physiology  
Notes to the Financial Statements Continued  
For the year ended 31 March 2018

**4. Costs of charitable activities by fund type**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General	428,959	1,310	430,269	394,269
Support costs	7,839	-	7,839	7,592
	<b>436,798</b>	<b>1,310</b>	<b>438,108</b>	<b>401,861</b>

**5. Costs of charitable activities by activity type**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Activities undertaken directly</b>		
General	430,269	401,861

**6. Analysis of support costs**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Governance costs	7,839	7,592

**7. Net income/(expenditure) for the year**

This is stated after charging/(crediting):

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accountancy fees	1,980	1,980
Independent examiner's fees	660	660

The Association for Respiratory Technology and Physiology  
Notes to the Financial Statements Continued  
For the year ended 31 March 2018

**8. Comparative for the Statement of Financial Activities**

	Unrestricted funds £	Restricted funds £	2017 £
<b>Income and endowments from:</b>			
Charitable activities	437,650	5,000	442,650
Investments	728	-	728
<b>Total</b>	<b>438,378</b>	<b>5,000</b>	<b>443,378</b>
<b>Expenditure on:</b>			
Charitable activities	(399,577)	(2,284)	(401,861)
<b>Total</b>	<b>(399,577)</b>	<b>(2,284)</b>	<b>(401,861)</b>
<b>Net income</b>	<b>38,801</b>	<b>2,716</b>	<b>41,517</b>
<b>Reconciliation of funds</b>			
Total funds brought forward	355,978	1,475	357,453
<b>Total funds carried forward</b>	<b>394,779</b>	<b>4,191</b>	<b>398,970</b>

**9. Stocks and work in progress**

	2018 £	2017 £
Stocks of learning materials	2,960	3,865
	<b>2,960</b>	<b>3,865</b>

**10. Debtors**

	2018 £	2017 £
<b>Amounts due within one year:</b>		
Trade debtors	35,505	56,719
Prepayments and accrued income	33,947	-
	<b>69,452</b>	<b>56,719</b>

**11. Creditors: amounts falling due within one year**

	2018 £	2017 £
Trade creditors	2,728	17,872
Other creditors	8,037	4,818
Accruals and deferred income	2,666	2,666
	<b>13,431</b>	<b>25,356</b>

The Association for Respiratory Technology and Physiology  
Notes to the Financial Statements Continued  
For the year ended 31 March 2018

**12. Movement in funds**

**Unrestricted Funds**

	Balance at 01/04/2017	Incoming resources	Outgoing resources	Balance at 31/03/2018
	£	£	£	£
<i>General</i>				
General	394,779	474,661	(436,798)	432,642
	<b>394,779</b>	<b>474,661</b>	<b>(436,798)</b>	<b>432,642</b>

**Unrestricted Funds - Previous year**

	Balance at 01/04/2016	Incoming resources	Outgoing resources	Balance at 31/03/2017
	£	£	£	£
<i>General</i>				
General	355,978	438,378	(399,577)	394,779
	<b>355,978</b>	<b>438,378</b>	<b>(399,577)</b>	<b>394,779</b>

**Restricted Funds**

	Balance at 01/04/2017	Incoming resources	Outgoing resources	Balance at 31/03/2018
	£	£	£	£
Educational Bursary	2,916	5,000	(1,310)	6,606
Lynn Davies	1,275	-	-	1,275
	<b>4,191</b>	<b>5,000</b>	<b>(1,310)</b>	<b>7,881</b>

**Restricted Funds - Previous year**

	Balance at 01/04/2016	Incoming resources	Outgoing resources	Balance at 31/03/2017
	£	£	£	£
Educational Bursary	-	5,000	(2,084)	2,916
Lynn Davies	1,475	-	(200)	1,275
	<b>1,475</b>	<b>5,000</b>	<b>(2,284)</b>	<b>4,191</b>

The Association for Respiratory Technology and Physiology  
Notes to the Financial Statements Continued  
For the year ended 31 March 2018

**13. Analysis of net assets between funds**

	Intangible fixed assets	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£	£
<b>Funds</b>				
Restricted	-	-	7,881	7,881
Unrestricted	-	-	432,642	432,642
	-	-	<b>440,523</b>	<b>440,523</b>

**Previous year**

	Intangible fixed assets	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£	£
<b>Funds</b>				
Restricted	-	-	4,191	4,191
Unrestricted	-	-	394,779	394,779
	-	-	<b>398,970</b>	<b>398,970</b>

**14. Company limited by guarantee**

The Association for Respiratory Technology and Physiology is a company limited by guarantee and accordingly does not have a share capital.

The Association for Respiratory Technology and Physiology  
Detailed Statement of Financial Activities  
For the year ended 31 March 2018

	2018 £	2017 £
<b>INCOME AND ENDOWMENT</b>		
<b>Charitable activities</b>		
Sale of goods/services	478,937	442,650
	<b>478,937</b>	<b>442,650</b>
<b>Investments</b>		
Bank interest receivable	724	728
	<b>724</b>	<b>728</b>
<b>Total incoming resources</b>	<b>479,661</b>	<b>443,378</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Cost of direct charitable activity	(430,269)	(394,269)
	<b>(430,269)</b>	<b>(394,269)</b>
<b>SUPPORT COSTS</b>		
<b>Governance costs</b>		
Governance costs	(7,839)	(7,592)
	<b>(7,839)</b>	<b>(7,592)</b>
<b>Total resources expended</b>	<b>(438,108)</b>	<b>(401,861)</b>
<b>Net Income</b>	<b>41,553</b>	<b>41,517</b>