

**REGISTERED CHARITY NUMBER: SC040669**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2017  
FOR  
SCOTTISH INTENSIVE CARE SOCIETY**

French Duncan LLP  
Chartered Accountants  
Macfarlane Gray House  
Castlecraig Business Park  
Springbank Road  
Stirling  
Stirlingshire  
FK7 7WT

**SCOTTISH INTENSIVE CARE SOCIETY**

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FOR THE YEAR ENDED 31 MARCH 2017**

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## SCOTTISH INTENSIVE CARE SOCIETY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

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The trustees present their report with the financial statements of the charity for the year ended 31 March 2017. 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 2015).

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The main object of the charity falls under Section 7(2) (b) the advancement of education.

To this end the SICS is involved in several activities through research grants, organised meetings, educational resource development, support of research networks, travel fellowships and awards in support of presented educational material.

For the year to 31st March 2017 the following activities occurred to meet the stated objectives:

Award of Travel Grant and Educational bursary amounting to £6,891

Annual Scientific Meeting held over 2 days in January 2017

Annual Trainee's Educational Meeting held over 2 days in November 2016

The sponsorship of four additional critical care educational meetings hosted in Scotland over 2016 and 2017.

The sponsorship of Intensive Care Unit staff from across all of Scotland's Intensive Care Units to attend a training course in delivering in-house simulation.

The delivery of three Trainee Education Days over 2016 and 2017.

Web based resources include: [www.scottishintensivecare.org.uk/](http://www.scottishintensivecare.org.uk/)  
[www.sicsag.scot.nhs.uk](http://www.sicsag.scot.nhs.uk) (in collaboration with ISD a division of NHS NSS)

These websites contain extensive educational resources, links to other educational materials and patient directed information.

#### ACHIEVEMENT AND PERFORMANCE

The organised meetings all ran smoothly and were well attended by diverse members of the medical and allied health communities involved and interfacing with Intensive Care Medicine. The meetings sponsored by SICS were also well organised and attended with positive feedback. The applications for the Travel Grants were of high quality and in excess of the number available. The winners completed their period of study and presented their experiences and learning at the annual scientific meeting.

The sponsorship of staff from across the Scottish ICUs to attend training in delivering in-situ simulation has led to increased delivery of simulation based training in Scottish ICUs and is supported by a newly formed SICS simulation special interest group.

The main Society website was extensively upgraded during 2015 and is maintained by the website team. Work has begun on building a members area to support the delivery of educational materials and payments for meetings as well as updating the on-line learning modules.

#### FINANCIAL REVIEW

##### Principal funding sources

- \* Full and associate members are required to pay an annual subscription.
- \* Delegates at organised meetings are required to pay attendance fees and any other associated costs such as accommodation.
- \* Sponsorship of industry trade stands at SICS organised meetings.

##### Subscriptions

Subscriptions are now collected by direct debit mandate (DDM) through the services of a third party, The Association of Anaesthetists of Great Britain & Ireland (AAGBI).

## **SCOTTISH INTENSIVE CARE SOCIETY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017**

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#### **FINANCIAL REVIEW**

##### **Investment policy and objectives**

Funds are mainly kept within current accounts to ensure ready access to sufficient funds for the purpose of organising the principal activities of the SICS.

A significant sum, currently approximately £96,000 is retained within a reserve account paying a bonus related rate of interest if left untouched for 1 year. This reserve account is intended to hold reserves commensurate with expenditure on the ASM.

The Society's funds are down by a small amount over the last financial year though continue to meet the reserves policy commensurate with the main objectives of the society. The reason for the deficit is multifactorial though includes the Society's fees remaining at a low and constant level.

##### **Reserves policy**

Council have decided that for the purposes of stability and future viability of the society, a minimum of twice the outlay costs for the main financial activity of the society, namely the Annual Scientific Meeting (ASM), should be retained. Given that the average outlay cost of the ASM is now approximately £90,000, prior to any income in the form of delegate fees and industry sponsored trade stands, the current reserves remain adequate.

#### **FUTURE PLANS**

The SICS continues to support research subject to terms agreed regarding policy reserves, projected spending and progress and delivery of existing projects. Detailed reports of the various grant awards are submitted to council and form part of the programme for the ASM. SICS will continue to support educational activities in future years in line with the activities outlined above with a formal and transparent application process.

SICS has now updated its website and will continue to develop this access point for improved patient management information and educational use. This will allow both the public and members up to date information about Intensive Care Medicine in Scotland. Education modules for trainees are planned to be operational with the new website.

SICS will review its income and expenditure to ensure it can continue to achieve its objectives as well as support future developments.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The society is a charity registered in Scotland on 17th July 2009. The society is an unincorporated society that has been in existence for over 17 years and has between 500 and 600 members. It is governed by a constitution dated May 2007. This constitution was updated at the AGM held at St Andrews on 19th January 2012 without any changes to the aims of the charity.

# SCOTTISH INTENSIVE CARE SOCIETY

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

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### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Organisational structure

Membership of the SICS falls in to the following categories

- \* Full membership - open to any registered medical practitioner.
- \* Associate membership - open to any other health care professional.
- \* Honorary membership - bestowed by the Council on any person felt to be deserving, based upon their contribution to Intensive Care Medicine in Scotland.

The society is run by a council of elected members from the Scottish Critical Care community who hold membership of the society as outlined above.

Council formally meet 3 times per year.

Office bearers are elected by council members.

All members of the society are invited to attend the annual general meeting of the SICS currently held in January.

#### Sub-committees

To facilitate work of the society several sub-committees are in existence. Scottish Intensive Care Society Audit Group (SICSAG)

SICS Education Group

SICS Trainee's group

All committees are required to report activities through the regular council meetings.

#### Induction and training of new trustees

All elected council members are informed of their expected duties including familiarisation with the responsibilities associated with charitable status as outlined in OSCR publications.

#### Risk management

The main risk to the society comes through the running of the annual scientific meeting which contributes greatly to the main aim of the SICS as outlined in the constitution, namely, to promote knowledge and education in Intensive Care Medicine. The financial running of the SICS concentrates on maintenance of reserves with the goal of ensuring twice the costs of providing this meeting can be covered.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Charity number

SC040669

#### Principal address

Intensive Care Unit  
Aberdeen Royal Infirmary  
Foresterhill Road  
Aberdeen  
Aberdeenshire  
AB25 2ZN

#### Trustees

Prof N Webster  
Dr M Hughes  
Dr F McIlveney  
Dr K Kefala  
Dr R Appleton

Honorary Treasurer - resigned 1/4/2017  
President  
Honorary Secretary  
Meetings Secretary  
Honorary Treasurer - appointed 25/1/2017

**SCOTTISH INTENSIVE CARE SOCIETY**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2017**

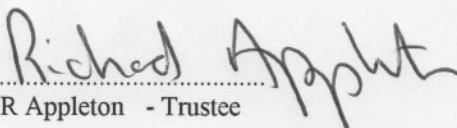
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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent examiner**  
Gregory Callan BAcc CA  
French Duncan LLP  
Chartered Accountants  
Macfarlane Gray House  
Castle Craig Business Park  
Springbank Road  
Stirling  
Stirlingshire  
FK7 7WT

**Bankers**  
The Royal Bank of Scotland  
339 Byres Road  
Glasgow  
G12 8QP

Approved by order of the board of trustees on the 27<sup>th</sup> November 2017 and signed on its behalf by:

  
.....  
Dr R Appleton - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SCOTTISH INTENSIVE CARE SOCIETY**

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I report on the accounts for the year ended 31 March 2017 set out on pages six to ten.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

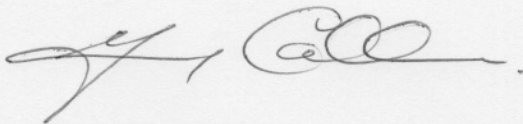
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gregory Callan BAcc CA  
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Chartered Accountants  
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Date: 27<sup>th</sup> November 2017

**SCOTTISH INTENSIVE CARE SOCIETY**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2017**

	Not es	Unrestricted funds £	Restricted fund £	Total funds £	2017 Total funds £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
<b>Charitable activities</b>						
Education		12,503	-	12,503		15,062
General activities		117,030	-	117,030		126,749
Investment income	2	<u>30</u>	<u>-</u>	<u>30</u>		<u>24</u>
<b>Total</b>		<b>129,563</b>	<b>-</b>	<b>129,563</b>		<b>141,835</b>
 <b>EXPENDITURE ON</b>						
<b>Charitable activities</b>						
Education		19,289	-	19,289		17,226
General activities		<u>118,099</u>	<u>-</u>	<u>118,099</u>		<u>114,977</u>
<b>Total</b>		<b>137,388</b>	<b>-</b>	<b>137,388</b>		<b>132,203</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(7,825)</b>	<b>-</b>	<b>(7,825)</b>		<b>9,632</b>
 <b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<b>205,075</b>	<b>-</b>	<b>205,075</b>		<b>195,443</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>197,250</u></b>	<b><u>-</u></b>	<b><u>197,250</u></b>		<b><u>205,075</u></b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

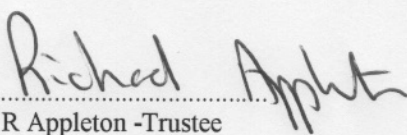


SCOTTISH INTENSIVE CARE SOCIETY

BALANCE SHEET  
AT 31 MARCH 2017

	Notes	2017 £	2016 £
<b>CURRENT ASSETS</b>			
Cash at bank		199,288	206,587
<b>CREDITORS</b>			
Amounts falling due within one year	5	(2,038)	(1,512)
<b>NET CURRENT ASSETS</b>		<u>197,250</u>	<u>205,075</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>197,250</u>	<u>205,075</u>
<b>NET ASSETS</b>		<u>197,250</u>	<u>205,075</u>
<b>FUNDS</b>			
Unrestricted funds	8	<u>197,250</u>	<u>205,075</u>
<b>TOTAL FUNDS</b>		<u>197,250</u>	<u>205,075</u>

The financial statements were approved by the Board of Trustees on the 27<sup>th</sup> November 2017 and were signed on its behalf by:

  
.....  
Dr R Appleton -Trustee

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**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.

**Taxation**

The charity is exempt from tax on its charitable activities.

**2. INVESTMENT INCOME**

	2017	2016
	£	£
Deposit account interest	<u>30</u>	<u>24</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

Four (2016 - three) trustees had expenses of £2,471 (2016 - £2,686) paid in the period ended 31 March 2017.

SCOTTISH INTENSIVE CARE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Education	15,062	-	15,062
General activities	126,749	-	126,749
Investment income	<u>24</u>	<u>-</u>	<u>24</u>
<b>Total</b>	<b>141,835</b>	<b>-</b>	<b>141,835</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Education	17,226	-	17,226
General activities	<u>114,977</u>	<u>-</u>	<u>114,977</u>
<b>Total</b>	<b>132,203</b>	<b>-</b>	<b>132,203</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>9,632</b>	<b>-</b>	<b>9,632</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>195,443</b>	<b>-</b>	<b>195,443</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>205,075</u></b>	<b><u>-</u></b>	<b><u>205,075</u></b>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade creditors	479	-
Accrued expenses	<u>1,559</u>	<u>1,512</u>
	<b><u>10,771</u></b>	<b><u>3,460</u></b>

SCOTTISH INTENSIVE CARE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017

6. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted fund	2017 Total funds	2016 Total funds
	£	£	£	£
Current assets	199,288	-	199,288	206,587
Current liabilities	(2,038)	-	(2,038)	(1,512)
	<u>197,250</u>	<u>-</u>	<u>197,250</u>	<u>205,075</u>

7. MOVEMENT IN FUNDS

	At 1/4/16	Net movement in funds	At 31/3/17
	£	£	£
<b>Unrestricted funds</b>			
General fund	200,453	5,530	205,983
Education	(1,948)	(6,785)	(8,733)
SCCTG	<u>6,570</u>	<u>(6,570)</u>	<u>-</u>
	<u>205,075</u>	<u>(7,825)</u>	<u>197,250</u>
<b>TOTAL FUNDS</b>	<u>205,075</u>	<u>(7,825)</u>	<u>197,250</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	123,629	(118,099)	5,530
Education	12,504	(19,289)	(6,785)
SCCTG	<u>(6,570)</u>	<u>-</u>	<u>(6,570)</u>
	<u>129,563</u>	<u>(137,388)</u>	<u>(7,825)</u>
<b>TOTAL FUNDS</b>	<u>129,563</u>	<u>(137,388)</u>	<u>(7,825)</u>

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

**SCOTTISH INTENSIVE CARE SOCIETY**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Investment income</b>		
Deposit account interest	30	24
<b>Charitable activities</b>		
Annual scientific meeting	92,760	112,554
Education meeting	12,118	15,062
Subscriptions	15,230	14,195
Meetings sponsorship	9,425	-
	<u>129,533</u>	<u>141,811</u>
<b>Total incoming resources</b>	<b>129,563</b>	<b>141,835</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Annual scientific meeting expenses	95,485	102,055
Education meeting expenses	10,229	16,953
Meeting sponsorship expenses	10,229	-
Website	1,985	1,970
Bank charges	376	243
Meeting expenses	1,205	1,150
Travel fellow expenses	3,831	1,830
Grants awarded	6,151	250
Accident insurance	1,971	1,908
	<u>131,462</u>	<u>126,359</u>
<b>Support costs</b>		
<b>Management</b>		
Administrative expenses	3,099	1,498
<b>Governance costs</b>		
Council meeting expenses	1,267	2,502
Independent examiner's fee	1,560	1,548
AGM costs	-	296
	<u>2,827</u>	<u>4,346</u>
<b>Total resources expended</b>	<b>137,388</b>	<b>132,203</b>
<b>Net (expenditure)/income</b>	<b><u>(7,825)</u></b>	<b><u>9,632</u></b>