

Charity Registration No. SC040669 (Scotland)

SCOTTISH INTENSIVE CARE SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

SCOTTISH INTENSIVE CARE SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr E Wilson	
	Dr R Appleton	
	Dr B Miles	(Appointed 24 January 2019)
	Dr I Macleod	(Appointed 24 January 2019)

Charity number (Scotland)	SC040669
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Bankers	The Royal Bank of Scotland 339 Byres Road Glasgow G12 8QP
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Principal address	Intensive Care Unit The Queen Elizabeth University Hospital 1345 Govan Road Glasgow United Kingdom G51 4TF
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Independent examiner	Gregory Callan French Duncan LLP Macfarlane Gray House Castlecraig Business Park Springbank Road Stirling Scotland FK7 7WT
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SCOTTISH INTENSIVE CARE SOCIETY

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SCOTTISH INTENSIVE CARE SOCIETY

TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

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 2019 the following activities occurred to meet the stated objectives:

Award of two Travel Grants

Delivery of Annual Scientific Meeting held over 2 days in January 2019

Delivery of Annual Educational Meeting held over 2 days in November 2018

The maintenance of the Scottish Intensive Care Society website which provides education resources including learning modules, the advertising of educational events and the booking system for some SICS events.

The delivery of three Trainee Education Days

A contribution to national body running ICU research in the United Kingdom

Web based resources include:

www.scottishintensivecare.org.uk/

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, patient directed information and SICS meetings booking facilities.

Achievements and performance

The organised meetings all ran smoothly, delivered high quality programmes and were well attended by a diverse range of members of the medical and allied health communities involved and interfacing with Intensive Care Medicine. The feedback was very positive and both meetings made a small profit. The applications for the Travel Grants were of high quality and in excess of the number available. Only one of the winners was able to complete their period of study and presented her experiences and learning at the annual scientific meeting. There were a number of high quality applications for the postgraduate bursary which was awarded to a member who is undertaking a postgraduate diploma in medical toxicology.

The Society continues to make a major contribution to the development of Intensive Care in Scotland across a broad range of domains including research, audit and quality improvement, work force planning, training and assessments of service needs and development. The Society continues to work in collaboration with national bodies and the Scottish government in helping deliver both a first class critical care service in Scotland and a service that supports national health goals. This year the Society has been working with the Scottish Government in delivering the organ donation opt-out legislation.

The Society's website continues to be the main interface for the Society with its membership and the public, it contains a wide range of materials and it is updated regularly. The member's area was launched this year with the aim of developing further benefits for members. The existing SICS learning modules, available through the website, are completed by approximately 900 people per year. Whilst the majority are completed by trainee doctors in Scotland, they are completed by professionals from across the globe.

SCOTTISH INTENSIVE CARE SOCIETY

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Financial review

The Society's funds were up on the last financial year. However note that some of the cost of the 2019 ASM was paid in the previous financial year. The Society's income remained fairly stable and costs were reduced. The main cost reduction was a reduction in the cost of the ASM though there were also small reductions in many of the Society's other costs. The savings have come from a clear focus of the SICS Council to reduce the Society's costs to a minimum.

Reserves policy

The SICS Council 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. The average outlay cost of the ASM is now approximately £95,000, prior to any income in the form of delegate fees and industry sponsored trade stands. The current reserves have now exceeded the target of twice the cost of the ASM.

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

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 of £96,795 is currently 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.

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.

Future Developments

SICS has reviewed its income and expenditure and has taken multiple steps to increase income and reduce expenditure with the aim of achieving it's stated objectives.

The Society will continue to support it's educational activities including educational meetings, travel and educational grants, e-learning, educational materials on the SICS website as well as research in Scotland. The educational material available on the SICS website for health care professionals as well as for patients and relatives are being continuously updated.

SCOTTISH INTENSIVE CARE SOCIETY

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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.

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.

Dr E Wilson	
Dr M Hughes	(Resigned 24 January 2019)
Dr F McIlveney	(Resigned 24 January 2019)
Dr K Kefala	(Resigned 24 January 2019)
Dr R Appleton	
Dr B Miles	(Appointed 24 January 2019)
Dr I Macleod	(Appointed 24 January 2019)

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.
- Student membership - open to students undertaking studies related to critical care

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.

The trustees report was approved by the Board of Trustees.



Dr R Appleton

Trustee

Dated: 26 November 2019

SCOTTISH INTENSIVE CARE SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SCOTTISH INTENSIVE CARE SOCIETY

I report on the financial statements of the charity for the year ended 31 March 2019, which are set out on pages 5 to 10.

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 terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation [10(1) (a) to (c)] / [10(1) (d)] 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 independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Gregory Callan BAcc CA
French Duncan LLP
Macfarlane Gray House
Castlecraig Business Park
Springbank Road
Stirling
FK7 7WT
Scotland

Dated: 26 November 2019

SCOTTISH INTENSIVE CARE SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

		Unrestricted funds 2019 £	Total 2018 £
	Notes		
<u>Income from:</u>			
Charitable activities	2	125,349	127,173
Investments	3	120	23
Total income		<u>125,469</u>	<u>127,196</u>
<u>Expenditure on:</u>			
Charitable activities	4	116,912	139,859
Net income/(expenditure) for the year/ Net movement in funds		8,557	(12,663)
Fund balances at 1 April 2018		<u>184,587</u>	<u>197,250</u>
Fund balances at 31 March 2019		<u><u>193,144</u></u>	<u><u>184,587</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

SCOTTISH INTENSIVE CARE SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Intangible assets	8		1,244		2,452
Current assets					
Debtors	9	16,930		335	
Cash at bank and in hand		176,905		183,761	
		<u>193,835</u>		<u>184,096</u>	
Creditors: amounts falling due within one year	10	<u>(1,935)</u>		<u>(1,961)</u>	
Net current assets			191,900		182,135
Total assets less current liabilities			<u>193,144</u>		<u>184,587</u>
Income funds					
Unrestricted funds			193,144		184,587
			<u>193,144</u>		<u>184,587</u>

The financial statements were approved by the Trustees on 26 November 2019

Dr R Appleton
Trustee



SCOTTISH INTENSIVE CARE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

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.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

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

1.5 Resources expended

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.

1.6 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Website development	33% straight line
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SCOTTISH INTENSIVE CARE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies (Continued)

1.7 Taxation

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

2 Charitable activities

	General activities	Education	Total 2019	Total 2018
	£	£	£	£
Annual scientific meeting	95,235	-	95,235	96,746
Subscriptions	19,628	-	19,628	21,245
Education meeting	-	10,486	10,486	9,082
Charitable contribution	-	-	-	100
	<u>114,863</u>	<u>10,486</u>	<u>125,349</u>	<u>127,173</u>

3 Investments

	Unrestricted funds	Total
	2019	2018
	£	£
Interest receivable	<u>120</u>	<u>23</u>

SCOTTISH INTENSIVE CARE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

4 Charitable activities

	General activities 2019 £	Education 2019 £	Total 2019 £	Total 2018 £
Depreciation and impairment	1,208	-	1,208	1,208
Annual scientific meeting exp	88,193	-	88,193	112,737
Education meeting expenses	696	10,010	10,706	7,523
Meeting sponsorship expenses	-	-	-	250
Website	2,123	-	2,123	1,729
Bank charges	185	58	243	237
Travel fellow expenses	2,339	-	2,339	4,160
Grants awarded	3,000	-	3,000	250
Accident insurance	2,091	-	2,091	2,054
Sundry expenses	15	-	15	62
	<u>99,850</u>	<u>10,068</u>	<u>109,918</u>	<u>130,210</u>
Share of support costs (see note 5)	4,524	-	4,524	6,146
Share of governance costs (see note 5)	2,470	-	2,470	3,503
	<u>106,844</u>	<u>10,068</u>	<u>116,912</u>	<u>139,859</u>

5 Support costs

	Support costs £	Governance costs £	2019 £	2018 £
Administrative expenses	4,524	-	4,524	6,146
Independent examiners fee	-	1,676	1,676	2,008
Council meeting expenses	-	794	794	1,495
	<u>4,524</u>	<u>2,470</u>	<u>6,994</u>	<u>9,649</u>
Analysed between Charitable activities	<u>4,524</u>	<u>2,470</u>	<u>6,994</u>	<u>9,649</u>

SCOTTISH INTENSIVE CARE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

Two (2018 - one) trustees had expenses of £622 (2018 - £128) paid in the period ended 31 March 2019.

7 Employees

There were no employees during the year.

8 Intangible fixed assets

	Website development £
Cost	
At 1 April 2018 and 31 March 2019	3,660
Amortisation and impairment	
At 1 April 2018	1,208
Amortisation charged for the year	1,208
At 31 March 2019	2,416
Carrying amount	
At 31 March 2019	1,244
At 31 March 2018	2,452

9 Debtors

	2019 £	2018 £
Amounts falling due within one year:		
Trade debtors	-	335
Prepayments and accrued income	16,930	-
	16,930	335

10 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	249	313
Accruals and deferred income	1,686	1,648
	1,935	1,961

