

**THE BRITISH ASSOCIATION OF ORAL AND
MAXILLOFACIAL SURGEONS
FINANCIAL STATEMENTS
31 DECEMBER 2017**

Charity Number 1062067

COMPANY REGISTRATION NUMBER 03337359

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

CONTENTS	PAGE
Trustees' Annual Report	1
Independent auditor's report to the members	16
Statement of financial activities (incorporating the income and expenditure account)	18
Balance sheet	19
Statement of cash flows	20
Notes to the financial statements	21
The following pages do not form part of the financial statements	
Detailed statement of financial activities	37

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT YEAR ENDED 31 DECEMBER 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees & Directors

For the purposes of charity and company law and in accordance with the Association's governing document, the trustees of the charity and the directors of the company are certain executive officers of the Council of the Association. The trustees and directors that have held office since 1 January 2017 are as follows:

Mr Ian C Martin	President (<i>from 1 January 2018</i>) Vice President (<i>from 1 January 2017 to 31 December 2017</i>)
Mr Stephen Dover	Immediate Past President (<i>from 1 January 2018</i>) President (<i>from 1 January 2017 to 31 December 2017</i>)
Professor Peter Brennan	Immediate Past President (<i>from 1 January 2016, demitted office 31 December 2017</i>)
Mr Satyesh Parmar	Vice President (<i>appointed 1 January 2018</i>) <i>President Designate</i> (<i>from 1 January 2017 to 31 December 2017</i>)
Mr Austen T Smith	Honorary Secretary and Company Secretary (<i>appointed 1 January 2016</i>)
Mr I S Holland	Honorary Treasurer (<i>appointed 1 January 2016</i>)

The Council of the Association

The trustees and directors are assisted and advised by the other officers and members of the Council of the Association, who have held office since 1 January 2017, as follows:

Officers of Council

Mr Robert Bentley	<i>President Designate</i> (<i>appointed 1 January 2018</i>)
Mr David A Mitchell	<i>BJOMS Editor</i> (<i>until 31 December 2018</i>)
Mr Patrick Magennis	<i>Chairman of Council</i> (<i>from 1 January 2017</i>)

Members of Council

Mr Robert Bentley	(<i>from 1 January 2015 to 31 December 2017</i>)
Ms Kathleen Fan	(<i>from January 2016</i>)
Mr David Keith	(<i>from 1 January 2016</i>)
Professor James McCaul	(<i>from 1 January 2016</i>)
Mr Ian Sharp	(<i>from 1 January 2018</i>)
Mr Alistair Smyth	(<i>from 1 January 2017</i>)
Mrs Vinita Shekar	<i>Associate Fellow</i> (<i>from 1 January 2017</i>)
Mrs Meera Thavaraja	<i>Associate Fellow</i> (<i>from 1 January 2017 resigned September 2017</i>)
Ms Parminder Shoker	<i>Associate Fellow</i> (<i>from 1 January 2018</i>)
Mr Robert Banks	<i>Consultants and Specialists' Group Chair</i> (<i>from 1 October 2015</i>)

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

Mr Bhavin Visavadia	<i>Consultants and Specialists' Group Deputy Chair (from 1 October 2015)</i>
Mr Nabeela Ahmed	<i>Fellows in Training Representative (from 1 January 2017)</i>
Ms Ambika Chadha	<i>Deputy Fellows in Training Representative (from 1 January 2017)</i>
Mr Alexander Hills	<i>Deputy Fellows in Training Representative (from 1 January 2018)</i>
Mr James Higginson	<i>Junior Trainees and Members' Representative (from 1 January 2017)</i>
Mr Shadi Basyuni	<i>Junior Trainees and Members' Representative (from 1 January 2018)</i>
Ms Alexandra Thompson	<i>Deputy Junior Trainees and Members' Representative (from 1 January 2018)</i>

The principal address of the charity and the registered office of the company is the offices of the Association at The Royal College of Surgeons of England, 35/43 Lincoln's Inn Fields, London WC2A 3PE.

The charity is registered under the charity number 1062067, and the company is incorporated with the company registration number 03337359.

The trustees have made the following professional appointments:

Accountant:	Hardcastle Burton Chartered Accountants, 166 Northwood Way, Northwood, Middx CB8
Auditor:	Buzzacott LLP, 130 Wood Street, London EC2V 6DL
Bankers:	Lloyds TSB Bank plc, Kings Cross Branch, 344 Gray's Inn Road, London WC1X 8BX CCLA Investment Management Limited, 80 Cheapside, London EC2V 6DZ
Investment Manager:	Cazenove Capital Management wealth management from Schroders, 12 Moorgate, London EC2A 6DA

The following key members of staff are responsible for the day-to-day management of the charity:

Ms Sarah Durham	Senior Administrator
Ms Susan Bailey	Assistant Administrator

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

The trustees present their report and the financial statements of the British Association of Oral and Maxillofacial Surgeons ("The Association" or "BAOMS") for the year ended 31 December 2017. The financial statements have been prepared in accordance with the accounting policies set out on pages 22 to 25 of the financial statements and comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applying to charities preparing their accounts in accordance with the Financial Reporting Standard in the United Kingdom and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2017 or later.

Status and History

BAOMS is a registered charity, and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound-up during the period of membership, or within one year thereafter.

Oral and Maxillofacial Surgery originated in the United Kingdom as the surgical specialty of dentistry, developing from the need for specialist services to treat jaw injuries sustained by servicemen during the two World Wars. It soon became clear that the prevalence of civilian facial injuries in peace time was at least as great, largely due to the increasing use of motor cars and motor cycles.

The specialty of Oral and Maxillofacial Surgery evolved to meet the clear demand for treatment of an increasingly large range of pathological conditions of the face, jaws and teeth. The complexity of the specialty was reflected by a change of title from The British Association of Oral Surgeons to The British Association of Oral & Maxillofacial Surgeons in the year ended 30 June 1986.

The specialty Association was incorporated on 21 March 1997 and became a registered charity on 24 April 1997. BAOMS is governed by the rules and regulations set down in its company Memorandum and Articles of Association as last updated on 8 June 2016.

Organisational Structure and Key Management

The overall strategic direction of the charity is determined by the trustees, who are assisted and advised by the other officers and members of the Council of the Association.

The Council normally has 18 members, but additional individuals will be co-opted to attend for specific relevant matters. The Council meets four times a year. The Council members outside Chair, Deputy Chair (when in post) and the Editor receive no remuneration for their work carried out on behalf of the Association. Travel expenses are paid for all members of Council, who carry out work on behalf of the Association on various committees and working parties in the United Kingdom and throughout Europe.

A Chairman of Council is appointed by Council and holds office for a term of four years. The incumbent chairs the Council meetings and represents the Association on a number of committees. The role of Chairman of Council is non-voting. The Chairman of Council shall be appointed in the first instance as Deputy Chairman of Council for a period of one year to run in parallel with the last year of office of the out-going Chairman of Council. The trustees consider that they, together with the Chairman of Council and the Senior Administrator, comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

The Chairman of Council, being a paid role, is remunerated by the Association to the equivalent of two Programmed Activities (units of paid clinical time in the NHS), the equivalent of one working day on basic salary. This amount is paid direct to the employing Trust or Organisation in recognition of clinical time spent on Association business. The Deputy Chairman (when in post) is normally remunerated with half a working day per week, again based on basic salary, and paid to their employing NHS Trust.

The day-to-day administration of the Association is carried out by Ms Sarah Durham, the Senior Administrator, and her assistant, Ms Susan Bailey, who together manage the overall administration and implementation of strategies for the Association. Office space is rented from and based at the Royal College of Surgeons of England. Additional facilities, such as Human Resources advice, are 'bought in' from the Royal College of Surgeons of England, as and when the need arises.

Daily correspondence is dealt with by the office staff and copies are circulated to the trustees for comment and dissemination to Council as required. A detailed work plan is agreed annually between the Senior Administrator and the trustees, which sets out the major aims and activities for each year.

The Association's key goals (such as maintaining funding for the Research Fund) are constant factors in any given year. Other factors include:

- Developing strategy for recruitment and retention within the specialty;
- Preparing for the four Council meetings (agendas and papers are agreed by the trustees, and then collated and sent from the office);
- Organising and enhancing the clinical content of Annual Scientific Meetings (both current and future years);
- Invoicing and collecting annual Association subscriptions;
- Maintaining Association membership records; and
- Observing the requirements and obligations of a charitable organisation.

Council appoints a number of sub-committees to organise different areas of the Association's activities as detailed below:

- The Endowments sub-committee oversees the award of clinical and research grants and prizes during the year. The committee meets twice a year and considers applications from all categories of membership for approval by Council. Application for grants is governed by guidelines and an application process, which can be downloaded from the Association's website at www.baoms.org.uk. A formal peer review process by two independent reviewers is organised for grants in excess of £10,000.
- The Media, Public and Communications sub-committee handles press and media contact. It has also produced a number of online Patient Information Leaflets, which can be downloaded from the Association's website. In addition a freelance Public Relations professional works with the sub committee to help to raise the profile of the specialty to both the public and other healthcare professionals.
- The Clinical Effectiveness sub-committee organises audits into the application of techniques and procedures within the specialty, and comments on government documents relevant to the specialty, such as National Institute of Health and Clinical Excellence ("NICE") guidelines. The committee also interfaces with the joint BAOMS and Saving Faces audit projects in collaboration with National Facial Oral Research Centre (NFORC).
- The Education and CPD sub-committee handles CPD accreditation and revalidation.
- The Norman Rowe International Education Foundation is responsible for work with overseas doctors arranging initiatives such as distance learning courses and humanitarian type initiatives.

In addition, Council spearheads initiatives relating to other education and research issues, public awareness and general promotion of the Specialty - as these are the central main objectives of the charity.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

Method of Recruitment, Appointment, Election, Induction and Training of Trustees

Recruitment

Trustees are selected from past and present Council members (excluding retired Council members). Following an amendment to the Memorandum of Articles the Honorary Secretary and the Honorary Treasurer may now also be recruited from the Fellows category of membership. An outline of the duties for each of the trustee positions is circulated to the relevant members of the Association.

Nominations are then submitted together with a supporting statement from the applicant. These are then considered and a trustee appointed at a Council meeting at least three months prior to the post becoming vacant.

Appointment and Election

Under the requirements of the Memorandum and Articles of Association, the members of Council are elected to serve for a period of three years. All eligible fellowship categories of the Association are circulated with an outline of the duties required and nomination forms are submitted along with a statement of intent, which is included with an online election which is circulated to eligible voting members of the Association.

Induction and Training

Having accepted appointment, trustees are sent the main documents, which set out the operational framework of the Association, including the Memorandum and Articles of Association. In addition, trustees are directed to the Charity Commissions' guide 'the Essential Trustee'. On-going training for trustees is organised and provided by the Association as and when required. Demitting officers / trustees are encouraged to advise and inform new appointees where practicable.

Risk and Corporate Governance Matters

The trustees have reviewed the major risks facing the Association, aiming to minimise the charity's exposure to risk, whilst attending to its viability and ensuring its longevity. The management of risk is the responsibility of the whole board of trustees, who monitor exposure through regular contact with Council members and office staff. The Association carries a range of insurances, renewed annually, to cover the key insurable risks associated with the administration of the charity's activities, and office procedures ensure that daily back-ups are run for all of the Association's data, including information published on the website.

The trustees consider the key risk facing the Association to be loss of membership. If this were to happen on any significant scale, there would be no reason for the Association to continue in existence and no meetings would need to take place. They constantly review the incentives and recruitment initiatives to engage as many practitioners of OMFS as possible in Association membership categories. The Association also has a risk register which is reviewed and updated annually.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of The British Association of Oral and Maxillofacial Surgeons for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the Trustees have prepared financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law, the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company, and of the income and application of resources, including income and expenditure, of the charitable company for that period.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Accounting and Reporting by Charities: Statement of Recommended Practice;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business; and
- present the facts of the financial status of the organisation to the Annual General Meeting usually held as part of the Scientific Meeting proceedings.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from the legislation in other jurisdictions.

Auditor

Following a tendering process Buzzacott were appointed as the auditors in the year ended 31 December 2015 – for an agreed period of three years to be reviewed at expiry.

Statement as to Disclosure of Information to the Auditor

The trustees at the date of approval of this trustees' annual report confirm that so far as each of them is aware, there is no relevant audit information of which the charity's auditor is unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Professional Indemnity Insurance

The charity has taken out a public liability insurance policy that provides professional indemnity cover (amounting to £500,000 in respect of any one claim) for the Council members (including the trustees) and the staff of the charity. The cost of this insurance policy to the charity for the year was £765 (2016: £742).

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

OBJECTIVES AND ACTIVITIES

Charitable Objectives

The charitable objectives for which the charity is established are as follows:

- (a) To promote the advancement of education, research and the development of Oral and Maxillofacial Surgery in the British Isles.
- (b) To encourage and assist postgraduate education, study and research in Oral and Maxillofacial Surgery by:
 - (i) Arranging regular meetings at which lectures and demonstrations will be given.
 - (ii) Encouraging the publication of articles on Oral and Maxillofacial Surgery either by publishing a special journal or by other means.
 - (iii) Ensuring that Oral and Maxillofacial Surgery is represented adequately as a specialty to both the Medical and Dental Professions.
 - (iv) Promoting the advancement of the theory and practice of Oral and Maxillofacial Surgery by any other means, which may from time to time be considered appropriate by the Council of the Association.
 - (v) To hold one annual scientific meeting and one joint meeting on topics of interest to allied specialty organisations.

Charitable Activities

In order to meet its charitable objectives, the trustees have set an overall goal for the Association to do everything within its powers to promote and encourage education, study, research and development of Oral and Maxillofacial Surgery as a specialty.

In pursuance of its overall goal, the Association's principal activity is the dissemination of information as it relates to the specialty.

Each year this activity is undertaken in a number of ways, including:

- Encouraging membership of the Association;
- Publishing The British Journal of Oral and Maxillofacial Surgeons ("BJOMS");
- Organising an Annual Scientific Meeting ("ASM");
- Organising, attending, and endorsing other ad hoc meetings; and
- Funding Research and Training initiatives by disbursement of Association funds (through due diligence selection procedures) to individuals, institutions and specialty sub groups.

Indicators, Milestones and Benchmarks

The trustees monitor a range of measures by which to try to determine the success of the charity in meeting its objectives. These measures include:

- Level of membership and the trend over time (increasing or decreasing);
- Circulation and readership of BJOMS;
- Level of submission of research papers for publication in BJOMS;
- Requests for publications including abstracts and papers, subscriptions and proceeds of electronic downloads from BJOMS;
- Attendance at the ASM;
- Feedback from delegates attending the ASM;
- Uptake on new initiatives to encourage ASM attendance;
- Number of visits to the Association's website and feedback from visitors;
- Members' engagement with sub specialist interest groups (SSIGs); and

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

- Media interest/requests for information or comment to printed or electronic media.

Public Benefit

The trustees have taken the Charity Commission's general guidance on public benefit (contained within the recently revised guidance publication "Charities and Public Benefit") into consideration in preparing their statements on public benefit contained within this trustees' annual report.

Benefits and Beneficiaries

In accordance with its charitable objectives, the Association strives to promote education, study, research and development of Oral and Maxillofacial Surgery. In doing so, BAOMS seeks to improve the quality of medical care for the benefit of patients. The charity's ultimate beneficiaries are therefore patients, and benefits to patients are provided through advancing knowledge of, practice in and standards for the specialty.

Trustees' Assessment of Public Benefit

In relation to the assessment of public benefit, the trustees monitor the public benefits which are delivered through the training and support of Oral and Maxillofacial Surgeons (OMFS) within the NHS and interface with individual hospital units. The Association is represented on a number of committees (see page 9) to ensure that there are a sufficient number of OMFS consultants to serve the public need.

There is also a direct interface with the public via the Association's website which includes advice leaflets and information about the specialty, information on NHS hospital units and also careers advice.

Grant Making Policy

The Association finances a number of awards to support education and research. These are as follows:

Down Surgical Prize
Norman Rowe Lecture Prize
BAOMS Surgery Prize
Norman Rowe Clinical Prize
Paul Toller Research Prize
Members' Prize
Associate Fellows Prize
Clinical and Research Poster Prizes
IMP Technicians Lecture Prize
Trainers Prizes

The Endowments sub-committee (which is appointed by and from Council) meets twice a year to consider applications for research and clinical placement grants. The sub-committee recommends candidates for prizes and grants to Council and advises on the distribution of available funds.

The Prizes are open to all categories of membership. Full information on application can be found on the BAOMS website (www.baoms.org.uk).

In addition, the Association offers student bursaries to second degree students (studying for their BDS or MBBS) who are interested in pursuing a career in Oral and Maxillofacial Surgery, together with complimentary membership of the Association where applicable and subsidised attendance fees for the Annual Scientific Meeting. Free membership and subsidised attendance rates at the ASM are also now available to first degree students with an interest in the specialty.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

Research and Travel Grants

Grants are made available to suitable and successful applicants in respect of:

Major Travel Grant

Trainees Travel / Study Grants

Support for Specialty Meetings

Small Project Grants (priming simple research projects)

Application details are available on the Association's website at www.baoms.org.uk

Representation on Other Bodies

The specialty of Oral and Maxillofacial Surgery is represented on the following:

British Association of Surgical Oncology (BASO)

Confidential Reporting System in Surgery (CORESS)

Forum of Surgical Specialist Associations (FSSA)

The Royal College of Surgeons (RCS) of England Council

Specialty Advisory Committee (SAC) in Oral and Maxillofacial Surgery

Specialty Advisory Committee (SAC) in Oral Surgery

Senate of Dental Specialties

Intercollegiate Board: (FRCS)

RCS Trauma Committee

RCS Cancer Services Committee

RCS Revalidation Board

Royal College of Surgeons of Edinburgh Board

European Association of Cranio and Maxillo Facial Surgeons (EACMFS) Council

European Reference Network for rare diseases

UEMS Monospecialty Section in Stomatology and Oral and Maxillofacial Surgery

International Association of Oral and Maxillofacial Surgeons (IAOMS)

BMA: CCSC Surgical Specialties Sub-Committee

Department of Health Professional Bodies

The Chairman of Council represents the Association at the majority of the meetings of the organisations outlined above. If the Chairman of Council (or Deputy Chairman) is unable to attend, where possible, an alternative representative is selected from current Council members. Reports are provided to Council following each meeting. It is vital to have a working relationship on these professional bodies to achieve the overall aims of the Association at local, national and international level.

ACHIEVEMENTS AND PERFORMANCE

Activities, Events and their Impact

The Association has been active in a number of areas:

BJOMS

The Association continued to organise the publication of The British Journal of Oral and Maxillofacial Surgeons ("BJOMS"), which is the official publication of the Association, through the editorial team. Members are encouraged to submit articles on Oral and Maxillofacial Surgery for publication in BJOMS.

The Journal Editorial Board is managed by the Honorary Editor and the Honorary Treasurer and meets several times a year. The Editor prepares a report for each Council meeting and also for the Annual General Meeting. The Journal (10 issues per year) is currently published in conjunction with Elsevier on a five year contract (2012-

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

2017). Following a review and process carried out by the Editor and reported at a Council meeting the current publishers, Elsevier, were re-appointed and a five year contract (2018-2022) has been agreed and signed.

BAOMS Website

During 2016 the Association's website (www.baoms.org.uk) underwent re-development and a new site was launched in December 2016. During 2017 the site has continued to provide a wide range of information about the specialty with the patient area in particular continuing to be enhanced with additional procedures and advice for the public.

The 'Find an Oral and Maxillofacial Surgeon' is hosted on the Patient area of the website. The new site has provided an enhanced version which continues to be a useful resource for the public seeking advice from a specialty surgeon as well as other healthcare professionals and commissioners. The online facility enables a search of BAOMS Consultant Fellows via their specialist surgical areas, name or postcode.

Educational videos and links are hosted and there are also lectures and presentations from the Annual Scientific Meetings available in the members' area. The sub specialty interest groups continue to be a popular resource along with various discussion forums to promote interaction between the membership,

BAOMS Annual Scientific Meeting

The meeting this year was held at the International Convention Centre from 28-30 June 2017 and was attended by over 500 members and non-members over the three days.

The pre-congress courses (Monday 26 and Tuesday 27 June 2017) included a two day cadaveric dissection course with aesthetic surgery, endoscopic and open procedures to the tm joint, approaches to the orbit and coronal flap exposure of the upper face. In addition, two, one day implant training courses took place and were fully subscribed. The President's lecture was given by Andrew Monaghan and the Norman Rowe Lecturer was Professor Sir Keith Porter.

Keynote lecture subjects included: management of complex trauma, defect repair by distraction or free tissue transfer, aesthetic surgery, cranial vault reconstruction, TMJ reconstruction, research opportunities and higher degrees in training, advances in paediatric, cleft and craniofacial surgery, skull base access. There were 70 oral free paper presentations and over 300 e-poster presentations.

There were also early morning Masterclass discussion sessions.

The Annual Dinner attracted over 200 attendees and was held at the Town Hall in Birmingham.

Feedback following the conference has been excellent and the Association will return to the venue for the 2019 Annual Scientific Meeting.

2017 President's Annual Fund

In 2014, the Council agreed annual on-going funding of up to £30,000 for the President's Fund allowing each President to promote and fund a specific project during their term of office.

The President's Fund for 2017 was to be used to support post CCT (Certificate of Completion of Training) fellowships. A number of fellowships have been identified and the trainers have been encouraged to apply for Royal College of Surgeons approval. Two trainees are currently in fellowship posts, but neither have required

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

financial support from the Fund. It is planned to run another recruitment round to the available fellowships in Spring 2018.

This initiative will continue in 2018.

Junior Trainees Conference

The 2017 Junior Trainee's Group annual scientific conference was held at Austin Court in Birmingham on 21st and 22nd January. With 150 registered delegates this was the largest JTG conference to date. One hundred abstracts were submitted of which fifty were accepted; twelve for oral presentation and thirty-eight for poster. There were seven consultant lectures, three registrar lectures and one lecture by Changing Faces.

The theme for the weekend was trauma and the committee secured a mix of experienced speakers to talk about a broad range of related trauma topics. Mr Parviz Sadigh, consultant plastic surgeon at the Royal London Hospital opened the event on Saturday morning with a lecture on reconstruction through the ages which provided a solid foundation for the weekend. Col. Douglas Kennedy gave an insight into surgical training as an Army Reservist and into military maxillofacial trauma in Afghanistan. Mike Perry from St. Mary's Hospital then gave two insightful lectures back to back on damage control surgery and complex traumatic orbital fractures.

BAOMS supported the meeting by providing funding towards the speakers' travel expenses as well as offsetting the attendance fee for BAOMS members attending the JTG Conference.

OMFS FiT conference, 2017, Bristol

The 2017 Fellows in training conference was held in Bristol on 9-10 November at the M-Shed, a museum on Bristol's historic dockside. It was preceded on the 8th November with a course "an introduction to dermoscopy" kindly run by the Bristol dermatology department and led by Dr David de Berker at the Bristol Dental Hospital. It was attended by 26 OMFS trainees, the furthest coming from Scotland, together with 5 local dermatology trainees. It was very popular with the majority having limited or no experience of this prior to the day. The main conference getting under way on the Thursday had 42 OMFS registrars in attendance, up significantly from the previous year's 33. Adrian Sugar provided a wonderful overview of hemifacial microsomia, as did David Richardson on orthognathic surgery. One of the highlights of the conference was the keynote speech by Dr. Rui Fernandez entitled "pearls and pitfalls of reconstruction of large head and neck defects". He had flown over especially to talk at the conference and this had attracted an audience of 80, from across the head and neck field.

The following included talks by Mr Nigel Mercer (Bristol) on aesthetic surgery, building cross specialty links and gaining from his expertise in this field as past president of BAPRAS. The 2017 conference was a success, with an increased turnout and engagement from trainees. In 2018 the aim is to build on this again and help strengthen the OMFS trainee community with more of the 150 national OMFS trainees attending.

Restricted BAOMS fund:

e-FACE e-Learning for Health in Oral and Maxillofacial Surgery

The e-FACE e-Learning programme has recently released the new medical skills in oral and maxillofacial surgery (OMFS) module at the 2018 Junior Trainees Group (JTG) conference in Cambridge. The module has been developed during 2017 by the British Association of Oral and Maxillofacial Surgeons (BAOMS) in partnership with Health Education England e-Learning for Healthcare (HEE e-LfH).

This module is aimed at dental core trainees and junior trainees, and includes 21 sessions focused on a series of key topics such as: the unwell patient; practical prescribing and pharmacology; critical care; and tracheostomy

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

management. The sessions are available on the e-LfH Hub and will be available via the Electronic Staff Record (ESR) in early 2018. In 2017 the project's clinical lead was Andrew Dickenson assisted by Aimee Rowe. In 2018 the new OMFS e-LfH lead will be Jason Green. Further phases are planned.

FINANCIAL REVIEW

Financial Results of Activities and Events

During 2017, the Association generated £779,458 (2016: £740,124) of income, and expended resources of £774,723 (2016: £787,393) principally disseminating information as it relates to any and all of the fields that pertain to the Association's charitable objectives.

In particular, the Annual Scientific Meeting resulted in a surplus of £14,252 (2016: £17,948) and the British Journal of Oral and Maxillofacial Surgery contributed £192,521 (2016: £200,402) towards the other operational costs of the Association. A significant proportion of Journal income arose from paid electronic downloads of content – from around the globe, demonstrating the breadth of appeal of the material presented. Net investment gains in the year were £48,345 (2016: £110,831), resulting in a net increase in funds of £53,080 (2016: £63,562).

Grant Making

In 2017, grants totalling £39,778 (2016: £85,122) were allocated during the financial year to members of the Association for research projects and travel to centres of excellence overseas.

The Association continues to support bursaries for medical students completing their double degree as part of the relatively long training programme for the specialty. In 2017, £26,000 was awarded to 13 individuals (2016: £10,000 was awarded to 5 individuals).

Reserves Policy

When considering the need for free reserves the trustees are mindful that they must put in place a suitable foundation for the charity to achieve its long term strategic goal, that being for the work of the Association to be continued in perpetuity. In addition the trustees have identified the following areas in which expenditure will be required in the near future:

- Up to a total of £30,000 to jointly fund a Research Fellowship in Oral and Maxillofacial Surgery to be confirmed;
- Up to £12,500 for the speakers' educational fund to fund educational lectures at the Annual Meeting;
- £100,000 for research and clinical grants;
- £15,000 for development of national audit projects and revalidation (to include the BAOMS Information Scientist);
- £10,000 to provide complimentary membership of the Association to students studying their second degree;

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

- £7,500 to provide complimentary registration at the ASM for students studying for their first and second degrees;
- £24,000 to provide student bursaries/support to students studying their second degree;
- £15,000 to support the junior trainees programme, ASiT membership and recruitment;
- £20,000 venue deposits for future meetings;
- £15,000 for media activity
- £15,000 for updates to the website on-going
- £10,000 for on-going hosting, support and development of the website to continue to increase its educational and interactive capacity and to further widen communication with the membership;
- £30,000 for the President's Annual Fund

Total possible spend in 2018: £304,000 estimated (2016: £307,500)

Bearing this in mind the trustees consider that, in order to limit financial risk and based on current staffing levels, the level of free reserves should be equal to £500,000. This will allow the capacity to operate the work of the Association effectively in the event of unforeseen financial difficulties. It is expected that this would be sufficient to cover the operational costs of the Association for a period of nine months.

Financial Position

The total 'unrestricted funds' of the charity as at 31 December 2017 amounted to £1,556,966 of which £980,250 had been allocated to the Designated Research Fund (31 December 2016: £1,467,237 of which £918,207 had been allocated to the Designated Research Fund). The free reserves of the charity as at 31 December 2017 amounted to £576,716 (2016: £548,873).

Investments Policy

The trustees have wide ranging powers to invest the funds of the Association as they see fit, and in practice, they receive advice from the Association's investment managers on appropriate investments. The Association's investment portfolio is now managed by Cazenove Capital Management wealth management from Schroders. Previously the Association's investments were managed by UBS who managed the portfolio funds on the open stock market in separate stocks and shares. The current investment managers use a Charity Multi Asset Fund to manage the Association's investment funds.

Investment Objective

A balance between capital growth and income which, over the long run, will endeavour to maintain the real value of the assets.

Investment Restrictions

There are to be no companies held within the portfolio which derive 10% or greater of overall turnover from tobacco or armaments.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

Investment Strategy

The investment objective is to be achieved by investment in a balanced portfolio, which can include equities, fixed interest securities and cash, with a medium risk profile. Exposure to hedge funds, structured investments and property funds will also be permissible. Trustees have taken advice and rely on an approach to provide real returns on funds, but avoiding High Risk / High Yield (Casino) patterns of investment, in line with responsible charitable organisation strategy.

Review

In order to monitor progress of the performance of the Association's investments against this policy Cazenove Capital Management wealth management from Schroders provides valuation reports six monthly on 30 June and 31 December. Figures showing the capital performance and a range of indices including the APCIMS Balanced Index are included within these valuation reports.

The trustees will periodically consider whether there is a need to revise the Investment Strategy.

In 2017, the portfolio grew in value by 3.9% to £1,289,138 (2016: grew in value by 9.8% to £1,240,793). The income being generated by the investments increased by 2.3% to £50,268 (2016: grew by 5.8% to £49,198) and is derived from a combination of exposure to high yielding equities as well as the fixed interest area of the market.

PLANS FOR FUTURE PERIODS

Future Strategy

The trustees' long term goal is for the work of the Association to be continued in perpetuity.

Future Activities and Events

Annual Scientific Meeting, 20-22 June 2018, Gala Theatre, Durham

Pre-congress courses are planned (Monday 18 and Tuesday 19 June 2018) to include a Sialendoscopy course and a half day Microvascular Coupling course (both in Sunderland) and a one day cadaveric dissection course (in Newcastle). In addition, there will be a one day implant training courses and a half day Cosmetic procedures workshop (both in Durham).

The main conference theme will be "Scientia in Unitate" - "Better together" which is the Association's motto. Keynote lectures and symposia will include; Reconstruction, Oncology and Aesthetics as well as a session devoted to Associate Fellows and open to all attendees. The President's lecture will be given by Derek Alderson and the Norman Rowe Lecture by Klaus Wolff.

There will be spaces for over 100 free paper presentations as well as e-poster slots. The Welcome reception will take place at Durham Cathedral.

In addition there will be a number of Masterclass discussion sessions, with limited attendance.

Other plans

In 2018 the Association plans to continue to use a media professional on an ad-hoc basis.

The BAOMS/FSRF Joint Research Fellowship was awarded in March 2017.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

The establishment of national audits and revalidation continue to be major projects for Council. There are plans in 2018 to appoint a project manager to oversee this important work.

Recruitment and retention and careers advice will remain an important aspect of the Association's work.

Impact of Activities and Events

The continuing success of the Association's meetings with a structured educational element and a platform for the presentation of research within the specialty programme will result in high attendances and once again positive feedback from delegates.

These financial statements were approved and signed by the member of the committee and authorised for issue on 5 March 2018.



Mr Ian C Martin
President



Mr Ian S Holland
Honorary Treasurer

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

YEAR ENDED 31 DECEMBER 2017

Opinion

We have audited the financial statements of The British Association of Oral and Maxillofacial Surgeons (the 'charitable company') for the year ended 31 December 2017 which comprise the statement of financial activities, the balance sheet, and statements of cash flows, the principal accounting policies and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- ◆ the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

YEAR ENDED 31 DECEMBER 2017

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- ◆ the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit; or
- ◆ the trustees were not entitled to take advantage of the small company's exemption from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

YEAR ENDED 31 DECEMBER 2017

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.



Catherine Biscoe
Senior Statutory Auditor
For and on behalf of Buzzacott LLP
Statutory Auditor
130 Wood Street
London EC2V 6DL

20 March 2018

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 DECEMBER 2017

		Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
	Note				
INCOME FROM					
Investments	2	50,788	44	50,832	51,378
Charitable activities	3	726,345	2,281	728,626	688,746
TOTAL INCOME		<u>777,133</u>	<u>2,325</u>	<u>779,458</u>	<u>740,124</u>
EXPENDITURE ON					
Raising Funds					
Investments	4	(2,518)	-	(2,518)	(2,736)
Charitable activities	5/6/7	(733,074)	(39,131)	(772,205)	(784,657)
TOTAL EXPENDITURE		<u>(735,592)</u>	<u>(39,131)</u>	<u>(774,723)</u>	<u>(787,393)</u>
NET INCOME (EXPENDITURE) FOR THE YEAR BEFORE GAINS ON INVESTMENTS					
Net gains on investments		41,541	(36,806)	4,735	(47,269)
		<u>48,345</u>	<u>-</u>	<u>48,345</u>	<u>110,831</u>
NET INCOME (EXPENDITURE) FOR THE YEAR AND NET MOVEMENT IN FUNDS					
		89,886	(36,806)	53,080	63,562
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>1,467,080</u>	<u>125,308</u>	<u>1,592,388</u>	<u>1,528,826</u>
TOTAL FUNDS CARRIED FORWARD		<u>1,556,966</u>	<u>88,502</u>	<u>1,645,468</u>	<u>1,592,388</u>

All recognised gains and losses are included in the above statement of financial activities.

All of the above amounts relate to continuing activities.

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

BALANCE SHEET

31 DECEMBER 2017

		2017		2016
	Note	£	£	£
FIXED ASSETS				
Tangible assets	11		970	2,425
Investments	12		1,289,138	1,240,793
			1,290,108	1,243,218
CURRENT ASSETS				
Debtors	13	253,208		299,464
Cash in hand		385,567		343,352
			638,775	642,816
LIABILITIES				
CREDITORS: Amounts falling due within one year	14		(283,415)	(293,646)
NET CURRENT ASSETS			355,360	349,170
NET ASSETS			1,645,468	1,592,388
THE FUNDS OF THE CHARITY				
Restricted income funds	16		88,502	125,308
Unrestricted funds: General	17		576,716	548,875
Unrestricted funds: Designated	17		980,250	918,205
TOTAL CHARITY FUNDS			1,645,468	1,592,388

These financial statements were approved and signed by the member of the committee and authorised for issue on 5 March 2018.



Mr Ian C Martin
President



Mr Ian S Holland
Honorary Treasurer

Company Registration Number: 03337359

The notes on pages 22-36 form part of these financial statements

**THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL
SURGEONS**

**STATEMENT OF CASH FLOWS
YEAR ENDED 31 DECEMBER 2017**

	Note	2017 £	£	2016 £
CASH OUTFLOW FROM OPERATING ACTIVITIES				
NET CASH USED IN OPERATING ACTIVITIES	19		(8,617)	(151,392)
CASH INFLOW FROM INVESTING ACTIVITIES				
Income from UK Listed Investments		50,268		49,198
Interest received		564		2,180
		-----		-----
Net cash provided by investing activities			50,832	51,378
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR	20		42,215	(100,014)
CASH AND CASH EQUIVALENTS 1 JANUARY 2017	20		343,352	443,366
CASH AND CASH EQUIVALENTS 31 DECEMBER 2017	20		<u>385,567</u>	<u>343,352</u>

The notes on pages 22-36 form part of these financial statements

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 December 2017.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the financial statements requires the trustees and management to make significant judgements and estimates.

The items in the financial statements where these judgements and estimates have been made include:

- ◆ estimating the liability for multi-year grant commitments; and
- ◆ estimating the useful economic life of tangible fixed assets.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. With regard to the next accounting period, the year ending 31 December 2017, the most significant areas that affect the carrying value of the assets held by the charity are the level of investment return and the performance of the investment markets.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Credit is taken in the statement of financial activities for the proportion of subscriptions which are receivable in the financial year. All other similar types of income are accounted for on an accruals basis.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Dividends are recognised once the dividend has been declared and notification of the dividend has been received.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, are allocated or apportioned to the applicable expenditure headings. The classification between activities is as follows:

- ◆ Expenditure on raising funds includes all expenditure associated with raising funds for the charity. This includes investment management fees.
- ◆ Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities. Such costs include grants, direct and support costs including governance costs.

Grants payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions. Grants approved but not paid at the end of the financial year are accrued. Grants where the beneficiary has not been informed or has to fulfil performance conditions before the grant is released are not accrued for.

All expenditure is stated inclusive of irrecoverable VAT.

Allocation of support and governance costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

Governance costs comprise the costs involving the public accountability of the charity (including audit costs) and costs in respect to its compliance with regulation and good practice.

Support costs including staff costs and governance costs are apportioned based on the proportion used by the activity.

Tangible fixed assets

All assets costing more than £5,000 and with an expected useful life exceeding one year are capitalised.

◆ Furniture and equipment

Expenditure on the purchase and replacement of furniture and equipment is capitalised and depreciated over a 4-10 year period, based on the estimated useful life of the asset, on a straight line basis.

Fixed asset investments

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Pension costs

The charitable company participates in a multi-employer defined benefit pension scheme known as Superannuation Arrangements of the University of London ("SAUL"). The scheme is contracted out of the State Earnings-Related Pension Scheme, and is a centralised scheme for certain employees with the assets held in separate trustee-administered funds. The charitable company is unable to identify its share of the underlying assets and liabilities of the scheme.

The amount charged to the statement of financial activities in respect of pension costs is the total contributions payable for the year.

Fund Structure

The general fund comprises the accumulated surpluses of unrestricted income over expenditure, which are available for use in furtherance of the general objectives of the charitable company.

Designated funds are a particular form of unrestricted funds consisting of amounts, which have been allocated or designated for specific purposes by the trustees. The use of designated funds remains at the discretion of the trustees.

Restricted funds are funds subject to specific conditions imposed by donors. The purpose and use of the funds are set out in the notes to the accounts. Amounts unspent at the year-end are carried forward in the balance sheet.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

2. INCOME FROM INVESTMENTS

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Income from UK listed investments	50,268	–	50,268	49,198
Bank interest receivable	520	44	564	2,180
	<u>50,788</u>	<u>44</u>	<u>50,832</u>	<u>51,378</u>

In 2016, investment income comprised £51,230 unrestricted and £148 restricted.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Subscription income from members	160,947	-	160,947	171,855
Journal income	299,530	-	299,530	303,229
Annual scientific meeting income	265,868	-	265,868	184,235
Other income	-	2,281	2,281	29,427
	<u>726,345</u>	<u>2,281</u>	<u>728,626</u>	<u>688,746</u>

During the year ended 31st December 2017 the Annual Scientific Meeting generated a surplus of £14,252, (Income £265,868 less cost £251,616). During the year ended 31 December 2016 the Annual Scientific Meeting generated a surplus of £17,948, (Income £184,235 less cost £166,287). All comparable income in 2016 was unrestricted.

4. INVESTMENT MANAGEMENT COSTS

	Unrestricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£
Investment management fees	<u>2,518</u>	<u>2,518</u>	<u>2,736</u>

In 2016, all investment management fees were unrestricted.

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Costs of disseminating information on the speciality	500,861	39,131	539,992	524,855
Support costs (note 6)	232,213	–	232,213	259,802
	<u>733,074</u>	<u>39,131</u>	<u>772,205</u>	<u>784,657</u>

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE *(continued)*

In 2016, costs of disseminating information on the speciality from restricted funds were £8,101.

6. SUPPORT COSTS

	Unrestricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£
Salaries and wages	138,640	138,640	164,918
Communications costs	16,468	16,468	10,465
Accountancy and advisory fees	-	-	950
Audit fees	7,000	7,000	7,000
Rent	8,397	8,397	9,750
Bookkeeping	10,690	10,690	10,781
Finance costs	7,270	7,270	6,495
Depreciation	1,455	1,455	1,455
Irrecoverable VAT expense	37,311	37,311	33,544
Bad debt expense	-	-	7,525
Other office costs	4,982	4,982	6,919
	232,213	232,213	259,802

Included within support costs are governance costs of £7,000 (2016 - £7,000) in relation to auditor's remuneration.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

7. ANALYSIS OF GRANTS

	2017	2016
	£	£
Grants to individuals		
Research grants awarded to five individuals (2016:eleven)	56,649	53,886
Travel grants awarded to eighteen individuals (2016:sixteen)	8,856	18,336
Student bursaries awarded to thirteen individuals (2016:five)	26,000	10,000
Poster prizes awarded to four individuals (2016:four)	700	700
Grants to institutions		
President's prize	500	500
Norman Rowe clinical prize to two institutions (2016: one)	500	500
Paul Toller research prize	500	500
BAOMS surgery prize	700	700
BAOMS members prize	500	500
Downs surgical prize	1,000	1,000
Trainer of the year	500	-
Returned or cancelled awards	(57,127)	(2,000)
	39,778	84,622
Speakers educational fund expenditure	12,874	11,914
Total grants	52,652	96,536

8. NET EXPENDITURE FOR THE YEAR BEFORE GAINS ON INVESTMENTS

This is stated after charging:

	2017	2016
	£	£
Staff costs (note 9)	138,640	164,918
Depreciation	1,455	1,455
Auditors' remuneration:		
- audit of the financial statements	7,000	7,000
- other fees (see below)	-	950
Operating lease rentals	8,397	9,750

Auditor's fees

The fees charged by the auditor can be further analysed under the following headings for services rendered:

	2017	2016
	£	£
Audit – current year	7,000	7,000
Audit – prior year	-	950
	7,000	7,950

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

9. STAFF COSTS, TRUSTEES EXPENSES AND REMUNERATION OF KEY MANAGEMENT PERSONNEL

Total staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	114,779	139,934
Social security costs	9,399	11,282
Other pension costs	14,462	13,702
	138,640	164,918

The key management personnel of the charity in charge of controlling, running and operating the charity on a day to day basis comprise the trustees, the Chairman of the Council and the Senior Administrator.

The total remuneration (including taxable benefits and pension contributions) paid to key management personnel for the year was £90,067 (2016: £89,618).

Two Officers of Council received £40,937 (2016: £61,592 paid to three Officers) for services as Council members provided to the Association. No trustees received any remuneration for their services as trustees. During the year, Council members were reimbursed for travel expenses incurred in attending Council and other relevant meetings totalling £41,230 (2016: £32,350), of which six, (2016: two) trustees received £17,650 (2016: £9,380).

The charity has taken out a public liability insurance policy that provides professional indemnity cover (amounting to £500,000 in respect of any one claim) for the Council members (including the trustees) and staff of the charity. The cost of this insurance policy to the charity for the year was £765 (2016:£742).

Particulars of employees:

The average number of employees during the year:

	2017	2016
	No	No
Office and administration staff	3	3
Editorial staff	1	1
	4	4

No employee earned remuneration of £60,000 or more (including taxable benefits but excluding employer's pension contributions) during the year (2016 - Nil).

10. TAXATION

The British Association of Oral Maxillofacial Surgeons is a registered charity and therefore is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

11. TANGIBLE FIXED ASSETS

	Office equipment £	Computer equipment £	Total £
COST			
At 1 January 2017	8,261	22,769	31,030
At 31 December 2017	8,261	22,769	31,030
DEPRECIATION			
At 1 January 2017	8,261	20,344	28,605
Charge for the year	-	1,455	1,455
At 31 December 2017	8,261	21,799	30,060
NET BOOK VALUE			
At 31 December 2017	-	970	970
At 31 December 2016	-	2,425	2,425

12. INVESTMENTS

Movement in market value

	2017 £	2016 £
Market value at 1 January 2017	1,240,793	1,129,962
Net unrealised gains	48,345	110,831
Market value at 31 December 2017	1,289,138	1,240,793
Historical cost at 31 December 2017	1,193,235	1,193,235

Analysis of investments at 31 December 2017 between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Listed investments				
UK Quoted fixed interest Securities	1,289,138	-	1,289,138	1,240,793

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

	2017	2016
	£	£
12. INVESTMENTS (continued)		
Quoted investments		
Alternative	1,289,138	1,240,793
	<u>1,289,138</u>	<u>1,240,793</u>
Total UK	1,289,138	1,240,793
Total Overseas	-	-
	<u>1,289,138</u>	<u>1,240,793</u>

As at 31st December 2017, individual holdings with a market value greater than 5% were Schroder Charity Multi Asset Funds at £1,289,138 (2016: £1,240,793).

	2017	2016
	£	£
13. DEBTORS		
Other debtors	2,455	5,771
Prepayments	250,753	293,693
	<u>253,208</u>	<u>299,464</u>

	2017	2016
	£	£
14. CREDITORS: Amounts falling due within one year		
Trade creditors	2	5,366
Taxation and social security	4,676	5,476
Unpaid awards, grants and prizes	114,791	115,806
Accruals	74,476	81,303
Deferred income	89,470	85,695
	<u>283,415</u>	<u>293,646</u>

	2017	2016
	£	£
Deferred Income		
Deferred income brought forward	85,695	84,460
Income deferred in the current year	89,470	85,695
Deferred income released in the current year	<u>(85,695)</u>	<u>(84,460)</u>
Deferred income carried forward	<u>89,470</u>	<u>85,695</u>

Deferred income relates to subscription income and meeting income in advance.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

15. COMMITMENTS UNDER OPERATING LEASES

At 31 December 2017 the charity had future minimum commitments under non-cancellable operating leases as set out below.

	Land and buildings	
	2017	2016
	£	£
Payments which fall due:		
Within one year	6,725	9,750
Within 2 to 5 years	31,415	4,875
Greater than 5 years	34,073	-
	<u>72,213</u>	<u>14,625</u>

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

16. RESTRICTED INCOME FUNDS

	Balance at 1 Jan 2017 £	Income £	Expenditure £	Balance at 31 Dec 2017 £
Restricted e Learning Fund	103,119	36	(27,721)	75,434
Restricted Norman Rowe Fund	19,365	2,288	(11,410)	10,243
Restricted Map of Medicine	2,824	1	–	2,825
	<u>125,308</u>	<u>2,325</u>	<u>(39,131)</u>	<u>88,502</u>

The e Learning Fund was set up in 2009 following the receipt of funding from the Department of Health to cover the costs incurred by BAOMS in relation to the e Learning project as it relates to the charity's speciality. In 2016, income was £20,118 and outgoings £61.

The Norman Rowe International Educational Foundation Fund was set up in 2007 following the receipt of a donation from the Norman Rowe Educational Trust which has become a sub-committee of the charity known as the Norman Rowe International Education Foundation (NRIEF). The funds are used to promote the oral and maxillofacial specialist needs of developing and post conflict countries. In 2016, income was £9,448 and outgoings were £8,040.

The Map of Medicine Fund was set up in 2009 to recognise specific sponsorship income contributing to the costs of the Map of Medicine project work. In 2016, income was £1.

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

17. UNRESTRICTED INCOME FUNDS

	Balance at 1 Jan 2017 £	Income £	Expenditure £	Gains and losses £	Balance at 31 Dec 2017 £
Designated					
Research Fund	918,205	31,787	–	30,258	980,250
General Funds	548,875	745,346	(735,592)	18,087	576,716
	<u>1,467,080</u>	<u>777,133</u>	<u>(735,592)</u>	<u>48,345</u>	<u>1,556,966</u>

The Designated Research Fund was set up by the trustees in 2005 by a transfer of £500,000 from the General Fund. These funds have been invested and will be used to provide further research and educational grants to promote wider research in the speciality. In 2016, Designated Fund income was £29,640 with investment gains of £64,123.

Included within the General Fund and Designated Research Fund are total net realised and unrealised gains arising on revaluations of investments totalling £48,345 (2016: £110,831).

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Restricted Income Funds:				
Restricted Research Fund	–	–	88,502	88,502
Unrestricted Income Funds:				
General Funds	970	308,888	266,858	576,716
Designated Research Funds	–	980,250	–	980,250
Total Funds	<u>970</u>	<u>1,289,138</u>	<u>355,360</u>	<u>1,645,468</u>

Total unrealised gains as at 31 December 2017 constitute movements on revaluation and are as follows:

	2017 £	2016 £
Unrealised gains included above:		
On investments	95,903	47,558
Total unrealised gains at 31 December 2017	95,903	47,558
Reconciliation of movements on unrealised gains:		
Unrealised gains/(losses) at 1 January	47,558	(63,273)
	<u>47,558</u>	<u>(63,273)</u>
Add: Net gains arising on revaluations in the year	48,345	110,831
Total unrealised gains at 31 December	<u>95,903</u>	<u>47,558</u>

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

19. RECONCILIATION OF NET INCOME TO NET CASH USED IN OPERATING ACTIVITIES

	2017	2016
	£	£
Net movement in funds (as per the statement of financial activities)	53,080	63,562
Income from investments	(50,268)	(49,198)
Interest receivable	(564)	(2,180)
Gains on investments	(48,345)	(110,831)
Depreciation	1,455	1,455
Increase in debtors	46,256	(23,376)
Decrease in creditors	(10,231)	(30,824)
Net cash used in operating activities	<u>(8,617)</u>	<u>(151,392)</u>
	2017	2016
	£	£
Increase/(decrease) in cash during the period	42,215	(100,014)
Cash at bank and in hand at 1 Jan 2017	<u>343,352</u>	<u>443,366</u>
Cash at bank and in hand at 31 December 2017	<u>385,567</u>	<u>343,352</u>

20. ANALYSIS OF CHANGES IN NET FUNDS

	1 Jan 17	Cash flows	31 Dec 17
	£	£	£
Cash in hand and at bank	<u>343,352</u>	<u>42,215</u>	<u>385,567</u>

THE BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

21. PENSION SCHEME

Disclosure per the financial statements

The charitable company participates in a centralised defined benefit scheme known as Superannuation Arrangements of the University of London (SAUL) for all qualified employees with the assets held in trustee administered funds. It is not possible to identify the charitable company's shares of the underlying assets and liabilities of SAUL. Therefore contributions are accounted for as if SAUL were a defined contribution scheme and pension costs are based on the amounts actually paid (cash amounts) in accordance with FRS 102. The amount charged to the statement of financial activities in respect of pension costs (as shown in note 9) is the total contributions payable for the year. No contributions were payable at the balance sheet date.

SAUL is subject to triennial valuation by professionally qualified and independent actuaries. The last available valuation was carried out as at 31 March 2014 using the projected unit method in which the actuarial liability makes allowance for projected earnings. The main assumptions used to assess the technical provisions were:

	Technical provisions	Future Service Costs
Pre-retirement discount rate	5.96% per annum	6.04% per annum
Post-retirement discount rate	3.86% per annum	3.94% per annum
General Salary increase	3.72% per annum	3.75% per annum
Price inflation – RPI	3.57% per annum	3.6% per annum
Price inflation – CPI	2.27% per annum	2.75% per annum
Pension increases in payment	2.72% per annum	2.75% per annum

The actuarial valuation applies to SAUL as a whole and does not identify surpluses or deficits applicable to individual employers. As a whole, the market value of SAUL's assets was £1.927million representing 97% of the liability for benefits after allowing for expected future increases in salaries.

The Trustee commissioned a detailed and independent assessment of the Employers' financial strength or "covenant" as part of the current valuation process. This analysis concluded that there was scope for a contribution increase at this valuation; as a result, the Employers agreed to increase their contributions to SAUL from 13% to 16% of Salaries with effect from 1 April 2016. The Employers have also agreed that this higher contribution will not be reduced before 31 March 2020, irrespective of SAUL's funding level.

22. RELATED PARTY TRANSACTIONS

Two Officers of Council received £40,937, (2016: three Officers received £61,592) for services as Council members provided to the Association. No trustees received any remuneration for their services as trustees. During the year, Council members were reimbursed for travel and subsistence expenses incurred or paid for by the charity on their behalf in attending Council and other relevant meetings totalling £41,230, (2016: £32,350), of which six, (2016: two) trustees received £16,381, (2016: £9,380).

In the year ended 31 December 2016, two Officers of Council received research grants from the charity totalling £11,550. None of these amounts were outstanding as at 31 December 2016. No such grants were paid or approved in the year ended 31 December 2017.