

Charity number: 1167785

**British Association for Performing Arts Medicine
(BAPAM)**

Trustees' Annual Report and Financial Statements

For the year ended 31 December 2017

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

Chairman's Introduction

Twelve months ago I reported that, with uncertainty over our funding, BAPAM had not yet felt able to sign a lease on suitable premises; for a second year our administrative team were in shorthold serviced offices, with our London clinical work being carried out offsite.

Happily, during 2017 we entered into a memorandum of understanding (MOU) with Help Musicians UK under which both parties agreed to work more closely and for BAPAM to assist HMUK in widening its activities in performers' health and well-being. Following this, HMUK has agreed to provide enhanced funding for BAPAM under a new three-year agreement from 1 January 2018.

I am particularly grateful to fellow trustees Peter Leathem and Dr Penny Wright for their work in concluding the MOU and funding grant. And thanks to the generosity of Phonographic Performances Ltd (PPL) we have been benefiting from associated legal advice from solicitors Simkins.

During the year we said goodbye to Dr Deborah Charnock, our Chief Executive, who retired on June 30. She left us having received great thanks from trustees, volunteers and staff for her excellent contribution over a number of years. I pay particular tribute here to Deborah's success in ensuring that our clinical governance is set, and practised, at a high level.

From a strong field of candidates, Claire Cordeaux was able to offer just the right blend of experience to become our new Director, taking up the post in December 2017. During the gap of five months without a leader, the other BAPAM staff members, particularly Clare Jackson, more than stepped up to the plate. Our board of trustees is very grateful to that loyal team.

With fresh funding in prospect for 2018 we were able to recombine our administrative and London clinical activities under one ideal roof. Just before Christmas 2017 we moved into the fourth floor of the Royal College of Emergency Medicine in Bream's Buildings, just off Chancery Lane.

The British Association for Performing Arts Medicine (BAPAM) started 2017 with a new constitution as a Charitable Incorporated Organisation (with limited trustee liability). We are grateful to solicitors Cleary Gottlieb for their pro bono work in helping us to achieve our CIO status and new constitution.

A technical point that arises from this is that there are no 2016 comparatives in this document. BAPAM's opening balance sheet at 1 January 2017 is recorded as a gift from the predecessor charity. Despite the lack of comparatives, stakeholders may nevertheless recall that the year to 31 December 2016 had ended with the predecessor charity posting a surplus on unrestricted reserves of £4,644, with a balance on those reserves, to be transferred to the new CIO, of £89,371.

The accounts for BAPAM for the year to 31 December 2017 show a surplus of £15,694. This was achieved, having written off our moving costs of nearly £30,000, by corresponding savings elsewhere - principally by having no CEO costs for five months, and by arranging volunteer bookkeeping and accounting rather than bearing the expense of external professional accountancy.

On behalf of our trustees I record here our continuing gratitude to our key funders, and to all those volunteers, clinical and otherwise, who give their time to ensure that BAPAM continues its mission to help performers stay healthy.



RICHARD PRICE, Chairman

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British Association for Performing Arts Medicine (BAPAM) Charity 1167785

Legal and administrative information

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Registered Office 7-9, Bream's Buildings
London EC4A 1DT

Patrons

- Imogen Cooper
- Sir Mark Elder
- Dame Evelyn Glennie
- Sir Simon Rattle
- Sheila Reid
- Zeb Soanes
- Dame Janet Suzman
- Sir Willard White

Trustees

- Richard Price (Chairman)
- Margaret Bowler (Honorary Treasurer)
- Penny Wright (Honorary Medical Director)
- Xander Black (to July 2017)
- Matthew Hood (from October 2017)
- Peter Leatham
- Mike Shipley
- Jonathan White
- Diane Widdison
- Ian Winspur
- Aaron Williamon
- Paul Brennells (to July 2017)

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Legal and administrative information

Medical Committee

Penny Wright (Chair) *MA MBBS MRCGP*

Frances Carter *BSc MBBS FRCP FRCGP*

Hara Trouli *MBBS, MSc PAM (co-opted from Msc)*

David Fielding *BM BCh MRCS LCRP DRCOG MRCP*

Jenny Lisle *MSc MBBS DRCOG FFPH*

Anita Nathan *MB ChB MRCGP*

Mike Shipley *MA MD FRCP*

Jonathan White *MB ChB*

Carol Chapman *BA (Hons) MSc DPsych CPsychol*

Sarah Upjohn *MA MSCP (from July 2017)*

Dane Chalfin (from July 2017)

Sion Edwards (until July 2017)

Marcus Lewis (until July 2017)

Drusilla Redmond (until July 2017)

Chief Executive

Deborah Charnock *BSc PhD ATCL MMus (retired June)*

Director

Claire Cordeaux (from December 2017)

Administrative Team

Clare Jackson, Office & Clinics Manager

Dan Hayhurst, Information Officer

Zuri Jarrett-Boswell, Administrative Assistant (to July 2017)

Susannah Walsh, Administrative Assistant (Sept – Nov 2017)

Tulika Pandey, Administrative Assistant

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Legal and administrative information

Auditors

Compass Accountants

Venture House, The Tanners

East Street, Titchfield

Hampshire PO14 4AR

Bankers

Unity Trust Bank

Nine Brindley Place

Birmingham B1 2HB

COIF Charities Deposit Account

St Alphage House, 2 Fore Street

London EC2Y 5AQ

Barclays Bank PLC

114 Fenchurch Street

London EC3P 3HY

Solicitors

Cleary Gottlieb Steen & Hamilton

City Place House, 55 Basinghall Street

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The Trustees present their report and the financial statements for the year ended 31 December 2017. The Trustees who served during the year and up to the date of this report are set out on page 1. The Trustees have had due regard to the guidance issued by the Charity Commission on Public Benefit.

Structure, governance and management

Board of Trustees

BAPAM registered as Charitable Incorporated Organisation (CIO) on 22 June 2016 and, following transfer of assets and dissolution of its predecessor unincorporated organisation on 31 December 2016, BAPAM began operating as a CIO on 1 January 2017. The Trustees in post in the former unincorporated charity throughout 2016 were appointed the first Trustees of the new CIO, with staggered initial terms of office to ensure continuity.

In April 2018 the BAPAM Board comprised ten Trustees: a businessman chair, four medical doctors (with expertise in performing arts medicine), an chartered accountant, an academic, and three representatives from funder organisations (Musicians' Union (MU)), Equity, and Phonographic Performance Ltd (PPL)). During 2017 Trustees Paul Brennells and Xander Black retired and Matt Hood was appointed.

Trustees are appointed and chosen by existing members. Newly appointed Trustees receive written and verbal guidance from the Director about the responsibilities of their role and the objectives, structure and activities of the organisation and are invited to all BAPAM's educational events. The Director also ensures that Trustees regularly receive relevant information from the Charity Commission, Auditors and Solicitors, Care Quality Commission, as well as expert advice and support from colleagues such as the Honorary Medical Director.

Director and administrative team

Trustees delegate much of the charity's business to the paid Director, who is appointed and supervised by the Board. The Director is responsible for the day to day management of the organisation including appointing and managing administrative staff, financial transactions, performance reporting, fundraising and organising events. The Director also advises the Board on operational and strategic development and risk management issues.

The Director is supported by a small administrative team led by the Office and Clinics Manager. The Manager oversees the delivery of BAPAM's national clinical and advisory services which includes liaising with performers, coordinating BAPAM's volunteer/sessional clinical workforce, scheduling consultations, maintaining the Directory of Practitioners, and running educational events.

The Clinics Manager is the only member of BAPAM staff currently employed on a full-time basis (four members of staff equated to three full time employees during much of 2017).

Committees

The BAPAM Board is supported by one standing committee – the Medical Committee – and delegates responsibility for BAPAM's clinical governance (including statutory compliance) and operations to the Committee. The Medical Committee is chaired by the Honorary Medical Director (a Trustee) and is supported operationally by the Director and Clinics Manager.

The Committee operates in accordance with Terms of Reference developed by the Medical Director and Director. Members are volunteer healthcare practitioners appointed through a formal application process. Key Committee responsibilities include: the appointment and monitoring of BAPAM's clinical workforce

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(sessional workers and volunteers); overseeing membership of the Directory of Practitioners; monitoring the safety and quality of BAPAM's clinical and advisory services; overseeing BAPAM's health education and training activities.

Working groups

Finance and Annual Audit are overseen by the Chairman and Treasurer. Staff appraisals are conducted annually by the Director, and formal salary reviews are conducted every three years by nominated Trustees (a review took place in 2017). Additional corporate responsibilities are delegated by the Board to working groups of Trustees as required (and similarly, the Medical Committee delegates specific clinical governance issues to individual expert members).

Networks and other relationships

BAPAM is proud of its lengthy association with many national performing arts organisations. Throughout 2017, we have maintained strong links with our principal funders, Help Musicians UK, and with unions representing performers - particularly the Musicians' Union (MU) and Equity who also provide us with funding - as well as membership organisations including One Dance UK, PPL, PRS, the Association of British Orchestras (ABO), Incorporated Society of Musicians and the Royal Society of Musicians.

We also have ties with educational institutions, both in the performing arts sector (e.g. performance courses at conservatoires and colleges) and in healthcare science and medicine (e.g. performance science and performing arts medicine courses at the Centre for Performance Science at the Royal College of Music and at University College London). Our staff and clinicians regularly provide expert input into teaching and research with these key partners.

Objectives and activities

The purpose of BAPAM is: the advancement of education by the promotion of medical research in the field of physical and mental stress and its effects on performance; the protection and preservation of health by the improvement of medical care for actors, musicians, dancers and those involved in the performing arts; by the provision of treatment and preventative care; by encouraging research in this field; and by disseminating the useful results of such research.

BAPAM achieves this through direct provision of information, clinical assessment and referral for student and professional members of the performing arts community, and through broader education, training, research and dissemination of knowledge about best practice in performing arts medicine

Our key aim in 2017 has been to build a strong foundation for BAPAM to position it for future growth. We negotiated a new Memorandum of Understanding with our major funder, Help Musicians UK which has resulted in a commitment to three years further funding. With support from PPL, we located new premises at Bream's Buildings which can host both our administrative staff and clinics; we moved into our new home in December 2017. Our Chief Executive, Deborah Charnock, retired in June and has been succeeded in the role by our Director, Claire Cordeaux, who joined the charity in December 2017.

During 2017, we have been working with reduced staffing, and are extremely grateful to Clare Jackson, Dan Hayhurst and Tulika Pandey and our assessing clinicians for taking on the challenge of keeping the service running for our patients during this year of change.

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During that difficult year, we scaled down our regional clinic activity. A number of assessing clinicians retired and we were not able to run a recruitment campaign to replace them. Some ad hoc regional clinics were run by London clinicians who travelled to locations outside London.

Happily, 2018 sees us in excellent new London premises, with our own management and staffing restored to a good operational level. As a consequence we look forward to seeing our clinical activity expanding once again.

Our mission is set out in our Strategic Plan 2018 to 2020, which covers all of BAPAM's service-based activity, i.e. advice and clinical support, health promotion, professional training, and research.

In establishing and delivering BAPAM's mission and Strategic Plan the Trustees confirm that they have considered the Charity Commission's guidance on public benefit. BAPAM's work directly benefits the health and wellbeing of those sections of the community comprising performing arts students and professional performers, many of whom experience distress and hardship due to health issues and injuries. Details are provided annually in our Activity and Feedback report.

In addition, by supporting performing artists, BAPAM's work contributes to Britain's cultural heritage, which is essential both to our economy and our way of life.

Achievements and performance

Premises

As set out above, during nearly all of 2017, our administrative headquarters in London were based in short hold serviced offices (at 31 Southampton Row), while our clinical service operated offsite (at South Camden Centre for Health) for two days per week.

In December 2017 we moved into our new premises to 7-9 Bream's Buildings, on the fourth floor of the Royal College of Emergency Medicine. There, our administration operates alongside two clinic rooms, this recombination facilitating the booking and management of appointments. We ran no clinics in December 2017 so as to allow time to set up our new home.

Clinics

Our free assessment services remained our core service throughout 2017. We provided regular, confidential clinics in London and ad hoc clinics in Birmingham, Cambridge, Cardiff, Glasgow, Leeds, and Manchester. A summary of activity is provided in the table below.

Clinical workforce

Twenty clinicians, nationally, delivered our free BAPAM clinical assessment services during 2017. Two worked as unpaid volunteers, and the remainder provided their services for an honorarium below the market rate for their services. Our clinicians' areas of expertise included general practice, rheumatology, orthopaedic surgery (upper limb), physiotherapy, osteopathy and psychiatry.

During 2017, while funding was uncertain, we introduced a charge for listings in our Directory of Practitioners. This, however, resulted in a loss of Practitioners (about half left the Directory). With our improved funding situation in 2018 that decision will be reversed and it is hoped that we can encourage people to rejoin.

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New applications to join BAPAM's Directory of Practitioners also reduced from forty new registrations in 2016 to five in 2017. No applications for assessing clinicians were received.

Clinical Activity

During 2017, we registered 573 new patients and provided 702 free appointments (assessments and follow-ups). Additional subsidised care provided by BAPAM clinicians at our London clinic premises (164 appointments) brings the total number of appointments to 850.

All patients:	2017	2016	2015
New registrations	573	642 (308 Jan – June; 334 July – Dec)	895
Free appointments (assessment and follow-up)	702	699	1,204
Subsidised follow-up appointments	148	120	413
Total appointments	850	819	1,617

Most new patients were from London, South East and East of England (79%). 21% of patients were from other regions. Musculo-skeletal problems were presented as the main problem in 74% of cases. 37% were students. Our busiest regional clinics were Birmingham and Leeds (47 consultations - 58% of regional appointments).

Given that we had reduced clinic access for much of the year and had no clinics in December, we are pleased with the level of appointments we have managed to allocate. Our improved funding situation, increase in staffing and new premises, give us the opportunity we need to build on the activity in 2018.

Clinical services - evaluation and impact

We continued to collect extensive anonymous patient satisfaction and survey data throughout 2017. These data enable us to monitor and improve our services, and to assess impact. They also provide evidence of performers' broader healthcare experiences and needs which we share with our partners in the field.

During 2017, we collected feedback from 474 performers attending their first BAPAM assessment. As a result of our premises relocation and shortages of staff, waiting times for appointments increased in 2017 (48% reported being seen within 2 weeks of contacting BAPAM during 2017, as opposed to 73% in 2016). However, 94% of patients were satisfied with waiting times. Each aspect of support provided by BAPAM staff and clinicians was rated as 'good' or 'excellent' by at least 98% of performers. 99.5% said they would recommend BAPAM to a colleague, and we received no formal complaints. The most common appointment outcomes were information about health condition (75%) and advice about healthy performance practice (63%).

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It is a credit to the BAPAM administration team and our dedicated clinicians that we were able to maintain such a valued service this year.

Education and training

Performer education

Our Trainer Network and educational programme continued to be in demand throughout 2017. We provided trainers, speakers and workshop leaders to YCAT, the Musicians' Union, BIMM, the ISM, Birmingham Conservatoire and the Royal Conservatoire of Scotland, among others. We worked with the Actors Centre to provide low cost workshops for their members on vocal care and time management, using part of a donation of £5,000 from Equity which will also help fund training events through 2018. As well as its health promotion function, this activity also raises the profile of BAPAM's core services including clinical work and information provision, promotes Performing Arts Medicine as a specialism, and furthers our development as a knowledge hub for arts health and wellbeing.

Professional development

We provided our regular professional development events during 2017. Our May event was on *Anxiety*, and in November event we addressed *The Voice*. These London sessions were open to a range health professionals and stakeholders, including MSc students and lecturers, and each event attracted about 80 participants.

Student advocate scheme

At the time of writing this report (early 2018), we have just received the evaluation report conducted in 2017 and will be reporting the findings.

Education and training - evaluation and impact

In total, we offered 13 education and training events nationally during 2017, involving over 100 participants including healthcare professionals, performers, students, teachers, employers and industry professionals. Topics included healthy performance, psychological wellbeing; some of the sessions were specifically targeted at actors rather than musicians

Research and academic liaison

We continued our partnership with the UCL MSc in Performing Arts Medicine during 2017, with contributions to the course from our trustees, practitioners and administrative staff.

We were pleased that our 'restricted' fund Shipley-Rudge (since re-named the BAPAM Research and Education Fund) supported the two annual prizes for UCL MSc students in 2017.

Finance and Fundraising

Fundraising activities

We are extremely grateful to performers, organisations and supporters who raised funds for BAPAM through musical events during 2017 including: Trinity Laban, Leeds University, our founder Christopher Wynn Parry's memorial, Fran Wilson, Penny Wright (Syde Manor concerts). We are also indebted to contributors, Xander Black, the Grand Order of Water Rats, and to Frances Carter for donations.

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Financial review

At 1 January 2017, the date when BAPAM began its operations as a recently formed Chartered Incorporated Organisation (CIO), its opening unrestricted reserves, gifted to it by the predecessor charity of the same name, were £89,371. Including donated legal services its overall income in 2017 was £346,874. This figure includes pro bono legal services valued at £17,710. Expenditure was £291,678. We ended the year 2017 with a surplus on unrestricted reserves of £15,694.

We benefit from grants from Help Musicians UK, MU, PPL and Equity; these are key to BAPAM's sustainability.

We are grateful for the pro bono legal advice provided by colleagues at Cleary Gottlieb, amounting to £4,225, and by Simkins (generously funded by PPL) to the value of £12,844. The work of the former related to our transition to a CIO, and from the latter to our lease for space in Bream's Buildings and our funding agreement with Help Musicians UK.

Reserves

BAPAM has a reserves policy designed to maintain reserves at a level to ensure that, in a period of unforeseen difficulty, its activities can be continued for a minimum period of three months. In the event that the organisation can no longer function, this would allow a strategic run down of activities and full compliance with outstanding personnel and operational obligations.

We ensure the calculation at the required level of reserves is an integral part of annual planning, budget and forecasting and takes into account planned activity levels, all financial commitments and the risks associated with different income streams.

We ensure that such reserves are held in readily realisable form and cover: statutory redundancy, contractual obligations to staff, professional fees, three months utilities and other property costs, equipment costs and write downs.

BAPAM's Reserves Policy sets a target of £100k in accessible funds. At the end of 2017, our unrestricted reserves were compliant, at £107,235.

Principal risks and uncertainties and plans for the future

The board of Trustees regularly reviews the principal risks to the charity. Those risks include our reliance on grant funding, the burdens placed on our relatively small staff numbers, and reputational and other risks associated with our professional work. We continue to seek wider and more secure sources of finance and are heartened by the renewed and increased support we are receiving from our funders. We have recently strengthened our staff team. Our professional standards are key; both the board of Trustees and our Medical Committee give continuing and careful attention to the way in which we offer clinical services and advice. We review our insurance requirements annually.

Working closely with our funders we plan to increase the volume of the clinical services we offer in London and to widen our reach to more cities outside the capital.



RICHARD PRICE, Chairman

Statement of Trustees Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and 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 charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Trustee Declaration

So far as the Trustees are aware, there is no relevant audit information of which the charity's auditors are unaware. Trustees have taken all the steps necessary to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report was approved by the BAPAM Board of Trustees on 25 April 2018 and signed on its behalf by



RICHARD PRICE, Chairman

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

Independent Auditor's Report to the Trustees of the British Association for Performing Arts Medicine

Opinion

We have audited the financial statements of the British Association for Performing Arts Medicine (the 'charity') for the year ended 31 December 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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 charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees 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 charity's affairs as at 31 December 2017, and of its incoming resources and application of resources, 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 Charities Act 2011.

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 charity 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 charity'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.

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Other information

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Trustees, 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement [set out on page 9], the trustees are responsible for the preparation of financial statements which 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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.

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As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Compass Accountants Limited, Statutory Auditor

Venture House, The Tanneries
East Street, Titchfield
Hampshire, PO14 4AR

Date

Compass Accountants Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

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Income and Expenditure for the year to 31 December 2017

	£	£	£
Grants			
HMUK			180,000
MU			50,000
Equity			30,000
PRS for Music			6,750
			<u>266,750</u>
Other income			
Other voluntary income, including donations and fundraisers		23,439	
Bank interest		73	
Donations of, or for, legal advice		17,110	
Total income			<u>40,622</u>
			<u>307,372</u>
Clinic costs			
Honoraria paid to clinicians	(21,526)		
Other clinic costs including medical committee	(2,384)		
Training network deficit	(1,220)		
Clinicians training courses deficit	(1,581)		
		<u>(26,711)</u>	
Premises			
Premises rent	(75,708)		
Premises fit out	(28,358)		
		<u>(104,066)</u>	
Staff costs			
Salaries including NI and pensions	(107,834)		
Temporary staff and recruitment costs	(849)		
Total staff costs		<u>(108,683)</u>	
Marketing and fundraising			
Advertising/ marketing of services	(3,444)		
Fundraising expenditure	(238)		
		<u>(3,682)</u>	
Office expenditure			
Donated legal advice	(17,110)		
Software and IT support	(9,804)		
Trustee meeting expenses	(812)		
Sundry office expenditure	(6,486)		
Insurances	(4,798)		
Equipment depreciation	(1,807)		
		<u>(40,817)</u>	
Finance costs			
Audit	(4,194)		
Accountancy	(585)		
Bank charges	(128)		
Bad debts	(1,633)		
Finance costs		<u>(6,540)</u>	
Awards from Research and Education Fund		<u>(1,180)</u>	
Total expenditure			<u>(291,678)</u>
Surplus			<u>15,694</u>

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785**Statement of Financial Activities****For the year ended 31 December 2017**

	Unrestricted Funds £	Restricted * Funds £	2017 Total £
Income			
Grants	266,750	0	266,750
Donations of legal work	17,110	0	17,110
Other donations	23,439	0	23,439
Investment income	73	0	73
Total Incoming Resources	307,372	0	307,372
Expenditure			
Clinical costs - general	23,910	0	23,910
Clinical training	2,801	0	2,801
Staffing costs	108,683	0	108,683
Marketing of services	3,444	0	3,444
Fundraising expenditure	238	0	238
Premises costs	104,066	0	104,066
Office costs	22,894	0	22,894
Accountancy and bank charges	713	0	713
Bad debts	1,633	0	1,633
Legal expenditure	17,110	0	17,110
Governance costs: trustee meetings	812	0	812
Governance costs: audit	4,194	0	4,194
Awards from Research and Education Fund	0	1,180	1,180
Total charitable expenditure	290,498	1,180	291,678
Net movement in funds	16,874	(1,180)	15,694
Transfers between funds	990	(990)	0
Reserves donated by predecessor charity	89,371	4,328	93,699
Total funds carried forward	107,235	2,158	109,393

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities

*The restricted fund represents sums set aside for research and education in performing arts medicine

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

Balance Sheet

As at 31 December 2017

	Notes	2017	
		£	£
Fixed Assets			
Tangible assets	3		4,653
Current Assets			
Debtors	4	12,845	
Cash at bank and in hand		<u>102,834</u>	
		115,679	
Creditors: amounts falling due within one year	5	<u>(10,939)</u>	
Net Current Assets			<u>104,740</u>
Net Assets			<u><u>109,393</u></u>
Funds			
Unrestricted Funds	6		107,235
Restricted Funds	7		<u>2,158</u>
			<u><u>109,393</u></u>

The accounts have been prepared in accordance with the Financial Reporting Standard 102 and the Charities Act 2011.

The financial statements were approved by the Trustees on 25 April 2018 and signed on its behalf by



RICHARD PRICE, Chairman

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

Cash Flow Statement

For the year ended 31 December 2017

	2017
	£
Cash Flows from Operating Activities:	
Net Cash Provided by Operating Activities	<u>(11,670)</u>
Cash Flows from Investing Activities:	
Purchase of property, plant and equipment	<u>(2,152)</u>
Change in Cash and Cash Equivalents in the year	(13,822)
Cash and cash equivalents at 1 January 2017 from predecessor charity	116,656
Cash at 31 December 2017	<u>102,834</u>
Reconciliation of net income/expenditure to net cash flow from operating activities	
	£
Net income per SOFA	15,694
Depreciation	1,817
Reduction in prepayments/debtors	18,917
Reduction in accruals/creditors	<u>(48,098)</u>
Reduction in cash	<u>(11,670)</u>

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

Notes to the financial statements for the year ended 31 December 2017

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

1.1. Charity information

The British Association for Performing Arts Medicine is a registered charity, number 1167785. The business address is shown in the information page.

The British Association for Performing Arts Medicine meets the definition of a public benefit entity under section 34 of FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy.

The principal objectives of the charity are detailed in the Trustees report.

1.2. Basis of accounting

The financial statements have been prepared under the historical cost convention and 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

1.3. Fund accounting

Unrestricted funds are grants, donations and other incoming resources received or generated for general purposes.

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

1.4. Income

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year to which they relate.

Income from investments is included in the year in which it is receivable.

1.5. Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management. Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

Notes to the financial statements for the year ended 31 December 2017

1.6. Financial instruments

The charity's financial assets and liabilities consist of cash and cash equivalents, other debtors and creditors, and accrued expenses. The fair value of these items approximates their carrying value due to their short-term nature. Unless otherwise noted, the charity is not exposed to significant interest, foreign exchange or credit risks arising from these investments.

1.7. Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Computer Equipment	- 33 1/3% per annum
Office Equipment	- 20% per annum
Fixtures and Fittings	- 20% per annum
Medical Equipment	- 20% per annum

2. Employees

Number of Employees **2017**

The average monthly number of employees (including trustees) during the year were: 5

Employment Costs	Unrestricted Funds £	Restricted Funds £	2017 Total £
Salaries	95,054	0	95,054
Social Security Costs	5,639	0	5,639
Pension Costs	7,141	0	7,141
Other staff costs	849	0	849
	108,683	0	108,683

Employment costs analysed according to responsibilities and time spent are:

Support Costs	31,518
Clinic and Helpline	77,165
	108,683

During 2017 no staff earned £60,000 per annum or more. No trustees received any remuneration. During the year, 2 Trustees were paid a total amount of £562 expenses to reimburse costs of travel to trustee and other meetings.

The charity operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity.

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

**Notes to the financial statements
for the year ended 31 December 2017**

3. Fixed assets

	Computer equipment	Furniture	Medical equipment	Total
	£	£	£	£
Valuations at 1 January 2017 (from predecessor charity)	3,123	559	636	4,318
Additions	1,482	670	0	2,152
	4,605	1,229	636	6,470
Depreciation charged for year	(1,444)	(246)	(127)	(1,817)
Net values c/f 31 December 2017	3,161	983	509	4,653

4. Debtors

	2017
	£
Other debtors	6,499
Prepayments	6,346
	<u>12,845</u>

5. Creditors

	2017
	£
Accruals	10,939
	<u>10,939</u>

6. Net assets between funds

Analysis of Net Assets between Funds	Unrestricted Funds	Restricted Funds	2016
	£	£	£
Fund Balances at 31 December 2017 as represented by:			
Tangible Fixed Assets	4,653	0	4,653
Current Assets	113,521	2,158	115,679
Current Liabilities	(10,939)	0	(10,939)
	<u>107,235</u>	<u>2,158</u>	<u>109,393</u>

British Association for Performing Arts Medicine (BAPAM) Charity No 1167785

**Notes to the financial statements
for the year ended 31 December 2017**

7. Restricted funds

	Total £
Balance from predecessor charity 1 January 2017	3,338
Awards made during the year	<u>1,180</u>
Balance carried forward at 31 December 2017	<u><u>2,158</u></u>

8. Lease commitments

At 31 December 2017 the Charity outstanding commitments for future minimum lease payments under non-cancellable operating leases as follows:

	Land and Buildings 2017 £
Expiry Date:	
Within one year	0
Between two and five years	159,000
Over five years	<u><u>0</u></u>

9. Related party transactions

One of the trustees received £702.50 in payments relating to conducting clinics and presenting Health Promotion workshops.