

**HEALTH CARE SUPPLY ASSOCIATION  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**HEALTH CARE SUPPLY ASSOCIATION**  
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**FOR THE YEAR ENDED 31 MARCH 2020**

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**HEALTH CARE SUPPLY ASSOCIATION**

**REFERENCE AND ADMINISTRATION**

Charity name: Health Care Supply Association

Charity Registration number: 1170161

Registered Office: Unit 18  
Solent Industrial Estate  
Hedge End  
Southampton  
SO30 2FY

Chairman: M Roscow MBE

Trustees: I M Turner  
Professor D Eaton  
L Quirke – resigned 31 October 2019  
N Cartwright – resigned 30 November 2019  
W Hall – appointed 1 February 2019

Bank: Lloyds Bank plc  
30 High Street  
Coventry  
CV1 5RE

Accountants: Nigelmarks Ltd  
2<sup>nd</sup> Floor  
The Fragrance House  
Haydon  
Wells  
Somerset  
BA5 3FF

## **HEALTH CARE SUPPLY ASSOCIATION**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2020**

#### **Objectives and Activities**

The Association's purpose (principle activities) as set out in its constitution dated 1 November 2016 is to promote and protect good health for the public benefit by promoting the efficiency of the National Health Service (NHS) across the UK, through:

- a) Education and training of purchasing and supply personnel and purchasing and supply management relating to its duties in supporting the delivery of healthcare services in order to support NHS stakeholders in delivering the best quality and most cost-efficient healthcare: and
- b) Undertaking or commissioning and publishing the beneficial results of research or best practice case studies in related subjects.

In furtherance of the charity objectives it may:

- a) Facilitate a network for the sharing of knowledge and best practice
- b) Deliver education and learning events
- c) Improve quality, excellence and cost efficiency
- d) Liaise with partners
- e) Act as the profession's principal advisor for national bodies.

The trustees review the aims, objectives each year. This review looks at what the charity achieved and the Outcomes of its work in the previous period. The review helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in panning our future activities.

#### **Structure, Governance and Management**

HCSA is a charitable incorporated organisation registered with the Charities Commission.

There are 5 classifications of membership:

- a) Full membership
- b) Honorary members
- c) Retired members
- d) Associate members
- e) Corporate members

The Trustees manage the affairs of the HCSA and may for that purpose exercise all powers of the HCSA. There must be a minimum of 3 trustees and a maximum of 12. At the first AGM all the trustees shall retire from office. At every subsequent AGM one-third of the trustees shall retire from office.

All trustees give their time voluntarily and receive no salaries from the charity. Any expenses reclaimed are set out in the notes to the accounts.

#### **Trustees' Responsibilities**

The charity is required to prepare accounts for each financial year which give a true and fair view of the state of

## **HEALTH CARE SUPPLY ASSOCIATION**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2020**

affairs of the Association and of the surplus or deficit for that period. In preparing those account, the trustees are required to:

- select suitable policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent: and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The trustees are responsible maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with Charities Act 2011. 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.

#### **Reserves policy**

The trustees have established a reserves policy of holding a minimum of £175,000 as part of its plans to provide long term support in furtherance of the charity objectives. The reserves held are part of the charity's 31 March 2020 unrestricted income fund balance of £322,450. In 2020/21 it is possible that income will be less than planned as a direct result of the Covid-19 pandemic. Whilst current unrestricted funds cover the reserves policy, the trustees will continue to monitor the impact of the Covid-19 pandemic on total funds.

#### **Achievements and performance of the charity and future**

One of the charity's most successful features has been the Annual Conference. This was once again a well-attended and successful event. The Annual Conference has developed its content and reputation over the years and attracted a capacity attendance from members. Representatives from the major care supply companies from across the UK were also in attendance,

The charity also runs a summer school event for training its members.

#### **Financial Review**

Income from the conference and training events amounted to £242,267 (2019: £174,090) for the year with associated expenditure of £186,305 (2019: £156,696), leaving a net surplus on ordinary activities of £55,962.

We have always maintained a tight control over expenditure. Our balance remains healthy and we are well placed to serve our members for the forthcoming year.

**HEALTH CARE SUPPLY ASSOCIATION  
INDEPENDENT ACCOUNTANTS REPORT  
FOR THE YEAR ENDED 31 MARCH 2020**

HEALTH CARE SUPPLY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure account)

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
<b>Income Resources</b>			
Donations, legacies and subscriptions	2	-	141
<b>Charitable Activities</b>			
Event income	3	242,267	174,090
		<u>242,267</u>	<u>174,231</u>
<b>Resources Expended</b>			
<b>Charitable Activities</b>			
<i>Event costs</i>			
Conference Expenditure		64,920	43,025
Training		21,222	14,608
		<u>86,142</u>	<u>57,633</u>
<i>Administration</i>			
Website costs		1,127	7,549
Advertising and promotional		2,329	2,315
Subscriptions		527	245
Printing, postage and stationery		808	4,019
Computer and IT costs		7,241	963
Back office support		45,000	40,000
		<u>57,032</u>	<u>55,091</u>
<b>Governance</b>			
Meeting costs		1,037	389
Insurance		419	503
Professional fees		37,733	36,809
Accountancy		3,942	6,270
		<u>43,131</u>	<u>43,971</u>
<b>Total resources expended</b>		<u>186,305</u>	<u>156,695</u>
<b>Net income / (expenditure)</b>		<u>55,962</u>	<u>17,536</u>
<b>Reconciliation of Funds</b>			
Total funds brought forward		266,488	248,952
Total funds carried forward		<u>322,450</u>	<u>266,488</u>

**HEALTH CARE SUPPLY ASSOCIATION**

**BALANCE SHEET  
AT 31 MARCH**

	Notes	31 March 2020		31 March 2019	
		£	£	£	£
<b>Current Assets</b>					
Trade debtors		106,935		42,192	
Prepayments		1,611		3,092	
Cash at bank and in hand:					
Lloyds		124,868		25,353	
Nat West		275,519		295,028	
		<u>508,933</u>		<u>365,665</u>	
<b>Creditors: amounts falling due within one year</b>					
Deferred income		99,740		28,141	
Creditors and accruals		3,122		5,605	
VAT		38,312		20,122	
Other creditors		45,309		45,309	
		<u>186,483</u>		<u>99,177</u>	
<b>Net Assets</b>		<u>322,450</u>		<u>266,488</u>	
<b>Represented by:</b>					
General unrestricted fund	1	<u>322,450</u>		<u>266,488</u>	
		<u>322,450</u>		<u>266,488</u>	

# HEALTH CARE SUPPLY ASSOCIATION

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2020

#### 1. Accounting policies

##### a) Basis of Accounting

The principle accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

The financial statements have been prepared under the historical cost convention, and in accordance with SORP FRS 102.

##### b) Fund accounting

###### Unrestricted funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

###### Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor. The Charity does not hold any Restricted funds.

##### c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity become unconditionally entitled to the grant.

##### d) Resources expended

Expenditure is recognised on an accrual basis as a liability in incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4,

HEALTH CARE SUPPLY ASSOCIATION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

<b>2. Donations and subscriptions</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Subscriptions received during the year	-	141
	<u>          </u>	<u>          </u>

<b>3. Conference and Training income</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Delegate fees are charged for attendance at the annual conference.	242,267	174,090
Training fees are charged for specific events.	<u>          </u>	<u>          </u>

<b>4 Total Resources expended</b>		<b>Charitable</b>		<b>2020</b>	<b>2019</b>
		<b>activities</b>	<b>Governance</b>	<b>£</b>	<b>£</b>
		<b>£</b>	<b>£</b>		
<b>Costs directly allocated to activities</b>					
Conference expenditure	Direct	64,920	-	64,920	43,025
Training	Direct	21,222	-	21,222	14,608
<b>Support costs allocated to activities</b>					
Website costs	Direct	1,127	-	1,127	7,549
Advertising and promotional	Direct	2,329	-	2,329	2,315
Subscriptions	Direct	527	-	527	245
Printing, postage and stationery	Direct	808	-	808	4,019
Computer and IT costs	Direct	7,241	-	7,241	963
Back office support	Direct	45,000	-	45,000	40,000
Meeting costs	Direct	-	1,037	1,037	389
Insurance	Direct	-	419	419	503
Professional fees	Direct	-	37,733	37,733	36,809
Accountancy	Direct	-	3,942	3,942	6,270
<b>Total resources expended</b>		<u>143,174</u>	<u>43,131</u>	<u>186,305</u>	<u>156,695</u>

**5. Trustee remuneration and related party disclosures**

No trustees received any remuneration during the period of accounts. Trustees have all formally declared their interests.

**6. Taxation**

As a charity, HCSA is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**7. Analysis of Net Assets between funds**

	<b>2020</b>	<b>2019</b>
	<b>Unrestricted</b>	
	<b>funds</b>	
	<b>£</b>	<b>£</b>
Current assets	508,933	365,665
Current liabilities	186,483	99,177
	<u>          </u>	<u>          </u>
	<u>322,450</u>	<u>266,488</u>