

**HEALTH CARE SUPPLY ASSOCIATION**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**HEALTH CARE SUPPLY ASSOCIATION**  
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**FOR THE YEAR ENDED 31 MARCH 2021**

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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  
W Hall  
R G Waddell - appointed 18 November 2020  
L Quirke - appointed 18 November 2020  
S J Walsh - appointed 4 October 2021

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 2021**

#### **Objectives and Activities**

The Association's purpose (principal 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 2021

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.

#### **Reserve's 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 2021 unrestricted income fund balance of £410,795.

#### **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,

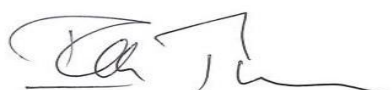
The charity also runs a summer school event for training its members.

#### **Financial Review**

Income from all activities in the year to 31 March 2021 was £258,276 and expenditure totalled for £169,931 resulting in a surplus for the year of £88,345 compared to be surplus of £55,932 in the year to 31 March 2020.

The event income has reduced year on year as have related costs as a result of the impact of Covid-19 on the activities of the charity. However, the surplus is higher year on year as a result of the release of provisions previously held for costs that do not materialise of £45,309 from the Balance Sheet to the Income account,

Close control over costs has been maintained over the year which meaning HCSA has weathered the impact of Covid-19 well. This is demonstrated by a healthy Balance Sheet with reserves of £410,795 at 31 March 2021 which means the charity is financially strong and well placed to serve our members for the forthcoming year and into the future.



I M Turner  
Trustee

Dated 25 October 2021

**HEALTH CARE SUPPLY ASSOCIATION**  
**INDEPENDENT ACCOUNTANTS REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

We report on the unaudited accounts for the year ended 31 March 2021 set out on pages 5 to 8.

**RESPECTIVE RESPONSIBILITIES OF OFFICERS AND REPORTING ACCOUNTANT**

The charity officers are responsible for the preparation of the accounts, and they consider that the charity is entitled to opt out of an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

This report is made in accordance with the terms of our engagement.

Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to the charity members that we have done so, and state those matters that we have agreed to state to them in this 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 for our work or for this report.

**BASIS OF OPINION**

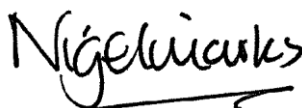
Our work was conducted in accordance with the Statements of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the charity and making such limited enquiries of the officers of the charity as we considered necessary for the purposes of this report. These procedures provide the only assurance expressed in our opinion.

**OPINION**

In our opinion:

- a) The accounts, including the revenue account and balance sheet, agree with the accounting records kept by the charity.
- b) Having regard only to, and on the basis of, the information contained in those accounting records the revenue account and balance sheet comply with the requirements of the Charity Commission.
- c) For the preceding year of account, the financial criteria for the exercise of the power conferred by section 84 were met in relation to the year.

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



Dated 25 October 2021

**HEALTH CARE SUPPLY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure account)**

**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
<b>Income Resources</b>			
Donations, legacies, and subscriptions	2	45,309	-
<b>Charitable Activities</b>			
Event income	3	212,967	242,267
		<u>258,276</u>	<u>242,267</u>
<b>Resources Expended</b>			
<b>Charitable Activities</b>			
<i>Event costs</i>			
Conference Expenditure		10,450	64,920
Training		20,017	21,222
		<u>30,467</u>	<u>86,142</u>
<i>Administration</i>			
Website costs		1,194	1,127
Advertising and promotional		870	2,329
Subscriptions		207	527
Printing, postage, and stationery		1,518	808
Computer and IT costs		7,874	7,241
Back-office support		45,000	45,000
		<u>56,663</u>	<u>57,032</u>
<b>Governance</b>			
Meeting costs		1,053	1,037
Insurance		443	419
Professional fees		72,674	37,733
Accountancy		8,631	3,942
		<u>82,801</u>	<u>43,131</u>
<b>Total resources expended</b>		<u>169,931</u>	<u>186,305</u>
<b>Net income / (expenditure)</b>		<u>88,345</u>	<u>55,962</u>
<b>Reconciliation of Funds</b>			
Total funds brought forward		<u>322,450</u>	<u>266,488</u>
Total funds carried forward		<u>410,795</u>	<u>322,450</u>

**HEALTH CARE SUPPLY ASSOCIATION**

**BALANCE SHEET  
ON 31 MARCH 2021**

	Notes	31 March 2021		31 March 2020	
		£	£	£	£
<b>Current Assets</b>					
Trade debtors		84,600		106,935	
Prepayments		11,962		1,611	
Cash at bank and in hand:					
Lloyds		380,014		124,868	
Nat West		119,595		275,519	
		<u>596,171</u>		<u>508,933</u>	
<b>Creditors: amounts falling due within one year</b>					
Deferred income		129,381		99,740	
Creditors and accruals		34,351		3,122	
VAT		21,644		38,312	
Other creditors		-		45,309	
		<u>185,376</u>		<u>186,483</u>	
<b>Net Assets</b>			<u>410,795</u>		<u>322,450</u>
<b>Represented by:</b>					
General unrestricted fund	1		<u>410,795</u>		<u>322,450</u>
			<u>410,795</u>		<u>322,450</u>

The financial statements were approved by the trustees on 4 October 2021 and signed on its behalf by:



I M Turner  
Trustee



M Roscrow MBE  
Trustee



# HEALTH CARE SUPPLY ASSOCIATION

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2021

#### 1. Accounting policies

##### a) Basis of Accounting

The principal 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 2021

<b>2. Donations and subscriptions</b>	<b>2021</b>	<b>2020</b>
	£	£
Subscriptions received during the year	-	-
	<u>          </u>	<u>          </u>

<b>3. Conference and Training income</b>	<b>2021</b>	<b>2020</b>
	£	£
Delegate fees are charged for attendance at the annual conference.	258,276	242,267
Training fees are charged for specific events.	<u>          </u>	<u>          </u>

<b>4 Total Resources expended</b>		<b>Charitable</b>		<b>2021</b>	<b>2020</b>
		<b>activities</b>	<b>Governance</b>	£	£
		£	£	£	£
<b>Costs directly allocated to activities</b>					
Conference expenditure	Direct	10,450	-	10,450	64,920
Training	Direct	20,017	-	20,017	21,222
<b>Support costs allocated to activities</b>					
Website costs	Direct	1,194	-	1,194	1,127
Advertising and promotional	Direct	870	-	870	2,329
Subscriptions	Direct	207	-	207	527
Printing, postage, and stationery	Direct	1,518	-	1,518	808
Computer and IT costs	Direct	7,874	-	7,874	7,241
Back-office support	Direct	45,000	-	45,000	45,000
Meeting costs	Direct	-	1,053	1,053	1,037
Insurance	Direct	-	443	443	419
Professional fees	Direct	-	72,674	72,674	37,7339
Accountancy	Direct	-	8,631	8,631	3,942
<b>Total resources expended</b>		<u>87,130</u>	<u>82,801</u>	<u>169,931</u>	<u>186,305</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.

<b>7. Analysis of Net Assets between funds</b>	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	
	<b>funds</b>	
	£	£
Current assets	596,171	508,933
Current liabilities	185,376	186,483
	<u>          </u>	<u>          </u>
	<u>410,795</u>	<u>322,450</u>