



# Academy of Medical Educators Annual Report

For the year ended 30 September 2017

**Trustees' Report and Unaudited Financial Statements**

Company Limited by Guarantee

Company Number 05965178

Registered Charity Number 1128988



**AoME**

IMPROVING CARE THROUGH TEACHING EXCELLENCE

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The Academy of Medical Educators is grateful to Cardiff University and the Wales Deanery for their ongoing support.

## Trustees and Directors:

P Baker		Elected 21 March 2017
A Blundell		Re-elected March 2017
J Browne	Deputy Chair of Council	
A Byrne		
N Cooper	Membership Committee Chair	Re-elected March 2017
A Denison		
L Dubras		
C Fertleman		
A Freeman		
D Gallen	President until March 2017	Re-elected (to Council) March 2017
M Galloway		Re-elected March 2017
A Grant	Treasurer	
K Hawthorne		Re-elected March 2017
J Hayden	President from March 2017	
S R Hilton		Stood down March 2017
C Holland		Re-elected March 2017
M Jones		Elected March 2017
N Kumar		
S Lewis		Professional Standards Chair
J Lyon-Maris		
L Mossop		Elected March 2017
D Murdoch-Eaton		Re-elected March 2017
J Read	Registrar and Honorary Secretary	
G Reedy	Education Committee Chair	
D Russell	Lay Member	
D C Taylor		Stood down March 2017
V Wass		Elected March 2017

Company Secretary:  
J Read

Registered Office:  
Academy of Medical Educators,  
2nd floor  
Neuadd Meirionnydd,  
Heath Park,  
Cardiff CF14 4YS

Registered Number: 05965178

Charity Number: 1128988

Independent Examiners:  
Kingston Smith LLP  
Chartered Accountants  
Devonshire House  
60 Goswell Road  
London EC1M 7AD

Bankers:  
Nat West Bank plc  
St Pauls Branch  
Juxon House  
98 St Pauls Churchyard  
London EC4M 8BU

The Trustees (who are also directors for the purposes of company law) present their report and the financial statements of the Academy of Medical Educators for the year ended 30 September 2017. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) “Accounting and Reporting by Charities”, issued in 2014 to be compliant with Financial Reporting Standard (FRS) 102, and which is applicable for reporting periods beginning on or after 1 January 2015.

The financial statements have been prepared in accordance with the accounting policies set out on pages 16 and 17, and comply with the applicable law, the Memorandum and Articles of Association and the requirements of the Charities SORP (FRS 102).

## **Objects and activities**

Under its Articles of Association, the objects for which the Academy is established are the advancement of medical education for the public benefit in particular by:

- a) the development of a curriculum and qualification system;
- b) undertaking research for the continuing development of professional medical education; and
- c) the promotion and dissemination of best practice in medical education.

The Academy of Medical Educators is a professional organisation, working nationally and internationally, for all those involved in medical education – the education and training of students and practitioners in medicine, dentistry, and veterinary science. It aims to provide leadership, promote standards and support all those involved in the academic discipline of medical education. Through its Professional Standards, which serve as a guide to curriculum development, the Academy provides a recognised framework so that those in education can demonstrate expertise and achievements in medical education through accreditation as a medical teacher to an agreed national standard.

## **Public benefit statement**

The Council, comprising the Trustees of the Academy, has referred to the guidance in the Charity Commission’s general guidance on Public Benefit when reviewing its aims and objectives and in planning the Academy’s future activities. In particular, the Council considers how planned activities will contribute to the aims and objectives it has set.

The Trustees confirm that they have complied with the duty to have due regard to public benefit guidance published by the Commission, including the guidance ‘Public benefit: Running a charity (PB2)’ in exercising their powers and duties.

The Academy is founded on the recognition that the development and improvement of the training of medical practitioners will be to the benefit of the health of the general public. The Academy’s activities in furtherance of the objects defined above directly address the maintenance and improvement of standards of medical training and practice, to the direct benefit of patients.

The Academy’s activities are open to all who are able to benefit from them. Special rates are offered to students. Council does not consider there to be detriment from its activities or work.

More detailed descriptions of the activities and the beneficial outcomes are contained in the Review of Activities in 2016/17 (below).

## Structure and governance

The Academy of Medical Educators was founded in October 2006 as the professional standard setting body for medical educators in the United Kingdom. It was instigated at an informal meeting of interested medical educators and leaders held at the Royal College of Physicians in January 2006. The Academy became incorporated as a company limited by guarantee under the Companies Act 1985 on 12 October 2006. Formal elections were held in October 2007 and in December 2007 the first President, Professor John Bligh was elected for three years. The Academy was registered as a charity with the Charity Commission for England on 2 April 2009.

The Academy is run by a Council of Trustees who are also the Directors of the Company. The Council met five times during the year. Members of Council are elected by the members of the Academy, with additional members who may be appointed by Council. From March 2017 Council comprised 23 elected members including the President. Honorary Officers and chairs of committees and working groups were elected by Council drawn from their number. The Honorary Officers and Council set the strategic direction of the Academy. An Executive Committee (comprising the President, Honorary Officers and chairs of standing committees) is responsible for overseeing the financial and administrative management of the Academy. Four full Council meetings and four Executive meetings were held during 2016/17.

In the elections in October 2016, confirmed at the AGM in March 2017, Paul Baker, Adrian Blundell, Nick Cooper, Derek Gallen, Malcolm Galloway, Kamila Hawthorne, Christopher Holland, Melvyn Jones, Liz Mossop, Deborah Murdoch-Eaton and Valerie Wass were elected to Council to serve for three years from March 2017. Council subsequently co-opted Flora Smyth Zahra for a period of one year as permitted by the Academy's articles. Council also invited Keith Lawrey and David Russell to attend Council to provide additional professional expertise in legal affairs and as a lay member, respectively.

Council has reviewed the constitution of its four standing committees (Professional Standards, Education, Membership and Early Careers) and the other groups reporting to it. A list of the committees and ad hoc groups, with their membership as at 1 January 2017, is given on page 12.

## Strategy and the future of the Academy

We continued to advance the Academy's charitable aims this year, undertaking a number of engagement events including conferences to promote medical education within the United Kingdom. Academy members and staff also attended international events in order to raise the Academy profile further.

The Academy's administration remained within the Wales Deanery and Cardiff Medical School. Paul Yeboah-Afari and Jodie Burnett-Wren continued in their roles as administrators. With the ongoing development of the website and database Paul has focused on membership and assessment administration. Jodie increased her working hours to two days a week and has taken on distinct responsibilities around conference planning and project work. Both are on annually renewable contracts, with salary costs refunded to Cardiff Medical School out of the Academy's accounts. Tony Carlisle continued in his full time role as Executive Officer. His contract is also renewable annually.

The administrative team works closely with the Trustees to maintain conformity with our core charitable and financial responsibilities and to pursue our previously published strategic objectives (<http://www.medicaleducators.org/index.cfm/about-aome/objectives/>) namely:

1. Developing and promoting adoption of the Professional Standards
2. Accrediting medical educators and courses
3. Providing resources for medical educators
4. Supporting the medical education profession
5. Securing a sustainable and well managed organisation
6. Promoting patient-centred care in medical education

# Review of Activities and Achievements 2016/17



The reports that follow regarding Membership, Professional Standards, Education, Prizes and Awards, Early Careers and External Relations summarise activity in these six strategic areas.

## Membership

A report by the membership committee chair was a standing agenda item at each Council meeting during the period, and the chair also convened meetings of the Assessment Group in November 2016 and September 2017.

Issues considered by the committee throughout the year included:

### ***Membership applications***

Membership applications continued to rise steadily in 2016/17, the majority of which came through the accredited courses route. In addition, the Academy received a significant number of applications from medical educators outside the UK. Council agreed that the Academy will focus resources on membership recruitment and awareness in the UK for the time being, but must consider the implications of an increasingly international membership.

### ***Course accreditation***

Professor Anne Garden stood down from her role as lead for the assessment of course accreditation applications in 2017. Anne's work has been very much appreciated and the Academy could boast over 35 accredited courses in September 2017. Professor Aiden Byrne took on the role in August 2017.

A task and finish group reviewed the procedure for course accreditation in April 2017. The group recommended changes including:

- A revised application form with space for assessor feedback
- Final sign off on courses will be through Executive as with Membership and Fellowship applications
- Increasing the number of assessors to whom accredited course applications are assigned
- Charging a fee for accreditation
- Reviewing communication with course providers

Council subsequently agreed the recommendations. The Academy expressed its gratitude to Professor Sean Hilton who assessed all membership applications coming through the accredited course route until August 2017. These applications are now assigned to all members of the assessment team alongside ordinary Membership and Fellowship applications.

The Academy began to charge for course accreditation in August 2017. The pricing structure is simple, but reflects the work involved in administration and assessment for the accreditation of new courses and the re-accreditation of existing courses. Initial indications are that course providers have not been put off by the charge, with four applications being submitted since the implementation of the charges and before the end of the period.

A welcome pack to new – and re-accrediting – courses includes a certificate, as well as a clear statement of the terms and conditions of accreditation, a list of benefits, resources for publicising the relationship, sample copies of the Professional Standards and an offer of additional support should it be needed.

### **Assessment Procedures**

A review of procedures and guidelines, including the Application Appeals procedure and the general Assessors Procedures was begun in September 2017, with the new documents expected to be signed off in 2018.

## **Professional Standards**

Some of the work around the programme agreed in May 2016 was delayed due to restructuring/relocation at the GMC.

In addition, the Professional Standards Committee lead Sian Lewis stood down because of a change in her working role. The Academy has begun the process of recruiting a new lead who will review the priorities of the Committee and refresh the action plan in 2018.

## **Education**

The Education Committee met formally in October 2016 and September 2017. A report by the Committee is a standing item on Council agendas and a number of teleconferences were held throughout the year.

Steered by the Committee the Academy was involved in the following events:

On 13 December 2016 the Academy's 7th Annual Academic Meeting *Students and Trainees as Teachers in Medical, Veterinary and Dental Science* took place at the Royal College of Obstetricians and Gynaecologists, Regent's Park, London. This event was deferred from spring 2016 because of junior doctors' action. The event was attended by over 100 medical educators and feedback over all aspects gave a rating of 85% good or excellent.

The Academy's Annual Calman lecture 2016, was delivered by Professor Cees van der Vleuten at the EBMA conference *Crossing Boundaries—Assessment in Medical Education*, in Exeter in October. AoME was an organising partner and after the lecture we held our awards ceremony (see Prizes and Awards for details of the 2017 Honorary Fellows and President's Medallist) and a reception.

On 21 March 2017 the Academy held its spring conference *Leading Change in Healthcare Education*, attendance at which was approximately 85. Feedback over all aspects gave a rating of 88% good or excellent.

- The Academy was invited to exhibit at the NHS Education for Scotland Medical Education Conference in Edinburgh in May 2017
- The Professional Standards were provided in delegate packs at the joint Association for Dental Education in Europe/American Dental Education Association Conference in London in May 2017 and the Academy also had an information stand at the event



- AoME jointly organised Assessment for Healthcare Educators with Cardiff University and ASME Psychometrics Special Interest Group in Cardiff in July 2017. Feedback from the event was excellent and it will be repeated in 2018
- The Academy attended the annual ASME Scientific Meeting in June 2017, in Exeter. We had an exhibition stand and facilitated a workshop on *Developing Career Pathways in Medical Education*
- We also attended the annual AMEE conference over the August bank holiday. The 2017 event was held in Helsinki, Finland. The AoME exhibition stand was well attended and once again proved the relevance of the Professional Standards beyond the UK. Council members used a ten minute soap box slot at the event to promote membership of the Academy.
- AoME was also invited to bring its exhibition stand to the two day *Sharing Training Excellence in Medical Education (STEME)* Conference on 5 and 6 September 2017 at the Liberty Stadium, Swansea.

Recognising Teaching Excellence workshops were held as follows:

- The RCGP Conference, Harrogate - 7 October 2016
- The Royal Free Hospital, London - 12 October 2016
- The Mercure Rougemont Hotel, Exeter - 13 October 2016
- NHS Grampian Conference - November 2016
- Eastbourne General Hospital, East Sussex - 23 January 2017
- Medway Maritime Hospital, Kent - 26 January 2017
- NHS Highland Conference - 31 March 2017
- Kings College London Dental School - 13 April 2017
- Whittington Hospital, London - 27 April 2017
- Novotel, Cardiff - 27 June 2017
- Swansea University - 19 July 2017

## Prizes and Awards

The Academy of Medical Educators presents a number of prizes and awards each year.

The President's Medal is presented to an individual who has made an exceptional and sustained contribution to medical education and who will not usually have achieved recognition previously by other medical education organisations at a national or international level. The President's medal for 2016 was awarded to Dr Caroline Fertleman.



Honorary Fellowship is the highest award of the Academy of Medical Educators. The award is intended for exceptional individuals whose contributions are often internationally recognised and who have made a significant contribution to medical education. In 2016 Council was pleased to award Honorary Fellowships to Professor Iain Campbell, Professor Erik Driessen, Professor Eric Holmboe, Professor Cees van der Vleuten and Professor Val Wass OBE.



The Academy is recognised by the Advisory Committee on Clinical Excellence Awards as a specialist society and is pleased to be able to support its Members and Fellows in their applications for Clinical Excellence Awards. In line with other supporting bodies, and in the light of the ACCEA's policy on only awarding to the very highest achievers, the Academy provided a citation for only the very highest ranked individuals in each category.

In 2016, as part of its tenth anniversary celebrations, AoME founded the *Dame Lesley Southgate Fellowship in Assessment*. Professor Dame Lesley was one of the driving forces behind the development of AoME and a signatory to our inaugural charter. She has made many outstanding contributions to medical education policy and practice, and in particular in the area of assessment. This Fellowship therefore focuses on assisting the development of the next generation of assessment specialists. It offers a unique opportunity to visit an overseas centre of excellence to gain knowledge, experience and different perspectives on medical education assessment.

A Panel made up of Council members with experience in assessment reviewed the applications received and made two awards in 2016. The awardees were asked to present their projects at the *Developing Excellence in Medical Education Conference (DEMEC)* in Manchester in November 2017.

## Early Careers Group

Leadership of the Early Careers Group transferred to Alan Gopal alone during the period. A new strategy and budget is being devised and the group is recruiting new members as, due to its nature, membership is time-limited.

## External Relations

The Academy of Medical Educators continues to make the best use of its contacts and partners to extend its influence in the UK, ensuring it is recognised as the UK standard setter in medical education and making a significant contribution to patient safety.

Through its own conferences and events, as well as by attending and participating in those organised by others, the Academy promotes the core values and Professional Standards of Medical Educators to as wide an audience as possible, encouraging their adoption by institutions and individuals alike, and engaging in constructive dialogue around them with regulators, in furtherance of our charitable aims. In the period we have held two lively and worthwhile conferences, well attended by trainees and more junior medical educators. We have sought to explore the topics relevant to the next generation of medical educators and to strengthen our commitment to fairness and equity in the professions.

The Academy undertook to develop a Credential in Medical Education for the GMC. In the meantime that body has decided not to adopt credentials in non-clinical disciplines. However, the extensive work undertaken on leadership and management in medical education has been very useful to us in examining and reviewing our own recognition structure and learning more about the needs of senior medical educators. The Academy has also taken an active role in discussions with other medical education bodies whose aims and objectives are comparable to our own on the appetite for a 'federation of healthcare education' in the UK.

As detailed in the Education Committee report bodies with whom we have active collaboration in the year 2016/17 include EBMA, ASME, AMEE, NHS Education for Scotland and the Wales Deanery. We have also endeavoured to strengthen our relationships with AoME Corporate Partner organisations, promoting the Professional Standards and offering to help support their staff.

## Equality and Diversity Group

In June 2017 the Academy's Council agreed to the creation of an Equality and Diversity group. Council's lay-representative David Russell was subsequently elected as chair.

The group met twice during the year. It agreed a statement on Equality and Diversity, which appears on the Academy's website. Additionally it has reviewed imagery on the website, called for a women's RTE workshop and overseen a call for more diversity within the assessors' group.

Future work streams include

- Unconscious bias training for Academy Council members and assessors
- Support for those with invisible disabilities
- Accessibility measures, including crèche facilities, at AoME events
- Facilitation of a student project to investigate representation within the organisation's database and to undertake a qualitative study on why people might or might not apply for recognition.

The accounts for the year show a surplus of £33,006 on the year (2016: deficit of £144)

Overall membership numbers increased by 28% during the 2016/17 period.

The Academy's financial position continues to be stable. There has been an increase in expenditure on staffing, with Jodie Burnett-Wren increasing her hours to two days per week. There will be significant further spending on salaries after 31 December 2017 when the Academy becomes liable for Tony Carlisle's salary (which until now has been funded by the Wales Deanery and is shown as a gift in kind in the accounts).

The agreed prize total for the Dame Lesley Southgate Award has been reduced to £2250 with an interim commitment of a further two years. The Academy has again spent money on event attendance and exhibition packages, including the ASME and AMEE conferences, which bring us to the attention of many more medical educators.

Some further web developments have taken place in the period but more significant expenditure is expected in 2018 when the Direct Debit facility is implemented.

## Reserves

Overall, fund balances carried forward stand at £212,440 (2016: £179,434). A small proportion of the Academy's funds are tied up in fixed assets and, therefore, are not available for normal business activity.

As agreed in 2014, free reserves, (unrestricted funds in excess of amounts invested in fixed assets,) should be held which amount to at least six months expenditure. On this basis there would be a requirement for free reserves of around £93,785. At the year-end total free reserves were £197,862. Again it is anticipated that expenditure will be increased during 2017/18, in line with the Council's strategy for developing the Academy.

At the year end the Academy held restricted funds of £14,096 (2016: nil). Restricted funds represent funding received from the Wales Deanery to be spent on the senior fellowship recognition project.

## Future developments

Membership has grown more markedly in this period and is the highest it has been since inception. We will continue to pursue the activities which have proven to increase our influence and awareness among medical educators.

Council has agreed to fund the development of an online Recognising Teaching Excellence module as well as the Equality and Diversity group's project to investigate membership demographics and attitudes towards seeking recognition.

Our financial position and levels of membership are very encouraging and give us the confidence to plan our strategy in to 2019 and beyond, looking specifically at cementing our position as the UK's medical education standard setter, working with partners and regulators to maintain patient safety.

Professor Jacky Hayden CBE,  
President



# Statement of Trustees' Responsibilities



The Trustees (who are also Directors of The Academy of Medical Educators for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the outgoing resources and application of resources, including the income and expenditure, of the charitable company 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;
- 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 charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By Order of the Board

Dr J Read  
Company Secretary



# Standing Committees as at 1 January 2017



## **Executive**

President, Chief Executive, Deputy Chair of Council, Treasurer, Registrar, Chair - Membership Committee, Chair - Professional Standards Committee (vacant), Chair - Education Committee

## **Education Committee**

Gabe Reedy (Chair), President (ex officio), Registrar (ex-officio), Julie Browne, Nick Cooper, Malcolm Galloway, Andrew Grant, Jacky Hayden, Chris Holland, Johnny Lyon-Maris.

## **Professional Standards Committee**

Sian Lewis (Chair), President (ex officio), Treasurer (ex officio), Registrar (ex officio), Julie Browne, Nick Cooper, Andy Grant, Kamila Hawthorne, Jacky Hayden

## **Membership Committee**

Nick Cooper (Chair), President (ex officio), Julie Browne, Caroline Fertleman, Chris Holland, Derek Gallen, Sian Lewis, Andrew Grant, Gabriel Reedy, Adrian Blundell, Sean Hilton, Kamila Hawthorne, Namita Kumar, David Russell, Deborah Murdoch-Eaton, Keith Lawrey

## **Prizes and Awards Sub-Committee**

Registrar (Chair), President, Deputy Chair of Council, Lesley Southgate, Kenneth Calman

## **Early Careers Group**

Alan Gopal (Chair). At January 2017 group membership to be confirmed and further interest from members sought. The nature of the group means membership is time-limited.

# Working Groups and ad hoc Groups as at 1 January 2017



## **Course Accreditation Sub-Group**

Anne Garden (lead), Sean Hilton

## **Assessors' Group**

Nick Cooper (chair), Steve Capey, Mike Davis, Kirsty Forrest (Aus only) Andrew Grant, Stephen Greenwood, Kamila Hawthorne, Colin McDougall, Megan Quentin-Baxter (Aus only), John Sandars, Andrew Smith, Louise Dubras, Michael Vassallo, Gabriel Reedy, Jennifer Heathcote, Christopher Holland, Deborah Murdoch-Eaton, Catherine Coelho, Alan Denison, Malcolm Galloway, Tony Kemp, Samantha Murton (NZ only), Mahzuz Karim.

## **Recognising Teaching Excellence (RTE)**

Position vacant

# Independent Examiner's Report to the Council of The Academy of Medical Educators

## Independent examiner's report to the Council of The Academy of Medical Educators Ltd

I report on the accounts of the charitable company for the year ended 30th September 2017, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006;  
or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Shivani Kothari, FCCA. DChA**  
**For and on behalf of Kingston Smith LLP,**

Devonshire House  
60 Goswell Road  
London EC1M 7AD

Date:

**The Academy of Medical Educators**  
**Statement of Financial Activities**  
**(incorporating the Income and Expenditure account)**  
**For the year ended 30th September 2017**

	Notes	2017 Unrestricted Funds	2017 Restricted Funds	2017 Total Funds £	2016 Total Funds as restated £
<b>Income</b>					
<b>Voluntary Income</b>					
Gifts in Kind	4	67,596	-	67,596	66,473
<b>Charitable activities</b>					
Membership subscription		98,697	-	98,697	78,195
Grants		-	15,000	15,000	-
Annual Conference and educational activities		39,283	-	39,283	2,141
<b>Total Income</b>		<u>205,576</u>	<u>15,000</u>	<u>220,576</u>	<u>146,809</u>
<b>Expenditure on:</b>					
Expenditure on raising funds		47,782	-	47,782	42,410
<b>Charitable Activities</b>					
Professional standards & regulation		38,225	-	38,225	41,387
Educational activities		100,659	904	101,563	63,156
<b>Total Expenditure</b>	3	<u>186,666</u>	<u>904</u>	<u>187,570</u>	<u>146,953</u>
<b>Net Income/(Expenditure)</b>	2	<u>18,910</u>	<u>14,096</u>	<u>33,006</u>	<u>(144)</u>
<b>Transfers between funds</b>					
Gross transfers between funds	10/11	-	-	-	-
<b>Net movement on funds</b>		<u>18,910</u>	<u>14,096</u>	<u>33,006</u>	<u>(144)</u>
Funds as at 1 October 2016		179,434	-	179,434	179,578
<b>Fund balances carried forward as at 30 September 2017</b>	10/11	<u>198,344</u>	<u>14,096</u>	<u>212,440</u>	<u>179,434</u>

All activities in the year were attributable to continuing operations.



# The Academy of Medical Educators

## Balance Sheet as at 30th September 2017

	Note	2017 £	2017 £	2016 £	2016 £
<b>Fixed Assets</b>					
Intangible fixed assets	6		36,022		52,766
Tangible fixed assets	7		482		772
			36,504		53,538
<b>Current Assets</b>					
Debtors	8	1,630		13,459	
Cash at bank and in hand		197,535		127,667	
		199,165		141,126	
<b>Creditors: Amounts falling due within one year</b>	9	(23,229)		(15,230)	
<b>Net Current Assets</b>			175,936		125,896
<b>Total Assets less current liabilities</b>			212,440		179,434
<b>Funds</b>					
Restricted funds	11		14,096		-
Unrestricted funds	10		198,344		179,434
			212,440		179,434

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

For the financial year ended 30/09/2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of the financial statements.

Approved and authorised for issue by the Board on  
Signed on their behalf by:

J Hayden  
Trustee  
**Company Number 05965178**

# **The Academy of Medical Educators**

## **Notes to the Financial Statements**

### **For the year ended 30th September 2017**

#### **1 Accounting Policies**

##### **Company information**

The Academy of Medical Educators is a charity limited by guarantee and incorporated in England and Wales. The registered office is Neuadd Meirionnydd, Heath Park, Cardiff, CF14 4YS.

##### **Accounting convention**

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), published on 16 July 2014. The Charitable Company is a public benefit company for the purposes of FRS 102 and therefore the charity also prepared its financial statements in accordance with the 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 (The FRS 102 Charities SORP), the Companies Act 2006 and the Charities Act 2011.

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

##### **Going Concern Basis**

The financial statements have been prepared on a going concern basis.

Having carried out a detailed review of the Charity's resources and the current economic challenges facing both the Charity and its members the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements.

##### **Critical Accounting Estimates and Judgements**

In the application of the Charity's accounting policies, the board is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant and are reviewed on an ongoing basis. Actual results may differ from these estimates.

There are two critical estimates included within the accounts. The first is depreciation; the rate of depreciation charged is based on the estimated useful life of the asset and this is reviewed annually. The other critical estimate is the value of gifts in kind which are estimated based on the cost of acquiring the gift on the open market.

##### **Incoming resources**

###### **Membership fees**

Membership fees are renewable annually and are recognised on a receipts basis.

###### **Grants receivable**

Grants are recognised when receivable, income is carried forward at the year end, as restricted fund, where amounts have not been fully spent in the year.

###### **Sponsorship and Other income**

Sponsorship and Other income is recognised when it is received.

##### **Resources expended**

Cost of generating funds are those costs incurred in furthering the name of the charity.

Charitable activities comprises all expenditure directly relating to the objectives of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation for payment to be made. Support costs are allocated against direct costs on a staff time basis.

##### **Gifts in kind**

Where services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements as an estimate based on the value of the contribution to the charity. Donated services and facilities are discussed in note 4.

**The Academy of Medical Educators**  
**Notes to the Financial Statements**  
**For the year ended 30 September 2017 (Continued)**

**Intangible assets**

The coat of arms costs are not amortised as these are expected to be of continued long term benefit to the organisation.

The website and software costs are stated at cost less amortisation and impairment. Amortisation is provided at rates calculated to write off the cost of these assets, less their estimated residual value, over their expected useful lives on the following basis:

Website	33.33% Straight line
Software	33.33% Straight line

**Tangible Fixed Assets**

Fixed assets are capitalised where the item costs exceed £500. Depreciation is provided to write off the cost of the Fixed Assets over their estimated useful lives at the following annual rates:

Fixtures, fittings and equipment	15% Straight line
Computer equipment & website	33.33% Straight line

**Fund accounting**

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

**Financial Instruments**

**Cash and Cash Equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

**Debtors and creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their at transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

**The Academy of Medical Educators**  
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**For the year ended 30 September 2017 (Continued)**

**2 Net Incoming/(Outgoing) Resources**

		2017	2016
		£	£
The net incoming/(outgoing) resources for the year is stated after charging:			
Depreciation and amortisation		17,034	9,864
Independent examiner's fee	<i>Current year</i>	4,260	4,200
	<i>Previous year under accrual</i>	840	300
		<u>          </u>	<u>          </u>

<b>3 Total Expenditure</b>	<b>Direct Costs</b>	<b>Support costs (note 3b)</b>	<b>Total 2017</b>
	£	£	£
Cost of Generating Funds			
Advertising & PR	-	19,113	19,113
Website Costs	-	28,669	28,669
Charitable Activities (note 3a)	<u>34,669</u>	<u>105,119</u>	<u>139,788</u>
	<u>34,669</u>	<u>152,901</u>	<u>187,570</u>

<b>Total Expenditure</b>	<b>Direct Costs</b>	<b>Support costs (note 3b)</b>	<b>Total 2016 as restated</b>
	£	£	£
Cost of Generating Funds			
Advertising & PR	-	16,964	16,964
Website Costs	-	25,446	25,446
Charitable Activities (note 3a)	<u>11,237</u>	<u>93,306</u>	<u>104,543</u>
	<u>11,237</u>	<u>135,716</u>	<u>146,953</u>

<b>3a Charitable Activities</b>	<b>Direct Costs</b>	<b>Support costs (note 3b)</b>	<b>Total 2017</b>
	£	£	£
Professional standards and regulations	-	38,225	38,225
Educational activities	33,765	66,894	100,659
Credential in Medical Education	<u>904</u>	<u>-</u>	<u>904</u>
	<u>34,669</u>	<u>105,119</u>	<u>139,788</u>

<b>Charitable Activities</b>	<b>Direct Costs</b>	<b>Support costs (note 3b)</b>	<b>Total 2016 as restated</b>
	£	£	£
Professional standards and regulations	7,456	33,931	41,387
Educational activities	2,154	59,375	61,529
HEA project	<u>1,627</u>	<u>-</u>	<u>1,627</u>
	<u>11,237</u>	<u>93,306</u>	<u>104,543</u>

**The Academy of Medical Educators**  
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**For the year ended 30th September 2017 (Continued)**

<b>3b Support costs comprise</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>as restated £</b>
Staff costs (see note 4 & 5)	72,855	66,148
Office running costs	8,625	9,925
Rent (see note 4)	30,000	30,000
Depreciation & amortisation	17,034	9,864
Database	5,659	8,161
Sundry Expenses	3,474	3,507
Governance Costs (see note 3c)	15,253	8,111
	<u>152,900</u>	<u>135,716</u>

<b>3c Governance Costs</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Board Meetings and travel costs	10,153	3,611
Independent examiner's fee- current year	4,260	3,700
Independent examiner's fee- prior year under accrual	840	800
	<u>15,253</u>	<u>8,111</u>

**4 Gifts in Kind**

An estimate of the support in kind, based on the value of the contribution to the charity, has been included as a donation and a cost, at amounts summarised below:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>as restated £</b>
Rent and utilities (Cardiff University)	30,000	30,000
Staff salaries (Cardiff University)	37,596	36,473
	<u>67,596</u>	<u>66,473</u>

**The Academy of Medical Educators**  
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5 Staff Costs	2017	2016
	£	as restated £
Gross salaries	72,855	66,147
	72,855	66,147
	72,855	66,147

**Staff Numbers**

The average number of staff employed by the organisation for the period was 0 (2016: 0).

Staff are employed by the University of Cardiff and costs are re-charged to the charity with the exception of one salary which is not recharged and treated as a gift in kind (see note 4).

No employee received remuneration in excess of £60,000 (2016: 0).

There are no Key Management Personnel which receive remuneration (2016: 0).

6 Intangible Fixed Assets	Website & Software £	Coat of arms £	Total £
<b>Cost</b>			
As at 1 October 2016	116,824	12,250	129,074
Additions			
As at 30 September 2017	<b>116,824</b>	<b>12,250</b>	<b>129,074</b>
<b>Amortisation</b>			
As at 1 October 2016	76,308	-	76,308
Charge for the year	16,744	-	16,744
As at 30 September 2017	<b>93,052</b>	-	<b>93,052</b>
<b>Net Book Value</b>			
<b>As at 30 September 2017</b>	<b>23,772</b>	<b>12,250</b>	<b>36,022</b>
As at 30 September 2016	40,516	12,250	52,766

7 Tangible Fixed Assets	Fixtures, Fittings and Equipment £	Computer Equipment £	Total £
<b>Cost</b>			
As at 1 October 2016	2,086	7,102	9,188
Additions	-	-	-
As at 30 September 2017	<b>2,086</b>	<b>7,102</b>	<b>9,188</b>
<b>Depreciation</b>			
As at 1 October 2016	2,086	6,330	8,416
Charge for the year	-	290	290
As at 30 September 2017	<b>2,086</b>	<b>6,620</b>	<b>8,706</b>
<b>Net Book Value</b>			
<b>As at 30 September 2017</b>	-	<b>482</b>	<b>482</b>
As at 30 September 2016	-	772	772

**The Academy of Medical Educators**  
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<b>8 Debtors</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Other debtors	150	-
Prepayments	1,480	13,459
	<u>1,630</u>	<u>13,459</u>

<b>9 Creditors: Amounts falling due within one year</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade Creditors	8,805	2,804
Accruals	14,424	12,426
	<u>23,229</u>	<u>15,230</u>

<b>10 Unrestricted Funds</b>	<b>As at 1</b>				<b>As at 30</b>
	<b>October</b>	<b>Incoming</b>	<b>Resources</b>	<b>Transfers</b>	<b>September</b>
	<b>2016</b>	<b>Resources</b>	<b>Expended</b>		<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General Fund	179,434	205,576	(186,666)	-	198,344
	<u>179,434</u>	<u>205,576</u>	<u>(186,666)</u>	<u>-</u>	<u>198,344</u>

<b>11 Restricted funds</b>	<b>As at 1</b>				<b>As at 30</b>
	<b>October</b>	<b>Incoming</b>	<b>Resources</b>	<b>Transfers</b>	<b>September</b>
	<b>2016</b>	<b>Resources</b>	<b>Expended</b>		<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Credential in Medical Education	-	15,000	(904)	-	14,096
	<u>-</u>	<u>15,000</u>	<u>(904)</u>	<u>-</u>	<u>14,096</u>

Restricted funds represent funding received from the Wales Deanery to be spent on the senior fellowship recognition project.

**12 Net assets by fund**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>
	<b>funds</b>	<b>Funds</b>	<b>2017</b>
Fixed assets	36,504	-	36,504
Current assets	185,069	14,096	199,165
Current liabilities	(23,229)	-	(23,229)
Total	<u>198,344</u>	<u>14,096</u>	<u>212,440</u>

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>
	<b>funds</b>	<b>Funds</b>	<b>2016</b>
Fixed assets	53,538	-	53,538
Current assets	141,126	-	141,126
Current liabilities	(15,230)	-	(15,230)
Total	<u>179,434</u>	<u>-</u>	<u>179,434</u>

**The Academy of Medical Educators**  
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**13 Transactions with Trustees**

There was no remuneration or expenses paid to the Trustees during the year (2016: None).

Trustees received reimbursement for costs including attending meetings and travelling expenses which amounted to £3,750 for 11 trustees (2016 - £2,489 for 6 trustees).

**14 Limited Liability**

The company is limited by guarantee and has no share capital. In the event of it winding up, the liability of each member is limited to £1.

**15 Prior year adjustment**

The accounts have been restated to reflect the gift in kind of the Executive Assistant's salary. There was no impact on reserves as a result of this adjustment.