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**ACADEMY OF
MEDICAL EDUCATORS**

**The Academy of Medical Educators
(Company Limited by Guarantee)**

Unaudited Financial Statements

Year Ended 30 September 2009

Registered Charity Number: 1128988

Company Number: 05965178

The Academy of Medical Educators

(Limited by Guarantee)

Annual Report

Year Ended 30 September 2009

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Officers and Professional Advisers

Trustees and Directors: L Allery (appointed 29 January 2009)
J C Archer – Chair, Early Careers
J G Bligh – Chair and President
P Bradley – Chair, Annual Academic Meeting organising committee and Lead for Simulation
S Chambers (appointed 1 January 2009)
A S Garden – Chair, Course accreditation
S R Hilton
H L Houston – deputy treasurer
A M Long – Chair, Communications, to 28 January 2009
P O'Neill – Chair, Professional standards
L J Southgate – Past Chair of Transition Council
T Swanwick
D C Taylor (appointed 29 January 2009)
D F Wood – Chair, Education

Trustees: D Gallen - Treasurer and Vice-chair
S M Carney - Registrar

Company Secretary: S M Carney

Managing Trustee and President: J G Bligh

Registered Office: Peninsula College of Medicine and Dentistry
Tamar Science Park
Research Way
Plymouth
PL6 8BU

Registered Number: 05965178

Registered Charity Number: 1128988

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

Independent Examiner: Charles Evans
Francis Clark
Chartered Accountants
North Quay House
Sutton Harbour
PLYMOUTH
PL4 0RA

The Academy of Medical Educators

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Trustees' Report

The trustees, who are also the company directors, submit their report and the financial statements for the year to 30 September 2009. The accounts have been drawn up in accordance with the appropriate statutory requirements, the company Memorandum and Articles of Association, and SORP 2005.

Objects and activities

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

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 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 and those who are retired. 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 2008/09 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 which meets three times a year. Members of Council are elected by the members of the Academy, with additional members co-opted by Council. From January 2009 Council comprised 16 members (13 elected, 3 co-options) including the President; Honorary Officers and Chairs of working groups were 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 Committees and Working Groups) is responsible for overseeing the financial and administrative management of the Academy. Six Executive meetings were held during 2008/09.

In the elections in December 2008 Lynne Allery, Julian Archer, Paul Bradley, Stuart Carney, Derek Gallen, Anne Garden, Sean Hilton, Andrew Long, Paul O'Neill, Lesley Southgate, Tim Swanwick, and Diana Wood were elected to Council; Council subsequently appointed Helen Houston, Sally-Ann Chambers and David Taylor to serve on Council and invited Steve Astbury, Keith Lawrey and Chris Wiltsher to attend Council to provide additional professional expertise.

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Trustees' Report

Council agreed a pattern of retirements and elections to Council combining appropriate turnover and continuity of service of Council members with proper accountability to Fellows and Members. It agreed that Council should expand to 25 over the next three years with elections held annually; current elected Council members would serve for up to three years (appointed members for one year with an election for a further 3 members in 2009).

At the Annual General Meeting on 28 January 2009 amendments were approved to the Articles of Association in order to meet the requirements of registration as a charity and to enable electronic voting. Council approved changes to the Standing Orders to enable those in veterinary and dental education to apply for full membership. A group under the President considered how the Academy should relate to individuals and organisations engaged in the teaching and training of medical students and doctors outside the UK; proposals would be brought forward to the AGM in 2010.

Council established Professional Standards and Education committees as standing committees of Council and an Honorary Fellowships, Awards and Prizes committee as a standing sub-committee of the Executive Committee. A Journal Scoping Group was established to look into the possibility and practicalities of a journal of the Academy. A list of the committees, including *ad hoc* groups, [and their members] as at 30 September 2009 is shown in the attached Appendix.

During the year the Executive Committee reviewed all elements of Academy business to ensure that potential risks were identified and processes implemented to mitigate those risks, and advised Council accordingly.

Management and administration

Attention was given to establishing robust administrative systems, in particular for maintaining membership data, developing informational and promotional material, organising and servicing meetings and conferences, liaising with and advising external organisations, responding to public consultations and handling correspondence.

The Council entered into discussions on taking a lease on dedicated office premises for the Academy in London. A two-year lease on a suite of rooms in Bentinck Street, W1, offering a sizeable Council/meeting Room, two offices and a small kitchen, was signed in the summer of 2009. The rooms were furnished and services including IT and telephones installed; discussions were in progress about the specification and recruitment of staff at the end of the year.

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Trustees' Report

Review of Activities and Achievements in 2008/09

Membership

Membership at 30 September 2009 stood at 177 Foundation Members, 11 Associate Members, 14 Full Members, 60 Full Fellows, 6 Honorary Fellows.

Council was pleased to award Honorary Fellowship during 2009 to Carole Black, John Bligh, Kenneth Calman, Stuart Macpherson, Lesley Southgate and John Tooke.

Following a pilot project, a scheme of Professional Recognition was introduced in March 2009. All Foundation Members and other non-member medical educators are able to apply for full Membership or Fellowship of the Academy through a simplified process of application based on evidence of existing skills, qualifications and experience. Successful candidates may use the post-nominals MAcadMed and FAcadMed; the first to attain this award received their Certificates of Membership or Fellowship at a special ceremony at the 2009 Annual General Meeting.

Regular email updates are sent to members and the website was constantly maintained to provide members, other professionals in the fields of medical education and the general public with information on the Academy and its activities.

Prizes and Awards

The first award of the President's medal was made to John Spencer.

Communications

The Academy held its first Annual Academic Meeting in January 2009. The theme for the meeting was Excellence in Medical Education – the Challenges Ahead. It provided an excellent opportunity for Academy members to network, to contribute to current debates and to hear from the excellent keynote speakers, including Sir John Tooke, Niall Dickson, Stuart Macpherson, Lynn Faulds-Wood and Nicki Cohen. There was an unexpectedly high turnout from members, fellows and others, and formal feedback received from attendees was extremely positive. An evening reception was held at the School of Oriental and African Studies, London on Thursday 18 September 2008 to raise awareness of the Academy's charitable activities and in particular the various ways in which it promotes and encourages standards in medical education.

Clinical Excellence Awards

In July 2009 the Academy was recognised as a Specialist Society by the Advisory Committee on Clinical Excellence Awards, enabling it to support applications for CEAs from Fellows and Members.

Training of educational supervisors

In October 2008 the Department of Health invited the Academy to prepare a proposal to establish the current position on the training of educational supervisors in secondary care, make recommendations regarding national standards and develop, pilot and roll out national standards in line with Lord Darzi's *Next Stage Review*. A proposal was made for funding totalling to undertake a five-month scoping exercise with a further two year implementation project to finish end 2010. The Department agreed to fund the project; a steering group was established to manage the project which was getting under way at the end of the period of this report.

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Trustees' Report

External relations

The Academy was represented at several conferences throughout the year and relations developed with key national organisations and individuals. Responses to several high-level national consultations were developed and returned, including responses to the following:

- CMO report *Medical revalidation - principles and next steps*;
- GMC report *Tomorrow's Doctors 2009*;
- AoMRC common competences framework;
- COPDEND Guidelines for Dental Educators;
- Sir Nigel Crisp's review of the education and training of health workers in Africa;
- the merger of the GMC and PMETB;
- HEFCE consultation on the proposed Research Excellence Framework.

Several articles about the Academy were published in journals during the year, including:

- Walsh K. An academy of medical educators. *J R Soc Med.* 2008 Apr;101(4):213-4.
- Walsh K. The president of the Academy of Medical Educators. *BMJ Career Focus* April 2008;336:126.
- Brice J, Bligh J. Clinical education: a routine activity of extraordinary importance. *Clinical Medicine* 2008 8(5):480-481
- Brice J, Archer J, Isba R, Miller A. What is the Academy of Medical Educators and what can it do for doctors in training? *Foundation Years Journal* (Elsevier) 2008
- Walsh K. The Academy of Medical Educators: the next steps. *Education for Primary Care* 2008 19:554-555

The President and other officers and members of Council met with a wide variety of leaders in healthcare education and medicine to raise awareness of the Academy's work and to develop working partnerships and initiatives. Discussions were held with representatives of Royal Colleges, the Academy of Medical Sciences, government and NHS, learned and professional societies, charities and other bodies about ways in which the Academy's charitable objectives could be furthered. In addition, the President and other Officers gave invited addresses about the work of the Academy to various meetings and conferences.

Senior Staff

Executive Office – Julie Brice.

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Trustees' Report

Financial review

The Academy of Medical Educators continues its rapid development. The year was noticeable for the success in obtaining Department of Health funding for a project on the training of educational supervisors. The Academy continued to support a wide range of activities and initiatives.

The accounts for the year show a net surplus of £209,184.

Further procedures were agreed for the effective financial management of the Academy, in particular a strategic budget to administer the Department of Health funding and guidance for committees and groups regarding the payment of reasonable expenses for members.

Income generation continues to be a priority for the Academy and efforts are in hand to address means of expanding and retaining the membership.

Statement of Trustees' Responsibilities

The Trustees have overall responsibility for ensuring that the Academy has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Academy. They are also responsible for safeguarding the assets of the Academy and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that the Academy:

- is operating efficiently and effectively;
- has established suitable accounting mechanisms, following appropriate accounting standards and statements of recommended practice;
- has safeguarded its assets against unauthorised use or disposition;
- maintains proper records and uses reliable financial information within the Academy or for publication;
- complies with relevant laws and regulations.

Charity law 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 Academy and its financial activities for the period. The accounts of the Academy, including the accounting policies, are annexed to this Report.

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Trustees' Report

Trustees

The trustees, who are also the directors of the company, who served during the year were as follows:

L Allery (appointed 29 January 2009)
J C Archer
J G Bligh
P Bradley
K Calman (retired 29 January 2009)
S Chambers (appointed 1 January 2009)
A S Garden
S R Hilton
H L Houston
A M Long
P O'Neill
L J Southgate
T Swanwick
D C Taylor (appointed 29 January 2009)
D F Wood

The trustees, who were not directors of the company, who served during the year were as follows:

S M Carney
D Gallen
S Leinster (resigned 28 January 2009)

Thanks are due to all those foundation members, members and fellows whose support for the Academy has placed it in a strong position for future growth. In particular, the Academy expresses its thanks to: members of the Academy's Executive, who have provided support and oversight on financial matters; Steve Astbury for strategic advice; to Keith Lawrey for legal guidance; and to Lynsey Haine and Melissa Osborn for administrative support.

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 S M Carney
Company Secretary**

The Academy of Medical Educators

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Independent Examiner's Report on the Unaudited Accounts to the Trustees of The Academy of Medical Educators Ltd

I report on the accounts of the Charity for the year ended 30 September 2009, which are set out on pages 9 to 14.

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 trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales.

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 43 of the 1993 Act;

to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 the 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 explanations from you as 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 matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 386 of the Companies Act 2006; and

to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Charles Evans BA, FCA

Francis Clark

Chartered Accountants

North Quay House

Sutton Harbour

PLYMOUTH

PL4 0RA

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Statement of Financial Activities (Incorporating Income and Expenditure Account) Year Ended 30 September 2009

	Notes	Restricted Funds	Unrestricted General Fund	2009 Total Funds	2008 Total Funds
		£	£	£	£
Incoming Resources					
Incoming Resources from Generated Funds					
Voluntary Income					
Other grants		-	-	-	19,392
Sponsorship		-	1,900	1,900	-
Funds transferred from ASME		-	-	-	11,335
Universities and colleges		-	3,620	3,620	-
Membership fees		-	49,598	49,598	12,928
Sundry income		-	368	368	-
Incoming Resources from Charitable Activities					
Department of Health grant		219,733	-	219,733	37,500
Total Incoming Resources		<u>219,733</u>	<u>55,486</u>	275,219	<u>81,155</u>
Resources Expended					
Charitable Activities					
Other charitable activities - Department of Health project	3	-	65,011	65,011	26,875
	4	<u>1,024</u>	<u>-</u>	1,024	<u>-</u>
Total Resources Expended	5	<u>1,024</u>	<u>65,011</u>	66,035	<u>26,875</u>
Net Incoming / (Outgoing) Resources for the year	2	<u>218,709</u>	<u>(9,525)</u>	209,184	<u>54,280</u>
Reconciliation of Funds					
As at 30 September 2008		-	53,776	53,776	(504)
Net incoming/ (outgoing) resources for the year		218,709	(9,525)	209,184	54,280
Fund balance carried forward at 30 September 2009	12	<u>218,709</u>	<u>44,251</u>	262,960	<u>53,776</u>
Represented by:					
Fixed Assets		-	21,749	21,749	18,027
Current Assets		218,709	46,091	264,800	78,194
Liabilities		-	(23,589)	(23,589)	(42,445)
		<u>218,709</u>	<u>44,251</u>	262,960	<u>53,776</u>

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Balance Sheet 30 September 2009

	Notes	2009 £	2008 £
Fixed assets	6 & 7	21,749	18,027
Current assets			
Cash at bank and in hand		264,800	78,194
Creditors: Amounts falling due within one year	8	23,589	42,445
Net current assets		241,211	35,749
Total assets less current liabilities		262,960	53,776
Income Funds:			
Unrestricted	12	44,251	53,776
Restricted	12	218,709	-
		262,960	53,776

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on

and signed on its behalf by

Professor J Bligh, Director

The Academy of Medical Educators

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Notes and Accounting Policies

Year Ended 30 September 2009

1 Accounting Policies

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

a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

b) Incoming resources

Membership fees

Membership fees are renewable annually and are dealt with on an accruals basis.

Grants receivable

Grants are recognised when receivable. During the year the charity received £219,733 from Department of Health for a project to investigate the accreditation of educational supervisors in secondary care. £218,709 of this funding remained unspent at 30 September 2009.

Sponsorship income

Sponsorship income is accounted for when received.

Other income

Other income is accounted for when received.

c) Resources expended

All expenses are recognised when they fall due. All expenses are shown gross and not netted off against income.

e) Fixed assets

All fixed assets are recorded at historical cost.

d) Tangible fixed assets and depreciation

Tangible assets are depreciated on a reducing balance basis over their estimated useful lives, at the following rates:

Plant and machinery	15%
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e) Intangible assets

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

Website development costs are amortised on a reducing balance basis as follows:

Website development	15%
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Notes and Accounting Policies

Year Ended 30 September 2009

2 Net Incoming / (outgoing) Resources	2009	2008
	£	£
The net incoming / (outgoing) resources for the year is after charging:		
Depreciation written off tangible fixed assets	224	-
Amortisation of intangible assets	1,444	1,444
	=====	=====

3 Charitable Activities

	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
Personnel costs	-	-	-	16,251
Travel and subsistence	-	3,723	3,723	438
Printing, stationery and postage	-	375	375	370
Course running costs	-	22,824	22,824	3,205
Sundry expenses	-	2,517	2,517	212
Advertising	-	3,886	3,886	1,166
Legal and professional fees	-	26,071	26,071	1,351
Accountancy	-	3,042	3,042	1,783
Amortisation	-	1,444	1,444	1,444
Depreciation of plant and machinery	-	224	224	-
Bank charges	-	905	905	655
	-	65,011	65,011	26,875

4 DOH project

	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
Course running costs	88	-	88	-
Legal and professional fees	936	-	936	-
	1,024	-	1,024	-

5 Total Resources Expended

	Course Running £	Amortisation/ Depreciation £	Other Costs £	Total 2009 £	Total 2008 £
Charitable Activities	22,824	1,668	40,519	65,011	26,875
DOH project	-	-	1,024	1,024	-
	22,824	1,668	41,543	66,035	26,875

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Notes and Accounting Policies

Year Ended 30 September 2009

6 Intangible Fixed Assets

	Website Development £	Coat of arms £	Total £
Cost			
At 1 October 2008	7,221	12,250	19,471
Additions	1,376	2,520	3,896
At 30 September 2009	8,597	14,770	23,367
Amortisation			
At 1 October 2008	1,444	–	1,444
Charge for the year	1,444	–	1,444
At 30 September 2009	2,888	–	2,888
Net Book Value			
At 30 September 2009	5,709	14,770	20,479
At 30 September 2008	5,777	12,250	18,027

7 Tangible Fixed Assets

	Plant & Machinery £
Cost	
Additions	1,494
At 30 September 2009	1,494
Depreciation	
Charge for the year	224
At 30 September 2009	224
Net Book Value	
At 30 September 2009	1,270
At 30 September 2008	–

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Notes and Accounting Policies

Year Ended 30 September 2009

8 Creditors: Amounts falling due within one year

	2009 £	2008 £
Trade creditors	2,301	16,783
Accruals and deferred income	<u>21,288</u>	<u>25,662</u>
	<u>23,589</u>	<u>42,445</u>

9 Share Capital

The company is limited by guarantee and has no share capital.

10 Taxation

No provision has been made for corporation tax as the trust has been granted charitable status.

11 Transactions with Trustees

There was no remuneration or expenses paid to the Trustees during the year.

12 Movement in funds

	Restricted Funds £	Unrestricted Fund £	Total 2009 £	Total 2008 £
At 1 October 2008	-	53,776	53,776	(504)
Surplus / (Deficit) in the year	218,709	(9,525)	209,184	54,280
At 30 September 2009	<u>218,709</u>	<u>44,251</u>	<u>262,960</u>	<u>53,776</u>

The Trust received grants from Department of Health during the year totalling £219,733 to fund a project researching the accreditation of educational supervisors in secondary care. The first stage of this project was due for completion by 30 September 2009, however little work had been completed by that time. The Department of Health have indicated that entitlement to the grant funding will not be affected as a result of the delay in this work.

13 Control

The company is under the effective control of its trustees.

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Detailed Expenditure Account

Year Ended 30 September 2009

	Charitable Activities	DOH Project	Governance Costs	2009	2008
	£	£	£	£	£
Trade association management	-	-	-	-	1,251
Project officer	-	-	-	-	15,000
Travel and subsistence	3,723	-	-	3,723	438
Printing, stationery and postage	375	-	-	375	370
Course running costs	22,824	88	-	22,912	3,205
Sundry expenses	2,517	-	-	2,517	212
Advertising	3,886	-	-	3,886	1,166
Legal and professional fees	26,071	936	-	27,007	1,351
Accountancy fees	-	-	3,042	3,042	1,783
Amortisation	1,444	-	-	1,444	1,444
Depreciation of plant and machinery	224	-	-	224	-
Bank charges	905	-	-	905	655
	61,969	1,024	3,042	66,035	26,875