



ASSOCIATION FOR NUTRITION

**TRUSTEES'  
ANNUAL  
REPORT AND  
FINANCIAL  
STATEMENTS**

2018-2019

**APPROVED BY COUNCIL: 3RD OCTOBER 2019**

Registered Charity No. 1136624

Registered Company No. 6488331

## ADMINISTRATIVE DETAILS

### **Name of the Charity**

Association for Nutrition

### **Registered Office**

28 Portland Place, London W1B 1LY, UK

### **Registered Charity Number**

1136624

### **Company Number**

6488331

A not-for-profit organisation, registered as a company limited by guarantee

The Trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

This 2018-2019 Trustees' Annual Report was approved by the Council of Trustees on the 3rd October 2019

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# Forewords

As President of the Association for Nutrition and Chair of Council I can report another busy and exciting year!

First, I would like to pay tribute to our outgoing Chief Executive, Leonie Milliner who served us well for 8 years. Under her leadership our Register has continued to grow. As at 31 March 2019 we had 2,358 active registrants, an encouraging 127% increase from when the UKVRN was transferred to us from the Nutrition Society in 2010. Our training community remains strong, with 84 accredited degree programmes, and we continue to deliver our commitments through a network of dedicated volunteers supported by our small team of staff. Importantly our organisation remains financially stable and our income enables us to invest in our operations to support the profession now and into the future.



In previous reports I have talked about our strategic commitment to achieving statutory regulation of the nutrition profession. Part of this journey is to achieve Chartered status, a recognition that will demonstrate the standing of our profession. Our work to achieve this has continued throughout the year, and over the coming year we will be working hard to achieve milestones in improving public protection. I'm delighted to welcome Helen Clark, our new Chief Executive who will work closely with our Honorary Officers to lead the organisation through the next phase of its development.

Throughout this report you will see more about the work we have been doing to support our primary function of public protection and to raise awareness of the importance of nutrition advice, support, education, policy and services grounded in robust science.

**Dr Margaret Ashwell OBE, DSc, RNutr FAFN  
AfN President and Chair of Council**



It is a pleasure and honour to serve the Association as your Chief Executive. I have had the privilege of joining the Association at an exciting time in its development. So much has been achieved over the last 9 years, and I'm constantly impressed by the commitment of our volunteers who deliver so much for the organisation and for the public benefit we provide. In this report you will see some of what they have been doing over the last year to support the AfN in delivering its mission and I'd like to express our thanks for the efforts of all our volunteers in contributing to our success, to our staff team who support our work, and particularly to my predecessor Leonie, who led this work so ably.

As a regulator we exist to protect the public. We do this by ensuring that our registrants are properly trained to be equipped with the knowledge and skills they need to support nutrition services and policy grounded in science, so that the public can have confidence in the services and information they provide. To continue to strengthen this public benefit we have worked with colleagues from across Europe to advance high standards of professional practice in evidence-based nutrition science, and continued to work closely with partner organisations in the UK to raise the profile of nutrition science. As a founding member of the new Academy of Nutrition Science we will be able to further raise the profile of nutrition science and increase awareness of its importance to public wellbeing. As we enter our 10th anniversary year and the next decade ahead, I am excited to be working with such an ambitious and dynamic profession to continue to bring the benefits of a robust, regulated profession to improve the health and wellbeing of people throughout the UK and beyond.

**Helen Clark  
AfN Chief Executive**

## ANNUAL REPORT OF THE TRUSTEES (Company Directors)

The Trustees of the Association, who are the company directors for the purposes of company law, present their report and financial statements for the year ended 31 March 2019, prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006, the Charities Act 2011, Financial Reporting Standard 102 and the SORP charity reporting requirements (2015).

## Objectives and Activities for Public Benefit

**Association for Nutrition** (AfN) defines and advances standards of evidence-based practice across the field of nutrition and at all levels within the workforce. We protect and benefit the public by:

- **Championing Registrants**, whose entry onto the UK Voluntary Register of Nutritionists (UKVRN) is an assurance qualified nutritionists meet our rigorous standards of competence and professionalism.
- **Recognising high quality, relevant nutrition training** through our Degree Programme Accreditation, CPD Endorsement and Certification schemes.
- **Raising our profile** to protect the public from unsafe practice and raise demand for, and recognition of, the contribution of Registered Nutritionists, Registered Associate Nutritionists and the wider health and social care workforce in nutrition.

### Our Charitable Objects Are:

- To promote the health of the public by the promotion and maintenance of high standards of practice among and the regulation of nutritionists.
- To advance the study and practice of nutritional science and medicine.
- To advance the education of the public and to promote research for the public benefit in the field of nutrition, health and allied subjects.



### Our Vision

Nutritional health for all through evidence-based nutrition practice.



### Our Values

A trusted, capable and transparent regulator protecting the public with integrity and professionalism.



### Our Governance

The Association for Nutrition is a charitable company limited by guarantee, having no share capital. Members have a liability not exceeding £1 each. Members of Council are the members, trustees and directors of Association for Nutrition. The charitable company is governed by its Articles of Association and subsidiary Rules. Association for Nutrition holds an annual AGM with a three year cycle of Council elections. The Council met four times in the year to 31 March 2019. Council is advised by standing committees of Council and ad hoc working groups. All trustees give of their time freely and no trustee remuneration was paid in the year. Trustees are required to disclose all relevant interests and register them with the Chief Executive and, in accordance with Association for Nutrition policy, withdraw from decisions where a conflict of interest arises.

# Our People



We enormously value the contribution our volunteers make to the achievement of our charitable objectives. Their support and activities are central to both our work and achievements.

Over 100 volunteers provide expert advice, an application of judgement and contributions to all areas of our work.

Volunteers at the AfN are made up of Registrants and non-registrants, all of whom freely give their time and effort to help us deliver our ambitious programme of work.

We have over 100 volunteers supporting the office team. Together they are:



## TRUSTEES

- Dr F Amirabdollahian RNutr
- Dr M Ashwell OBE RNutr FAFN
- Ms K Austin RNutr
- Ms C Baseley RNutr
- Dr A Collins RNutr
- Prof A Dangour RNutr
- Dr D Gale
- Dr P Grabowski RNutr
- Ms C Hislop RNutr
- Prof A Jackson CBE RNutr FFAfN
- (Prof O Kennedy - maternity leave 2018-19)
- Dr J Landman RNutr FFAfN
- Dr V Lund
- Prof G McNeill RNutr FAFN
- Prof J Murphy RNutr
- Dr M Mwatsama RNutr
- Ms B Saunders OBE
- Dr F Tsofliou RNutr
- Prof M Wiseman RNutr FAFN FFAfN

As on 31st March 2019

## COUNCIL OFFICERS

- **Chair of Council**  
Dr Margaret Ashwell OBE RNutr FAFN
- **Deputy Chair of Council**  
Ms Barbara Saunders OBE
- **Honorary Secretary**  
Ms Claire Baseley RNutr
- **Honorary Treasurer**  
Prof Alan Dangour RNutr



## COMMITTEE CHAIRS AND DEPUTY CHAIRS

- **Accreditation**  
Chair: Dr P Grabowski RNutr
- **Business, Planning & Governance**  
Chair: Ms C Baseley RNutr  
Deputy: Ms B Saunders OBE
- **Certification**  
Chair: Dr J Landman RNutr FFAfN  
Deputy: Ms K Lucas RNutr
- **Fellows Nomination**  
Chair: Dr M Ashwell OBE RNutr FAFN
- **Finance**  
Chair: Prof A Dangour RNutr
- **Registration**  
Chair: Prof G McNeill RNutr FAFN (Registrar)



## MAIN COMMITTEES



- Registration
- Accreditation
- Certification
- Fellows' Nomination
- Business, Planning & Governance
- Finance

**No. OF VOLUNTEERS**

**44**

## REGIONAL & NATIONAL REPRESENTATIVES

- Scotland
- Wales
- Northern Ireland
- North West
- East Midlands
- West Midlands
- Yorkshire & The Humber
- East of England
- South East & London
- South West

**No. OF VOLUNTEERS**

**19**



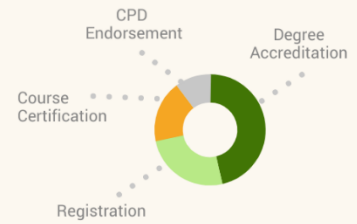


## ASSESSORS

- Registration
- Accreditation
- Course Certification
- CPD Endorsement

No. OF VOLUNTEERS

67



**UPHOLDING STANDARDS FOR PUBLIC BENEFIT**



# Raising Awareness & Empowering Access To Safe Nutrition Information



We believe it is important to empower the public to access safe, scientifically grounded and evidence-based nutrition information.

We raise awareness about how to identify nutrition professionals who have demonstrated they meet robust standards for nutrition science knowledge and who are committed to the adherence to high standards of ethical and professional practice. We do this to support the public and employers in gaining access to credible and safe advice.

We promote the quality assurance marks for training which has been assessed to be evidence-based and audience relevant. This ensures there is access to sound training for both future nutritionists, but also the wider workforce who support nutritionists and in raising the public's nutrition literacy and understanding.

## THE REGISTER AND REGISTRANTS

We support the health of the public through enabling access to highly skilled, nutrition professionals. We do this by regulating nutritionists through the UK Voluntary Register of Nutritionists (UKVRN).

The UKVRN empowers the public by providing a publicly accessible register of individuals who have met and maintain established standards in evidence-based nutrition science, professional practice and the upholding of high standards of ethical conduct.



Entry level onto the Register is Registered Associate Nutritionist (ANutr), which is the professional title awarded to individuals who have demonstrated knowledge and understanding of defined nutrition competencies at a minimum of honours-degree level, plus a commitment to abide by the AfN standards of ethics, conduct and performance.

Registered Nutritionists (RNutr), have additionally demonstrated their consistent and independent practice in at least one specialist area of competence.

Promoting the Register to the public, employers, industry, stakeholders and policy makers provides benefit to the public by demonstrating the contribution of UKVRN Registrants to supporting health through the application of nutrition science to evidence-based practice.

Protecting the public from unsafe practice is at the heart of all the AfN does. By supporting and promoting the skills and regulation of UKVRN Registrants, this helps the public, profession and stakeholders maintain confidence and trust in the Register and the nutrition profession.

In 2018-2019 there were 504 successful applications for UKVRN Registration:



■ ANutr Direct Entry Appl.. (88.89%) ■ ANutr Portfolio Applications (2.18%) ■ RNutr Applications & Transfers (8.93%)

On the 31st March 2019 there were 2,358 Active Registrants on the UKVRN.

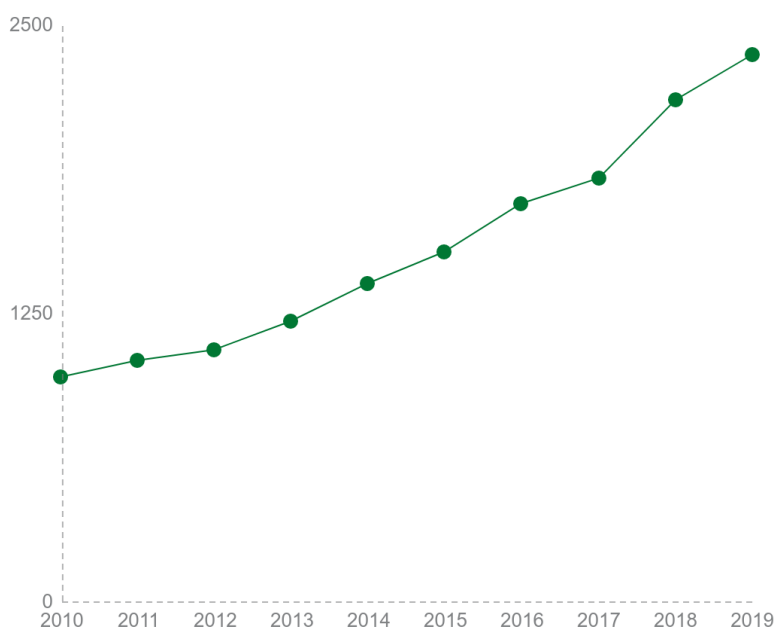
1582 Registered Associate Nutritionists



776 Registered Nutritionists

In 2018-2019 there were 55 voluntary suspensions from the Register due to periods of maternity leave, parental leave, ill health or sabbaticals from the profession, for example to return to full-time studies.

### UKVRN Register Growth



The AfN became the custodians of the Register in 2010 and it has grown every year. Over the last nine years, there has been a 127% increase in the number of active Registrants.

## FELLOWSHIP AWARDS



The awarding of a Fellowship of the AfN (FAfN) recognises the sustained and continual contribution of a Registered Nutritionist (RNutr) to the professionalisation of nutrition at a national or international level. Individuals are required to have held continual registration with the AfN for a minimum of five years, prior to consideration for fellowship. To the 31st March 2019, Council have approved 32 nominations for Fellowship of the AfN.

## OUR ACTIVITIES

We are responsible for providing public benefit through the raising of the profile of both the AfN and of Registrants to a wide range of stakeholders. This ranges from those within the nutrition profession and allied health workers to policy makers, employers and to the general public.

Over the last accounting year we have undertaken a number of activities that have supported us in this area, and we are always mindful that activities are focused on meeting our charitable objectives and regulatory responsibilities. Our activities have included:

### CONFERENCES & EVENTS



#### AUDIENCES INCLUDE:

- The General Public
- Registrants
- Nutrition Community
- Allied Health Professionals
- Employers
- Academia

#### No. ATTENDED



19+

### AUTHORED ARTICLES, MEDIA AND PRESS

#### AUDIENCES INCLUDE:

- The General Public
- Registrants
- Nutrition Community
- Allied Health Professionals
- Employers
- Policy Makers
- Education Providers

#### No. PRODUCED



24+



## STAKEHOLDER & ADVOCACY MEETINGS

### AUDIENCES INCLUDE:

- Parliamentarians
- Civil Servants
- Regulatory Bodies
- Professional Bodies
- Learned Societies
- Employers

### No. ATTENDED



34



## UNIVERSITY & EDUCATION LIAISON

### AUDIENCES INCLUDE:

- Nutrition Science Students
- Academics
- Researchers
- Training Providers

### No. OF MEETINGS & TALKS



23



## COMMUNICATING WITH THE PUBLIC AND REGISTRANTS



Regular newsletters are issued to Registrants, providing updates on the latest news and developments, endorsed CPD activities, opportunities for networking and peer development, as well as getting involved in AfN activities.

Social media is used to engage with the wider community and Registrants. Our Twitter following and Facebook likes have continued to grow seeing an increase from last year of 24.8% and 10.3% respectively.

## PUBLIC ENGAGEMENT EVENTS



In September we participated in New Scientist Live. Our stand focused on improving public awareness and understanding of the fact that nutrition is a STEM subject.

To showcase nutrition grounded in science, Registrants supported the event to demonstrate the important role our senses play in taste and flavour perception. Using hands-on interactivity, we highlighted the role of nutritionists registered on the UKVRN in improving the quality and experience of food consumed during air travel or in individuals with sensory losses.

Using the hashtag #NutritionIsAScience for our activities, over 2,000 individuals actively participated in our experiments and we were featured in a number of posts on the event's 'Favourite Thing I've Learnt' wall. We also provided information to visitors on how to find a suitably qualified nutrition professional and career pathways.

Following the AGM in December, the AfN Annual Discourse was held for stakeholders, the public and professionals. The event joined in the celebrations for the 100th anniversary of women achieving the right to vote and the campaigns to promote the role of women in STEM subjects. This complemented our hashtag theme of #NutritionIsAScience, highlighting the scientific grounding of Registrant's training and their role in advancing knowledge and understanding.

**DELIVERING IMPACT WITH PUBLIC BENEFIT**



# Nutrition Training



Enabling the public to recognise high quality, relevant nutrition training which is grounded in science is a core activity for the AfN.

This provides confidence for members of the public looking for quality training that is relevant to the field they are working in or wishing to enter and to Registrants who are looking for activities to support their continual professional development.

Through the accreditation of nutrition science degrees and the endorsement of continual professional development activities, the public can be assured that the training and continual professional development of all those on the UKVRN is solidly grounded in science, and promotes the highest standards of ethical and professional practice.

## SCHEMES ASSURING EVIDENCE-BASED TRAINING

### AfN Accredited Degree Programmes



Degree Accreditation supports the development of future nutritionists skills through the recognition of high quality university programmes delivering evidence-based nutrition science education to a professional level. All programmes are reviewed by assessors who are trained to apply our standards for degree accreditation.

The accredited programmes have demonstrated all graduates who pass at honours level will have met the competency requirements for eligibility to register on the UKVRN as a Registered Associate Nutritionist (ANutr), subject to fitness to practice declarations and compliance with the AfN Standards of Ethics, Conduct and Performance.

### AfN Endorsed CPD Activities & Events



Endorsement of learning activities which support the continual professional development of nutritionists throughout their careers.

Endorsement provides a quality assurance mark for activities which have been assessed as enhancing the competence of nutritionists, with content that is evidence-based and supports adherence with high standards of good practise.

### AfN Certified Courses



Certified courses enable confidence and reassurance in the training of evidence-based knowledge and skills for individuals who provide essential support roles within our wider society. There are many wider community roles where nutrition is an important component, but they do not require the depth and breadth of expertise of a registered Nutritionist (RNutr or ANutr) nor the provision of bespoke or individualised support. Therefore certification provides confidence that the training is grounded in nutrition science and appropriately pitched.

There are three sector-specific frameworks for assessment: Health and Social Care; Fitness and leisure; Catering.

During the year an audit of assessments across the frameworks was undertaken to ensure the consistency and robustness of the assessment process.

## GROWTH IN ASSURED TRAINING

Courses



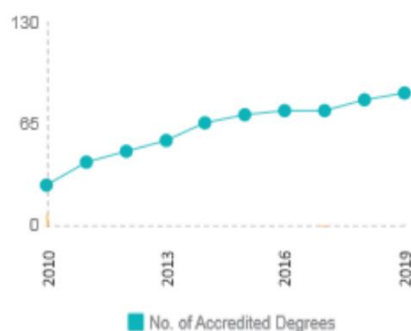
### • Certified Courses

In 2018-2019 there were 30 courses available for the wider workforce that were certified as providing training in nutrition science which is relevant for the sector they had been assessed for.

These courses support wider understanding of nutrition science in those who have support roles which complement the expertise of UKVRN Registrants (ANutrs and RNutrs) and HCPC Dietitians.



Degrees



### • Accredited Degrees

The AfN currently accredits 51 undergraduate and 33 postgraduate programmes.

These degrees support the development of nutritionists' skills through the delivery of evidence-based nutrition education to a professional level. Students completing an accredited degree programme have the right to apply via direct entry at Registered Associate Nutritionist level on the UKVRN, which entitles them to use this professional title and the letters ANutr after their names.



Activities



### • Endorsed CPD

In 2018-2019 46 CPD activities and events with AfN endorsement were held.

These activities maintain and extend both an individual's skills and knowledge, ensuring Registrants remain up to date on advancements in nutrition science and professional practice.



**SUPPORTING ACCESS TO TRUSTWORTHY,  
APPROPRIATE NUTRITION TRAINING**

# Accountability



We ensure entry to the Register is only available to those who meet and maintain the high standards required for registration. This means that all Registrants have demonstrated not only their knowledge, understanding and skills, but they must also adhere to standards of ethics, conduct and performance.

We have a robust system in place to review declarations made by applicants and Registrants which may impact on practice.

We take all complaints regarding either the practice/behaviour of a Registrant or a quality assured training extremely seriously. Detailed processes are in place to investigate these and take appropriate action against the Registrant or training provider if needed.

## CONTINUAL DEVELOPMENT AND AUDITS OF REGISTRANTS



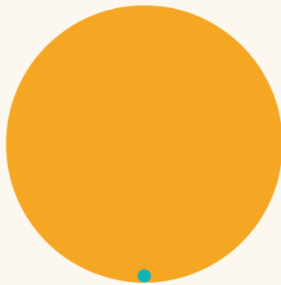
- It is important for both public confidence and trust, that all Registrants remain safe to practise. Individuals on the Register therefore commit to maintaining and advancing their knowledge and skills through continual nutrition training and professional development.
- In October 2018 a consultation was held on proposals for a new Enhanced Continuing Professional Development (CPD) Scheme. An assessment of the responses was published in January 2019, with the revised scheme approved by the Registration Committee on the 11th February 2019.
- The scheme comes into effect on 1st October 2019, with Registrants subject for audit selection from October 2020.



## INDEPENDENT PANELS

- Fitness to Practice Investigation Panel
- Fitness to Practice Appeals Panel
- Registration Appeals Panel

## CONCERNS, COMPLAINTS AND DECLARATIONS REGARDING REGISTRANTS



■ Number of UKVRN Registrants  
■ Complaints About Registrants

- Twelve complaints were received in the 2018-2019 accounting year.
- Seven of the complaints were regarding individuals not registered on the UKVRN.
- Five cases regarding UKVRN Registrants were reviewed. One case was dismissed, as no issues relating to fitness to practise were raised. The remaining four cases were concluded as no breaches of standards and advisory letters providing guidance related to the concern raised were issued.
- Two investigation cases occurred regarding application submissions from individuals with HCPC sanctions, applications were subsequently denied.

## HEARINGS AND SANCTIONS



- One applicant was refused entry onto the UKVRN by the Registrar due to a fitness to practise incident. The applicant appealed and a hearing was held by an independent fitness to practise appeals panel. The panel upheld the Registrar's decision and registration was denied.

## CONCERNS AND COMPLAINTS REGARDING ASSURED TRAINING



- During the 2018-2019 accounting year, the Quality Assurance (Education) team received 3 concerns. Two concerns were raised about certified courses and one in respect to an accredited degree.
- All were determined to potentially raise matters regarding compliance and upholding of AfN standards. These were investigated and assessed in respect to the relevant AfN quality assurance scheme's standards and rules. The reviews concluded that no breaches were found in regards to the course/activity/programme content. Two breaches of marketing rules by certified courses were upheld and two advisory notes were issued regarding compliance with AfN Course Certification marketing rules. One university programme was provided with advice regarding the description of the programme in relation to scope of practice.

## ENSURING PUBLIC CONFIDENCE IN PROFESSIONAL'S ACCOUNTABILITY & TRAINING PROVISIONS



# Governance



Trustees, Officers and Committee Chairs are appointed in accordance with the procedures specified in the Articles of Association and subsidiary rules. Trustees undertake webinar training, are provided with induction packs and access charity trustee training provided by Hempsons Solicitors.

Trustees are responsible for setting the vision and strategic objectives of the organisation in line with our charitable objects. The Executive (staff) are subsequently charged to manage and deliver activities which support and further the achievement of these aims and objectives.



## TRUSTEES RESPONSIBILITIES

- To put public benefit at the forefront of any decisions and activities undertaken
- To set the strategic goals and direction of the charity in order to further or support its charitable objectives
- To comply with statutory accounting and reporting requirements
- To declare any potential Conflicts of Interest
- To abide by a Code of Conduct; giving enough time, thought and energy to the role and related training activities
- To make decisions and act in the best interest of the charity and public, ensuring assets and resources are used responsibly to support and perform the charities purposes
- To ensure compliance with governance and legal requirements
- To act with reasonable care and skill

**KEEPING PUBLIC BENEFIT AT  
THE HEART OF DECISION MAKING**

# Future Plans



Our activity always remains focused on benefitting the public through achieving our charity objects, vision and strategic aims.

We will:

- Continue to benefit the public through the appropriate regulation of qualified nutrition professionals
- Grow the quality assurance of nutrition training and advance the standards of evidence-based nutrition practice
- Strengthen our engagement with the public and other stakeholders to raise the profile of the UKVRN and the AfN, so as to support the empowerment of individuals to be able to access to safe, evidence based nutrition information and support which is grounded in science

Our future activities include:



## ROYAL CHARTER

We are very pleased to have submitted our petition to the Privy Council for a Royal Charter to award the designation of 'Chartered Nutritionist'.

Demonstrating the high amount of recognition of the expertise of UKVRN Registrants, the regulation of the profession by AfN and the need for public protection in the field of nutrition, we were delighted to include over 50 letters of support with our submission from across professional bodies, academia, industry, charities and the health sector.

We look forward to progressing this and are pleased to receive strong continual support from so many recognised bodies and organisations in the field of nutrition science.

## WORKING WITH OTHERS

### Academy of Nutrition Science (ANS)

We have joined three other key organisations in nutrition science to form the Academy of Nutrition Science. This umbrella organisation will be launched in October 2019 and will amplify the voice of the member organisations. AfN is a founder member of the Academy alongside the British Dietetic Association, Nutrition Society and British Nutrition Foundation. The Academy will complement the work of AfN and the other founder members, by supporting our work to raise the voice and profile of nutrition science.



### Medical Nutrition Education

Our Inter-Professional Working Group on Medical Nutrition Education will continue to support AfN in progressing work on the revision of the medical nutrition curriculum.

We will also advance associated activities in relation to the inclusion and teaching of nutrition in undergraduate medical education and in post-graduate training, providing continued leadership in relation to nutrition on behalf of and across the medical Royal Colleges and General Medical Council.



## CONTINUAL PROFESSIONAL DEVELOPMENT



A public consultation was held 5th October to 5th November 2018 on revisions to the enhanced continual professional development scheme for UKVRN Registrants.

The scheme becomes active from 1st October 2019 and additional guidance will be provided to Registrants on how to comply with the schemes requirements and monitoring.

To support Registrants in recording their activities a recording system will also be integrated into the website development work being undertaken.

**ADVANCING OUR WORK TO EMPOWER  
AND BENEFIT THE PUBLIC**

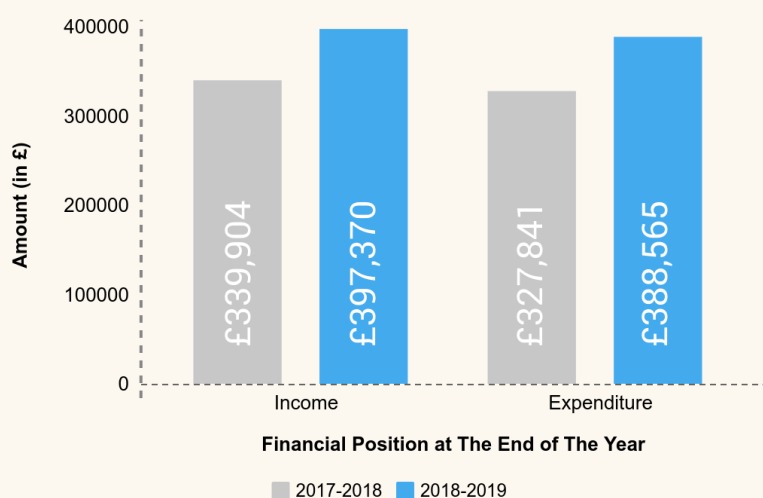
# Finance



Our finances are secure and enable us to invest in the development of resources which support our work in providing public benefit.

Our Finance Committee continually review our financial commitments, ensuring our finances are handled appropriately and providing accountability oversight for the Trustees.

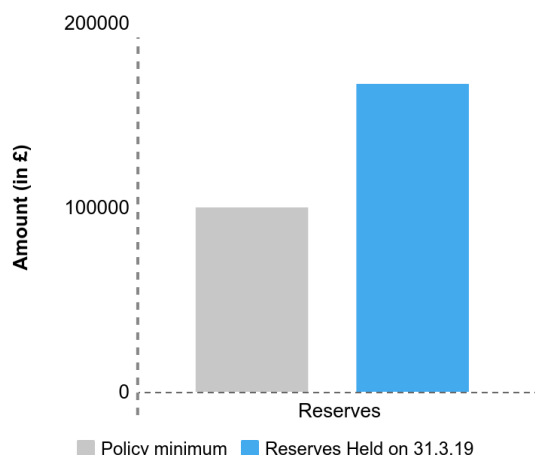
## FINANCIAL REVIEW



- Income from core services increased by 17% for the accounting year ending 31st March 2019
- Expenditure increased from the 2017-2018 accounting year by 19%, with additional expenditure particularly related to staffing costs, professional fees and IT/website improvements and research
- The 2018-2019 accounting year resulted in a surplus of £8,805 to be added to reserves, compared to a budgeted deficit for the year (including contingency) of £10,372
- The majority of funds are held as bank deposits
- Creditors include deferred income of £115,140, received in advance relating to the 2019-2020 accounting year

# RESERVES POLICY

Approved by AfN Council 3rd July 2019



- The charity needs to hold sufficient reserves in order to maintain its financial resilience and to deal with any shortfalls below the annual budget of expected income or any unexpected expenditure requirements
- We also plan to invest in the future growth of our services, in order to fulfil our long-term charitable and strategic objectives, provide greater public benefit, and be able to take advantage of opportunities to expand our range of activities as they arise
- In line with best practice, the Trustees have examined the charities requirements for reserves, in light of the main potential risks to the organisation. The Trustees believe a policy of retaining reserves of at least £100,000 will cover key risks and provide adequate cover for the charities needs for the foreseeable future
- Significant cyclical variations are experienced in income and expenditure patterns, resulting in actual reserves fluctuations of up to £100,000 above the reserves minimum over the annual cycle
- At 31st March 2019, actual reserves were £67,000 above the minimum reserves retainer. This is at a fairly low point in the annual cycle, allowing £60,000 to be allocated to specific future projects
- Trustees believe the AfN Reserves Policy builds sufficient resilience into the organisation, to ensure continuous delivery of core services, while utilising available resources to the greatest effect
- The AfN Reserves Policy is kept under regular review by both the Business, Planning and Governance Committee and Finance Committee as budgets are updated. It is formally reviewed and approved by all trustees at least once a year. The next review is scheduled for June 2020.



## INVESTMENT POLICY

Approved by AfN Finance Committee 29th June 2017

- Surplus funds are held in bank deposit with either a mainstream provider (i.e. one of the UK national banks) or, if of financial benefit (lower risk or higher returns), a mainstream UK-based provider of ethical deposit accounts
- Approval to open a new account with a mainstream UK-based provider of ethical deposit accounts requires agreement of the Finance Committee
- Surplus funds are held with our main bankers while interest rates remain very low - on the basis that market forces mean there is little difference in the rates between the main providers and the administrative costs of setting up a new account is significant; unless it can be demonstrated a mainstream UK-based provider of ethical deposit accounts can offer either lower risk or higher returns, in which case we will place surplus funds with such a provider
- The position is reviewed on a quarterly basis by the AfN Finance Manager, in consultation with the Chief Executive and Honorary Treasurer
- The Finance Manager has authority to move funds within existing accounts as appropriate and necessary following a quarterly review
- A full review is prepared annually and considered by both the AfN Finance Committee and Council, including consideration of alternative providers and forms of investment



## BANKERS

### NatWest Bank

Charing Cross: London Branch  
PO Box 113  
Cavell House  
2a Charing Cross Road  
London, WC2H 0PD

### Metro Bank

One Southampton Row  
London  
WC1B 5HA

### Unity Trust Bank

PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

**MANAGING RESOURCES RESPONSIBLY IN ORDER TO  
SUPPORT ACTIVITIES WHICH BENEFIT THE PUBLIC**

# Independent Examiner's Report to the Trustees

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2019.

## Responsibilities and Basis of Report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

## Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and 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.



Stephen M. Foster, FCA  
Maurice J. Bushell & Co.  
2nd Floor,  
123 Aldergate Street,  
London,  
EC1A 4JQ

Date: 11<sup>th</sup> December 2019

# Financial Statements 2018-2019

## Statement of Financial Activities for the Year Ended 31 March 2019

(including income and expenditure account)

	Notes	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
<b>INCOME:</b>					
Charitable activities	2	396,866	-	<b>396,866</b>	339,752
Investments	3	504	-	<b>504</b>	152
<b>TOTAL INCOME</b>		<b>397,370</b>	<b>-</b>	<b>397,370</b>	339,904
<b>EXPENDITURE:</b>					
Charitable activities	4	388,565	-	<b>388,565</b>	327,841
<b>TOTAL EXPENDITURE</b>		<b>388,565</b>	<b>-</b>	<b>388,565</b>	327,841
<b>NET INCOME</b>		<b>8,805</b>	<b>-</b>	<b>8,805</b>	12,063
<b>Total funds brought forward</b>		<b>157,732</b>	<b>-</b>	<b>157,732</b>	145,669
<b>Total funds carried forward</b>		<b>166,537</b>	<b>-</b>	<b>166,537</b>	157,732

# Balance Sheet

as at 31<sup>st</sup> March 2019

	<u>Notes</u>	<b>2019</b> £	<b>2018</b> £
<b>TANGIBLE FIXED ASSETS</b>			
Fixed assets	5	<b>7,949</b>	4,190
		<b>7,949</b>	4,190
<b>CURRENT ASSETS</b>			
Stock		<b>981</b>	2,314
Debtors	6	<b>32,771</b>	25,294
Cash at bank and in hand		<b>258,942</b>	241,156
		<b>292,694</b>	268,764
<b>CURRENT LIABILITIES</b>			
Creditors: Amounts falling due within one year	7	<b>(134,106)</b>	(115,222)
<b>NET CURRENT ASSETS</b>		<b>158,588</b>	153,542
<b>NET ASSETS</b>		<b>166,537</b>	157,732
<b>Financed by:</b>			
Restricted funds		-	-
Unrestricted funds	8	<b>166,537</b>	157,732
<b>TOTAL FUNDS</b>	9	<b>166,537</b>	157,732

Financial position at the end of the year


The trustees acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard FRS102.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with s.476 of the Companies Act 2006.

The financial statements were approved by the Board of Trustees on 3rd October 2019:



**Prof A Dangour, Honorary Treasurer**

on behalf of the trustees.

# Notes on Financial Statements

## Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows.

## Basis of preparation

The accounts are prepared in accordance with the accounting regulations set out under the Charities Act 2011, and with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP2015), issued by the Charity Commission, and the Financial Reporting Standard FRS102.

Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated below.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

## Income

Income is included in the accounts once the charity has entitlement, the amount can be measured with sufficient reliability and there is the probability of receipt.

Earned income is included in the period in which the service is provided, if any performance conditions attached have been met or are fully within the control of the charity.

## Expenditure

Expenditure is included on an accruals basis when incurred, that is when a legal or constructive obligation arises, and includes related irrecoverable VAT.

Future liabilities are included at the best estimate of the amount required to settle them.

## Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation.

Tangible fixed assets costing over £500 (including any incidental expenses of acquisition) are capitalised.

Depreciation is provided at rates calculated to write off the cost on a straight line basis over their expected useful economic life. The rates of depreciation applied to each class of asset are:

IT & Office equipment - 33% straight line

## Pensions

The charity makes contributions for eligible employees, to a defined contribution pension scheme, which are included in the accounts when they become payable.

## Funds

Restricted funds are funds which must be used in accordance with specific restrictions imposed by the donor or the terms of a specific appeal. Expenditure which meets this criteria is drawn from the fund.

Unrestricted funds are those funds which can be used for any purpose in furtherance of the charitable objects.

Unrestricted funds include designated funds where the trustees have, at their discretion, temporarily set aside resources for a specific purpose.



Notes forming part of the financial statements:

**2 Income from Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Registration Fees	252,116	-	252,116	218,748
Accreditation and CPD Fees	136,371	-	136,371	108,475
Certification	5,156	-	5,156	7,715
Events and other Income	3,223	-	3,223	4,814
	<u>396,866</u>	<u>-</u>	<u>396,866</u>	<u>339,752</u>
Research projects	-	-	-	-
	<u>396,866</u>	<u>-</u>	<u>396,866</u>	<u>339,752</u>

There was no restricted income in the years ended 31 March 2019 or 2018.

**3 Income from Investments**

	Unrestricted Funds £	Restricted Funds £	0 2019 £	Total 2017 £
Bank interest receivable	504	-	504	151

**4 Expenditure on Charitable activities  
(including support costs)**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Staff Costs	253,045	-	253,045	216,157
Rent	41,047	-	41,047	40,154
Meetings, Conferences and Events	8,565	-	8,565	9,985
Fitness to Practice work	25	-	25	7,887
Assessor training	4,198	-	4,198	-
Marketing and Publicity	5,537	-	5,537	3,873
Project and IT	29,384	-	29,384	11,329
AGM, Council meetings and trustee training	10,082	-	10,082	8,059
Office overheads	19,759	-	19,759	17,143
Professional fees	12,475	-	12,475	9,783
Depreciation	3,698	-	3,698	2,721
Independent Examination	750	-	750	750
	<u>388,565</u>	<u>-</u>	<u>388,565</u>	<u>327,841</u>

There was no restricted expenditure in the year ended 31 March 2019 or 2018.

## 5 FIXED ASSETS

	IT & Office Equipment £	Total £
<b>Cost</b>		
As at 1 April 2018	41,114	41,114
Additions	7,457	7,457
Total cost at 31 March 2019	<u>48,571</u>	<u>48,571</u>
<b>Depreciation</b>		
At 1 April 2018	36,924	36,924
Charge for the year	3,698	3,698
At 31 March 2019	<u>40,622</u>	<u>40,622</u>
<b>Net book value as at 31 March 2019</b>	<u><b>7,949</b></u>	<u><b>7,949</b></u>
Net book value as at 31 March 2018	<u>4,190</u>	<u>4,190</u>

## 6 Debtors

	2019 £	2018 £
Trade Debtors	30,259	24,915
Staff travel loans	303	379
Prepayments	2,209	-
	<u><b>32,771</b></u>	<u>25,294</u>

## 7 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	3,802	11,431
Tax and social security	6,352	3,794
Accruals and deferred income	123,952	99,997
	<u><b>134,106</b></u>	<u>115,222</u>

Deferred income represents £114,590 (2018: £88,475) of registration fees received in advance of the period to which they relate (April and October renewal cycles) and £550 (2018: £1,195) of fees for courses not yet submitted. All the deferred income at 31 March 2018, except this £550, has been released.

## 8 Unrestricted funds

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
General Funds	<b>157,732</b>	397,370	(388,565)	<b>166,537</b>

## 9 Analysis of net assets by fund

	Restricted Funds	General Funds	Total
	£	£	£
Tangible assets	-	7,949	<b>7,949</b>
Stock	-	981	<b>981</b>
Debtors	-	32,771	<b>32,771</b>
Cash at bank and in hand	-	258,942	<b>258,942</b>
Current liabilities	-	(134,106)	<b>(134,106)</b>
<b>Total</b>	-	<b>166,537</b>	<b>166,537</b>

## 10 Staff numbers and remuneration

	2019	2018
The average number of staff employed by the charity during the year was:	8.0	7.4

	£	£
Wages and salaries	<b>200,573</b>	179,173
Social security costs	<b>14,655</b>	13,712
Employer pension contributions	<b>19,240</b>	13,968
<b>Total</b>	<b>234,468</b>	206,853

No employee received emoluments of more than £60,000 p.a..

## 11 Trustees' remuneration

No trustees received remuneration for any services provided.

16 trustees (2018:13) received a total of £6,925 (2018: £4,311) in respect of travel expenses.

## 12 Related party transactions

The trustees pay their registration fees at the normal rates.

There were no other related party transactions.

## 13 Volunteer time

The contribution of our many volunteers is set out in our Trustees' Annual Report. In accordance with FRS102 the economic contribution cannot be recognised in these financial statements.

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