



Faculty of Forensic & Legal Medicine of the Royal College of Physicians

**Accounts and Report for the year ended
31st December 2018**

Registered Charity No. 1119599

Index

	Page
1. Trustees' Report	1 - 8
2. Treasurer's Report	9 - 10
3. Independent Examiner's Report	11
4. Statement of Financial Activities	12
5. Balance Sheet	13
6. Notes to the Financial Statements	14 - 20

Report of the trustees for the year ended 31st December 2018

The Trustees present their annual report and financial statements of the Faculty of Forensic and Legal Medicine for the year ended 31 December 2018. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Faculty's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities (2015) 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 (FRS 102).

Objectives and activities

The Faculty has the following objectives:

- To promote for the public benefit, the advancement of education and knowledge in the field of forensic and legal medicine in all its classes ("Forensic and Legal Medicine").
- To develop and maintain for the public benefit the good practice of Forensic and Legal Medicine by ensuring the highest professional standards of competence and ethical integrity.

The activities the Faculty is allowed to pursue are:

- To set professional standards for admission to membership of the Faculty.
- To promote training and research in Forensic and Legal Medicine for the public benefit.
- To conduct examinations and award certificates and diplomas.
- To establish lectures in Forensic and Legal Medicine and award prizes and scholarships.
- To disseminate, in any appropriate way, information on matters affecting Forensic and Legal Medicine.
- To hold such meetings and courses as may be desirable in order to promote the work of the Faculty.
- To advise on matters affecting Forensic and Legal Medicine.
- To represent the specialty of Forensic and Legal Medicine on appropriate councils and committees.
- To secure and maintain recognition as the body responsible for professional standards in Forensic and Legal Medicine.
- To liaise with other bodies concerned with Forensic and Legal Medicine.
- To promote international communication in the field of Forensic and Legal Medicine.
- To undertake and execute any charitable trusts which may lawfully be undertaken by the Faculty.

Trustees' Report (*continued*)

Objectives and activities (*continued*)

- To invest the monies of the Faculty not immediately required for its purposes.
- To accumulate income for as long as the law allows.
- In furtherance of the objects of the Faculty to establish, support and aid any charitable associations or institutions and to subscribe and guarantee money for their charitable purposes.
- Subject to such consents as may be required by law, to operate bank accounts, buy and sell land, take leases, enter into contracts, employ staff or agents, effect insurance policies, provide pensions and generally conduct the affairs of the Faculty.

Achievements and performance

The Trustees confirm that they have complied with the duty contained in section 17 of the Charities Act 2011 to have due regard to the guidance issued by the Charity Commission on public benefit.

In 2018 the Faculty:

General

- Maintained its charitable status.
- Saw an increase in our membership in all categories except for Membership (MFFLM) by examination. The reduction in applications for this examination may be a reflection of the fact that this is not currently mandatory for working in the Forensic and Legal Medicine discipline.
- Introduced new system for consideration of application for membership / fellowship of the Faculty by a quarterly Membership and Fellowship Committee.
- Introduced Foundation Membership and Fellowship of Dento-Legal Advisers.
- Held its twelfth Annual General Meeting on 11 May 2018 at the Royal College of Physicians.
- Appointed the twelfth David Jenkins Professor, Dr Suzy Lishman.
- Finalised and submitted an initial application for Forensic and Legal Medicine to become a specialty in its own right.
- Continued to provide a Suitable Person for revalidation of members of the FFLM who do not have a Responsible Officer.

Trustees' Report (*continued*)

Achievements and performance (*continued*)

- Continued to liaise with the General Medical Council with regard to revalidation.
- Continued to improve meeting/Committee/ Working Party/Board attendance by use of updated technology including teleconferencing and WebEx.
- Reviewed and modified Standing Orders to future-proof possible new categories of membership of the Faculty.
- Continued to use our active press and public relations profile, use of social media and a weekly electronic Bulletin of the Faculty to disseminate information and opinions on matters relevant to the Faculty's work.

Education

- Continued to publish the Journal of Forensic and Legal Medicine, which is of international standing.
- Delivered a wide range of postgraduate training days, on Drink and Drug Driving, Child Safeguarding, Best Practice, Sexual Offence Examination to support the continuing professional development needs of both members and non-members.
- Continued to develop further educational tools Forensic & Legal Medicine topics.
- Completed negotiations with Teeside University for joint course.
- Renewed association with Ulster University for distance learning course for another year.
- Continued to deliver the Introductory Courses on forensic medicine.
- Continued to develop and review and update guidance, recommendations and quality standards on all aspects of Forensic and Legal Medicine and ensured that this was thoroughly disseminated and available on our website.
- Issued joint guidance with other bodies, including the Academy of Royal Medical Colleges, Royal College of Pediatrics and Child Health, and the Royal College of Emergency Medicine and other Colleges and Faculties as appropriate.

Co-working

- Continued active Membership of the Academy of Medical Royal Colleges.
- Continued involvement with the Specialty Advisory Committee in Forensic & Legal Medicine of the Joint Royal College of Physicians Training Board, in line with all other medical specialties.

Trustees' Report (*continued*)

Achievements and performance (*continued*)

- Continued to be consulted by a wide variety of governmental and non-governmental bodies up to and including Ministerial level and responded to consultations or submitted responses on matters relating to Forensic and Legal Medicine.
- Engaged with the Care Quality Commission and members of both Houses of Parliament regarding Forensic and Legal Medicine issues.
- Collaborated closely with the Forensic Science Regulator and issued joint statements and Press releases on matters of Forensic & Legal Medicine and Forensic Science.
- Worked with key groups, including NHS England, and relevant medical Royal Colleges to promote the Faculty's quality standards in both general forensic and sexual offence medicine.
- Collaborated with British Medical Association on developing standards for healthcare professionals working with victims of torture, and examinations for such professionals and on the BMA Medico-legal Committee.
- Continued to press those responsible for commissioning of police custodial healthcare to ensure that appropriate and safe standards for all purposes in Forensic and Legal Medicine are included in commissioning standards.
- Worked closely with the United Kingdom Association of Forensic Nurses and Paramedics and with the College of Paramedics to bring the ASET and LFFLM examinations into alignment.
- Continued to press for the delivery of a comprehensive death certification system involving Medical Examiners including joint working with Royal College of Pathologists and Chief Coroner.
- Issued press releases on the standards of police custody healthcare, reforms of death certification, deaths in police custody and the murder of Jamal Khashoggi.

Trustees' Report *(continued)*

Financial review

The Faculty's work is reliant on income from its charitable activities. The main income is derived from its membership and the provision of related educational and publication services. A breakdown of the total income from charitable activities of £446,200 (2017 - £439,200) is provided in note 3 to the accounts.

The Faculty continues to meet its financial objectives and although it sustained a loss of £130,259 it remains financially sound with the balance sheet showing total charity funds of £553,502.

Investment policy and performance

In deciding the level of investments, the trustees initially assessed the level of funds required to ensure that there would be sufficient cash funds to meet its on-going charitable activities and retains sufficient liquid cash to meet its liabilities as and when they arise.

In conjunction with its investment advisors the trustees regularly review the level of investment and performance. They are instructed to invest to maximise the total return within the constraints of a medium to low risk investment portfolio.

The charity is a long-term investor and hence has a long-term time horizon for the investment (specifically 10+ years). The chosen risk profile is medium to low risk and on professional advice the charity continues to hold a mix of asset classes specifically equities, bonds, alternatives and cash. A total return strategy is employed, i.e. the goal is to maximise the level of combined return from capital gains and income at the appropriate level of risk. All income generated is re-invested. As the investment strategy is executed through funds only, there is substantial diversification of investments. The portfolio fell by 5.52% in 2018 net of fees versus the benchmark growth of 2.27%.

Major Risks

The Trustees have considered the major risks to which the charity is exposed, and systems have been established to mitigate these risks. The principal risk facing the charity remains reputational risk. This is mitigated by the high standards of the charity, policies, and procedures, along with robust policies in relation to examination. The other principal risks faced by the Faculty lie in the performance of investments otherwise the Faculty is not otherwise exposed to any other significant financial risks and inherent operational risks of its Charitable Activities.

Risk Management

The security of the Faculty's investments and bank balances is mitigated by retaining expert investment managers and having a diversified portfolio. The accounts are held with a reputable institution.

Trustees' Report *(continued)*

Reserves Policy

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to between one and two years of unrestricted charitable expenditure. Furthermore, the trustees retain sufficient cash on a short-term deposit account to meet their liabilities as they fall due. The net current assets held at 31 December 2018 was £5,766 but given the losses sustained in the year the trustees will dispose of some of its investments to provide enough funds to meet the requirements of the Faculty and ensure that support and governance costs are covered.

The balance held as unrestricted funds at 31 December 2018 was £494,542 of which £435,569 are regarded as free reserves, after allowing for funds tied up in tangible and intangible fixed assets. Actual 12-month cash payments totaled £537,533. The current level of reserves is therefore lower than is needed and therefore, the current level of free reserves does not meet the reserves policy. Longer term investments are held in accordance with the Investment Policy which allows trustees to transfer amounts from the disposal of investments in the case of urgent need.

Structure, Governance and Management

The Faculty was constituted by the Royal College of Physicians of London ('RCP London'), which, under the Bye-Laws deriving from its Royal Charter, can create Faculties. The Faculty's specific governing document is its Standing Orders, approved by the 'RCP London'. The Faculty is part of the College, and is free within the terms of its Standing Orders to manage its particular business.

The Trustees are the members of the Board. The officers of the Faculty are elected by and from the Faculty and become ex-officio members of the Board. Members of the Board are elected by and from the Faculty membership/fellowship, or nominated by the Board. College representatives are nominated by the Royal College of Physicians of London, and the lay representatives are recruited via the College's and AoRMC's Patient and Carer Network. There is an induction process for new trustees, which includes an initial meeting with other trustees and senior staff, and a briefing from the Chair of Trustees. Trustees are encouraged to attend relevant trustee training events.

The administration of the Faculty is managed on a day to day basis by full time members of staff. The pay of senior staff is renewed annually and benchmarked against similar sized charities and membership organisations.

Key management personnel remuneration

The trustees consider the board of trustees, in particular the President Professor Carol Seymour, the Treasurer, Dr Daniel Haines, and Registrar, Professor Richard Shepherd, as the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration was paid in the year. Details of trustee expenses (predominantly travelling expenses) are disclosed in note 7 to the accounts and related party transactions are disclosed in note 18 to the accounts.

Trustees are required to disclose all relevant interests and register them with the Charity Commission and, in accordance with the Faculty's policy, to withdraw from decisions where a conflict of interest arises.

Trustees' Report (*continued*)

Reference and administrative information

Board of Trustees

Professor Carol A. Seymour (President) from 05 May 2017
Dr Richard Shepherd (Registrar) from 11 May 2018
Dr Michael Wilks (Registrar) from 01 May 2015 to 11 May 2018
Dr Daniel Haines (Treasurer) from 01 May 2015
Dr Bernadette Butler (Academic Dean) from 06 May 16
Dr Andrew Wilkinson (Vice President, Forensic Medicine) from 06 May 16
Professor Alexander Forrest (Vice President, Medical Coroners) from 06 May 16
Dr John Holden (Vice President, Medico-Legal Advisers) from 06 May 16
Dr Priya Iyer (Conference Secretary) from 27 June 2017
Dr Catherine White from 03 September 2010
Mr. Matthew Foster (RCP Rep) from 15 November 2017
Dr Nicholas Swift from 26 January 2016
Professor Donal O'Donoghue from 26 September 2018
Dr Andrew Goddard (RCP Registrar) from 2 June 2017 to 26 September 2018
Dr Winnie Maguire from 16 May 2014 to 23 July 2018

Co-opted Members:

Dr Cathy Cooke
Dr Alex Gorton
Dr Ruhy Patel

Lay Members:

Mr. Phil Willan
Dr Michael Robertson

Administrative and Principal Office

Suite 506 & 507, 1 Alie Street, London, E1 8DE

Registered Charity Number: 1119599

Independent Examiners

Brendan Sharkey FCA
MHA MacIntyre Hudson, New Bridge Street House, 30-34 New Bridge Street, London, EC4V 6BJ

Accountants

Professional Consultancy Services Ltd, Kingfishers, High Road, Broxbourne, Herts EN10 7BT

Bankers and Investment Managers

C Hoare & Co, 37 Fleet Street, London, EC4P 4DQ
Cazenove Capital Management, 31 Gresham Street, London, EC2V 1QA

Solicitors

Field Fisher Waterhouse, 35 Vine Street, London EC3N 2AA

Trustees' Report (*continued*)

Trustees' responsibilities in relation to the financial statements

The trustees 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).

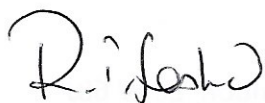
The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period.

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 applicable Charities SORP 2015 (FRS102);
- make judgments and accounting 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' annual report was approved on 16 April 2019 and signed on behalf of the board of trustees by:



Richard Shepherd
Registrar



Faculty of Forensic & Legal Medicine
of the Royal College of Physicians

Treasurer's Report

Financial Accounts for the year ended 31st December 2018

I present my report for the year ended 31st December 2018 which show an overall loss of £130,259 from our unrestricted funds and includes a loss of £32,448 arising from investments.

Our total income from charitable activities showed a small increase from £439,200 to £446,200 comprising of membership fees decreasing from £231,513 to £225,071; Conference income decreasing by 4.7% to £63,522 but offset by an increase in educational income of £18,236 to £138,120.

Royalty income from publications and journals fell slightly by £1,605 to £19,463 whilst the related publication costs remained fixed at £4,524 to continue to provide a strong contribution to our finances. Although our dividend income grew slightly up from £7,731 to £8,138 overall investment income fell to £8,209 from last year of £9,140.

Overall the total expenditure on Charitable activities increased further this year from £473,672 to £532,089 as shown in note 5 to the financial statements. Membership costs were higher by almost £26,000 due to increases in all key areas except for legal and professional fees which were exceptionally high last year.

Conference costs this year increased from £37,795 to £60,176 and in accordance with our plans for our Educational services these costs have also increased this year to £136,023 from £125,732 mainly relating to higher training costs.

Other expenditure shown in note 6 has fallen from £18,073 to £14,975.

All our other income and costs are broadly in line with the previous year's figures.

The market value of investments decreased at year-end from £522,801 to £488,763 whilst cash held for investment was slightly up to £34,871. Overall this has resulted in a net loss on investments of £32,448. The historical cost of the investments held at year end stood at £471,292.

The loss sustained during the year has contributed to a fall in net current assets to £5,766 and consequently total charity funds have also decreased to £553,502. As stated in my report last year we expect to see our cash reserves decline in the short to medium term until we achieve our Specialty Status. At that point in time we expect to see an increase in new applications and consequential rise in our income from examination fees. In the meantime, we will need to dispose of some investments to provide the cash resources to meet the ongoing costs and commitments.


The trustees have concluded that no increase in fees should be implemented for 2019.

	2019	2018
Honorary Fellows	-	-
UK Fellows	£549.00	£549.00
Retired Fellows	£259.00	£259.00
Overseas Fellows	£274.50	£274.50
UK Members	£549.00	£549.00
Retired Members	£259.00	£259.00
Overseas Members	£274.50	£274.50
Licentiate	£355.00	£355.00
Overseas Licentiate	£177.50	£177.50
UK Affiliates	£250.00	£250.00
Overseas Affiliates	£125.00	£125.00
Associate	£165.00	£165.00
Nurse/ Paramedic Affiliate	£109.00	£109.00
Student Affiliate	£27.00	£27.00
Retired Fellows/Members relinquished LTP	£118.00	£118.00

Comparable rates for 2019 include:

FRCP £554.00
 FRCGP £519.00
 FFOM £595.00
 FRCPATH £553.00

Dr Daniel Haines
Hon Treasurer



Date 16 April 2019

Independent Examiner's Report to the Trustees of the Faculty of Forensic and Legal Medicine

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages 12 to 40.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I have no concerns and have come across no 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.

Brendan Sharkey FCA
MHA MacIntyre Hudson

New Bridge Street House
30-34 New Bridge Street
London
EC4V 6BJ

Faculty of Forensic and Legal Medicine

Statement of Financial Activities for the year ended 31 December 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Income and endowments from:					
Charitable activities	3	446,200	-	446,200	439,200
Investments	4	8,209	-	8,209	9,140
Total		454,409	-	454,409	448,340
Expenditure on:					
Raising funds	5	5,156	-	5,156	6,001
Charitable activities	5	532,089	-	532,089	473,672
Other	6	14,975	-	14,975	18,073
Total		552,220	-	552,220	497,746
Net (loss)/gains on investments	11	(32,448)	-	(32,448)	30,011
Net (loss) and net movement in funds		(130,259)	-	(130,259)	(19,395)
Reconciliation of funds:					
Total funds brought forward		624,801	58,960	683,761	703,156
Total funds carried forward		494,542	58,960	553,502	683,761

All of the above represent continuing operations.
There are no gains and losses other than those shown above.

The notes on pages 14 to 20 form part of these financial statements.

Faculty of Forensic and Legal Medicine

Balance Sheet as at 31 December 2018

		2018		2017	
	Notes	£	£	£	£
Fixed Assets:					
Intangible assets	9		32,796		37,320
Tangible assets	10		26,177		36,341
Investments	11		488,763		522,801
Total fixed assets			<u>547,736</u>		<u>596,462</u>
Current Assets:					
Debtors	12	60,590		106,530	
Cash at bank and in hand	13	153,029		228,582	
Total current assets		<u>213,619</u>		<u>335,112</u>	
Liabilities:					
Creditors: amounts falling due within one year	14	207,853		247,813	
Net current assets			<u>5,766</u>		<u>87,299</u>
Total net assets			<u><u>553,502</u></u>		<u><u>683,761</u></u>
Funds of the Charity					
Restricted income funds	16		58,960		58,960
Unrestricted funds	17		494,542		624,801
Total charity funds			<u><u>553,502</u></u>		<u><u>683,761</u></u>

Approved by the Board of Trustees and authorised for issue on 16 April 2019 and signed on their behalf by:

Dr Daniel Haines
Trustee



The notes on pages 14 to 20 form part of these financial statements.

Faculty of Forensic and Legal Medicine

Notes to the financial statements for year ended 31 December 2018

1 Charity information

The Faculty of Forensic and Legal Medicine is registered with the Charity Commission for England and Wales and is unincorporated. The charity registration number is 1119599 and the principal office is Suite 506/507, 1 Alie Street, London, E1 8DE England.

2 Accounting Policies

(a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (2015) preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. No Statement of cash flows has been prepared as the charity has taken advantage of the available exemption as a small charity.

The functional currency of the Faculty is considered to be GBP because that is the currency of the primary economic environment in which the group operates.

The Faculty falls within the definition of a public benefit entity as defined by FRS 102.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

After making appropriate review, the trustees consider that the Faculty has adequate financial resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing these financial statements.

(b) Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably. Investment income is recognised upon notification by the investment advisor or bank.

Grants and donations are only included in the Statement of Financial Activity when the charity has unconditional entitlement to the resources. Where the donor imposes conditions that the resource is expended in a future accounting period, income is recorded as deferred income at the balance sheet date and a creditor is included under deferred income.

(c) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and includes VAT where applicable. The Faculty is not registered for VAT. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

(d) Support and governance Costs

Governance costs include costs of the preparation and independent examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

All support costs are allocated to membership costs as the principal charitable activity of the Faculty.

Faculty of Forensic and Legal Medicine

Notes to the financial statements for year ended 31 December 2018 - Continued

2 Accounting Policies (continued)

(e) Costs of raising funds

The cost of raising funds consist of investment management costs and related professional fees.

(f) Intangible fixed assets and amortisation

Intellectual property rights are included at cost less amortisation, over the estimated useful life, provided at between 5% and 33.3% on a straight line basis to write off each asset over its expected useful life.

(g) Tangible fixed assets and depreciation

These are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at historical cost or a reasonable value on receipt.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

- Computer equipment - between 20% and 33.3% straight line method
- Furniture and fittings - 20% straight line method
- Software and website - 20% straight line method

(h) Fixed asset investments

Investments are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Faculty does not acquire or use put options, derivatives or other complex financial instruments.

(i) Realised and unrealised investment gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year.

Unrealised gains and losses are calculated as the difference between the market value at the year end and their opening carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(j) Leasing

The annual rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(k) Pensions

Contributions towards staff defined contribution personal pensions are charged to the Statement of Financial Activities as they become payable. The Faculty has no liability beyond its contributions and paying across the deductions for the employees share of contributions. There are no contributions outstanding at 31 December 2018.

(l) Foreign currency translations

Monetary assets and liabilities are translated at rates of exchange ruling at the balance sheet date. Transactions in foreign currencies undertaken in the year have been translated at the rate ruling at the date of the transaction. Transaction differences are recorded in the Statement of Financial Activities.

Faculty of Forensic and Legal Medicine

Notes to the financial statements for year ended 31 December 2018 - Continued

2 Accounting Policies (continued)

(m) Funds structure

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

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Further details of the funds are included in notes 16 and 17.

3 Income from Charitable Activities

			2018	2017
	Unrestricted Funds	Restricted Funds	Total	Total
Membership	225,071	-	225,071	231,513
Conferences	63,522	-	63,522	66,696
Educational	138,120	-	138,120	119,884
Publications and journal	19,463	-	19,463	21,068
Sale of memorabilia	24	-	24	39
	<u>446,200</u>	<u>-</u>	<u>446,200</u>	<u>439,200</u>

4 Investment Income

	2018	2017
	£	£
Dividends	8,138	7,731
Interest on Investments	71	1,409
	<u>8,209</u>	<u>9,140</u>

All investment income is attributable to unrestricted income funds.

5 Expenditure on charitable activities

	Note	Unrestricted	Restricted	Total 2018	Total 2017
		£	£	£	£
Membership	5a	331,366	-	331,366	305,621
Conference	5b	60,176	-	60,176	37,795
Educational	5c	136,023	-	136,023	125,732
Publications and journal	5d	4,524	-	4,524	4,524
		<u>532,089</u>	<u>-</u>	<u>532,089</u>	<u>473,672</u>

5a Membership costs

	Note	Unrestricted	Restricted	2018	2017
		£	£	£	£
Direct staff costs	8	133,209	-	133,209	124,384
Establishment expenditure		28,609	-	28,609	20,516
Membership support services		42,303	-	42,303	34,764
Other staff costs		2,317	-	2,317	2,996
Travel and subsistence		12,923	-	12,923	4,822
General administrative expenses		83,729	-	83,729	65,308
Legal and professional fees		15,005	-	15,005	40,873
Depreciation on tangible fixed assets		13,271	-	13,271	11,958
		<u>331,366</u>	<u>-</u>	<u>331,366</u>	<u>305,621</u>

Faculty of Forensic and Legal Medicine

Notes to the financial statements for year ended 31 December 2018 - Continued

5 Expenditure on charitable activities (continued)

5b Conference costs	Unrestricted	Restricted	2018	2017
	£	£	£	£
Conference costs	58,859	-	58,859	35,250
Travel and subsistence	1,317	-	1,317	2,545
	<u>60,176</u>	<u>-</u>	<u>60,176</u>	<u>37,795</u>

5c Educational costs	Unrestricted	Restricted	2018	2017
	£	£	£	£
Training	74,402	-	74,402	59,255
Educational support costs	48,042	-	48,042	51,642
Travel and subsistence	13,579	-	13,579	13,835
Educational grants	-	-	-	1,000
	<u>136,023</u>	<u>-</u>	<u>136,023</u>	<u>125,732</u>

5d Publications and journal costs	2018	2017
	£	£
Amortisation on intangible fixed assets	<u>4,524</u>	<u>4,524</u>

5e Investment management costs

Investment management costs of £5,156 (2017 - £6,001) are included in costs of raising funds.

6 Other Expenditure

	2018	2017
	£	£
Independent examiner's fees	3,600	3,600
Accountancy fees	7,080	8,275
Room hire costs	2,185	5,493
Board meeting travel costs	1,610	143
Gifts made to President	500	562
	<u>14,975</u>	<u>18,073</u>

7 Trustees' Expenses

Travel expenses of £11,194 (2017: £1,096) were reimbursed to 11 (2017: five) trustees, being £1,604 in respect of travel to trustees board meetings and £9,590 for FFLM charitable activities and meetings with other organisations representing the Faculty. Details of payments made in the year in respect of Trustees are shown in note 18 (2017: None).

8 Staff Costs

	2018	2017
	£	£
Salaries	121,717	114,336
Social security costs	10,243	9,407
Pension costs	1,249	641
	<u>133,209</u>	<u>124,384</u>

There were an average of 3 employees in the year (2017: 3 FTE). All staff costs are allocated to charitable activities.

No employee earned in excess of £60,000 per annum.

The key management personnel of the charity are the trustees.

No trustees have received any remuneration.

Faculty of Forensic and Legal Medicine

Notes to the financial statements for year ended 31 December 2018 - Continued

9 Intangible Fixed Assets

Cost	£
At 1 January 2018	107,980
At 31 December 2018	<u>107,980</u>
Amortisation	
At 1 January 2018	70,660
Charge for the year	4,524
At 31 December 2018	<u>75,184</u>
Net book value at	
At 31 December 2018	<u>32,796</u>
At 31 December 2017	<u>37,320</u>

Intangible fixed assets are included at cost less amortisation and comprise a 50% interest in the Intellectual Property Rights to the journal publication of the Faculty of Forensic and Legal Medicine and a 50% interest in the Intellectual Property Rights of the E Learning project.

10 Tangible Fixed Assets

	Software & Website	Computer Equipment	Furniture & Fittings	Total
Cost	£	£	£	£
At 1 January 2018	48,363	6,966	7,876	63,205
Additions in the year	-	3,108	-	3,108
Disposals	-	(3,207)	-	(3,207)
At 31 December 2018	<u>48,363</u>	<u>6,867</u>	<u>7,876</u>	<u>63,106</u>
Depreciation				
At 1 January 2018	15,656	6,659	4,549	26,864
Charge for the year	11,217	480	1,575	13,272
On disposals	-	(3,207)	-	(3,207)
At 31 December 2018	<u>26,873</u>	<u>3,932</u>	<u>6,124</u>	<u>36,929</u>
Net book value at				
At 31 December 2018	<u>21,490</u>	<u>2,935</u>	<u>1,752</u>	<u>26,177</u>
At 31 December 2017	<u>32,707</u>	<u>307</u>	<u>3,327</u>	<u>36,341</u>

Faculty of Forensic and Legal Medicine

Notes to the financial statements for year ended 31 December 2018 - Continued

11 Investments

	Unrestricted General	Restricted	Total 2018	Total 2017
	£	£	£	£
Market value at 1 January 2017	522,801	-	522,801	485,776
Additions to investments at cost	172,345	-	172,345	125,675
Disposals	(173,935)	-	(173,935)	(118,661)
Net (loss)/gain on revaluation	(32,448)	-	(32,448)	30,011
Market value at 31 December 2018	<u>488,763</u>	<u>-</u>	<u>488,763</u>	<u>522,801</u>
Historical cost at 31 December 2018	<u>471,292</u>	<u>-</u>	<u>471,292</u>	<u>453,178</u>
The above investments are held as follows:			£	£
Listed on UK Stock Exchange			137,684	205,787
Listed overseas			351,079	317,014
Investments in the following funds exceed 5% of the investment portfolio			%	£
UK Kingdom Gilt I/L 0.125 22/03/2026			7.37%	36,005
Threadneedle Inv UK Zni inc Nav			5.61%	27,430
Findlay Park American Fund			5.27%	25,751
Jo Hambro UK Equity			5.13%	25,092

12 Debtors

	2018	2017
	£	£
Trade debtors	776	1,523
Other debtors	1,225	3,200
Rent deposit	7,063	7,063
Prepayments	34,126	77,344
Accrued income	17,400	17,400
	<u>60,590</u>	<u>106,530</u>

13 Cash at bank and in hand

	2018	2017
	£	£
Investment accounts	34,871	29,709
Cash at bank	118,142	198,863
Petty cash	16	10
	<u>153,029</u>	<u>228,582</u>

14 Creditors: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	63,278	95,993
Other taxes and social security costs	5,787	4,521
Other creditors	528	117
Accruals	24,165	30,287
Deferred income	114,095	116,895
	<u>207,853</u>	<u>247,813</u>

Deferred income brought forward of £116,895 was released in the year and £114,095 was deferred during the year. Deferred income relates to income recognised over more than one year in accordance with the accounting policy.

Faculty of Forensic and Legal Medicine

Notes to the financial statements for year ended 31 December 2018 - Continued

15 Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2018	2017
	£	£
Operating leases on office equipment which expire:		
- Within 1 year	2,072	5,040
- between 1 and 5 years	-	2,072
	<u>2,072</u>	<u>7,112</u>
Operating leases on buildings which expire:		
- Within 1 year	13,575	14,125
- between 1 and 5 years	-	13,575
	<u>13,575</u>	<u>27,700</u>
Lease payments in the year recognised as an expense totalled £19,165 (2017 - £19,165)		

16 Restricted funds

	Balance at 01/01/2018	Income	Expenses	Balance at 31/12/2018
	£	£	£	£
WG Johnston Memorial Fund	34,754	-	-	34,754
David Jenkins Memorial Fund	23,799	-	-	23,799
Apothecaries Fund	407	-	-	407
	<u>58,960</u>	<u>-</u>	<u>-</u>	<u>58,960</u>

The David Jenkins Memorial Fund is to be utilised to support educational, teaching or research projects, in the field of forensic medicine.

The WG Johnston Memorial Fund will be used to assist Fellows, Members and Affiliates of the Faculty and other qualifying practitioners, with grants in forensic and legal medicine, as well as supporting appropriate publications, educational and training programmes.

The Apothecaries Fund represents grant income to be used to subsidise the cost of taking the Licentiate examination. Of the total Grant income received in previous years, £5,700 has been deferred at the year end.

17 Analysis of net assets between funds

	Unrestricted funds 2018	Restricted funds 2018	Total funds 2018	Total Funds 2017
	£	£	£	£
Intangible fixed assets	32,796		32,796	37,320
Tangible fixed assets	26,177		26,177	36,341
Investments	488,763		488,763	522,801
Current assets	148,959	64,660	213,619	335,112
Creditors due within one year	(202,153)	(5,700)	(207,853)	(247,813)
	<u>494,542</u>	<u>58,960</u>	<u>553,502</u>	<u>683,761</u>

18 Related party transactions

All the Trustees are fellows or members of the Faculty. They pay subscriptions for membership at the same rates as all other members and have no benefits as Trustees in respect of any other services of the Faculty. The following payments were incurred in respect of Trustees for FFLM charitable activities:

- (i) Payment of £3,160 in respect of training costs for College Office Bearers Programme.
- (ii) Payments totalling £4,500 to Trustees in respect of fees to facilitate at the GFM Course.
- (iii) Trustees' expenses reimbursed are included in note 7.

There are no balances outstanding at 31st December 2018.