

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

**Accounts and Report for the year ended  
31<sup>st</sup> December 2019**

**Registered Charity No. 1119599**

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# Report of the trustees for the year ended 31<sup>st</sup> December 2019

The Trustees present their annual report and financial statements of the Faculty of Forensic and Legal Medicine for the year ended 31 December 2019. 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).

<b>Objectives and activities</b>
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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 2019 the Faculty:

#### General

- Maintained its charitable status.
- Held its thirteenth Annual General Meeting on 10 May 2019 at St David's Hotel, Havannah Street, Cardiff.
- Held the annual conference on 10 and 11 May 2019 where a wide range of topics were covered by 22 eminent speakers.
- Surveyed the membership regarding their views on the role and expectations of the FFLM.
- Appointed the thirteenth David Jenkins Professor, Dr Philip Lumb.
- Continued with our application to the GMC for specialty status for Forensic and Legal Medicine.
- Had a record number of candidates for the October Examinations with one of the highest pass rates, since we started to offer the exam.
- Membership numbers remained stable overall. Applicants for Membership by examination (MFFLM) and the Licentiate examination (LFFLM) continue in small numbers; a reflection of the fact that post graduate qualifications are not currently mandatory for working in the field of Forensic and Legal Medicine.

## Trustees' Report (*continued*)

<b>Achievements and performance (<i>continued</i>)</b>
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- Awarded Honorary Fellowship to a number of distinguished individuals  
Prof Robert Flanagan  
Prof John E Cooper  
Mrs Margaret E Cooper  
Prof Alan Boyd  
Prof Jane Dacre  
Dr Suzy Lishman  
Dr Andrew Hoyle  
Prof Michael Pollanen  
Prof Olaf Drummer  
Prof Tim Thompson  
HHJ Paul Matthews  
Prof Nikolas Lemos
- Continued to provide a GMC appointed Suitable Person for members of the FFLM who do not belong to a designated body and do not have a Responsible Officer.
- Continued to improve meeting/committee/working party/Faculty Board attendance by use of updated technology including teleconferencing and WebEx.
- Reviewed and modified Standing Orders to allow for electronic balloting for Board and Senior Officer posts and for the overall management of annual subscriptions.
- Continued the FFLM weekly Bulletin to ensure that members are fully informed about advances in Forensic & Legal Medicine and events of relevance.
- Continued the monthly message from the President updating the members.
- Continued to use our active press and public relations profile, social media, including Twitter and Facebook, to raise the profile of the FFLM and disseminate information to our members, commenting more generally on matters relevant to the FFLM's work.
- Moved to a virtual office environment.

### Education

- Worked closely with the editor and publisher of the Journal of Forensic and Legal Medicine, which is of international standing, to improve the content of the Journal to make it more relevant to the members.
- Commenced a review of the Examinations' Regulations and Syllabus.
- Started work on the examination MFFLM for Dento-Legal Advisors.

## Trustees' Report (*continued*)

<b>Achievements and performance (<i>continued</i>)</b>
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- Delivered a wide range of postgraduate training days including: MFFLM and LFFLM Part 2 Examination Revision Day (General Forensic Medicine), Mental Healthcare and Learning Disability Day for HCPs/clinicians working in General Forensic Medicine (GFM) and Sexual Offence Medicine (SOM); General Forensic Medicine – Best Practice Day; SARC Best Practice Day; Level 3 Child Safeguarding; MFFLM Part 1 and DLM Examination Revision Day; Forensic Sampling: Innovations for the 21st Century; MFFLM and LFFLM Part 2 Examination Revision Day (SOM), to support the continuing professional development needs of both members and non-members. Continued to develop and update the educational resources on Forensic & Legal Medicine topics.
- Delivered the Course in General Forensic Medicine, including the first course in September 2019, following the Teesside University accreditation, leading to the University Certificate in Postgraduate Professional Development (UCPPD) in General Forensic Medicine.
- Assisted Teesside University with the application for Course Approval of the Post Graduate Certificate Advanced Forensic Practitioner (Custody or Sexual Offence) Higher Apprenticeship.
- Reviewed and renewed the association with Ulster University for the e-learning courses assisting those studying for the following FFLM examinations: DLM, MFFLM Part 1, LFFLM (SOM) and MFFLM (SOM) Part 2. The module content was revised and updated in May 2019. We are currently undertaking an expansion of the e-learning material to include General Forensic Medicine (GFM) with the aim of making the modules available to candidates from May 2020 onwards.
- Ensure the website is updated with relevant resources for our members and continue to advertise a wide range of Events.
- 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.

## Trustees' Report (*continued*)

### Achievements and performance (*continued*)

#### Co-working

- Continued active Membership of the Academy of Medical Royal Colleges (till October 2019).
- 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.
- Continued to be consulted on matters relating to Forensic and Legal Medicine.
- Engaged with the Care Quality Commission.
- Collaborated closely with the Forensic Science Regulator, in particular meeting with the lead from the NPCC on forensic science.
- Worked with key groups, including NHS England, and relevant medical Royal Colleges to promote the Faculty's quality standards in both forensic & legal medicine.
- Collaborated with British Medical Association on developing standards for healthcare professionals through the Secure Environment and Medico-legal Committees.
- 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.

### 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 £422,749 (2018 - £446,200) is provided in note 3 to the accounts.

The Faculty continues to meet its financial objectives and it has returned to profit this year of £18,750. Although market conditions remain difficult, it remains financially sound with the balance sheet showing total charity funds increasing from £553,502 to £572,252.

### 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.

## Trustees' Report (*continued*)

### Investment policy and performance (*continued*)

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. The investments are held within a fund specifically for Charities. 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 a Charity fund only, there is substantial diversification of investments. The portfolio rose by 11.36% in 2019 versus the benchmark growth of 2.27%.

The market value of the investments shown on the balance sheet as 31<sup>st</sup> December stood at £472,303. As a result of the Covid - 19 outbreak global stock markets have fallen sharply and consequently the market value of these investments has fallen, as of the 1<sup>st</sup> May 2020 by approximately £37,000 to £435,103 resulting in an equivalent fall in net assets and charity funds. In the short term we are expecting ongoing volatility in financial markets.

### 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. 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.

### 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 2019 was £57,779 but given the losses sustained in the previous year the trustees disposed 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.



## Trustees' Report *(continued)*

### Reserves Policy *(continued)*

The balance held as unrestricted funds at 31 December 2019 was £514,381 of which £472,211 are regarded as free reserves, after allowing for funds tied up in tangible and intangible fixed assets. Actual 12-month cash payments totaled £439,681. The current level of reserves is therefore higher than is needed and meets 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 Dr Margaret Stark, the Treasurer, Dr Susan Waterworth, 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. Two Trustees (Drs Stark & Gorton) received payments approved by the Board for lecturing on commercial courses organised by the Faculty. All other trustees give of their time freely. 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)*

<b>Reference and administrative information</b>
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### **Board of Trustees**

Dr Margaret Stark (President) from 10 May 2019  
Professor Carol A. Seymour (President) from 05 May 2017 to 10 May 2019  
Dr Richard Shepherd (Registrar) from 11 May 2018  
Dr Susan Waterworth (Treasurer) from 10 May 2019  
Dr Daniel Haines (Treasurer) from 01 May 2015 to 10 May 2019  
Mr Brian Westbury (Academic Dean) from 10 May 2019  
Dr Bernadette Butler (Academic Dean) from 06 May 16 to 10 May 2019  
Professor John Farnan (Vice President, Forensic Medicine) from 10 May 2019  
Professor Fiona Wilcox (Vice President, Medical Coroners) from 10 May 2019  
Dr Andrew Wilkinson (Vice President, Forensic Medicine) from 06 May 16 to 10 May 2019  
Professor Alexander Forrest (Vice President, Medical Coroners) from 06 May 16 to 10 May 2019  
Dr Michael Devlin (Vice President, Medico-Legal Advisers) from 10 May 2019  
Dr John Holden (Vice President, Medico-Legal Advisers) from 06 May 16 to 10 May 2019  
Dr Alex Gorton (Assistant Registrar, Conference Subcommittee Chair) from 10 May 2019  
Dr Priya Iyer (Conference Secretary) from 27 June 2017 to 10 May 2019  
Mr. Matthew Foster (RCP Rep) from 15 November 2017  
Dr Nicholas Swift from 26 January 2016  
Professor Donal O'Donoghue from 26 September 2018

### **Co-opted Members:**

Dr Cathy Cooke  
Dr Cath White

### **Lay Members:**

Dr Michael Robertson  
Mrs Concetta Perot

### **Ordinary Members:**

Miss Keeley Roe from 06 November 2019 Nurse member  
Mr Benjamin Sylvester from 06 November 2019 Paramedic member

### **Administrative and Principal Office**

c/o Royal College of Physicians, 11, St Andrews Place, London. NW1 4LE

### **Registered Charity Number: 1119599**

### **Independent Examiners**

Brendan Sharkey FCA  
MHA MacIntyre Hudson, 6th Floor, 2 London Wall Place, London EC2Y 5AU

### **Accountants**

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

## Trustees' Report *(continued)*

### Reference and administrative information *(continued)*

#### 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' 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).

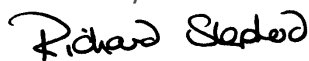
The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period.

In preparing these financial statements, the trustees are required to:

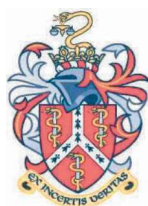
- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the applicable Charities SORP 2015 (FRS102).
- make judgments and accounting estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, 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 1 May 2020 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 31<sup>st</sup> December 2019

I present my report for the year ended 31<sup>st</sup> December 2019 which show an overall profit of £18,750 from both restricted and unrestricted funds. This includes gains arising from investments of £49,553.

Our total income from charitable activities showed a small decrease from £446,200 to £422,749 comprising of membership fees decreasing from £225,071 to £220,163; Conference income decreasing to £37,682 from £63,522 whilst there was a small increase in educational income of £700 to £138,820.

Royalty income from publications and journals have risen by 33% to £26,034 whilst the related publication costs remained fixed at £4,524 to continue to provide a strong contribution to our finances. Investment income fell to £6,311 from last year of £8,209 in the main reflecting a reduction of 19% in the portfolio following the disposal of investments to cover cashflow shortages in working capital arising from the previous year losses.

Overall, the total expenditure on Charitable activities decreased this year to £442,792 from £532,089 as shown in note 5 to the financial statements. Costs in all key areas of Membership, Conference and Educational fell quite significantly.

The decrease in income from Conferences was more than offset with lower costs falling from £60,176 to £31,052 in the year to give an increase in the overall net contribution from £3,346 to £6,630.

We have seen significant expansion from our Educational services and the investment in training in previous periods has helped keep Educational costs lower in this year. We have seen these costs decrease this year to £104,274 from £136,023.

Other expenditure shown in note 6 has fallen from £14,975 to £12,407. All our other income and costs are broadly in line with the previous year's figures.

The Faculty reduced its portfolio investment by £100,000 in the first quarter of the year to provide extra working capital. The market value of the investments at year-end was £472,303 with strong growth and recognised gains of £49,553 as shown in note 11. The historical cost of the investments held at year end stood at £460,743.

The cash arising from part realisation of investments has provided financial support to the Faculty with net current assets increasing to £57,779 from the previous year end sum of just £5,766. The surplus arising in the year has contributed to an increase in total charitable funds at year end to £572,252 from £553,502. Despite this the Trustees remain cautious of the continued difficult market conditions and impact this is likely to have on our future working capital. If required, we may need to dispose of some more investments to provide the cash resources to meet our ongoing costs and commitments.

The trustees have concluded that no increase in fees should be implemented for 2020.

	2020	2019
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 2020 include:

FRCP           £565.00  
 FRCGP       £529.00  
 FFOM         £630.00  
 FRCPATH     £567.00

*Susan Waterworth*

Dr Susan Waterworth  
 Hon Treasurer

Date 01 May 2020

## **Independent Examiner's Report to the Trustees of the Faculty of Forensic & Legal Medicine**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which are set out on pages 13 to 22.

### **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.

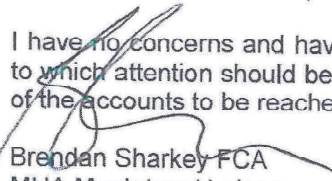
### **Independent examiner's statement**

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

6th Floor  
2 London Wall Place  
London  
EC2Y 5AU

Date 7<sup>th</sup> May 2020

## Faculty of Forensic and Legal Medicine

### Statement of Financial Activities for the year ended 31 December 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Income and endowments from:</b>					
Donations		-	-	-	-
Charitable activities	3	422,149	600	422,749	446,200
Investments	4	6,311	-	6,311	8,209
<b>Total</b>		<b>428,460</b>	<b>600</b>	<b>429,060</b>	<b>454,409</b>
<b>Expenditure on:</b>					
Raising funds	5	4,664	-	4,664	5,156
Charitable activities	5	441,103	1,689	442,792	532,089
Other	6	12,407	-	12,407	14,975
<b>Total</b>		<b>458,174</b>	<b>1,689</b>	<b>459,863</b>	<b>552,220</b>
Net (loss)/gains on investments	11	49,553	-	49,553	(32,448)
<b>Net profit/(loss) and net movement in funds</b>		<b>19,839</b>	<b>(1,089)</b>	<b>18,750</b>	<b>(130,259)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		494,542	58,960	553,502	683,761
<b>Total funds carried forward</b>		<b>514,381</b>	<b>57,871</b>	<b>572,252</b>	<b>553,502</b>

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

The notes on pages 15 to 22 form part of these financial statements.

# Faculty of Forensic and Legal Medicine

## Balance Sheet as at 31 December 2019

		2019		2018	
	Notes	£	£	£	£
<b>Fixed Assets:</b>					
Intangible assets	9		28,273		32,796
Tangible assets	10		13,897		26,177
Investments	11		472,303		488,763
<b>Total fixed assets</b>			<u>514,473</u>		<u>547,736</u>
<b>Current Assets:</b>					
Debtors	12	53,363		60,590	
Cash at bank and in hand	13	<u>184,185</u>		<u>153,029</u>	
<b>Total current assets</b>		237,548		213,619	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	14	<u>179,769</u>		<u>207,853</u>	
<b>Net current assets</b>			57,779		5,766
<b>Total net assets</b>			<u>572,252</u>		<u>553,502</u>
<b>Funds of the Charity</b>					
Restricted income funds	16		57,871		58,960
Unrestricted funds			<u>514,381</u>		<u>494,542</u>
<b>Total charity funds</b>			<u>572,252</u>		<u>553,502</u>

Approved by the Board of Trustees and authorised for issue on 1 May 2020 and signed on their behalf by:

*Susanne Waterworth*

Dr Susan Waterworth  
Trustee

The notes on pages 15 to 22 form part of these financial statements.



# Faculty of Forensic and Legal Medicine

## Notes to the financial statements for year ended 31 December 2019

### 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 11 St Andrews Place, London, NW1 4LE 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.

The financial statements have been prepared on a going concern basis. The Trustees have considered relevant information, including the annual budget, the expected impact on future working capital requirements and the impact of subsequent events in making their assessment. In response to the COVID-19 pandemic and the ensuing economic shutdown, the Trustees have performed an analysis of forecast budget and future cash funding requirements taking into account the potential impact on the activities of the Charity. This analysis also considers the effectiveness of available measures to assist in mitigating the impact.

Based on these assessments and having regard to the resources available to the Charity, the Trustees have concluded that there is no material uncertainty and that they can 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. The All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

# Faculty of Forensic and Legal Medicine

## Notes to the financial statements for year ended 31 December 2019 - Continued

### 2 Accounting Policies (continued)

#### (d) Support and governance Costs

Governance costs include costs of the preparation 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.

#### (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, provided at between 5% and 33.3% straight line basis.

#### (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 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 2019.

# Faculty of Forensic and Legal Medicine

## Notes to the financial statements for year ended 31 December 2019 - Continued

### 2 Accounting Policies (continued)

#### (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.

#### (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 note 16.

### 3 Income from Charitable Activities

			2019	2018
	Unrestricted Funds	Restricted Funds	Total	Total
Membership	220,163	-	220,163	225,071
Conferences	37,682	-	37,682	63,522
Educational	138,220	600	138,820	138,120
Publications and journal	26,034	-	26,034	19,463
Sale of memorabilia	50	-	50	24
	<u>422,149</u>	<u>600</u>	<u>422,749</u>	<u>446,200</u>

### 4 Investment Income

	2019	2018
	£	£
Dividends	5,391	8,138
Interest on Investments	920	71
	<u>6,311</u>	<u>8,209</u>

All investment income is attributable to unrestricted income funds.

### 5 Expenditure on charitable activities

	Note	Unrestricted	Restricted	Total 2019	Total 2018
		£	£	£	£
Membership	5a	302,442	500	302,942	331,366
Conference	5b	31,052	-	31,052	60,176
Educational	5c	103,085	1,189	104,274	136,023
Publications and journal	5d	4,524	-	4,524	4,524
		<u>441,103</u>	<u>1,689</u>	<u>442,792</u>	<u>532,089</u>

#### 5a Membership costs

	Note	Unrestricted	Restricted	2019	2018
		£	£	£	£
Direct staff costs	8	137,115	-	137,115	133,209
Establishment expenditure		21,280	-	21,280	28,609
Membership support services		41,096	-	41,096	42,303
Other staff costs		4,522	-	4,522	2,317
Travel and subsistence		13,742	-	13,742	12,923
General administrative expenses		66,043	500	66,543	83,729
Legal and professional fees		4,675	-	4,675	15,005
Depreciation on tangible fixed assets		13,969	-	13,969	13,271
		<u>302,442</u>	<u>500</u>	<u>302,942</u>	<u>331,366</u>

# Faculty of Forensic and Legal Medicine

## Notes to the financial statements for year ended 31 December 2019 - Continued

### 5 Expenditure on charitable activities (continued)

<b>5b Conference costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>	<b>2018</b>
	£	£	£	£
Conference costs	28,097	-	28,097	58,859
Travel and subsistence	2,955	-	2,955	1,317
	<u>31,052</u>	<u>-</u>	<u>31,052</u>	<u>60,176</u>

<b>5c Educational costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>	<b>2018</b>
	£	£	£	£
Training	47,962	258	48,220	74,402
Educational support costs	45,410	345	45,755	48,042
Travel and subsistence	9,713	86	9,799	13,579
Educational grants	-	500	500	-
	<u>103,085</u>	<u>1,189</u>	<u>104,274</u>	<u>136,023</u>

<b>5d Publications and journal costs</b>	<b>2019</b>	<b>2018</b>
	£	£
Amortisation on intangible fixed assets	<u>4,524</u>	<u>4,524</u>

#### 5e Investment management costs

Investment management costs of £4,664 (2018 - £5,156) are included in costs of raising funds.

### 6 Other Expenditure

	<b>2019</b>	<b>2018</b>
	£	£
Independent examiner's fees	3,300	3,600
Accountancy fees	5,930	7,080
Room hire costs	2,353	2,185
Board meeting travel costs	824	1,610
Gifts made to President	-	500
	<u>12,407</u>	<u>14,975</u>

### 7 Trustees' Expenses

Travel expenses of £7,713 (2018: £11,194) were reimbursed to 11 (2018: eleven) trustees, being £802 in respect of travel to trustees board meetings and £6,911 for FFLM charitable activities and meetings with other organisations representing the Faculty. The Trustees received no payment in the year (2018: None) in connection with their training to become examiners.

### 8 Staff Costs

	<b>2019</b>	<b>2018</b>
	£	£
Salaries	124,565	121,717
Social security costs	10,381	10,243
Pension costs	2,169	1,249
	<u>137,115</u>	<u>133,209</u>

There were an average of 3 employees in the year (2018: 3 FTE). All staff costs are allocated to charitable activities.

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

No trustees have received any remuneration.

# Faculty of Forensic and Legal Medicine

## Notes to the financial statements for year ended 31 December 2019 - Continued

### 9 Intangible Fixed Assets

<b>Cost</b>	£
At 1 January 2019	107,980
At 31 December 2019	<u>107,980</u>
<b>Amortisation</b>	
At 1 January 2019	75,184
Charge for the year	<u>4,523</u>
At 31 December 2019	<u>79,707</u>
<b>Net book value at</b>	
At 31 December 2019	<u>28,273</u>
At 31 December 2018	<u>32,796</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
<b>Cost</b>	£	£	£	£
At 1 January 2019	48,363	6,867	7,876	63,106
Additions in the year	-	1,689	-	1,689
At 31 December 2019	<u>48,363</u>	<u>8,556</u>	<u>7,876</u>	<u>64,795</u>
<b>Depreciation</b>				
At 1 January 2019	26,873	3,932	6,124	36,929
Charge for the year	<u>11,216</u>	<u>1,177</u>	<u>1,576</u>	<u>13,969</u>
At 31 December 2019	<u>38,089</u>	<u>5,109</u>	<u>7,700</u>	<u>50,898</u>
<b>Net book value at</b>				
At 31 December 2019	<u>10,274</u>	<u>3,447</u>	<u>176</u>	<u>13,897</u>
At 31 December 2018	<u>21,490</u>	<u>2,935</u>	<u>1,752</u>	<u>26,177</u>

# Faculty of Forensic and Legal Medicine

## Notes to the financial statements for year ended 31 December 2019 - Continued

### 11 Investments

	Unrestricted General	Restricted	Total 2019	Total 2018
	£	£	£	£
Market value at 1 January 2019	488,763	-	488,763	522,801
Additions to investments at cost	694,937	-	694,937	172,345
Disposals	(760,950)	-	(760,950)	(173,935)
Net gain/(loss) on revaluation	49,553	-	49,553	(32,448)
Market value at 31 December 2019	472,303	-	472,303	488,763
Historical cost at 31 December 2019	460,743	-	460,743	471,292
<b>The above investments are held as follows:</b>			£	£
Listed on UK Stock Exchange			472,303	137,684
Listed overseas			-	351,079

### The investment portfolio

The Faculty disposed of all the individual investments during the year and reinvested the funds into a Multi-Asset Fund specifically tailored for Charity investment.

### 12 Debtors

	2019	2018
	£	£
Trade debtors	855	776
Other debtors	60	1,225
Rent deposit	7,063	7,063
Prepayments	22,470	34,126
Accrued income	22,915	17,400
	53,363	60,590

### 13 Cash at bank and in hand

	2019	2018
	£	£
Investment accounts	2,961	34,871
Cash at bank	181,224	118,142
Petty cash	-	16
	184,185	153,029

### 14 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	14,895	63,278
Other taxes and social security costs	2,384	5,787
Other creditors	399	528
Accruals	34,151	24,165
Deferred income	127,940	114,095
	179,769	207,853

Deferred income brought forward of £114,095 was released in the year and £127,940 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 2019 - Continued

### 15 Operating lease commitments

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

	2019	2018
	£	£
Operating leases on office equipment which expire:		
- Within 1 year	-	2,072
- between 1 and 5 years	-	-
	<u>-</u>	<u>2,072</u>
Operating leases on buildings which expire:		
- Within 1 year	-	13,575
- between 1 and 5 years	-	-
	<u>-</u>	<u>13,575</u>

### 16 Restricted funds

	Balance at 01/01/2019	Income	Expenses	Balance at 31/12/2019
	£	£	£	£
WG Johnston Memorial Fund	34,754	-	(1,000)	33,754
David Jenkins Memorial Fund	23,799	-	-	23,799
Apothecaries Fund	407	600	(689)	318
	<u>58,960</u>	<u>600</u>	<u>(1,689)</u>	<u>57,871</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 £5,100 has been deferred at the year end.

### 17 Analysis of net assets between funds

	Unrestricted funds 2019	Restricted funds 2019	Total funds 2019	Total Funds 2018
	£	£	£	£
Intangible fixed assets	28,273		28,273	32,796
Tangible fixed assets	13,897		13,897	26,177
Investments	472,303		472,303	488,763
Current assets	174,577	62,971	237,548	213,619
Creditors due within one year	(174,669)	(5,100)	(179,769)	(207,853)
	<u>514,381</u>	<u>57,871</u>	<u>572,252</u>	<u>553,502</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 related party transactions payments were incurred in respect of Trustees:

- (i) Payments totalling £4,500 to Trustees in respect of fees to facilitate at the GFM Course.
- (ii) Trustees' expenses reimbursed are included in note 7.

## **Faculty of Forensic and Legal Medicine**

### **Notes to the financial statements for year ended 31 December 2019 - Continued**

#### **19 Events after the reporting period**

As referred to in note 11 the Faculty has a substantial level of funds invested in a Multi Asset Fund specifically tailored for Charity investments. As a result of the Covid - 19 pandemic the market value of these investments as of the 1 May 2020 had fallen from the year end valuation of £472,303 to £435,103. The investments are held in the Multi Asset Fund investment units comprised of shares in a significant range of sectors with a wide geographical spread. The trustees anticipate the investment valuations to recover in line with UK stocks.

It is also expected that the Charity will see a fall in income from its charitable activities in the short term before returning to normal levels and is expected to sustain losses in the year ended 31 December 2020.