

Registered number: 06389120
Charity number: 1123023

COMMITTEE ON PUBLICATION ETHICS
UNAUDITED
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

COMMITTEE ON PUBLICATION ETHICS
(A company limited by guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2018

Trustees

Deborah Poff, Chair (appointed Chair 1 May 2019) (resigned Vice-Chair 1 May 2019)
Christopher Graf (resigned Co-Vice-Chair 1 May 2019)
Geraldine Pearson (resigned Co-Vice-Chair 1 May 2019)
Dan Kulp, Vice-Chair (appointed Vice-Chair 1 May 2019) (resigned Treasurer 1 May 2019)

Tara Lee Hoke, Secretary (appointed Secretary 1 May 2019)
Charon Pierson (resigned Secretary 1 October 2019)
Mirjam Curno (resigned 1 October 2019)
Michael Wise, Treasurer (appointed treasurer 1 May 2019)
Caroline Porter (appointed 9 September 2019)
Deborah Kahn (appointed 9 September 2019)

Company registered number

06389120

Charity registered number

1123023

Registered office

New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire SO53 3LG

Company secretary

Natalie Ridgeway, Executive Officer

Independent Examiner

Danielle Griffin, FCA, Moore (South) LLP, Priory House, Pilgrims Court, Sydenham Road, Guildford, Surrey, GU1 3RX

Bankers

Co-operative Bank plc, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Solicitors

Blake Morgan, New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire, SO53 3LG

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of the Committee on Publication Ethics (COPE) (the company) for the year ended 31 December 2018. The Trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" 2015 (FRS 102) update bulletin 1.

Structure, governance and management

- **Constitution**

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 3 October 2007 as amended by Special Resolutions dated 18 February 2008, 3 May 2011, 22 March 2013, 17 April 2015 and 9 September 2015, and is a registered charity number 1123023.

The Trustee Board and Council are the constitutional members of COPE.

The principal objects of the company are the promotion for the public benefit of ethical standards of conduct in research and ethical standards in the publication of scholarly journals.

- **Method of appointment or election of Trustees**

The Trustee Board (maximum of 12) consists of the Officers, namely: Chair; Vice-chair (Chair-elect); Secretary; Treasurer; Immediate Past Chair, elected members of Council, and those who are co-opted. The Officers and the Trustee Board are elected by the full Constitutional Members (Trustees and Council Members) at its Annual General Meeting (AGM). Up to 4 trustees may be co-opted by the Trustee Board between general meetings.

- **Policies adopted for the induction and training of Trustees**

Upon appointment Trustees are provided with a copy of the Articles of Association and the Regulations of COPE; they are also provided with a briefing session, and a written document outlining the responsibilities entailed 'On being a Trustee of COPE'. Additionally they have access to an 'eLearning' module which outlines COPE processes and procedures. This introduction to COPE is usually conducted by one or more of the current Officers or by the Executive Officer. Each Trustee is also required to complete a Conflict of Interest form which is updated annually and posted on the COPE website.

Subsequent training is provided as needed. In addition, we nominate a current Council member to be a mentor to each new trustee. Ad hoc training is carried out as and when necessary to ensure that Trustees are kept abreast of developments with regard to the legal and other obligations of COPE as a Registered Charity and a Company Limited by Guarantee and any of the resultant obligations of the Trustees.

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• Organisational structure and decision making

The Trustee Board (<http://publicationethics.org/about/trustees>) is ultimately responsible for the financial, legal and business operations of COPE as a charitable business and it gives authority to the Executive Officer and the COPE team (<http://publicationethics.org/cope-staff>) to manage the day to day affairs of the organization. The Trustees of the charity are also the directors of the limited company.

Day-to-day operational activities of the business are managed by COPE's full time Executive Officer. The administration of the business activities of COPE are carried out by a freelance Administrator. Managing the bank account and all financial transactions is the responsibility of the Executive Officer with oversight by the Treasurer and Finance subcommittee. The COPE website is managed by a freelance Web Content Manager, who is contracted to work for COPE for up to 14 hours per week. A full-time Membership Administrator is employed to review and administer the applications from potential new members. A full time Administrative Assistant assists with all administration support. A freelance Marketing & Communications Officer manages all of COPE's marketing and communication needs and, in addition, a Facilitation & Integrity Officer administers the COPE complaints process. At the end of 2018, a Membership Officer role was created to support the membership.

• Risk management

The principal risks identified with regard to COPE and its operations, and their mitigation, are as follows:

(i) Litigation arising from advice, guidance or recommendations offered to authors, editors, publishers and publishing staff and others with regard to ethical issues raised in connection with published academic (learned) journals. Full insurance cover for professional indemnity is provided at COPE's expense for Trustees and Council members and for the Executive Officer and Administrator acting for and on behalf of COPE. The risk is graded as low-to-medium on the basis that COPE specifically does not offer adjudication or judgements with regard to cases involving ethical issues brought to its attention.

(ii) Loss of subscription income. COPE will regularly review subscription income to ensure it is providing value for members, that the subscriptions are in line with industry expectations, and that any changes ensure broadly the same income year on year. Two policies are in place to support a level of financial stability: 1) increasing subscription fees by the Retail Price Index (RPI) each year; and 2) providing the opportunity for all members to sign up to COPE for three years at that year's subscription rate. The Finance Subcommittee, led by the Treasurer, is in charge of managing this policy. In 2018, we reviewed our subscription costs and created new 'bands' to rationalise the costs across all bands and enable publisher members to increase their subscriptions at a more manageable rate. We are also near to finalising a pilot, which began in 2017, which will investigate offering membership to other types of organizations, such as universities. One of the objectives for doing this is to support diversity in our revenue stream.

(iii) Loss of data. Data relating to COPE's business and financial affairs are retained at the Executive Officer's accommodation, in the form of hard-copy documents and computer files. Printed documents are kept in a secure, locked filing cabinet. Computer files are kept on the desk-top computer of the Executive Officer; and all data files are also backed-up, continuously, onto Google Drive as well as Basecamp. In addition, the database of COPE Members is retained on the COPE website which is managed separately under contract by the company responsible for general maintenance and development of the COPE website. This company provides for automatic back-up of COPE data. The risk of loss of irrecoverable data is regarded as low-to-medium.

(iv) Physical assets. COPE has no substantial physical assets.

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(v) COPE strengthened its constitution in September 2015 to ensure good governance and oversight which is now the sole province of the Trustee Board, The wider COPE Council has been increased in numbers and is actively engaged in the operational activities of the organization. A further review of COPE's governance, to ensure that the changes made are appropriate, is planned for the latter stages of 2018.

Objectives and Activities

- **Activities for achieving objectives and acting for public benefit**

In planning our activities for the year we have kept in mind the Charity Commissioners guidance on public benefit. COPE was established to provide a range of services and products aimed primarily, but not exclusively, at editors and publishers of learned journals and designed to provide advice and guidance on best practice for dealing with ethical issues in journal publishing.

At the end of 2017, COPE retired its Code of Conduct and Best Practice Guidelines for journal editors and Code of Conduct for Publishers and replaced it with ten 'Core Practices'. These Core Practices are applicable across all current and possible future membership types and list the areas that members should ensure they have robust and well-described, publicly documented practices in. During 2018, we communicated the Core Practices widely to our members at meetings and via our monthly newsletter "COPE Digest". During 2018, we communicated the Core Practices widely to our members at meetings and via our monthly newsletter "COPE Digest".

Ethical issues covered by COPE include:

- Plagiarism
- Fabrication
- Falsification
- Redundant publication
- Selective reporting
- Unethical research
- Authorship issues
- Peer review misconduct
- Editor misconduct
- Conflicts of interest

COPE holds a Forum meeting, four times a year (one of which is in person, 3 of which are virtual), at which members can raise and discuss particular and general ethical issues. COPE then undertakes to publish written summaries of these Forum discussions (suitably edited and anonymised to ensure that identifiable details such as names of individuals and institutions are removed) on the COPE website with free, unhindered access for anyone visiting the website. A classification hierarchy is used to allow all interested users of the website to find cases on specific issues more easily. The Forum reports thus form part of a developing database of 'case law' relating to ethical issues in journal publishing and hence a valuable and valued resource for those involved with ethical matters, COPE members and non-members alike. Member queries or cases that are unable to wait for Forum, or where they would prefer them to be discussed in confidence, are responded to internally via Council.

COPE has developed an audit which many of its members have used to check that their publications or operations are following best practice. This audit was completely updated and revised during 2018 and

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republished as the "COPE Journal Audit". COPE's recommendations are also available in the form of flowcharts and infographics, which are used in many editorial offices and have been translated into several languages.

COPE also produces specific guidance on issues such as:

- 'Journals' Best Practices for Ensuring Consent for Publishing Medical Case Reports'
- 'Short Guide to Ethical Editing for New Editors', which was revised and updated during 2018; 'Sharing of information among Editors-in-Chief regarding possible misconduct'
- 'Cooperation between research institutions and journals on research integrity cases'
- 'Ethical guidelines for peer reviewers'
- 'Editors' relations with learned societies', which was revised and renamed as 'Guidelines for managing the relationships between society-owned journals, their society, and publishers' during 2018 and,
- 'Retraction guidelines'. The guidance on retractions, in particular, is viewed as an important means of safeguarding the integrity of the academic literature. They have been adopted by several journals and will be updated and revised during 2019.

The COPE website underwent a major refresh during 2018 to enable easier discoverability of resources and guidance and the new site was launched in 2019. This is continually evolving and further updates are planned in response to user needs. The website is also kept updated with news about ethical issues and publications likely to be of interest to editors and publishers. COPE also has a presence on Facebook, LinkedIn and Twitter with an active membership. COPE publishes a monthly eNewsletter, *COPE Digest: Publication Ethics in Practice*, which contains COPE updates, an analysis of publication ethics in the news, and educational material.

COPE holds annual seminars across the world. In 2018 we held a seminar in Melbourne, Australia, and are planning two seminars for 2019: one to be held in Philadelphia, USA which will focus exclusively on the needs of our Arts, Humanities and Social Sciences membership and a further one in Europe. These seminars offer an opportunity for editors (both Members and non-members) to hear expert speakers, learn about the work of COPE and exchange views. In addition we held a webinar on 'Creating and implementing data research policies' with a second planned on arts, humanities and social sciences issues during 2019.

In 2019, COPE will move into a new strategic planning period. This will consist of an environmental scan and member survey, with a Strategy Day to be held later in the year. Data from these will then feed into a new strategic plan covering the period 2020-2023. This will build on the previous strategic plan (2016-2018) and will include further work on universities membership (which will be decided on at the end of 2019).

Achievements and performance

- **Review of activities**

During the period under review, that is the calendar year ended 31 December 2018, COPE continued to attract and recruit new registered members. At the end of 2018 nearly 13,000 journal editors were members of COPE (an increase of about 1,000 since the end of 2017). Nearly all major publishers have agreed to sign up their journals as members of COPE by paying a corporate subscription; however COPE is reliant on the publishers to provide details of their journals, and to inform COPE of any changes.

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It is therefore not always possible to give an exact figure of the number of COPE members at any specific date as there is often a delay before the publisher updates its records.

The overall result for 2018 was negative and has resulted in a decrease in total reserves:

(i)	Opening balance, reserves at 01 January 2018	£367,717
(ii)	Closing balance, reserves at 31 December 2018	£309,648

The year end deficit of £58,069 represents an increase in year-end deficit from 2017 of £57,578. Operating costs increased from 2017 to 2018:

(i)	Total costs 2017	£453,541
(ii)	Total costs 2018	£492,910

The increase in costs from 2017 to 2018 was £39,359 (9%). The main reasons for the higher costs in 2018 relate to:-

- a) Increased numbers of staff: COPE employed an additional person to the role of Membership Officer.
- b) COPE held two in person-Council meetings during 2018. This was to help with on-boarding of new Council members that have recently joined Council after we undertook a period of expansion of Council.
- c) An increase in the amount of subscriptions waived. More membership applications from journals and/or countries which met our waiver criteria were received and accepted.
- d) Monies spent on improving our website to enable members to find our resources more efficiently.
- e) An InDesign expert was contracted to work on our translated flowcharts and other resources to ensure they were presented effectively for our members.

Financial review

• Investment policy and performance

COPE is committed to the adoption and implementation of ethical policies with regard to its financial investments. As such its banking arrangements reviewed to ensure that any monies held by COPE are secure. COPE has since opened an additional savings account with the Nationwide to hold some of its reserves to spread the risk in case of a banking issue.

• Reserves policy

It has been agreed by the Council that it is appropriate for COPE to maintain strategic financial reserves sufficient to accommodate unavoidable operating costs for a period of 12 months in the event that the decision were to be made to close COPE and cease activities.

The Council has agreed that the amount for the strategic reserve should be at least £225,000 - this amount to be reviewed and agreed annually. The figure has been set largely to accommodate the costs of the Executive Officer, Membership Administrator, Membership Officer, Administrative Assistant and freelance staff (Marketing & Communications Officer, Website Manager, and Facilitation & Integrity): COPE does not incur significant overhead costs such as office accommodation or capital assets.

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Plans for the future

● Future developments

COPE will continue to investigate and, where appropriate, develop and make available, relevant new services and products for its Members and others. Amongst those planned for 2019 are:

- i. A significant COPE presence at the World Congress in Research Integrity (WCRI). The WCRI is an important audience for COPE and COPE responsible for 4 sessions at the 6th meeting (June 2019 in Hong Kong) one of which being a major plenary.
- ii. Continuation of the university membership pilot scheme. This will have the potential to expand COPE's membership from its existing journal editors and publishers to universities and research institutes more widely, with the intention of COPE educating authors and researchers in publication ethics. Six institutions are currently signed up to the pilot and a decision will be taken at the end of 2019 on next steps.
- iii. Webinars, with invited speakers, on specially selected topics. We aim to hold 2-3 per year.
- iv. Continual development of the website to ensure it meets the needs of our members.
- v. Further expansion of the COPE seminars and Fora internationally. A North American seminar took place early in 2019 focussed exclusively on our Arts, Humanities and Social Sciences members. This met one of our core strategic objectives which is to increase diversity in our membership among the disciplines.
- vi. A second Publishers Seminar in the UK took place in 2018 and our first in the USA was held in 2019. These enable COPE's Publisher members to hear from industry experts on emerging issues, as well as have the opportunity to hear in more detail from COPE.
- vii. Developing and strengthening relations with related organizations such as the Council of Science Editors, European Association of Science Editors, International Society of Managing and Technical Editors, World Association of Medical Editors.
- viii. Providing speakers at academic and publishing meetings to raise awareness about publication ethics and promote good practice and the COPE guidelines and resources.

Trustees Responsibilities

The Trustees (who are also directors of the Committee on Publication Ethics for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable

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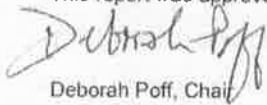
**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018**

accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in July 2014), and in accordance with the Financial Reporting Standard (FRS) 102 section 1A for Smaller Entities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on and signed on their behalf, by:


Deborah Poff, Chair

Dated: *October 29, 2019*

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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018**

Independent examiner's report to the Trustees of Committee on Publication Ethics

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2018 which are set out on pages 10 to 19.

Responsibilities and basis of report

As the charity 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 company'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 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of 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 that in any material respect:

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.

Signed: *Danielle Griffin*

Dated: *29th October 2019*

Danielle Griffin FCA

Moore (South) LLP
Priory House
Pilgrims Court
Sydenham Road
Guildford
GU1 3RX

COMMITTEE ON PUBLICATION ETHICS

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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted funds 2018 £	Unrestricted funds 2017 £
INCOMING RESOURCES			
Other trading activities	2	434,841	395,973
TOTAL INCOMING RESOURCES		434,841	395,973
RESOURCES EXPENDED			
Charitable activities	3	479,379	445,799
Other	4	13,531	7,752
TOTAL RESOURCES EXPENDED		492,910	453,551
MOVEMENT IN TOTAL FUNDS FOR THE YEAR – NET (DEFICIT) / INCOME FOR THE YEAR		(58,069)	(57,578)
RECONCILIATION OF FUNDS:			
<i>Total funds at 1 January 2018</i>		367,717	425,295
TOTAL FUNDS AT 31 DECEMBER 2018		309,648	367,717

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The notes on pages 12 to 19 form part of these financial statements.

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REGISTERED NUMBER: 06389120

**BALANCE SHEET
AS AT 31 DECEMBER 2018**

	Note	2018		2017	
		£	£	£	£
CURRENT ASSETS					
Debtors	9	6,380		1,340	
Cash at bank		<u>324,636</u>		<u>383,973</u>	
		331,016		385,313	
LIABILITIES					
CREDITORS: amounts falling due within one year	10	<u>(21,368)</u>		<u>(17,596)</u>	
NET CURRENT ASSETS			<u>309,648</u>		<u>367,717</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>309,648</u>		<u>367,717</u>
CHARITY FUNDS					
Unrestricted funds	13		<u>309,648</u>		<u>367,717</u>


For the financial year ended 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the charities Statement of Recommended Practice and Financial Reporting Standard 102 section 1A.

The financial statements were approved by the Directors on and signed on their behalf, by:


Deborah Poff, Chair

Dated:

October 29, 2019

The notes on pages 12 to 19 form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

1.1 Company Status

The company is a company limited by guarantee and has no share capital. The company is incorporated in England & Wales. The company is governed by its association of articles completed on 3 October 2007, and subsequent amends as noted on page 2. The company was registered with the Charity Commission on 29 February 2008, registered number 1123023. The address of the registered office is given in the Reference and Administrative Details given on page 1 of these financial statements. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. The nature of the charities operations and principal activities are explained in the Trustees Report.

The company constitutes a public benefit as defined by FRS102.

1.2 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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 (FRS102) issued on 16 July 2014, SORP 2015 (FRS102) update bulletin 1, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) section 1A and the Charities Act 2011.

The financial statements are prepared on a going concern basis under the historical cost convention modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency, and have been rounded to the nearest pound.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

The charity has taken advantage of the exemption not to produce a cash flow under FRS102 Section 1A and SORP 2015 update bulletin 1 dated 2 February 2016.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income, the amount can be reliably measured and it is probable that the income will be received.

Subscriptions are raised from the date of acceptance to 31 December each year. They are recorded in full when receivable. Any subscriptions that are waived in the year are included as subscription income and as a grant payable.

Income for seminars from non-members is recorded in the year the seminar takes place.

Interest receivable is accounted for on an accruals basis.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1.4 Resources expended

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the obligation can be measured reliably.

The charity's seminar costs are allocated to direct charitable expenditure.

Expenditure on charitable activities includes grants with relevant support costs and governance costs.

- Grants are charged in the year they are approved for payment. No grants are deferred.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

1.5 Allocation of support costs

Support costs are those functions that assist the work of the charity, but do not directly undertake charitable activities. Support costs include salaries and administrative expenses. These costs have been allocated between cost of raising funds and charitable activities. The bases on which support costs have been allocated are set out in note 5.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash at Bank and in Hand

Cash at bank and in hand includes cash and short term highly liquid investments with short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.8 Creditors

Creditors are recognised when the charity has a present obligation resulting from past events and can be measured or estimated reliably. Creditors are recognised at their settlement amounts.

1.9 Pension Costs

The charitable company pays contributions into a defined contribution scheme for its employees and the pension charge represents the amounts payable by the charitable company in respect of the year. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

1.10 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

1.11 Foreign currencies

Foreign currency transactions are initially recognised by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate.

1.12 Unrestricted funds

Unrestricted funds are subscriptions and incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

1.13 Judgements and Key Sources of Estimation Uncertainty

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

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

2. INCOMING RESOURCES FROM OTHER TRADING ACTIVITIES

	Total funds 2018 £	<i>Total funds 2017 £</i>
Subscriptions	391,237	352,703
Subscriptions waived	43,444	39,201
Seminar income	160	600
Other income	-	3,469
	434,841	395,973

All income from other trading activities for 2018 and 2017 was unrestricted

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

3. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

	Total funds 2018 £	<i>Total funds 2017 £</i>
Grants Payable (Note 6)	43,444	39,201
Seminar costs	48,553	59,172
Website costs	77,392	87,303
Council / forum expenses	78,951	60,117
Support costs (Note 5)	231,039	200,006
	479,379	<i>445,799</i>

All expenditure on charitable activities for 2018 and 2017 was unrestricted

4. OTHER

	Total Funds 2018 £	<i>Total funds 2017 £</i>
Independent examiner's fees	3,000	3,000
Accountancy and bookkeeping	2,808	1,600
Under accrued accountancy fees 2017	2,093	-
Legal and professional fees	5,630	3,152
	13,531	<i>7,752</i>

All expenditure on other costs for 2018 and 2017 was unrestricted

5. ALLOCATION OF SUPPORT COSTS

	Charitable activities 2018 £	Total 2018 £	<i>Total 2017 £</i>
General administration	17,634	17,634	8,913
Administration	158,212	158,212	134,619
Research	-	-	1,250
Insurance	1,722	1,722	1,140
Meeting costs	16,420	16,420	12,716
PR & Marketing	28,314	28,314	34,022
Flowcharts	8,137	8,137	5,122
Personal development and training	-	-	724
Sponsorship	600	600	1,500
	231,039	231,039	<i>200,006</i>

All support costs are directly attributable to the Charitable Activities.

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6. ANALYSIS OF GRANTS PAYABLE

	2018 £	2017 £
Individuals		
Subscriptions waived	43,444	39,201
	<u>43,444</u>	<u>39,201</u>

The subscriptions waived relate to 202 members (2017 - 189) receiving grants of various amounts, depending upon the number of journals published.

7. TRUSTEES

During the year, no Trustees received any benefits in kind (2017 - £Nil).

5 (2017 – 6) trustees received reimbursement of expenses amounting to £16,913 (2017 - £19,370) in respect of travel costs for attendance at council meetings and seminars.

In accordance with the Memorandum and Articles of Association, the Trustees may be paid all reasonable and proper expenses incurred by them in connection with their attendance at meetings and in discharge of their duties.

8. STAFF COSTS

Staff costs were as follows:

	31 December 2018 £	31 December 2017 £
Wages and salaries	104,278	71,131
Social security costs	7,855	5,222
Pension costs	1,021	414
	<u>113,154</u>	<u>76,767</u>

The average monthly number of employees during the year was as follows:

	31 December 2018 No.	31 December 2017 No.
Operational staff	<u>3</u>	<u>2</u>

1 employee (2017 – 1) received remuneration amounting to between £60,000 and £70,000 during the year.

The total amounts of remuneration, including Employers NIC and pension, paid to key personnel in the year was £70,026 (2017 - £69,421).

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9. DEBTORS

	2018 £	2017 £
Trade debtors	5,780	514
Prepayments and accrued income	600	776
Taxation and Social Security	-	50
	<u>6,380</u>	<u>1,340</u>

10. CREDITORS:
Amounts falling due within one year

	2018 £	2017 £
Accruals and deferred income	16,126	11,508
Trade creditors	1,848	5,995
Other creditors	214	93
Taxation and social security	3,180	-
	<u>21,368</u>	<u>17,596</u>

11. DEFERRED INCOME

	2018 £	2017 £
At 1 January	751	-
Additions in year	1,165	751
Released in year	(751)	-
At 31 December	<u>1165</u>	<u>751</u>

12. PENSIONS

The charitable company operates a defined contribution pension scheme for qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund.

At 31 December 2018 £214 (2017 - £93) was included in creditors.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

13. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General funds	<u>367,717</u>	<u>434,841</u>	<u>(492,910)</u>	<u>309,648</u>

Unrestricted funds for year ended 31 December 2017

	Brought Forward £	Incoming Resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General funds	<u>425,295</u>	<u>395,973</u>	<u>(453,551)</u>	<u>367,717</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Current Assets £	Liabilities £	Total £
Unrestricted funds			
General funds	<u>331,016</u>	<u>(21,368)</u>	<u>309,648</u>

Unrestricted funds for year ended 31 December 2017

	Current Assets £	Liabilities £	Total £
Unrestricted funds			
General funds	<u>385,313</u>	<u>(17,596)</u>	<u>367,717</u>

15. Controlling party

There is no controlling party.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

16. Related Party Transactions

During the year the company indemnified the trustees against any liability by taking out insurance costing £1,435 (2017 - £1,140) on their behalf.