

Advanced  
Life  
Support  
Group

*A charity dedicated to saving life by providing training*

# Advanced Life Support Group (ALSG)

## **Annual Report & Accounts for the year ended 31 December 2019**



Registered Company Number: 4580873 (England and Wales)

Registered Charity Number: 1095478

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# A WORD FROM THE CHAIRMAN & CEO

## Welcome to our 2019 annual report and accounts

Our work in 2019 continued to fulfil our responsibility which is to save lives by providing training utilising the latest educational and clinical approaches.

In 2019 we've reached some excellent milestones, with 25th anniversaries for APLS and Triage and more than 16,600 trained across the world during the year bringing us to a total of over 241,000 since we began our journey. We're excited to share other developments and news throughout the report.

During the year, we were once again very grateful for the support of our Trustee Committee of nine, who guide the strategic direction of ALSG. As volunteers themselves, they have immense appreciation of the dedication shown by expert working group chairs and members who develop and quality assure the courses.

They and we in turn understand that without the commitment of ALSG instructors internationally who are at the heart of what we do, our aim of saving lives by providing training could not become reality.

The support of all of these groups is even more important to ALSG as we navigate our way through the challenges we face due to COVID-19. The course structured approaches and the life saving training are more important than ever during this global pandemic. We are committed to find safe and effective ways of continuing to provide the training thereby supporting clinicians and the patients they care for wherever they are in the World.

Kevin Mackway-Jones  
Chairman of Trustees

Sue Wieteska  
Chief Executive

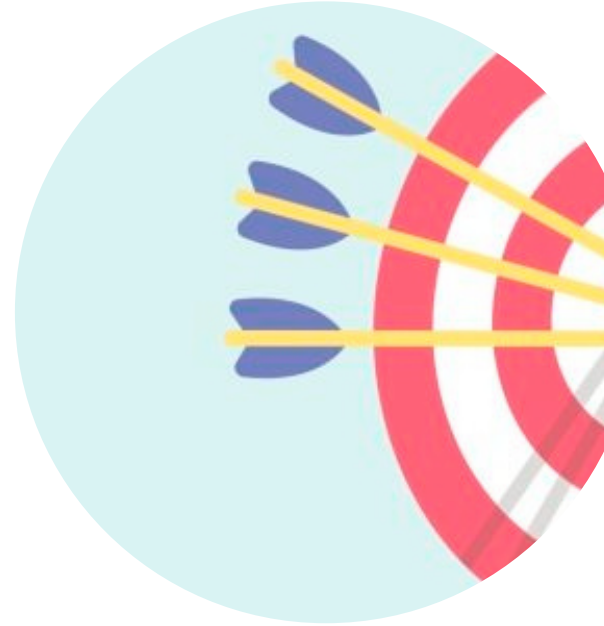




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# OBJECTIVES: PURPOSES OF CHARITY

The purpose of the charity as set out in the governing document is to "preserve life by providing training and education to the general public and in particular but not exclusively, to doctors, nurses and other members of the medical profession, in life saving techniques, in particular regarding advanced trauma, cardiac and paediatric life support treatment."



## VISION

ALSG is a world leader influencing and providing innovative life-saving training for everyone responding to medical emergencies

## VALUES

01

### SUPPORT

We are loyal. We look after our candidates, staff, volunteers and partners. We listen, respond and provide and support.

02

### EDUCATE

We educate clinicians to give them the confidence, knowledge and practical skills to save lives.

03

### COLLABORATE

We are collaborative. We enjoy mutual respect with our partners through shared values and trust.

04

### INNOVATE

We continually pioneer new approaches to improve medical education.

05

### EXCEL

We excel at providing standardised, quality assured training needed to save lives





## WHAT WE DO

The Charity continued to reinvest income received during the year into **course development** and redevelopment. This ensures that our courses are fit for purpose and achieve the maximum public benefit.

The **provision of training** across courses aims to provide training using standardised teaching packages to giving clinicians a structured approach to a variety of clinical and non-clinical situations where the life or health of the patient is at risk. We support all countries that request our training and our models of implementation are reactive to differing cultural and financial needs. The courses are all intensive and use tried and tested educational methods.

**Feedback and quality assurance** ensures that the public benefit is consistent across all geographical locations.

Sue Wieteska  
CEO

*The charity has made great efforts to develop training course packages to fill any gaps where a training need exists.*

**ALSG consolidates existing courses, as well as pioneering new courses in order to offer a full spectrum which crosses the entire clinical pathway.**

**Each course has a Working Group made up of specialty clinicians who are active practitioners. They regularly convene to review and update the materials, ensuring our training provides current clinical and educational techniques.**

# HIGHLIGHTS OF 2019



01

16,692 clinicians trained to save lives across the world

02

Advanced Paediatric Life Support (APLS) course celebrates 25 years of training clinicians and saving children's lives around the world

03

Used across the world, Manchester Triage System celebrates 25 years by hosting an International Triage Conference in Manchester exploring new insights and developments



04

ALSG is supported by 5,995 volunteer instructors world-wide

05

Work continues to ensure our course packages remain up-to-date with nine packages in development or launching during the year and one book on safe transfers published

06

The ALSG team provided additional direct support to three centres in the UK and three centres overseas ensuring that more clinicians and patients benefit from the life saving courses closer to home

07

ALSG ran more than 60 courses in its training centre in Manchester throughout 2019 training 768 clinicians to save lives





# Case studies



**DR SCOTT ORMAN** "For me mMOET reinforced the leadership and clinical skills required to manage obstetric medical emergencies and trauma, which more often than not are incredibly tense situations. This course gave me great insights and provided a well-tested structured approach.

"With more than 20 complex simulated scenarios there was ample opportunity for participants to practice our skills and adopt new processes while in a safe environment.

"The systematic approach was well taught with clear explanations and allowed us all to actively engage on this two-day course, which covered a plethora of obstetric emergencies including multiple scenarios which were directly relevant to the emergency department setting. I have no hesitation in recommending the mMOET course to emergency medicine practitioners."

**REBECCA POTTER** "As a Community Midwife it is vital to have a good knowledge of emergency procedures within a non-clinical setting, as my role is about regularly visiting expectant mothers.

"As such, it's imperative I spot any early signs of things not going accordingly and be able to take preventative action and the pre-hospital obstetric course (POET) gave me new insights whilst brushing up on long-standing skills.

"I also found it very useful to work alongside the paramedics and have a better understanding of their role, their training and their guidelines. This allows all the clinicians to dovetail and support one another which ultimately is best for the patient."





# PARTNERSHIPS & CONFERENCES

As part of our continued commitment to **collaborate** and **excel**, ALSG work with numerous partners on joint programmes. These include:

- Academy of Medical Educators (AoME)
- Maternal & Childhealth Advocacy International (MCAI)
- National Tracheostomy Safety Programme (NTSP)
- Resuscitation Council UK (RCUK)
- Royal College of Paediatrics & Child Health (RCPCH)

ALSG held its bi-annual Triage conference last year celebrating 25 years and welcoming delegates from around the world. The focus was on important developments in emergency triage reflecting on the past and projecting into the future.

We continue to attend conferences in order to make and maintain strong relationships with organisations which share our common goals and values.

ALSG attended:

- BMFMS - British Maternal and Fetal Medicine Society
- RCPCH - Royal College of Paediatrics and Child Health
- SAM - Society for Acute Medicine
- Resuscitation Conference at Salford Royal

In our partnership with MCAI, the paediatric e-library scheme continues to provide funding for this important work in Developing Nations. The Strengthening Emergency Care programme is a strategic collaboration between MCAI and ALSG. All projects within this programme are managed jointly and resources from both organisations are deployed. At year end 31st October 2019, the income for MCAI was £278,257 and at year end 31st December 2019 for ALSG was £2,002,646



## ACHIEVEMENTS AND PERFORMANCE

# QUALITY IMPROVEMENT IN 2019

## Developing the organisation

Our IIP assessment review was completed and we continue to achieve Silver accreditation reinforcing our approach to developing our people and the organisation

## Developing research

We continue our work with University of Manchester, Division of Medical Education, School of Medical Sciences, Faculty of Biology, Medicine and Health, to ensure our courses have impact on outcomes for individuals and therefore their place of work. Feedback from our candidates and instructors is regularly reviewed and acted on to ensure our courses continue to fulfil their needs. We also set-up a paediatric research fund which is currently funding research in Malawi into family presence in child resuscitation. The Janet Marsden bursary was awarded to a research project focusing on Mental Health emergency triage.

## Developing people

We have continued activities around succession planning for employees and volunteers. Staff development days and the staff bursary scheme underpin our people development activities. Support for candidates and instructors continues via the Mike Davis bursary fund for a GIC place which is awarded annually.

## Developing technology

We consolidated the work on automating key processes; further testing and development of paperless courses and integrated reporting. We have also been transferring our internal working practices into the Sharepoint platform. In addition, we have enhanced our e-module content by using Articulate which has more advanced features and improved compatibility with devices and operating systems.



## OUR CONTINUED COMMITMENT

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# SOCIAL & ENVIRONMENTAL IMPACT 2020

We have a social and environmental responsibility policy and we review its impact on an annual basis. Each year, we have actions associated with these and in 2020 we planned to continue to support free of charge training in our local community by employing a part-time community co-ordinator, funding consumable equipment and trainers (£20,000). However, the impact of COVID-19 on face-to-face training has meant that all activity in this area ceased in early March 2020 and is on hold for the foreseeable future.

We had planned to implement new approaches to improve our environmental impact as we moved to a new building. The move to a new building is on hold due to the potential financial and structural impact of COVID-19. However, the overall approach will remain in our objectives as the situation changes.



## LOOKING FORWARD

01

PROTECT OUR VALUES AND ETHOS

02

SUSTAIN THE ORGANISATION

03

ENSURE A SAFE AND EFFECTIVE  
HANDOVER TO THE NEXT GENERATION

## FUTURE PLANS

We began 2020 with clear objectives and targets that would support our vision and values and would move us towards our key aims and objectives in the 2017-2021 Strategic Plan. As we near the end of the current strategic plan much of the activity was around consolidation and embedding work around lean systems, succession planning and embedding our vision and values. We also aimed to review the value created from our resources, talents, data and feedback to inform the development of our next Strategic Plan. We are also closely monitoring the potential impact of the UK leaving the EU at the end of 2020, which we anticipate will be minimal.

Activity to early March was on track, but then COVID-19 changed all of that.

## FUTURE PLANS

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# WE ARE ALSO SAVING LIVES

## COVID-19 IMPACT ON FUTURE PLANS

As clinical colleagues in the UK and overseas were called to actively engage in their countries' preparation for COVID-19, the availability of volunteer instructors and course candidates was problematic such that the life saving courses were in the majority of cases postponed or cancelled. We focused our efforts into providing support with free e-books and e-modules for clinicians who were returning to work or redeploying to different roles in the fight against COVID-19. This ensured that some training and education could continue in the new environmental conditions.

The Trustees and Senior Leadership Team (SLT) reviewed the short and more medium term impact on the finances, staff, volunteer working groups, instructors, candidates and suppliers. The financial impact of the postponed and cancelled courses meant that some immediate steps were necessary to protect ALSG for the future and in April 2020, all except the SLT were placed on the furlough scheme. The senior team worked to maintain the essential elements of the work of the charity and take steps to make the course offering more resilient in terms of the ongoing difficulties of bringing groups of people together face-to-face for training. This approach would ensure that the essential training could resume as soon as possible in the safest way possible.

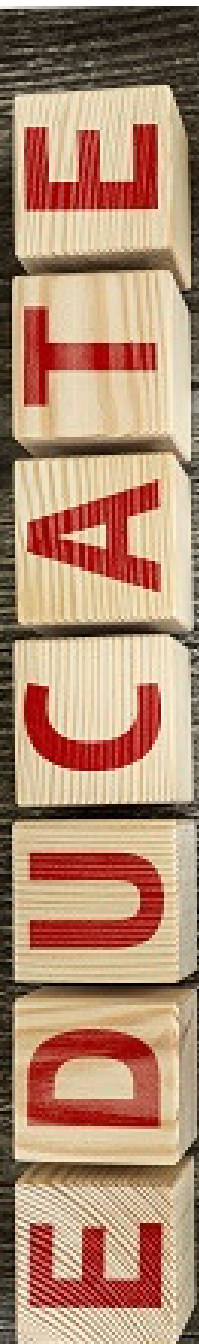
The contribution of the course working groups to the remodelling of the courses has been and continues to be invaluable.

The plan for the remainder of 2020 is that staff who are working will work mostly from home. Staff who support the courses that are running in socially-distanced bubbles will work at times in the ALSG training centre. The ALSG training centre is a COVID-secure environment with all of the Health and Safety assessments and control measures in place. Courses are beginning to return both in our centre and in other centres. Our revised plans are conservative and take into account the reduced volume of courses and reduced candidate numbers on courses. We have enhanced our monitoring to ensure that we can respond quickly if the situation changes and we're faced with further lock-downs either nationally or locally. We are also continuing our work to make sure the courses can continue with more remote and local delivery methods.

## VISION

ALSG is a world leader influencing and providing innovative life-saving training for everyone responding to medical emergencies

## FUTURE PLANS



## FINANCIAL REVIEW

During the year the Charity's total income was £2,002,646 (2018 £1,923,383), and the overall performance recorded a surplus of £116,112 (2018 surplus £37,090), resulting in a similar increase in reserves. Support costs, expended as a percentage of income, increased slightly during the year to 6.17% (2018: 5.44%). The 2019 results were not impacted by COVID-19.

## PRINCIPAL FUNDING SOURCES

There are three main sources of funding that all support training course provision, training course development and feedback and quality assurance activities:

1. Course fee income from candidates attending courses in the Manchester training centre.
2. Certification and on-line course fee income from courses running elsewhere for ALSG courses.
3. Royalties donated from the sale of published materials.

## PRINCIPAL RISKS AND RISK MANAGEMENT

The trustees and senior management team have conducted a review of the major risks to which the charity is exposed. The principal risks are NHS funding and the impact on training budgets and instructor availability. A risk management document has been prepared, which details the systems, procedures and other actions that have been taken to mitigate the risks. In May 2020, the risks were reassessed as a result of COVID-19 and an additional risk added "Government or other agencies put restrictions or requirements (e.g. with the NHS) in place that stop us (and others) delivering face-to-face training". We identified the potential impact and planned and implemented steps to mitigate the risk. This remains a 'red' risk which means that it is under regular review by Trustees and the SLT.

## INVESTMENT POLICY

Currently, ALSG is working towards succession planning for key roles, a potential building purchase and managing the uncertainty around COVID-19 and this is restricting funds available for investment. Therefore, ALSG only invests in cash deposits in the bank to maintain an amount in the current account sufficient to cover immediate needs. ALSG has a cash and investment policy and this governs investment processes and decision-making.

## RESERVES POLICY

The Trustees reviewed the reserves policy to take into account the impact of COVID-19 and the prudent approach of having funds available to respond as the situation changes. They consider that the ideal level of reserves as at 31st December 2019 would be £342,231. This is to cover approximately 4 months' foreseeable fixed expenditure (including purchase of fixed assets). At this level, the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant fall in take up of courses. As at 31st December 2019, the 'free reserves' i.e. funds not already invested in fixed assets, amount to £690,143 which exceed the required level by £347,912.

# REFERENCE AND ADMINISTRATION DETAILS

## CHARITY NAME, REGISTERED NUMBERS, PRINCIPAL AND REGISTERED OFFICE

Advanced Life Support Group  
Company No. 4580873  
Charity No. 1095478

Advanced Life Support Group  
29-31 Ellesmere Street  
Swinton, Manchester, M27 0LA

## TRUSTEES/DIRECTORS

The Trustees/Directors, who all served during the year, are as follows:

Dr Alan Charters  
Ms Kathy Doyle  
Mr Peter Driscoll  
Dr Peter-Marc Fortune  
Mr Kim Hinshaw

Prof Kevin Mackway-Jones  
Dr Barbara Phillips  
Dr Martin Samuels  
Dr Chris Vallis

## SENIOR LEADERSHIP TEAM

Secretary and Chief Executive Officer  
Director of Operations  
Director of Implementation  
Director of Development  
Director of Finance  
Director of Education

Mrs Susan Wieteska  
Mrs Clare Duffy  
Mrs Jennifer Antrobus (retired 31/05/2020)  
Mrs Sinead Kay (appointed 01/01/2020)  
Mrs Rachel Cohen  
Dr Kate Denning

## PROFESSIONAL ADVISORS

Auditor:  
Beever and Struthers  
St George's House  
215/219 Chester Road  
Manchester  
M15 4JE

Bankers:  
Royal Bank of Scotland PLC  
Drummond House  
1 Redheughs Avenue  
Edinburgh  
EH12 9YH



## STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a company, incorporated on the 4th November 2002, limited by guarantee, as defined by the Companies Act 2006. In the event of the company being wound up members are required to contribute an amount not exceeding £10. The company was registered as a charity on 20th January 2003.

Our Trustee Committee meets four times each year. They are responsible for the strategic direction and policy of the charity. At present there are nine members, eight from clinical backgrounds and one lay member, each bringing a vast range of knowledge. The CEO supported by the Senior Leadership Team has day-to-day responsibility for the charity activities via a scheme of delegation. ALSG has 34 full and part-time employees based in the Manchester offices. Volunteers contribute significantly to the charity; in some instances as expert working group members developing and quality assuring the courses and in others as instructors teaching on courses. The network of around 6,000 volunteers internationally are at the heart of what we do and work alongside us to achieve our aim of saving lives by providing training.

## RECRUITMENT AND APPOINTMENT OF TRUSTEE COMMITTEE

Under the requirements of the Memorandum and Articles of Association the members of the Trustee Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A Trustee board review was discussed in 2016 and is ongoing for 2019. This review has identified a requirement to recruit a number of new Trustees, and a bespoke recruitment strategy will be developed to allow the charity to appoint the most appropriate Trustees.

## TRUSTEE INDUCTION AND TRAINING

All existing trustees are already familiar with the work of the charity through continued involvement in course development, course teaching and research.

New trustees are encouraged to attend induction training to familiarise themselves with the charity and the context within which it operates. These are led by the Chief Executive of the charity and cover:

- The obligations of the Trustee Committee
- The main documents which set out the operational framework for the charity
- The current 5 year strategic plan and annual detailed business plan
- The latest published accounts

In addition, in January 2019 a course on the 'Duties of a Trustee' was run by the Directory of Social Change for the Senior Management Team which a number of Trustees attended.

## REPORT OF THE TRUSTEES

### PAY AND REMUNERATION OF CHARITY'S KEY LEADERSHIP PERSONNEL

The Trustee Committee chaired by the Chair of Trustees reviews and agrees the pay and remuneration of all staff each year including the Senior Leadership Team (SLT). The ratio of senior pay to lowest pay is 1:5 overall and 1:4 for office-based staff. The approach is:

- In year five of a strategic plan, a full benchmarking exercise is completed as part of the strategic plan preparation. This then sets the benchmark for the next five years. Also at this point scenario-planning is undertaken to review the conditions within which we pay different percentage rises each year.
- In other years, a percentage pay increase will be considered at the April Trustee meeting based on performance, general market conditions and the scenario-planning (see above).
- All members of staff undertaking the same role will have the same benchmarked pay.
- New roles will be benchmarked using the report from the year five benchmarking exercise.

The benchmarking in year 5 is completed by the SLT using the XpertHR Voluntary Sector survey.

### TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31ST DECEMBER 2019

The trustees (who are also the directors of Advanced Life Support Group (ALSG) for the purposes of company law) are responsible for preparing the Report of the Trustees (incorporating Directors' Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

### PREPARATION OF FINANCIAL STATEMENTS

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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

# REPORT OF THE TRUSTEES

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## ACCOUNTING RECORDS

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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. In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

## RELATED PARTIES

There have been no related party transactions in the reporting period that require disclosure.

## AUDITORS

The auditors, Beever and Struthers will be proposed for reappointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 17th September 2020 and signed on its behalf by:

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Kevin Mackway-Jones, Trustee

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADVANCED LIFE SUPPORT GROUP (ALSG)



## OPINION

We have audited the financial statements of Advanced Life Support Group “the charitable company” for the year ended 31 December 2019 which comprise the Statement of Financial Activities (incorporating an income and expenditure account), the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company’s affairs as at 31 December 2019 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor’s responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report to you in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees’ use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company’s ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADVANCED LIFE SUPPORT GROUP (ALSG)



## OTHER INFORMATION

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report which includes the directors' report prepared for the purposes of company law for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

## MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADVANCED LIFE SUPPORT GROUP (ALSG)

## RESPONSIBILITIES OF DIRECTORS

As explained more fully in the Trustees' Responsibilities Statement set out on pages 15-16, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's web-site at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body for our audit work, for this report, or for the opinions we have formed.

Sue Hutchinson FCCA (Senior Statutory Auditor)

For and on behalf of

BEEVER AND STRUTHERS

Statutory Auditor

St George's House

215/219 Chester Road

Manchester M15 4JE

DATE: 17th September 2020