



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

Accounts and Report for the year ended
31st December 2008

Registered Charity No. 1119599

FACULTY OF FORENSIC & LEGAL MEDICINE



Index

	Page
1. Reference and Administrative Information	1
2. Trustees' Report	2 - 5
3. Treasurer's Report	6 - 7
4. Independent Auditors' Report	8
5. Statement of Financial Activities	9
6. Balance Sheet	10
7. Notes to the Financial Statements	11

FACULTY OF FORENSIC & LEGAL MEDICINE



Reference and Administrative Information

Registered Charity No. 1119599

Board of Trustees

Dr Guy Norfolk (President)
Dr George Fernie (Registrar)
Dr Peter Schutte (Treasurer)
Dr Margaret Stark (Academic Dean)
Dr Elizabeth Stearns (Vice President, Medical Coroners)
Dr Jason Payne-James (Vice President, Forensic Medicine)
Dr Stephanie Bown (Vice President, Medico-Legal)
Professor Ian Wall
Dr Vicky Evans

Dr Michael Wilks (resigned 3 June 2008)
Dr Jan Welch (appointed 2 October 2008)
Professor Carol Seymour
Dr Rodney Burnham
Mr Clive Constable

Lay Members:

Mr Pat Conneely
Mr Stephen Ward

Principal Advisors

Bankers:

C Hoare and Company
37 Fleet Street
London EC4P 4DQ

Solicitors:

Field Fisher Waterhouse
35 Vine Street
London
EC3N 2AA

Auditors:

Horwath Clark Whitehill LLP
St Bride's House
10 Salisbury Square
London
EC4Y 8EH

Trustees' Report

The Trustees present their report and the financial statements for the year ended 31 December 2008 which have been prepared in accordance with the Charities Act 1993 and the Statement of Recommended Practice 2005 'Accounting and Reporting by Charities ('SORP 2005') issued in March 2005.

Structure, Governance and Management

The Faculty was constituted by the Royal College of Physicians of 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 College. The Faculty is part of the College, but 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. Four members of the Board are elected by and from the Faculty membership. College representatives are nominated by the Royal College of Physicians of London, and the lay representatives are recruited via the College's Patient and Carer Network.

Objectives and Activities

The Faculty has the following objects:

- 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.

Trustees' Report (*continued*)

Objectives and Activities (<i>continued</i>)

- 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 provide a forum for registered medical practitioners working in Forensic and Legal Medicine who are not eligible for membership of the Faculty.
- 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.
- 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.
- To borrow and raise money for the purposes of the Faculty.
- 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.

Trustees' Report (*continued*)

Achievements and Performance

In 2008 the Faculty:

- Held its second Annual General Meeting on 3 June 2008.
- Maintained charitable status.
- Maintained the Faculty's own premises, close to the College.
- Invested in the development of a new website both to provide information to the public and to members, and to streamline operational processes.
- Appointed the second David Jenkins Professor, Jason Payne-James.
- Continued to be consulted by a number of governmental and non-governmental bodies.
- Continued the process of identifying core competencies in Forensic and Legal Medicine, and made a first stage application for specialist status.
- Continued the process of setting up the Membership examinations.
- Continued the process of developing procedures for licensing and re-certification.

Reserves Policy

The Faculty aims to hold a level of 'free' reserves equivalent to approximately two years' operating expenditure. This level has been revised upwards from six months. In the opinion of the Trustees, this level of reserves is sufficient to enable the Faculty to fulfil its obligations and to take account of the current economic conditions. At 31 December 2008, the level of 'free' reserves held is broadly in line with this policy.

Trustees' Report (*continued*)

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit 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;
- make judgments 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 to operate.

The Trustees are responsible for keeping proper accounting records that 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 1993. 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.

Approved by the Board of Trustees and signed on its behalf

Trustee
8 May 2009



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

Treasurer's Report

Financial Accounts for the year ended 31st December 2008

The year 2008 has been the first full year of accounts since the Faculty's independent charitable status was confirmed by the Charity Commission on 11th June 2007.

It has been a very successful year.

I am delighted to report that on 31st December 2007, the Faculty had funds of £251,414 and on 31st December 2008 the same figure had risen to £402,063. The Faculty also had total assets of £494,798 (2007: £293,684).

The positive growth in assets was largely due to the strong growth in membership and the consequent increase in joining fees and subscription income. I had forecast a subscription and joining fee income of £132,000, but we instead took in over £190,000. The Faculty's income exceeded expenditure by a healthy £150,649.

Expenditure itself was less than forecast. The high start up costs for the previous financial period were not repeated, and the large expenses anticipated for the establishment of the MFFLM examination have not yet materialised.

Looking at some of the major expenses: rent, I'm advised, is good value for money in that part of London.

Telephones and hire of rooms are also reasonable.

Clare Pillinger has continued to be successful in taking steps to reduce the travel expenses for Board members by booking travel in advance.

Treasurer's Report (*continued*)

Staff salaries were the biggest single item of expenditure. This was incurred by two full-time employees, plus occasional temporary staff. The establishment of the examinations, the introduction of GMC revalidation in the autumn of 2009, and the taking on of the organisation of conferences means that additional permanent staff may be required later in 2009.

The costs of the *Journal of Forensic & Legal Medicine* are one of the biggest items of expenditure, but this was less than budgeted for in 2008.

In conclusion, The Faculty is now well established with an efficient administrative team and committee structures. In these, the first full annual accounts as an independent charity, we have been very successful in building up our financial assets. However, the continuing success of the Faculty is dependent on the credibility of our membership examinations and CPD procedures, and these two endeavours will require a substantial financial investment over the coming year. We are certainly not in a position to rest on our laurels.

With regard to the level of subscriptions falling due on 1st July 2009, I propose a modest increase, in the light of the current economic climate, to the following:

	2008	2009
Honorary Fellows		
UK Fellows	£325.00	£335.00
Retired Fellows	£175.00	£180.00
Overseas Fellows	£162.50	£167.50
UK Members	£325.00	£335.00
Retired Members	£175.00	£180.00
Overseas Members	£165.50	£167.50
UK Affiliates	£175.00	£180.00
Overseas Affiliates	£87.50	£90.00

Dr Peter Schutte FFLM
Treasurer

Independent Auditors' Report to the Trustees of The Faculty of Forensic and Legal Medicine of the Royal College of Physicians

We have audited the financial statements of The Faculty of Forensic and Legal Medicine of the Royal College of Physicians for the year ended 31 December 2008 set out on pages 9 to 11. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charity's Trustees, as a body, in accordance with Part VI of the Charities Act 1993 and regulations made thereunder. Our audit work has been undertaken so that we might state to the charity's Trustees 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 charity and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

The responsibilities of the Trustees for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under Part VI of the Charities Act 1993 and report in accordance with regulations made thereunder. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (United Kingdom and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if proper accounting records have not been kept, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies within it.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (United Kingdom and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the affairs of the charity as at 31 December 2008 and of its incoming resources and application of resources for the year then ended;
- the financial statements have been properly prepared in accordance with the Charities Act 1993.

Horwath Clark Whitehill LLP

Chartered Accountants & Registered Auditors

St Bride's House
10 Salisbury Square
London
EC4Y 8EH

Date

FACULTY OF FORENSIC & LEGAL MEDICINE

Statement of Financial Activities for the year ended 31 December 2008

	year ended 31.12.2008		period from 11.06.2007 to 31.12.2007	
	£	£	£	£
INCOMING RESOURCES				
Voluntary income - donations		78,009		
Investment income - interest		14,129		5,690
Incoming resources from charitable activities:				
Membership income		191,474		104,448
Income from conferences		8,000		
Income from educational courses		12,040		
Income from publications and journals		8,306		1,155
Income from sale of memorabilia		506		
		<u>312,464</u>		<u>111,293</u>
RESOURCES EXPENDED				
Activities in furtherance of the charity's objectives:				
Travel and meetings	15,297		12,601	
Legal fees	2,291		2,468	
Staff costs	43,862		34,913	
Website development	9,761		5,454	
Furniture and fittings			565	
Journal publications	24,345		17,034	
Rent and rates	19,771		17,360	
IT	78		3,443	
Memorabilia			127	
Conferences	2,892		11,475	
President's regalia	43		5,883	
Library & information services	6,873		35	
Examination training	9,106			
Telephone	2,797		605	
Certificates	819		1,841	
Academic documents			4,451	
Administration charges	10,000			
Membership - PACTS	275		350	
Repairs and maintenance	3,259		208	
Postage, printing & stationery	1,346		357	
	<u>152,815</u>		<u>119,170</u>	
Governance costs:				
Auditors' remuneration - audit fees	5,000		5,000	
Auditors' remuneration - non-audit fees	4,000			
	<u>9,000</u>		<u>5,000</u>	
		161,815		124,170
Net movement in funds in the year		<u>150,649</u>		<u>(12,877)</u>
Funds transferred from the Royal College of Physicians				264,291
Funds brought forward as at 1 January 2008		251,414		
Funds carried forward as at 31 December 2008		<u>402,063</u>		<u>251,414</u>

All of the above represent continuing operations and are unrestricted funds.

The notes on page 11 form part of these financial statements.

**FACULTY OF FORENSIC & LEGAL MEDICINE
BALANCE SHEET AS AT 31 DECEMBER 2008**

	2008		2007	
	£	£	£	£
CURRENT ASSETS				
Debtor - rent deposit		3,125		3,125
Cash at bank and in hand		491,673		290,559
		<u>494,798</u>		<u>293,684</u>
Less: Creditors - amounts falling due within one year:				
Other creditors	86,489		21,711	
Accruals	<u>6,246</u>		<u>20,559</u>	
		(92,735)		(42,270)
		<u>402,063</u>		<u>251,414</u>
FUNDS OF THE CHARITY				
Unrestricted general funds		402,063		251,414
		<u>402,063</u>		<u>251,414</u>

Approved by the Board of Trustees and authorised for issue on 8 May 2009 and signed on their behalf by:

Trustee

The notes on page 11 form part of these financial statements

Notes to the financial statements for the year ended 31 December 2008

Accounting policies

The financial statements of the Faculty are prepared in accordance with the Charities Act 1993 and the Statement of Recommended Practice, Accounting and Reporting by Charities 2005, and with applicable accounting standards. The financial statements are drawn up under the historical cost convention.

Income

All income is accounted for on an accruals basis. Subscription income, admission fees, grants, appeal income and donations are accounted for once there is adequate certainty of receipt.

Expenditure

All expenditure is accounted for on an accruals basis and includes VAT, where applicable. The Faculty is not registered for VAT.

Accumulated funds transferred to the Faculty

The Royal College of Physicians of London, under its constitution and bye-laws, established the Faculty on 14 September 2005, by electing a number of Foundation Fellows. The affairs of the Faculty, including finance, formed part of the College's activities whilst procedural and operational systems were established to enable the Faculty to act independently, although under the authority of the College. Part of this process involved the Faculty applying for charitable status, which it achieved on 11 June 2007. The £264,291 transferred to the Faculty by the Royal College of Physicians in 2007 represents the net assets of the Faculty at the date of charity registration.

Staff costs

Trustees received no remuneration (2007: £Nil).

Travel expenses of £5,787 (2007: £4,485) were reimbursed to five (2007: six) Trustees. In addition, three Trustees (2007: none) were paid a total amount of £1,500 (2007: £Nil) in connection with their training to become examiners.

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