

Report and Financial Statements

Period ended: 31st March 2018

Charity No. 1155781 (England and Wales)

Charity No. SC045190 (Scotland)

Report and Financial Statements

Period ended: 31st March 2018

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DENTAL TRAUMA UK

Legal and Administrative Details

Full Name of the Charity: Dental Trauma UK

Trustees:

Dr Peter Day, Honorary Consultant in Paediatric Dentistry, Leeds Dental Institute

Ms Serpil Djemal, Consultant in Restorative Dentistry, King's College NHS Trust

Mr Roland Doven MBE, Voluntary Sector Management Consultant

Ms Hilary Gay FCA, Chartered Accountant

Mrs Annette Kelleher, Dental Surgery Practice Manager, Bromley, Kent

Mr Lyndon Meehan, Specialty Dentist, Morriston Hospital, Swansea

Mr Chris Rolfe, Associate Director of Communications, St George's University Hospitals NHS Foundation Trust

Professor Richard Welbury, Professor of Paediatric Dentistry, University of Central Lancashire

Founder and Chair: Ms Serpil Djemal

Registered Office: C/O Department of Restorative Dentistry and Traumatology
King's College Hospital Dental Institute
London SE5 9RW

Website: www.dentaltrauma.co.uk

Charity Numbers: SC045190 (Scotland)
1155781 (England and Wales)

Independent Examiner: Mrs Angela Marshall CPFA BA (Hons)

Bankers: Barclays Bank PLC

Solicitors: Bates Wells & Braithwaite

Day to Day Contact: Sarah Taylor
Department of Restorative Dentistry and Traumatology
King's College Hospital Dental Institute
London SE5 9RW

Report of the Trustees for the period ended 31 March 2018

The trustees present their fourth report and financial statements of the charity for the period from 1st April 2017 to 31st March 2018.

The Chair's Introduction

I am pleased to present the 4th report for the activities of Dental Trauma UK (DTUK).

The board has completed another active year delivering the aims and objectives of the charity. In addition to developing more continuing professional development opportunities for our members on the website, 100 year 7 students from The City of London School for Boys were educated by one of our members on the prevention of dental diseases through diet and good oral hygiene. The guidance on what to do if a tooth is knocked out of the mouth and the importance of wearing a mouth guard were also key messages.

The charity continues to go from strength to strength as a direct result of the generous and skilful time given by the trustees, as well as Sarah Taylor, who has provided support for DTUK from its inception.

This year we appointed Professor Richard Welbury as Vice-Chair to the board.

The trustees have continued to embrace strong and robust governance to support the work that we do. We continue to invite external scrutiny of our accounts, policies, protocols and day-to-day work to ensure that best practice is embedded in everything that we do. To this end, the trustees are very grateful to Mrs Marshall for her diligence in this role.

The focus of the forthcoming year is to review the business plan and set the pathway for the strategic direction for the next 5 years.

I remain eternally grateful to my board for all their support, expertise and time to realise the vision of DTUK.

Our aim is to help individuals who have sustained a traumatic dental injury get the best care to help retain their teeth for as long as possible and I am confident that we are on the right track to achieving this.



Serpil Djemal

Structure, governance and management

Dental Trauma UK (DTUK) was registered as a charity on 13th February 2014 in England and Wales, number 1155781, and 28th October 2014 in Scotland, SC045190.

It is a Charitable Incorporated Organisation (CIO) in which the only voting members are its charity trustees and was constituted under a charitable deed dated 13 February 2014. A copy of the constitution is available to view on the website.

The Charity is based at King's College Hospital Dental Institute, Department of Restorative Dentistry and Traumatology in London.

Membership is open to any member of the dental team who supports the aims and objectives of the Charity and engage with the educational resources made available for them for a subscription of £30 a year which has remained the same over the past 4 years.

We have agreed role descriptions and information for Country/Regional representatives from within our membership with the aim to allow for our message and campaigns to be promoted locally.

Trustees are appointed by the board with regard to their skills, knowledge and experience to help realise the vision of the charity. They are appointed for three years and they may then put themselves forward for re-appointment for another term of office. A Trustee may not serve for more than three consecutive terms. The Trust Deed provides for a minimum of three and a maximum of 12 Trustees. Trustees give their time voluntarily. Serpil Djemal and Chris Rolfe were reappointed for a second term of 3 years' each.

New Trustees are provided with an induction pack that includes a copy of the constitution, minutes of past board meetings, the Good Practice Guidance for Trustees produced by The Charity Commission and copies of DTUK's Annual Reports and Accounts.

Trustees are required to disclose all relevant or potential conflicts of interest and register them at each board and will withdraw from decisions if a conflict of interest arises.

To help support the activities of the board, Kirsty Learmouth was contracted on a consultancy basis from December 2017 to help with running the day-to-day activities of the charity.

During the period covered by this report, the Board met on five occasions (four board meetings and the AGM).

Risk management

A risk register is reviewed at every board meeting and the following categories of risk are considered:

- Governance
- Operational
- Financial
- External view
- Compliance with law and regulation.

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The main risk of Chair overload has been addressed by the appointment of the Secretary to the board (Annette Kelleher) and the Vice Chair (Richard Welbury). The obtaining of paid administrative assistance will also help to reduce this risk. In addition, members of the Board have taken on specific responsibility for the oversight of communications, the website and financial management.

The Charity Governance Code for small charities was adopted by the trustees at the final meeting in the financial year. We have adopted the code as a benchmark for our current governance arrangements. We have reviewed what we do now against each of the seven principles and identified, where relevant, any action points against each principle. These action points will be developed into an implementation plan in the coming year. Progress against this plan will be regularly reviewed at each Board meeting. We will review our overall governance arrangements against the main principles again once this implementation plan is completed. We will report progress in meeting the code in this report each year.

We also adopted the Information Security policy recommended by the Charity Commission.

In view of our growing size, public liability insurance was obtained through Zurich.

Aims and Objectives

The objects of DTUK, as set out in the constitution, are to promote good health and the relief of trauma in relation to dental care and treatment, in particular but not exclusively by:

- (i) Advancing professional and public education in dental care and treatment and the relief of dental trauma; and
- (ii) Promotion of research in relation to dental care and treatment and the relief of dental trauma and to publish the useful results of such research.

DTUK aims to:

- (a) Educate those involved in dental care as well as the wider health care community in effective ways of treating dental trauma;
- (b) Educate the general public, including those who might commonly be involved in dental trauma, such as PE teachers, on the best way to manage such incidents;
- (c) Establish a database of dental trauma incidents throughout the UK that can be used for research and/or to campaign for the better treatment of dental trauma cases;
- (d) Carry out research and to publish the findings of research on the most effective ways to manage dental trauma; and
- (e) Collaborate with partners in the UK and, once established, partners in Europe and worldwide.

Review of the year - Activities for the Public Benefit

The Trustees have referred to The Charity Commission's general guidance on public benefit when reviewing DTUK's aims and objectives and in planning future activities. The Trustees consider that all the work undertaken by DTUK is either directly (e.g. via patient information on the website) or, indirectly (e.g. via work we undertake within the profession), of benefit to members of the public.

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Adopted new Enhanced Continuing Professional Development (CPD) regulations stipulated by the General Dental Council (GDC)

CPD for members for conference attendance or online activity now complies with the GDC's enhanced CPD.

City of London School for Boys

One of our members used DTUK resources to deliver a presentation to 100 year 7 boys about diet, gum disease, decay and trauma.

Sports Trauma Group

A sports trauma group has been created under the leadership of Lyndon Meehan to pool information and activities linked to sports trauma.

Website

The website has been kept up-to-date in line with IT protocols and GDPR and to ensure that it stays relevant and informative to the membership.

A statement about data protection has been added to the members' section of the website informing them that whilst their personal data was not encrypted, transactions made through PayPal were encrypted.

Membership

Members have online access to 17 hours of free verifiable continuing professional development. In addition, there are three short 'how-to-do' videos for members with step-by-step instruction on how to reposition and splint traumatised teeth.

We are pleased to report that membership has increased from last year, which may be attributed to the increased level of membership benefits. In addition to the above, we negotiated with the Dental Trauma Guide for a group rate to be able to give our members free access to the Dental trauma Guide (usually £30 a year). At the end of the accounting year 31 March 2018, there were 230 members (30 more than last year).

Financial review

The Charity's work is reliant on income from donations/membership subscriptions and conference fees. Some work has also been carried out pro bono, as described.

The majority of the membership subscriptions received during the period relate to the year April 2017 to March 2018. For those members who joined for the first time during the last quarter of the year, membership is extended from the date of joining until March 2019 and income apportioned accordingly.

The conference in May 2017 was again well attended, by a wide range of dental professionals, resulting in a surplus of £3,089.

The Charitable activities produced net income of £5,959 over the year. At the end of the financial year, the total of Charity funds was £43,373 - £42,597 in the Unrestricted Fund and £776 in the Restricted Fund.

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Reserves policy

The trustees currently aim to maintain free reserves in unrestricted funds at a minimum level of £10,000.

While the board will not normally begin a piece of work without a firm expectation that sufficient funding is available to meet all costs, this modest level of reserves allows some flexibility in that it provides the ability to underwrite an initiative.

The balance held as unrestricted funds as at 31st March 2018 was £42,597, all of which is regarded as free reserves.

Plans for the future

Looking ahead, our strategy is to continue the advancement of the Charity via conferences and the addition of on-line learning opportunities. We hope to recruit more members and have now developed our plans for Regional/Country representatives from the membership.

The next conference is in May 2018 and speakers have been confirmed.

In the next 12 months, the trustees anticipate:

- Reviewing the strategic direction of the charity
- Increasing the activities of the charity as it becomes better known realised through increased membership
- More educational resources to be developed for our members to be made available on the website
- Recruitment of regional/country representatives

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Annual Report and 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 and Scotland requires 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 the 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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Trustees are responsible for keeping proper accounting records that can 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 applicable Charities (Accounts and Reports) Regulations, the Charities and Trustee Investment (Scotland) Act 2005 and subsequent Orders and the provisions of the Trust deed.

They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accounts and report approved by the trustees of DTUK on 1st December 2018.

Signed on their behalf by:



Serpil Djemal
Chair of the Trustees

Independent Examiner's Report to the trustees of Dental Trauma UK

I report to the trustees on my examination of the accounts of the charity, Dental Trauma UK, for the year ended 31st March 2018.

Respective responsibilities of the Trustees and Independent Examiner

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 (the '2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011 ("the 2011 Act"). You are satisfied that your charity is not required by charity law to be audited, (Regulation 10 (1) (a) to (c) of the Charities Accounts (Scotland) Regulations 2006 and section 144 of the Charities Act 2011) and have chosen to have an independent examination.

I report in respect of my examination of DTUK's accounts, as carried out under section 44 (1)(c) of the 2005 Charities and Trustee Investment (Scotland) Act and section 145 of the Charities Act 2011. In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Since DTUK has prepared its accounts on an accruals basis and is also registered in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of the Chartered Institute of Public Finance and Accountancy which is one of the listed bodies.

Basis of Independent Examiner's Statement

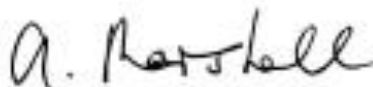
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

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

- the accounting records were not kept in respect of DTUK as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and section 130 of the 2011 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and 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 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.



Angela Marshall CPFA, BA (Hons)
Cleave Prior Chipstead Surrey

Date: 19/11/18

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Statement of Financial Activities for the period ending 31st March 2018

		2018			2017		
	note	Un- restricted Funds £	Restricted Funds £	Total Funds £	Un- restricted Funds £	Restricted Funds £	Total Funds £
Donations and Legacies	3						
Donations		1,510		1,510	1,500		1,500
Membership Subscriptions		7,757		7,757	5,997		5,997
Other Trading Activities							
Conferences	4	14,340		14,340	0		0
Total Income and Endowments		23,607		23,607	7,497		7,497
Expenditure on Raising Funds							
Conferences and Membership	4	12,949		12,949	1,000		1,000
Bank charges	5	496		496	420		420
Depreciation	6		2,166	2,166		2,781	2,781
Governance Costs	7	1,489	548	2,037	500	1,958	2,458
Expenditure on Charitable Activities		14,934	2,714	17,648	1,920	4,739	6,659
Net Income and Net Movement in Funds		8,673	-2,714	5,959	5,577	-4,739	837
Funds from Previous Years		33,924	3,490	37,414	28,347	8,230	36,576
Funds at 31 March 2018		42,597	776	43,373	33,924	3,490	37,414

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Balance Sheet as at 31st March 2018

	note	£	2018 £	£	2017 £
Fixed Assets	6		776		2,942
Current Assets:					
Prepayments	8	0		2,412	
Cash at bank		51,378		38,377	
Total Current Assets		<u>51,378</u>		<u>40,789</u>	
Current Liabilities	9				
Accruals		8,782		6,188	
Creditors		<u>0</u>		<u>129</u>	
Net Current Assets		8,782	42,596	6,317	34,472
Net Assets			<u><u>43,373</u></u>		<u><u>37,414</u></u>
 The Funds of the Charity	 10				
Restricted income			776		3,490
Unrestricted income			42,597		33,924
Total Charity Funds			<u><u>43,373</u></u>		<u><u>37,414</u></u>

The Cash Flow Statement and notes on pages 13 to 16 form part of these accounts.

Approved by the trustees on 01.12.2018 and signed on their behalf by:



Hilary Gay
Treasurer

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Cash Flow Statement for the period ending 31st March 2018

	note	2018			2017		
		Un- restricted Funds	Restricted Funds	Total Funds	Un- restricted Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
Cash flow from Operating Activities							
Net Cash provided by Operating Activities		14,204	-1,202	13,002	6,408	-1,305	5,103
Net Cash used in investing activities							
Purchase of property plant and equipment			0	0		0	0
Change in Cash and Cash equivalents in the reporting period		14,204	-1,202	13,002	6,408	-1,305	5,103
Cash and Cash equivalents at the start of the reporting period		37,175	1,202	38,377	30,767	2,506	33,273
Cash and Cash equivalents at the end of the reporting period	11	51,379	0	51,379	37,175	1,202	38,377

Reconciliation of Cash Flows from Operating Activities for the period ending 31st March 2018

	note	2018			2017		
		Un- restricted Funds	Restricted Funds	Total Funds	Un- restricted Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
Net Income for the period per SOFA		8,673	-2,714	5,959	5,577	-4,739	837
Adjustment for:							
Depreciation Charges			2,166	2,166		2,781	2,781
(Increase) Decrease in Debtors		2,412		2,412	-2,412		-2,412
Increase (Decrease) in Creditors	9	3,119	-654	2,465	3,243	654	3,897
Net Cash provided by Operating Activities		14,204	-1,202	13,002	6,408	-1,305	5,103

Notes to the accounts

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The financial statements 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 in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS102) - effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no significant areas of adjustment or assumptions that affect items in the accounts. With respect to the next reporting period, 2018/19, there are no significant areas of uncertainty that affect the carrying value of assets held by the Charity.

(b) Funds structure

The Charity has both unrestricted and restricted funds arising from donations.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objectives.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has received the funds, or has had the benefit of the service or facility.

Donated services and facilities are shown within incoming resources (and at the same time in resources expended) at the estimated value to DTUK of the service or facility received. Where possible, this estimate is provided by the donor. Where it is not possible to make a reasonable estimate of the value of donated services or facilities, the donation is noted in the Trustees Report.

In accordance with the Charities SORP 2015 (FRS 102) no amounts have been included in these financial statements to reflect the value of services provided free of charge to DTUK by volunteers. Volunteers provide membership and conference administration.

(d) 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.

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All material expenditure is accounted for on an accruals basis. All expenses including governance costs are allocated or apportioned to the applicable expenditure headings.

(e) Fixed Assets

Fixed assets are depreciated on a straight line basis over their useful lives, with half a year's depreciation charged in the year in which they are brought into use. The website has an estimated life of three years.

(f) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

2. Related Party Transactions and Trustees' Expenses and Remuneration

There were no related party transactions.

The trustees all give their time and expertise freely without any form of remuneration or other benefit in cash or kind. During the year to 31st March 2018 expenses of £50 were reimbursed, to one trustee who spoke at the conference (2016/7 £nil).

3. Donations and Legacies

Unrestricted - £9,267 (2016/7 £7,497)

Donations and legacies were from membership subscriptions, £ 7,757 and a donation of £10. In addition, King's College NHS Trust provided office services on a pro bono basis and the Independent Examiner worked pro bono. Estimated amounts of £1,000 and £500 have been included in line with the accounting policy on Donated Services and Facilities. See also Note 4 and 7.

(2016/7 £5,997 membership subscriptions, £nil donations and £1,500 pro bono work)

Restricted - £nil (2016/7 £nil)

4. Other Trading Activities (conferences)

There was a conference in May 2017 generating income of £14,340 (2016/7 no conference). Conference and membership costs of £12,949 were the cost of running the conference, paid administrative support and estimated cost of office services, provided on a pro bono basis by King's College NHS Trust, in line with the Accounting policy for Donated Services and Facilities. (2016/7 £1,000 donated.)

5. Bank Charges

Bank charges relate to the fees charged by Worldpay for processing online membership and conference applications.

6. Fixed assets and depreciation

	Intangible assets	Total assets
	£	£
Opening balance 31.3.2017	2,942	2,942
Add purchases	0	0
Less, depreciation	2,166	2,166
Balance 31.3.2018	776	776

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7. Governance and support costs

Governance and support costs of £2,037 (2016/7 £2,458) include Insurance, legal advice and website costs.

Website hosting, email names and an upgrade of the website cost a total of £842 (2016/7 £1,958). Last year the full amount was charged to Restricted Funds however in 2017/8 the remaining available balance of the Restricted Fund was £548 therefore the balance of £294 is charged to unrestricted expenditure.

Included with unrestricted costs is £500 relating to the independent examination of the Accounts provided on a pro bono basis (2016/7 £500).

8. Analysis of current assets

There were no prepayments (2016/7 £2,412).

9. Analysis of current liabilities

	31.3.2017		31.3.2018	
	Number	£	Number	£
Membership subscriptions paid in advance	53	1,493	121	3,547
Conference fees paid in advance	38	4,170	46	5,130
Unbilled Website costs		524		0
Unbilled Admin costs				105
Total Accruals		6,188		8,782
Creditors		129		0
Current Liabilities		6,317		8,782
Movement in Creditors		3,897		2,465

The membership year is from 1st April to 31st March. For new members joining between 1st January and 31st March 2017, membership extends to 31st March 2018. The value of memberships paid in advance has therefore been calculated by spreading the subscription evenly over the whole of the extended period.

10. Analysis of movement in charitable funds

	Fund 31.3.2017	Income	Expenditure	Fund 31.3.2018
	£	£	£	£
Restricted fund	3,490	0	2,714	776
Unrestricted fund	33,924	23,607	14,934	42,597
Total	37,414	23,607	17,648	43,373

11. Analysis of cash and cash equivalents

Cash and Cash equivalents at the end of the reporting period are entirely cash at bank, £51,378 (2017 £38,377).