

Report and Financial Statements

Period ended: 31st March 2017

Charity no: 1155781 (England and Wales)

Charity no. SC045190 (Scotland)

Report and Financial Statements

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DENTAL TRAUMA UK

Legal and Administrative Details

Full Name of the Charity: Dental Trauma UK

Trustees:

Mr Aws Alani, Consultant in Restorative Dentistry, King's College NHS Trust. Resigned Sept 2016

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, 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: 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 2017

The trustees present their third report and financial statements of the charity for the period from 1st April 2016 to 31st March 2017.

DENTAL TRAUMA UK

The Chair's Introduction

I am pleased to present the 3rd report for the activities of Dental Trauma UK (DTUK).

The board has been actively engaged in delivering the strategic aims and objectives of the charity in raising public awareness in the management of teeth knocked out of the mouth as well as in the training and education of the dental team in the management of all of the other traumatic dental injuries that can occur.

To date we have organised two annual conferences where expert speakers have shared with the attendees, best practice in all areas of the acute management and long-term management of traumatic dental injuries. Both events have also included a patient perspective. The feedback from both conferences has been excellent and we are confident that attendance by members of the dental team at such events is having a direct impact on the quality of care their patients receive.

The trustees would particularly like to thank Sarah Taylor for her continued outstanding contribution as a volunteer in the day-to-day running of the charity as well as the exceptional organisation of the conferences, which has been noted in the feedback from the delegates.

The trustees have embraced the need for strong and robust governance to support the work that we do to realise the shared mission. We have been assisted by the thorough review of our accounts and associated systems undertaken by Angela Marshall, the Independent Examiner. She has made a number of very helpful suggestions which the board has then discussed and adopted as appropriate. The trustees are very grateful to Mrs Marshall for her diligence.

Partnership working has included dialogue with NHS Choices and the Royal Colleges with our animation now appearing on the former website and an invitation to speak at the Royal College of Emergency Medicine conference. We have also shared links from the UK Sports and Exercise Medicine website to the DTUK pitch-side flashcard.

The focus of the forthcoming year will be to complete the resources required for the regional representatives to widen the activities of the charity. This will include three presentations and videos for education of the dental team as well as teachers, sports clubs/teams, paramedics etc.

I am eternally grateful to my board for their support and time given voluntarily, to realise the mission of DTUK.

Our quest is simple, to help individuals who have sustained trauma to their teeth to retain their teeth for as long as possible with the right care being provided at the right time by the appropriate person. Three years after our founding, I am confident we have laid strong foundations to achieve that mission.



Serpil Djemal

DENTAL TRAUMA UK

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.

Although dental trauma can happen anywhere in the country, the Charity is based at King's College Hospital Dental Institute, Department of Restorative Dentistry and Traumatology in London. One of our priorities is to establish regional representatives from within our membership to allow for our message and campaigns to be promoted locally.

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.

Trustees are appointed by the board with regard to their skills, knowledge and experience, so as to provide effective oversight of the Charity. Trustees are appointed for between one and three years, in order to ensure that terms of office do not all end at the same time. Trustees 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. New trustees are appointed for a term of three years by resolution passed at a meeting of the board.

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

For the time being, the trustees consider The Chair and her Board as comprising the key management personnel of the Charity. As DTUK has no paid staff, they are in charge of directing and controlling the Charity, and running and operating it on a day-to-day basis.

All trustees give of their time freely and no remuneration was paid in the period. There were also no expenses or related party transactions. Trustees are required to disclose all relevant conflicts of interest and register them at each board and will withdraw from decisions if a conflict of interest arises.

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

Risk management

The trustees have established a risk register, which is reviewed at every board meeting. The main categories of risk remain the same as they were last year:

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

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Within these categories the trustees considered the main risk areas were Governance - Chair overload; External view - failure to get our message over in publicity; Finance – failure to recruit members to target and Compliance – impact of the new data protection requirements.

To mitigate these risks a Secretary to the board was appointed with an increased delegation of tasks from the Chair to her and to other members of the Board. Members of the Board have taken on specific responsibility for the oversight of communications, the website and financial management.

Similarly, the Board decided that there was now a need to recruit for dedicated staff to manage the day to day activities of the charity. During the reporting period, trustees drew up job descriptions and person specifications for 2 part-time support posts, working with our Solicitors to develop contracts of engagement.

The Secretary to the board has started the cycle of review and update of all existing policies and has introduced new operational policies, eg trustee responsibilities in relation to finance.

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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UK College of Sports and Exercise Medicine (UKCSEM)

Following dialogue with the UKCSEM there is now a direct link from its website to the pitch-side flashcard available for free downloading on the DTUK website.

MSc project

The Board endorsed a research project by a postgraduate student from the University of Kent for support with his research in the use of mouth guards by hockey players.

Website queries from the public and the dental team

The Chair advised 32 members of the public on queries received via the website. The majority of these were related to dental trauma but there were a few about tooth problems in general.

She also provided information in response to 11 queries from dentists.

NHS Choices

The animation created by DTUK is now available for viewing on the NHS Choices website.

Website

The website has been developed to provide instant translation via google translate in multiple languages.

Scotland

The Royal College of Surgeons Glasgow has offered the annual TC White day on 1st June 2017 for the theme of dental trauma. A full day programme has been agreed for the conference with DTUK members in Scotland and UK confirmed as speakers.

Schools talk

A 60-minute talk was delivered at Emmanuel School in Battersea, South West London with 38 year 6 students in attendance.

This talk will be used as part of the resources to be made available for the regional representatives in the future.

Membership

Membership is open to any member of the dental team who supports the aims of the Charity and for £30 a year members have access to a plethora of educational resources to help improve their trauma management. At the end of the accounting year 31 March 2017 there were just under 200 members.

Members have online access to twelve 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.

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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 2016 to March 2017. 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 2017 and income apportioned accordingly.

As there were two conferences in the previous financial year it was decided not to hold one in this financial reporting year,

At the end of the financial year, the total of Charity funds was £37,414 - £33,924 in the Unrestricted Fund and £3,490 in the Restricted Fund.

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 2017 was £33,924, 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, recruitment of members and we have now developed our plans for establishing regional representatives from the membership and will look to start work on this in the next financial year.

With two conferences last year, we decided not to hold a conference this year but have been busy preparing for our third annual conference to be held in May 2017.

In the next 12 months, the trustees anticipate:

- Further interest in the Charity as it becomes better known realised through increased membership and the wealth of data now available on our website
- More educational resources can be developed for members and made available via our website
- Identify regional representatives and provide them with resources to deliver their role
- Forge more links with other organisation as we have done with UKCSEM and NHS Choices
- To increase our presence online

Trustees' responsibilities in relation to the financial statements

Trustees are responsible for preparing an 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, 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.

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 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.

Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the trustees of DTUK on 14th November 2017.

Signed on their behalf by:



Serpil Djemal
Chair of the Trustees

DENTAL TRAUMA UK

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

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 2017.

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: 14th November
2017

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Statement of Financial Activities for the period ending 31st March 2017

		2017			2016		
	note	Un- restricted Funds £	Restricted Funds £	Total Funds £	Un- restricted Funds £	Restricted Funds £	Total Funds £
Donations and Legacies	3						
Donations		1,500		1,500	1,738	1,900	3,638
Membership Subscriptions		5,997		5,997	7,124		7,124
Other Trading Activities							
Conferences	4	0		0	31,885		31,885
Total Income and Endowments		7,497		7,497	40,747	1,900	42,647
Expenditure on Raising Funds							
Conferences and Membership	4	1,000		1,000	19,816		19,816
Bank charges	5	420		420	671		671
Depreciation	6		2,781	2,781		2,004	2,004
Governance Costs	7	500	1,958	2,458	500	552	1,052
Expenditure on Charitable Activities		1,920	4,739	6,659	20,987	2,556	23,544
Net Income and Net Movement in Funds		5,577	-4,739	837	19,760	-656	19,103
Funds from Previous Years		28,347	8,230	36,576	8,587	8,886	17,473
Funds at 31 March 2017		33,924	3,490	37,414	28,347	8,230	36,576

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Balance Sheet as at 31st March 2017

			2017		2016
	note	£	£	£	£
Fixed Assets	6		2,942		5,723
Current Assets:					
Prepayments	8	2,412		0	
Cash at bank		38,377		33,274	
Total Current Assets		40,789		33,274	
Current Liabilities	9				
Accruals		5,663		2,420	
Creditors		129		0	
Net Current Assets		6,317	34,472	2,420	30,854
Net Assets			37,414		36,577
 The Funds of the Charity	 10				
Restricted income			3,490		8,230
Unrestricted income			33,924		28,347
Total Charity Funds			37,414		36,577

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

Approved by the trustees on 14.11.2017 and signed on their behalf by:



Hilary Gay
Treasurer

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Cash Flow Statement for the period ending 31st March 2017

	note	2017			2016		
		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		6,408	-1,305	5,103	9,844	1,348	11,192
Net Cash used in investing activities							
Purchase of property plant and equipment			0	0		-4,657	-4,657
Change in Cash and Cash equivalents in the reporting period		6,408	-1,305	5,103	9,844	-3,309	6,536
Cash and Cash equivalents at the start of the reporting period		30,767	2,506	33,273	20,923	5,815	26,738
Cash and Cash equivalents at the end of the reporting period	11	37,175	1,201	38,377	30,767	2,506	33,273

Reconciliation of Cash Flows from Operating Activities for the period ending 31st March 2017

	note	2017			2016		
		Un-restricted Funds £	Restricted Funds £	Total Funds £	Un-restricted Funds £	Restricted Funds £	Total Funds £
Net Income for the period per SOFA		5,577	-4,739	837	19,761	-656	19,105
Adjustment for:							
Depreciation Charges			2,781	2,781		2,004	2,004
(Increase) Decrease in Debtors		-2,412		-2,412	603		603
Increase (Decrease) in Creditors	9	3,243	654	3,897	-10,519		-10,519
Net Cash provided by Operating Activities		6,408	-1,305	5,103	9,845	1,348	11,193

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, 2017/18, 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. Where the use of the donation has been restricted in accordance with the donor's wishes, income is credited to an appropriate fund until it can be spent for the purpose for which it was given. Gift Aid thereon is accounted for on receipt and is added to any restricted fund where appropriate, or has had the benefit of the service or facility.

Donated services and facilities are recognised when the charity has had the benefit of the service or facility. They 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.

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(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.

All 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. No expenses were paid to the trustees in the period to 31st March 2017 (2015/6 £nil).

3. Donations and Legacies

Unrestricted - £7,497 (2015/6 £8,862)

Donations and legacies were from membership subscriptions, £ 5,997. During the year, 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.

(2015/16 £7,124 membership subscriptions, £238 of donations and £1,500 pro bono work)

Restricted - £nil (2015/6 £1,900)

4. Other Trading Activities (conferences)

There were no conferences in 2016/7 (2015/6 two conferences were held, in May 2015 and March 2016 with a total income from delegates of £31,885).

Conference and membership costs of £1,000 were the 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. (2015/6 £19,816 including £1,000 donated.)

5. Bank Charges

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

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6. Fixed assets and depreciation

	Intangible assets	Total assets
	£	£
Opening balance 31.3.2016	5,723	5,723
Add purchases	0	0
Less, depreciation	2,781	2,781
Balance 31.3.2017	2,942	2,942

7. Governance and support costs

Unrestricted costs of £500 relate to the independent examination of the Accounts provided on a pro bono basis (2015/6 £500). Restricted expenditure of £1,958 is for website hosting, email security and an upgrade of the website graphics (2015/6 £552).

8. Analysis of current assets

The prepayment of £2,412 is a deposit for the conference venue for May 2017 (2015/6 £nil).

9. Analysis of current liabilities

	31.3.2016		31.3.2017	
	Number	£	Number	£
Membership subscriptions paid in advance	87	2,420	53	1,493
Conference fees paid in advance	0	0	38	4,170
Unbilled website costs		0		524
Accruals		2,420		6,188
Creditors		0		129
Current Liabilities		2,420		6,317
Movement in Creditors				3,897

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

	Funds 31.3.2016	Income	Expenditure	Fund 31.3.2017
	£	£	£	£
Restricted fund	8,230		-4,739	3,490
Unrestricted fund	28,347	7,497	-1,920	33,924
Total	36,577	7,497	-6,659	37,414

11. Analysis of cash and cash equivalents

Cash and Cash equivalents at the end of the reporting period are entirely cash at bank, £38,377 (2016 £33,274).