

Report and Financial Statements

Period ended: 31st March 2016

Charity no: SC045190 (Scotland)

Charity no: 1155781 (England and Wales)

Report and Financial Statements

Period ended: 31st March 2016

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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

Mr Charlie Booth, PR Manager, Brunswick Group (resigned August 2015)

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 (appointed December 2015)

Ms Davisha Humzah, Deputy General Manager, King's College NHS Trust (resigned December 2015)

Mrs Annette Kelleher, Practice Manager, Bromley, Kent

Mr Lyndon Meehan, Specialty Dentist, Morriston Hospital, Swansea

Mr Chris Rolfe, Deputy Director of Communications, King's College NHS Trust

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

DENTAL TRAUMA UK

Report of the Trustees for the period ended 31 March 2016

The trustees present their second report and financial statements of the charity for the period from 1st April 2015 to 31st March 2016.

The Chair's Introduction

I am delighted to be able to report on the continued activities of Dental Trauma UK (DTUK). Working in a busy London teaching hospital, we are acutely aware of the range of traumas with which patients and their dentists have to cope every day of the year. They may arise from accidents at home or in the car, injuries on the sports field or a street fight after a Friday night's drinking down the pub. Unfortunately, both the public and the dental profession are often unaware of what they should do if a tooth is knocked out. We aim to change that.

In April 2015, we held our first annual conference, when 120 delegates were introduced to the latest developments in the treatment of avulsed teeth. In March 2016, we held the second conference, which attracted 115 delegates. The feedback from both meetings was excellent and by improving the knowledge and understanding of dental trauma, general dental practitioners can improve the quality of care they provide to the general public.

The Trustees would particularly like to thank Sarah Taylor and Mimi El-Samman for their outstanding volunteer contribution to making the days a great success and for their assistance throughout the year in providing administrative support.

The Trustees have established a sound organisational structure to help with our mission. We have put in place the policies and procedures that will be needed as we grow. An external review of the Charity conducted at the end of our first year made recommendations that we have acted upon to improve our governance.

Last year, we noted that we hoped, in the following 12 months, to build our country-specific and regional activities, developing a network of representatives throughout the UK. Unfortunately, we made less progress in this area than hoped, although two Board members were invited to speak to 50 local dentists at The Glasgow Dental Hospital. We have also continued to provide patient information, via our website and we hope, in the coming year, to launch campaigns specifically targeted at the public.

I am grateful to my Board for signing up to an onerous work programme, given we are still all volunteers. Together we look forward to improving the care of patients who suffer dental trauma and I look forward to updating you on our progress in subsequent Annual Reports.



Serpil Djemal

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Structure, governance and management

Dental Trauma UK (DTUK) was registered as a charity in February 2014 in England and Wales, number 1155781 and 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 Institute, Department of Restorative Dentistry and Traumatology in London. Our aim is to establish country and regional representatives from within our membership to allow for our message and campaigns to be locally managed and so that the membership has a local contact.

Membership is open to any member of a dental team, other professionals who will routinely come across dental trauma as well as any individual who supports the aims of The Charity.

Trustees are appointed by the Board with regard to their skills, knowledge and experience, so as to provide effective oversight of the Charity. The inaugural Trustees were 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 three years. 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. Apart from the first charity trustees, every trustee is 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 and good practice guidance for Trustees and receive copies of the Annual Report and Accounts.

The Board would like to acknowledge the significant contribution from Ms Davisha Humzah and Mr Charlie Booth who demitted from the Board in December and August 2015 respectively.

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 interests and register them with The Chair (or acting Chair if The Chair is affected) in accordance with the Charity's policy, and to withdraw from decisions if a conflict of interest arises.

During the period covered by this report, the Board met on 3 occasions.

Risk management

The Trustees have established a risk register, which is reviewed at every Board meeting. During the reporting period, the Trustees identified the five main categories of risk:

- Governance;

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

Within these categories the Trustees considered the main risks were within the Governance, Operational and External view areas. These are - Chair and Administration overload and a failure to get the message over in our publicity. To mitigate these risks a Secretary to the Board (Annette Kelleher) has been appointed with an increased delegation of tasks from the Chair to her and other members of the Board; members of the Board have taken on responsibility for the oversight of communications, the website and financial management and are realistic that there may be a need to recruit a paid staff member in the near future.

New operational policies, as recommended by an external review, were produced during the year.

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

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on the website) or, indirectly (e.g. via work we undertake within the profession), of benefit to members of the public.

Presentation at the Royal College of Emergency Medicine

On 30th September 2015, the Chair delivered a presentation on behalf of Dental Trauma UK to a large audience of medical personnel on the emergency management of dental trauma.

Website

The website has been populated with videos, flashcards and information leaflets to improve the dental care of people who sustain dental trauma. The public section includes information for patients on how to save a knocked-out tooth and the use of mouth guards.

Schools

The Charity has, as one of its longer term aims, public education. With this in mind, the Chair made contact with the Deputy Head of Emmanuel School in Battersea to discuss delivering 60 min lectures to year 6 students. If successful, in the longer-term DTUK will seek to expand this educational work through regional representatives, providing them with the resources developed.

Membership

Membership is £30 per year and is open to any member of the dental team. Other professionals who will routinely come across dental trauma as well as any individual who supports the aims of The Charity are encouraged to donate online via the website. At the end of the accounting year 31 March 2016 there were 276 members, this is a 44% increase on last year's membership.

In April 2015 and March 2016 we held our annual conference which attracted 120 and 115 delegates respectively. The British Library was an excellent venue and is ideally placed near Euston Station for easy access for members outside London.

Five hours of lectures were delivered on the current techniques in managing acute dental trauma as well as tackling the long term complications seen by highly regarded and well-known speakers. The feedback from both meetings was excellent.

There are now twelve hours of free verifiable continuing professional development available for members online.

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.

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 below.

The majority of the membership subscriptions received during the period relate to the year April 2015 to March 2016. For those members who joined for the first time during the last

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quarter of the year, membership is extended from the date of joining until March 2017 and income apportioned accordingly.

The two conferences held during the financial year raised over £12,000.

At the end of the financial year, the total of Charity funds was £36,577 - £28,348 in the Unrestricted Fund and £8,230 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 any initiative.

The balance held as unrestricted funds as at 31st March 2016 was £28,348, 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. As we plan our conference events at the most suitable times for the profession, this has meant that, as in our first year of operation, although planning for the conference will be in the next financial year, our 3rd annual conference (Bish Bash Bosh) will not be held until Saturday 6th May 2017 at the British Library.

However, we will be running a joint conference in collaboration with the Royal College of Surgeons of Glasgow, the TC White Study Day, on Friday 1st June 2017 at the College.

In the next 12 months, the Trustees anticipate:

- Further interest in the Charity as it becomes better known
- More educational resources developed and made available for members
- The establishment of Country and regional representatives
- More school talks delivered via the membership
- An increase in 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.

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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 13th December 2016.

Signed on their behalf by:



Serpil Djemal
Chair of the Trustees

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

I report on the accounts for the year ended 31st March 2016 which are set out on pages 11 to 17.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Charities Act 2011. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10 (1) (a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance and Accountancy.

It is my responsibility to examine the accounts under section 145 of the 2011 Act and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005; follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission and is in accordance with regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and my report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with s.130 of the 2011 Act and section 44(1)(a) of the 2005 Act and regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 Act and section 44 (1)(b) of the 2005 Act and regulation 8 of the 2006 Accounts Regulations have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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

Date: 17/4/16

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Statement of Financial Activities for the period ending 31st March 2016

		2016			2015		
	note	Un- restricted Funds £	Restricted Funds £	Total Funds £	Un- restricted Funds £	Restricted Funds £	Total Funds £
Donations and Legacies	3						
Donations		1,738	1,900	3,638	13,400	9,500	22,900
Membership Subscriptions		7,124		7,124	566		566
Other Trading Activities							
Conferences	4	31,885		31,885			
Total Income and Endowments		40,747	1,900	42,647	13,966	9,500	23,466
Expenditure on Raising Funds							
Conferences and Membership	4	19,816		19,816			
Bank charges	5	670		670	379		379
Depreciation	6		2,004	2,004		614	614
Governance Costs	7	500	552	1,052	5,000		5,000
Expenditure on Charitable Activities		20,986	2,556	23,543	5,379	614	5,993
Net Income and Net Movement in Funds		19,761	-656	19,104	8,587	8,886	17,473
Funds from Previous Years		8,587	8,886	17,473			
Funds at 31 March 2016		28,348	8,230	36,577			

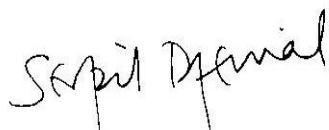
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Balance Sheet as at 31st March 2016

			2016		2015
	Note	£	£	£	£
Fixed Assets	6		5,723		3,071
Current Assets:					
Prepayments	8	0		603	
Cash at bank		33,274		26,738	
Total Current Assets		<u>33,274</u>		<u>27,341</u>	
Current Liabilities					
Accrued Subscriptions and Conference Fees	9	2,420		12,939	
Net Current Assets			<u>30,854</u>		<u>14,402</u>
Net Assets			<u><u>36,577</u></u>		<u><u>17,473</u></u>
 The Funds of the Charity	 10				
Restricted income			8,230		8,886
Unrestricted income			28,348		8,587
Total Charity Funds			<u><u>36,577</u></u>		<u><u>17,473</u></u>

The Cash Flow Statement and notes on pages 13 to 18 form part of these accounts.

Approved by the trustees on 13.12.2016 and signed on their behalf by:



Serpil Djemal
Chair of the Trustees

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Cash Flow Statement for the period ending 31st March 2016

		2016			2015		
note	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	9,844	1,348	11,192	20,923	9,500	30,423	
Net Cash used in Investing Activities							
Purchase of property plant and equipment		-4,657	-4,657		-3,685	-3,685	
<hr/>							
Change in Cash and Cash equivalents in the reporting period	9,844	-3,309	6,536	20,923	5,815	26,738	
Cash and Cash equivalents at the start of the reporting period	20,923	5,815	26,738	0	0	0	
<hr/>							
Cash and Cash equivalents at the end of the reporting period	30,768	2,506	33,274	20,923	5,815	26,738	

Reconciliation of Cash Flows from Operating Activities

		2016			2015		
note	Un- restricted Funds £	Restricted Funds £	Total Funds £	Un- restricted Funds £	Restricted Funds £	Total Funds £	
Net Income for the period per SOFA	19,761	-656	19,105	8,587	8,886	17,473	
Adjustment for:							
Depreciation Charges		2,004	2,004		614	614	
(Increase) Decrease in Debtors	603		603	-603		-603	
Increase (Decrease) in Creditors	-10,519		10,519	12,939		12,939	
<hr/>							
Net Cash provided by Operating Activities	9,844	1,348	11,192	20,923	9,500	30,423	

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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, 2016-17, there are no significant areas of uncertainty that affect the carrying value of assets held by the Charity.

(b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts the trustees have considered whether in applying policies required by FRS 102 and the Charities SORP FRS 102, a restatement of comparative items was needed. At the date of transition, in applying the requirement to recognise Income under different headings, in accordance with FRS 102, Incoming Resources have been restated as Income and Endowments - Donations and Legacies.

	Unrestricted Funds	Restricted Funds	Total Funds 2015
	£	£	£
Reconciliation of income:			
Incoming Resources			
Voluntary Income	13,966	9,500	23,466
Total Incoming Resources	<u>13,966</u>	<u>9,500</u>	<u>23,466</u>
Restated in these accounts:			
Donations and Legacies			
Donations	13,400	9,500	22,900
Membership Subscriptions	566		566
Total Income and Endowments	<u>13,966</u>	<u>9,500</u>	<u>23,466</u>

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(c) 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.

(d) 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.

(e) 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.

(f) 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.

(g) 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 2016.

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3. Donations and Legacies

Unrestricted - £8,862 (2014/5 £13,966)

Donations and legacies were mainly from membership subscriptions, £7,1240, with £238 of donations. During the year, Kings College 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.

(2014/5 - Donations and legacies included subscriptions £566, donations £8,400 and pro bono work, £5,000.

Restricted - £1,900 (2014/5 £9,500)

The British Endodontic Society (<http://www.britishendodonticsociety.org.uk/>) made a further donation of £1,900 for VAT on the cost of the website.

4. Other Trading Activities (conferences)

Two conferences were held, in May 2015 and March 2016 with a total income from delegates of £31,885 (2014/5 nil).

Associated costs were £18,816 (2014/5 nil). Included within these costs is an estimated £1,000 for office services provided on a pro bono basis by Kings College in line with the Accounting policy for Donated Services and Facilities.

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 31.3.2015	3,071	3,071
Add purchases – Website	4,657	4,657
Less, depreciation	2,005	2,005
Balance 31.3.2016	5,723	5,723

7. Governance and support costs

Unrestricted costs of £500 relate to the independent examination of the Accounts provided on a pro bono basis. (2014/5 £5,000 for pro bono work on Charity Commission applications). Restricted expenditure of £552 in the period to 31st March 2016 is for website hosting (2014/5 £ nil).

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8. Analysis of current assets

Prepayment of £ nil (2014/5 £603 was a deposit for the conference venue for April 2015).

9. Analysis of current liabilities

	31.3.2015		31.3.2016	
	Number	£	Number	£
Membership subscriptions paid in advance	182	4,894	87	2,420
Conference fees paid in advance	50	8,045	0	0
Total		12,939		2,420
Movement in Creditors		12,939		-10,519

The membership year is from 1st April to 31st March. For new members joining between 1st January and 31st March 2016, membership extends to 31st March 2017. 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 31.3.2015	Income	Expenditure	Fund 31.3.2016
	£	£	£	£
Restricted fund	8,886	1,900	2,556	8,230
Unrestricted fund	8,587	39,337	19,576	28,347
Total	17,473	41,237	22,133	36,577

11. Analysis of cash and cash equivalents

Cash and Cash equivalents at the end of the reporting periods 2016 and 2015 are entirely cash at bank, £33,274 (2015 £26,738).