

Report and Financial Statements

Period ended: 31st March 2019

Charity No. 1155781 (England and Wales)

Charity No. SC045190 (Scotland)

Report and Financial Statements

Period ended: 31st March 2019

	Page
Legal and Administrative Details	3
Report of the Trustees	4
Examiner's report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	14

DENTAL TRAUMA UK

Legal and Administrative Details

Full Name of the Charity: Dental Trauma UK

Trustees:

Ms Beth Burns, Consultant in Restorative Dentistry
Glasgow Dental Hospital NHS Trust, **(Joined board June 2018)**

Mr Ravi Chauhan, Consultant in Restorative Dentistry
John Radcliffe Hospital, Oxford **(Joined board February 2019)**

Prof Peter Day, Consultant in Paediatric Dentistry
Leeds Dental Hospital, Leeds **(Resigned from board February 2019)**

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

Ms Aliya Hasan, Core Dental Trainee in Paediatric dentistry
Great Ormond Street, London **(Joined board February 2019)**

Mrs Annette Kelleher, Dental Surgery Practice Manager
Bromley, Kent

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 2019

The trustees present their fifth report and financial statements of the charity for the period from 1st April 2018 to 31st March 2019.

The Chair's Introduction

I am pleased to present the 5th report for the activities of Dental Trauma UK (DTUK).

During this period we thanked 2 departing board members for their energetic support of our activities and welcomed 2 new members, who we are sure will enrich the skill mix of the board to support our aims and objectives.

We were successful in recruiting over 30 regional/country representatives to expand our educational activities in England, Scotland and Wales. We have with the group designed a feedback form so that their activities can be measured.

This year we appointed a board member to lead on data protection.

As a board, we continue to embrace strong and robust governance to support the work that we do. We have worked tirelessly adopting the external examiner's recommendations and suggestions and continue to be forever grateful for her diligence in this role.

Mr Doven, a Board member, facilitated a strategy half-day where board members were able to re-visit the business plan and identify the priorities for the next 5 years. This was an extremely valuable session that allowed us to reset our plans for the future in the context of the successes of the last 4 years. The session was valued and appreciated by the board.

The online educational continuing professional development opportunities for our members are growing and are appreciated by our members. I would like to thank all past speakers who contributed to this material and thus have enabled us to achieve this level of success.

Finally, I remain eternally grateful to my board and Ms Taylor for their unstinting support, expertise and time, to help us achieve the aims and objectives of DTUK. Without their hard work dedication and shared vision, none of our achievements would have been realised.

Based upon our assessment of our achievements and the feedback we have had to date; we consider that we are definitely making a difference to the management of traumatic dental injuries through education.



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 remains at £30 per year and is growing with over 300 members at the end of the period. Membership is open to any member of the dental team who supports the aims and objectives of the Charity and actively engages with the educational resources made available for them by the charity.

We have now recruited 32 Country/Regional representatives from within our membership. This group will help widen the education and training to both the general public and the dental team in the management of dental trauma. We have agreed a feedback form for annual reporting of their activities.

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.

Lyndon Meehan and Peter Day stood down from the Board this year and were thanked for their time on the board and their commitment to our vision.

Beth Burns, Aliya Hasan and Ravi Chauhan were welcomed to the board this year and will bring additional skills to our activities. Aliya Hasan has accepted the role of Board lead on Data protection and Beth Burns has agreed to be the Scottish lead for the regional representatives.

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 meeting. The Board will then decide if there is a conflict of interest and if so, the Trustee will withdraw from decisions.

Kirsty Learmouth was appointed on a consultancy basis to support the board in running the day-to-day activities of the charity and this role has been a great success.

During the period covered by this report, the Board met on 4 occasions including the AGM which this year was held in London on 26th November.

Risk management

A risk register is reviewed at every board meeting. The register has the following categories of risk:

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

GDPR was the main challenge in this period and together with help from our website host, advice from the external examiner and the hard work of the admin team and the board, we are now compliant. In line with this our privacy policy was updated and approved by the board. In line with our overall work on data security we have now commissioned work to encrypt personal data on the website.

We continue to adopt the Charity Governance Code of best practice where applicable and aim to implement activities to support this. We had a strategy meeting in September 2018 where the priorities of the charity were agreed and areas of responsibility assigned to trustees to lead on. In addition, a board skills mix review was carried out and we plan to repeat this periodically. In the forthcoming year, we will work through the charity governance code assessment template to ensure we comply as much as possible as a small charity.

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.

Annual conference

There were 121 delegates despite 2 other dental conferences on the same day as well as the Royal wedding!

The feedback from the conference was excellent and covered not only the speakers and the educational content of the lectures but also the organisation and administration of the event.

The first Richard Wellbury Case Report Prize was awarded by Professor Wellbury. The award was set up to encourage junior clinicians to submit a trauma case they treated which is judged by at least two senior clinicians and the winners are announced at the annual conference.

Ongoing Activities/ communications

This year one of the Board members had an article published in the Evening Standard covering the risks of dental trauma and cycling. This coincided with the annual conference.

Work on the "Keep Up Your Guard" poster campaign continues to promote the use of mouth guards to prevent dental damage during contact sports. We are discussing this campaign with the English, Welsh and Scottish Rugby Unions.

Website and E-Learning

Following on from our work on privacy protection last year, this year we have added the encryption of personal data in line with our data policies and in response to feedback from the membership.

The privacy policy was updated and is available on the website.

The conference lectures have been uploaded to the website with the CPD facility.

DTUK has endorsed some e-learning modules together with other specialist societies and the Royal College of Surgeons of England. This material can be seen on the Health Education England website and is designed to help promote the oral health of children.

Membership

Membership numbers continue to rise. Member benefits include 22 hours of free enhanced continuing professional development, patient information leaflets, the Dental Trauma Guide, how-to-do-videos, to name a few.

At the end of the accounting year 31 March 2019, there were 333 members (103 more than last year).

Mrs Kelleher, Board member, reviewed the demographics of our members and found a good distribution throughout England and Scotland but limited numbers in Wales. We will be using this analysis to help improve membership.

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 2018 to March 2019. 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 2019 was again well attended, by a wide range of dental professionals, resulting in a surplus of £2655.32.

The Charitable activities produced net income of £100 over the year. At the end of the financial year, the total of Charity funds was £58,065 with no restricted funds.

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 2019 was £58,065, all of which is regarded as free reserves.

Plans for the future

Looking ahead, the focus of our strategy remains the same - to continue the advancement of the Charity via conferences and the addition of on-line learning opportunities.

We continue to increase our number of members and with the activities of the regional/country representatives, hope to see this increase further.

In the next 12 months, the trustees anticipate:

- Realising the impact of the workstreams on the direction of the charity
- Increasing the number of members through the activities of the regional/country representatives
- Developing more educational resources for our members and to educate the public
- Finalising the "Keep Up Your Guard" poster campaign

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:

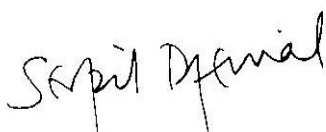
- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the applicable Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures 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.

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.

The accounts and report were approved by the trustees of DTUK on 26th November 2019.

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.

I report to the trustees on my examination of the accounts of the charity, Dental Trauma UK, for the year ended 31st March 2019.

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

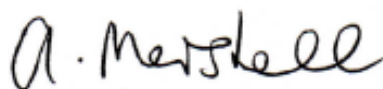
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures 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: 17/11/2019

DENTAL TRAUMA UK

Statement of Financial Activities for the period ending 31st March 2019

		2019			2018		
	note	Un-restricted Funds £	Restricted Funds £	Total Funds £	Un-restricted Funds £	Restricted Funds £	Total Funds £
Donations and Legacies	3						
Donations		1,810		1,810	1,510		1,510
Membership Subscriptions		8,760		8,760	7,757		7,757
Other Trading Activities							
Conferences	4	12,450		12,450	14,340		14,340
Total Income and Endowments		23,020		23,020	23,607		23,607
Expenditure and Raising Funds							
Conferences and Membership	4	15,783		15,783	12,949		12,949
Bank charges	5	510		510	496		496
Depreciation	6		776	776		2,166	2,166
Governance Costs	7	5,851		5,851	1,489	548	2,037
Expenditure on Charitable Activities		22,144	776	22,920	14,934	2,714	17,648
Net Income and Net Movement in Funds		876	-776	100	8,673	-2,714	5,959
Funds from Previous Years		42,598	776	43,374	33,924	3,490	37,414
Funds at 31 March 2019		43,474	0	43,474	42,598	776	43,374

DENTAL TRAUMA UK

Balance Sheet as at 31st March 2019

			2019		2018
	note	£	£	£	£
Fixed Assets	6		0		776
Current Assets:					
Prepayments	8	4,544		0	
Cash at bank		58,065		51,378	
Total Current Assets		<u>62,610</u>		<u>51,378</u>	
Current Liabilities	9				
Accruals		18,662		8,782	
Creditors		<u>475</u>		<u>0</u>	
		19,136		8,782	
Net Current Assets			43,474		42,596
Net Assets			<u><u>43,474</u></u>		<u><u>43,373</u></u>
The Funds of the Charity	10				
Restricted income			0		776
Unrestricted income			43,474		42,597
Total Charity Funds			<u><u>43,474</u></u>		<u><u>43,373</u></u>

The Cash Flow Statement and notes on pages 13 to 17 form part of these accounts.

Approved by the trustees on 26.11.2019 and signed on their behalf by:



Hilary Gay
Treasurer

DENTAL TRAUMA UK

Cash Flow Statement for the period ending 31st March 2019

		2019			2018		
	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		6,687	0	6,687	14,204	-1,202	13,002
Net Cash used in investing activities							
Purchase of property plant and equipment		0	0	0	0	0	0
Change in Cash and Cash equivalents in the reporting period		6,687	0	6,687	14,204	-1,202	13,002
Cash and Cash equivalents at the start of the reporting period		51,379	0	51,379	37,175	1,202	38,377
Cash and Cash equivalents at the end of the reporting period	11	58,065	0	58,065	51,379	0	51,379

Reconciliation of Cash Flows from Operating Activities for the period ending 31st March 2019

		2019			2018		
	note	Un-restricted Funds £	Restricted Funds £	Total Funds £	Un-restricted Funds £	Restricted Funds £	Total Funds £
Net Income for the period per SOFA		876	-776	100	8,673	-2,714	5,959
Adjustment for:							
Depreciation Charges			776	776		2,166	2,166
(Increase) Decrease in Debtors		-4,544		-4,544	2,412		2,412
Increase (Decrease) in Creditors	9	10,355		10,355	3,119	-654	2,465
Net Cash provided by Operating Activities		6,687	0	6,687	14,204	-1,202	13,002

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, 2019/20, there are no significant areas of uncertainty that affect the carrying value of assets held by the Charity.

(b) Funds structure

The Charity has had 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.

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 had an estimated life of three years, now expired.

(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 2019 expenses of £1,352 were reimbursed to the trustees (2017/8 £50).

3. Donations and Legacies

Unrestricted - £10,570 (2017/8 £9,267)

Donations and legacies were from membership subscriptions, £ 8,760 and donations of £310. 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.

(2017/8 £7,757 membership subscriptions, £10 donation and £1,500 pro bono work)

Restricted - £nil (2017/8 £nil)

4. Other Trading Activities (conferences)

There was a conference in May 2018 generating income of £12,450 (2017/8 £14,340).

Conference and membership costs of £15,783 were the cost of running the conference, paid administrative support and 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. (2017/8 £12,949)

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 31.3.2018	776	776
Add purchases	0	0
Less, depreciation	776	776
Balance 31.3.2019	0	0

7. Governance and support costs

Governance and support costs of £5,851 include board and website costs (2017/8 £2,037). Website hosting, email names and an upgrade of the website for GDPR cost a total of £3,962 (2017/8 £842). This year the full amount was charged to Unrestricted Funds. In 2017/8, £548 remained available in the Restricted Fund and the balance of £294 was charged to unrestricted expenditure.

Included with unrestricted costs is £500 relating to the independent examination of the Accounts provided on a pro bono basis (2017/8 £500).

8. Analysis of current assets

Prepayments of £4,544 relate mainly to the deposit for the May 2019 Conference venue (2017/8 £nil).

9. Analysis of current liabilities

	31.3.2018		31.3.2019	
	Number	£	Number	£
Membership subscriptions paid in advance	121	3,547	122	3,457
Conference fees paid in advance	46	5,130	120	15,070
Unbilled Website costs		0		
Unbilled Admin costs		105		135
Total Accruals		8,782		18,662
Creditors		0		475
Current Liabilities		8,782		19,136
Movement in Creditors				10,355

The membership year is from 1st April to 31st March. For new members joining between 1st January and 31st March 2019, membership extends to 31st March 2020. The value of memberships paid in advance has therefore been calculated by spreading the subscription evenly over the whole of the extended period.

DENTAL TRAUMA UK

10. Analysis of movement in charitable funds

	Fund 31.3.2018	Income	Expenditure	Fund 31.3.2019
	£	£	£	£
Restricted fund	776	0	-776	0
Unrestricted fund	42,598	23,020	22,144	43,474
Total	43,374	23,020	22,920	43,474

11. Analysis of cash and cash equivalents

Cash and Cash equivalents at the end of the reporting period are entirely cash at bank, £58,065 (2018 £51,378).