

Registered Charity Number
1065062

Registered Company Number
03409412

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Report and Accounts

31 March 2014

**UK Centre for the Advancement of Interprofessional
Education (CAIPE)
Report and accounts
Contents**

	Page
Company information	1
Trustees' Report	2-9
Statement of trustees' responsibilities	10
Independent Examiner's report	11
Statement of Financial Activities	12
Balance sheet	13
Notes to the accounts	14-16

**UK Centre for the Advancement of Interprofessional Education (CAIPE)
Company Information**

Directors and Trustees

President Hugh Barr
Chairman Richard Gray
Treasurer Elizabeth Howkins
Vice Chair Helena Low
Vice Chair Angus MacFayden
Secretary Ann Ewens
Richard Pitt
Elizabeth Westcott
Pat Bluteau
Jenny Ford
Sarah Hean
Daniel Kinnair
Jayne Frisby
Lynne Clouder
Marion Helme
Sundari Joseph
Ann Jackson
Catherine O'Halloran

Registered office

126 High Street
Oxford OX1 4DG

Independent Examiner

Mrs Sarah A Smith BSc. (Hons) FCCA FCIE
Temple House
8 Main Street
Cold Overton Oakham
LEICS LE15 7QA

Bankers

Lloyds TSB
3 Porchester Gate
112B Castle Street
Portchester
Fareham
PO16 9QG

Charity registered number

1065062

Company registered number

03409412

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

For the year ended,
31 March 2014

Introduction

The trustees have pleasure in submitting their report and the financial statements for the year ended 31 March 2014.

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and Trustees under the Charities Act. This trustees report incorporates the directors report required by the Companies Act 2006.

Structure, Governance and Management

CAIPE, a company limited by guarantee and not having a share capital, is governed by the conditions contained in its Memorandum and Articles of Association. In accordance with the governing documents, the Board is made up of no fewer than three and no more than twenty five trustees.

Copies of these documents are available from the Registered Office listed on the Information page.

In the event of a winding up, the liability of each member or any person who has ceased to be a member in the last 12 months is limited to one pound sterling. If upon winding up or dissolution there remains any property it shall be distributed to a charitable institution having objects similar to the company. The Board has the power to fill any vacancies arising in the year, any such appointments to be confirmed by members at the next Annual General Meeting. All appointments are for a three year term with annual retirement of 1/3 of the Board at each AGM by rotation. Any Board member may seek re election for a further full term, but thereafter may not seek re election for two years.

New trustees are briefed on their obligations under charity and company law, on the Board's decision making process and strategy and the recent financial performance of the charity.

Objects Vision and Purpose

The company is established to promote health and well being and to improve the health and social care of the public by advancing interprofessional education

Public Benefit Statement

The trustees confirm that they have had due regard, in all their decision making, as to the guidance published by the Charity Commission on public benefit.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

Continued....

Review of Activities and Achievements

Introduction

Whilst it is important not to be complacent, the production of the annual report is an ideal opportunity to stop for a moment, take stock, reflect on and celebrate CAIPE's activities and developments during the past year. CAIPE consists of its members and it is important to recognise the valuable voluntary work achieved by individuals, particularly board members, on behalf of CAIPE. However it should also be recognised that there is also much work performed by many individuals beavering away behind the scenes. All have helped to inform the development of CAIPE and its recognition as the national and authoritative voice on IPE, as well as helping CAIPE to contribute to the international community of practice.

The activities and achievement over the year have continued. Externally these have included promoting the need for coordinated support for IPE from relevant national and UK bodies within health and social care, CAIPE's response to policy documents, consolidating student participation, offering student awards, invitations to speak at international events, facilitating national and international interprofessional workshops, producing CAIPE publications and supporting research activities. Meanwhile internally organisational strategies, policies and systems continue to be developed to enable and ensure the continued evolution of CAIPE.

Communication with Members

As CAIPE is a membership organisation, transparency and effective communication between all is vital. During the year the website has been constantly reviewed and updated. In addition CAIPE experienced significant problems relating to our email communication which subsequently required upgrading. Special thanks must go to by our web manager, Debbie Holmes who spent much time and effort in successfully addressing these problems.

The student forum pages have been upgraded and are now live on the website. The purpose is to share aspects of their work. The CAIPE website continues to incorporate access to both Face book and Twitter.

The monthly production of the CAIPE E-Bulletin has continued. It is produced on the first day of each month under four headings: News, Events, Resources and Opportunities all linked to the website.

Enhancing the value of corporate membership.

In September last year Board members met at King's College, London on the annual away day to focus on developing the value of corporate membership. This in turn was an area of need identified at a previous away day. Groups worked on the following topics:

- What is a corporate member?
- How can CAIPE enhance the value of corporate membership?
- How can CAIPE involve new organisations?

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

Continued....

Corporate membership con...

Conclusions from the day were as follows:

Small charities to be encouraged to join CAIPE at a reduced membership charge.

The CAIPE promotional corporate membership pamphlet to be updated describing the advantages of membership in an explicit and succinct style.

To help recruitment and retention of CAIPE members, to produce a historical overview of CAIPE emphasising what has been achieved.

A CAIPE Fellowship working group to be instigated with the purpose of developing selection criteria..

To review the method of communication with corporate members and their individual members.

Membership.

CAIPE is primarily a membership organisation, and membership fees contribute to the majority of the annual income. During the year, the membership process has been reviewed. This has coincided with Informa increasing its costs for the JIPC.

In this context, CAIPE and Informa have successfully negotiated an agreement and this has now been signed by both parties. The cost to CAIPE of the corporate copy of the JIPC is £750 and the cost to CAIPE of the individual copy of the JIPC is £43.

As membership fees had not changed for many years, it was agreed by the board that to cover increased overheads fees would be increased by the minimum amount possible. For this year the following scale of charges were implemented:

- Individual member with JIPC £95/annum
- Corporate member with JIPC £1600/annum
- Corporate member without JIPC £850/annum
- Charitable status (without JIPC) £850/annum
- Student member £10 per duration of course. Each student can remain a member until the December after they have graduated and be offered an incentive to stay a member at a reduced fee for one year of £50.

CAIPE membership for the year stands as follows: Students 275 (down from 359), Individual 41 (up from 35) and Corporate 20 (up from 19) with 7 members pending.

The student numbers are on target and can be explained as follows: For the first time this last year student membership ended in the December after the completion of their course. Hence the 100 students who graduated in July 2013 all ceased to become student members in December 2013. In the past this dip has always occurred in July.

Recruiting and retaining corporate members in the present financial climate continues to remain a challenge. The promotion group has been working on this and has produced a promotion pamphlet for corporate members summarising the advantages for university/institutions to belong to CAIPE.

Emma Beal our membership secretary continues to improve and streamline the process of membership which is greatly helped by having online facilities to re-join each January.

We would like to warmly welcome two new corporate members: **Leicester Partnership Trust and Thames Valley Health Education England.**

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

Students.

The student conference was held in November 2013 at Coventry University and was entitled "The service user voice: listening interprofessionally". Key note presentations were given by Professor Steve Field (Chief Inspector of General Practice, CQC) and Carole Pounce and Basia Grzybowska (Connect- the disability communication network). Parallel workshops followed which stimulated a lively final discussion.

Poater competitions were held at the AGM in June 2013 and at the Student Conference in November 2013, the winners receiving book tokens. In addition CAIPE has set up a student scholarship award to pay expenses for two winners to attend the 'All together Better Health Conference' 5-8 June 2014 in Pittsburgh, USA. Several very good applications were received and all subjected to a rigorous selection process. The two successful students are **Rekha Vijayshankar (Kings College, London)** and **Jackline Macharia (University of Essex)**. The awards will enable them to travel to Pittsburgh to present their posters.

As in previous years sincere thanks and congratulations must go to Jenny Ford and Richard Pitt for all the hard work and time they have given in encouraging, promoting and supporting the CAIPE student section and its members.

Chairs Event.

The CAIPE Chair's Event was held 22/11/13 and involved 35 participants. It was a stimulating and challenging day which gave rise to much debate. The title of the day was "Building interprofessional into integrated care". Liz Anderson (Health Education Academy), gave the first presentation from an education perspective. Liz particularly emphasised the importance of storytelling in IPE and having an IPE co-ordinator present in the practice environment. Baroness Wheeler of Blackfriars then gave a presentation which included a political view integrated with her personal experiences as a carer. In particular she mentioned the importance of health care assistants and their relationship with carers. During the afternoon, Pia Parry presented her experiences in developing a social care undergraduate programme and the challenges of including IPE in the curriculum. The final session of the day consisted of a panel which addressed questions which arose from morning group discussions. These produced a stimulating and thought provoking session. In summary it was felt that a supportive and safe environment is required for IPE to change culture and to help teams function effectively in practice.

Corporate Forum.

This meets twice a year in different parts of the UK and gives an opportunity for CAIPE Forum members to present on topical aspects of IPE and for CAIPE to update Forum members on latest developments. On the 24/10/13 the forum was hosted by the University of Nottingham. The day was entitled Faculty Development of IPE and included presentations about faculty development initiatives at Nottingham and about evoking care and compassion in professional development. The afternoon was spent discussing international collaboration within IPE.

The Forum on 6/3/14 was hosted by Oxford Brookes University. The theme of the day was Broadening IPE Horizons and included presentations on professional behaviour, simulation and the use of service users in recruitment and selection.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

Continued....

In addition, we were delighted to welcome Moe Miyaguchi from the University of Tokyo who spoke about her global health leadership programme. Moe visited the UK on a three month internship during which she was mentored by Hugh Barr and supported by CAIPE members.

Consultations.

An important activity for CAIPE is its role responding to relevant policy documents to inform and influence the thinking and development of IPE at national, local and international levels. Over the past year a small working group lead up by Lynn Clouder and supported by Dan Kinnear, Jayne Frisby and Anne Jackson have responded to:

October 2013 HCPC Consultation on changes to the profession- specific standards of proficiency for paramedics

March 2014 - HEA - Internationalising higher education: framework for action

May 2014 HCPC Consultations on the standards of proficiency for biomedical scientists and clinical scientists

May 2014 GOC Guidance for osteopaths

CAIPE Publications.

In July 2013 CAIPE published a guide for those new to interprofessional education, who want to learn more as they prepare to become tutors, practice teachers, facilitators, assessors, reviewers or researchers. The booklet is entitled **Introducing Interprofessional Education** and was written by Hugh Barr and Helena Low. The guide is available on the CAIPE website has been widely distributed to relevant education organisations and professional bodies.

CAIPE has entered into an understanding with the Radcliffe Press for a series of work books on aspects of interprofessional working and learning. Three titles have been agreed in the first instance. Others may follow.

UK Review of Pre-Qualifying Interprofessional Education.

During the year, CAIPE received, published and commended this important review in full and in summary before instigating consultations with universities and central institutions to whom the recommendations are addressed. It will be reporting, in due course, on the progress of those consultations. The review was conducted by Hugh Barr, Marion Helme and Lynda D'Avray covering the development of pre-qualifying interprofessional education throughout the UK since 1997.

The content draws together the threads of many recent pre-qualification interprofessional initiatives, national policies and events that may superficially appear to be disparate. The conclusions present new perspectives, enabling an understanding of IPE at a deeper level and provide clear descriptions of a complex background leading to a helpful understanding of the present situation and indeed an inspiration for future developments.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

Continued....

Links with other UK organisations

- CAIPE held meetings with the HCPC and Skills for Health with the purpose of promoting IPE.
- CAIPE has had a number of meetings with the Health Education England (HEE) leading to a forthcoming day conference which will be held in July with staff from Local Education and Training Boards and universities on the commissioning of interprofessional learning.
- CAIPE has also had a number of meetings with the Higher Education Academy (HEA) with the purpose of seeking a shared agenda and developing priorities of common interest. Liz Anderson represents the HEA on the CAIPE board.
- The CAIPE chair is a member of the Education Inter-regulatory group which meets twice a year. It is an informal and advisory group for educationalists representing all health and social care professions.
- CAIPE has a link with the National Association of Educators in Practice, Richard Gray and Lynn Clouder (who is also NAEP vice chair) are also board members for NAEP.
- A similar link has been made with ASPIH Association of Simulated practice through CAIPE board member Liz Westcott.
- Pip Hardy from Pilgrim Projects is on the CAIPE board and provides a link with the Patient Voices programme and service users.

CAIPE workshops

In November 2013 the Multiple Sclerosis Society commissioned a CAIPE workshop for service users. The workshop was entitled 'Eligibility Criteria for Care and Support' and was facilitated by Helena Low.

In March 2014 Elizabeth Howkins and Helena Low (representing CAIPE) were invited by Victoria University Melbourne Australia to help the team led by Professor Kristine Martin Macdonald to embed a new Interprofessional education programme and professional development across 10 health and social care disciplines. The series of workshops and meetings were successfully completed. Victoria University had contacted CAIPE as highly respected voice of IPE in the world.

In April 2014, Elizabeth Howkins and Helena Lowe facilitated a workshop at the Glasgow: 10th international Conference on practice Teaching and Field education in health and social work. This was entitled "The practice teacher role in facilitating Interprofessional learning for integrated and collaborative practice".

CAIPE Promotion Group

This was led by Marion Helme. During the year the following were completed: new corporate member leaflets, new student leaflets, a CAIPE fabric poster, an email strapline and consent form for use of photos taken at CAIPE events

UK Centre for the Advancement of Interprofessional Education (CAIPE)

The Report of the Trustees

Continued....

International Activities

The 4th EIPEN 2013 conference: Quality of life in health and social care, 11-13 September.

This was hosted by the Faculty of Health Sciences of the **University of Ljubljana** (Slovenia), and chaired by Prof. Majda Pahor. There were delegates from 16 different countries. There was a strong UK contingent many of whom were CAIPE members and many of whom presented during the programme. In particular Marion Helme and Helena Low facilitated the opening plenary session entitled “Rocky roads, desert sands and mountain passes: crossing the difficult terrain of IPE together” and Elizabeth Howkins and Helena Low ran a workshop entitled “Developing a toolkit to persuade sceptics, non-believers and complete novices of the benefits of Interprofessional education”. It was an excellent opportunity to meet colleagues from all parts of the world, to share experiences and to recognise the esteem in which CAIPE is held internationally.

World Interprofessional Education and collaborative Practice Co-ordinating Committee

During the year, CAIPE's support for the World Coordinating Committee for Interprofessional Education and Practice has been agreed by the CAIPE board and is being formalised as a three to five year agreement. Marion Helme is taking over the role of international convenor and chair from Hugh Barr. Marion is to be congratulated on this important appointment and in this role will be guided and supported by CAIPE

All Together Better Health Conference (ATBH V111), 6-9 September, 2016.

In partnership with Oxford Brookes University and the University of Oxford, CAIPE has been successful in a bid to host the eighth successive ATBH conference. The main theme will be Values- Based Practice which, with evidence-based practice, underpins balanced clinical decision-making by health care teams and patients. The steering group which has met on several occasions is chaired by Richard Gray and includes Elizabeth Howkins and Helena Low representing CAIPE, Liz Westcott and Ann Ewens representing Oxford Brookes University and Ed Peile, Bill Fulford and Ashok Handa representing University of Oxford.

Financial Position

The CAIPE financial position is stable. There was a deficit for the year of £6,317, but reserves remain healthy at £30,261. More money is now being spent on membership activities, such as the student conference, travel support for student related CAIPE activities, Board members reimbursement for travel and accommodation and ongoing increases in payment of staff. A policy has been drawn up to support CAIPE members who are able to promote and develop IPE across international boundaries. In this financial year £2,000 was spent supporting the costs of 4 members attending the conference in Slovenia. Under the policy trustees capped the support at £500 per person.

UK Centre for the Advancement of Interprofessional Education (CAIPE)
The Report of the Trustees
Financial Position con...

Incoming resources this year included the following:

Membership fees

Last year the concern over the loss of corporate membership fees and lower numbers of individual fees had ongoing financial implications. The membership fees, other than the student fee have not been increased in 6 years and although inflation is low other costs continue to increase. Consequently from the beginning of this year membership fees were increased as described above.

Gift aid of £887 .

Workshop fees total £9,800 of which 25% is retained by CAIPE and 75% paid to facilitators.

Outgoing resources for this year included the following:

Events and meetings: £7,779. Included in this figure is the student conference which was more costly this year as it included room and refreshment charges for the first time.

Production and publishing of the Introducing IPE booklet £3,095

Student travel bursaries for the ATBH conference in Pittsburgh £1,500

New financial commitments are planned for the forthcoming year such as the John Horder award which will be £750 per annum..

CAIPE has managed its finances over the past few years in order to support new membership initiatives. In the coming year, the trustees will work to ensure a regular source of income - a challenge given the current economic environment and it's effect on our membership.

Risk Assessment

The vast majority of CAIPE's annual income is generated from membership fees. The bulk of the membership fees are from UK Higher Education Institutions, all of whom will be subject to continued income contraction during the next few years. In mitigation of a drop in income CAIPE holds reserves of £30,261. CAIPE has sufficient flexibility in its activities to be able to adjust expenditure in accordance with income.

Reserves and Investment Policy

The CAIPE Trustees recognise that the funding available is based on the continued ability to generate membership fees. Therefore, as a contingency against the risk that the number of fee paying members may fall, it is the policy of the Trustees to ensure that £10,000 is held as a cash reserve in order to ensure future liabilities are met. At the balance sheet date £14,000 is invested on a term deposit at Lloyds bank generating a 0.7% return.

The remaining reserves, £16,261 are to be reinvested in activities which will continue to promote the goals of interprofessional education, whilst at the same time, giving benefits to the membership.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

For the year ended,

31 March 2014

Statement of Trustees Responsibilities

The trustees listed on the Company Information page are directors for the purpose of company law and trustees for the purpose of charity law.

Charity Law and the Companies Act 2006 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity.

In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed , subject to any material departures disclosed and explained in the financial statements;

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

So far as the trustees are aware, there is no material information, of which the company's examiners are unaware.

For and on behalf of the trustees:

Richard Gray
Chairman

19th June 2014

UK Centre for the Advancement of Interprofessional Education (CAIPE) Independent Examination

**Independent Examiner's report to the trustees of CAIPE
on the accounts of the Charity for the year ended 31 March 2014**

I report on the accounts of the company for the year ended 31 March 2014
which are set out on pages

Respective responsibilities of trustees as directors and of the examiner.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission under s145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has 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 section 386 of the Companies Act 2006
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Mrs Sarah A Smith BSc. (Hons) FCCA FCIE
Temple House
8 Main Street
Cold Overton Oakham
LEICS LE15 7QA

19th June 2014

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Statement of Financial Activities

For the Financial Year:

1 April 2013 to 31 March 2014

	Unrestricted Funds 2014 £		Restricted Funds 2014 £		Total Funds 2014 £	Total Funds 2013 £
Incoming Resources						
Members subscriptions	28,292				28,292	32,987
Gift aid	887				887	0
Donations	500				500	0
Workshops	9,800	39,479	0		9,800	46
Bank Interest			202	0	202	384
Publication sales and royalties			505	0	505	414
Total Incoming Resources	40,186		0		40,186	33,831
Resources Expended						
<i>Costs of generating funds</i>						
Website maintenance	5,508				5,508	9,223
	<u>5,508</u>		<u>0</u>		<u>5,508</u>	<u>9,223</u>
<i>Costs of Charitable Activities</i>						
Scholarships granted	1,500				1,500	3,000
Publications	7,848				7,848	14,179
Booklet: Introducing IPE	3,095				3,095	0
Consultants and lecturers	7,423				7,423	2,392
Events and members meetings incl travel	7,779				7,779	6,978
International conference - travel expenses	2,000				2,000	3,562
Sundries	205				205	179
	<u>29,850</u>		<u>0</u>		<u>29,850</u>	<u>30,290</u>
<i>Governance and Administration</i>						
Secretarial incl post and stationery	4,664				4,664	4,071
Board meetings and AGM	5,524				5,524	2,103
Accounting services	610				610	698
Independent examination	250				250	294
Bank charges	97				97	129
	<u>11,145</u>		<u>0</u>		<u>11,145</u>	<u>7,295</u>
Total Resources Expended	46,503		0		46,503	46,808
Net Outgoing Resources	-6,317		0		-6,317	-12,977
Total Funds Brought Forward	<u>36,578</u>		<u>0</u>		<u>36,578</u>	<u>49,555</u>
Total Funds Carried Forward	<u>30,261</u>		<u>0</u>		<u>30,261</u>	<u>36,578</u>

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Balance Sheet

as at 31 March 2014

<i>The assets and liabilities of the charity:</i>	Notes	2014		2013	
		£	£	£	£
Fixed Assets					
Intangible assets			0		0
Total Fixed Assets			<u>0</u>		<u>0</u>
Current Assets					
Debtors		9,500		0	
Cash at bank and in hand		34,119		40,684	
Total Current Assets		<u>43,619</u>		<u>40,684</u>	
Creditors					
amounts due within one year		<u>13,358</u>		<u>4,106</u>	
Net Current assets			<u>30,261</u>		<u>36,578</u>
Total assets less current liabilities			30,261		49,555
NET ASSETS			<u>30,261</u>		<u>36,578</u>
<i>The funds of the charity:</i>					
Unrestricted income funds		<u>30,261</u>		<u>36,578</u>	
TOTAL UNRESTRICTED FUNDS			<u>30,261</u>		<u>36,578</u>
Restricted income funds		<u>0</u>		<u>0</u>	
TOTAL RESTRICTED FUNDS			<u>0</u>		<u>0</u>
TOTAL CHARITY FUNDS			<u>30,261</u>		<u>36,578</u>

For the year ending 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies

Richard Gray

Chairman

Approved by the trustees on

19th June 2014

The notes on pages 14-17 form an integral part of these accounts

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Notes to the Accounts

For the year ended, 31 March 2014

1 Accounting Policies

Basis of preparation of the accounts

The financial statements have been prepared on a going concern basis, under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005. The accounts have been drawn up in accordance with the provisions of the Charities Act 2011 and the Companies Act 2006. The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement. The Statement of Financial Activities, SOFA, contains the same information and financial result as the Profit and Loss Account, and takes its place.

The particular accounting policies adopted are set out below.

Incoming Resources

Incoming resources are accounted for on a receivable basis, but will be deferred where appropriate.

In accordance with the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts

Investment Income

Bank interest received is included on an actual receipts basis.

Resources Expended

The policy for including items within the relevant activity of categories of resources expended is that the direct costs of providing services to members; publications, training events and associated travel and other expenses are shown as being the costs of charitable activities.

All other costs are the indirect costs of running the charity and are shown as governance and management and administration. Specific statutory governance costs are shown separately from other administration costs.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Notes to the Accounts (continued)

For the year ended, 31 March 2014

Fixed assets and depreciation

All tangible fixed assets, except freehold land and buildings, are stated at cost less depreciation. Freehold land and buildings, where held, are stated at a valuation arrived at by a professionally qualified firm of valuers, who valued the assets on the basis of open market value in current use.

Items of less than £500 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets (less their expected residual value) over their estimated useful economic lives.

Intangible fixed asset: website 3 years straight line from 1 April 2008.

The web site is fully depreciated at 31st March 2014.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company , and is therefore included in the relevant costs in

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds may be provided, from time to time, to the charity for particular purposes, and it is the policy of the board of trustees to carefully the monitor the application of those funds in accordance with the restrictions placed upon them.

Designated funds are those unrestricted income funds applied by direction of teh trustees for a specific purpose (s). Movement on such funds is described in the notes below.

There are no restricted or designated funds held at 31 March 2014.

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

UK Centre for the Advancement of Interprofessional Education (CAIPE)

Notes to the Accounts (continued)

For the year ended, 31 March 2014

	2014	2013
	£	£
3 Deficit for the financial year:		
This is stated after crediting:		
Revenue turnover from ordinary activities	40,186	33,831
and after charging:		
Independent Examiners fees	250	294

4 Trustees remuneration

There were no fees or remuneration paid to trustees apart from out of pocket expenditure wholly and exclusively paid for charity business.

	2014	2013
	£	£
5 Investment Income		
Bank deposit interest paid	202	384

	2014	2013
	£	£
6 Creditors: amounts falling due within one year.		
Trade creditors	13,358	4,106
	<u>13,358</u>	<u>4,106</u>

7 Profit and Loss Account

At 31 March 2013	36,578	49,555
Profit for the year	<u>-6,317</u>	<u>-12,977</u>
At 31 March 2014	<u>30,261</u>	<u>36,578</u>

8 Share capital limited by guarantee

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is a member or within one year thereafter.

