

THE PAIN SOCIETY



FINAL REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD

1ST JANUARY 2004 TO 11TH AUGUST 2004

REGISTERED CHARITY No. 278685

SANDISON LANG & Co.

2 ST. MARY'S ROAD

TONBRIDGE

KENT TN9 2LB

LEGAL & ADMINISTRATIVE INFORMATION

REGISTERED OFFICE:	21 PORTLAND PLACE LONDON W1B 1PY
BANKERS:	CAF BANK 25 KINGS HILL AVENUE KINGS HILL WEST MALLING KENT ME19 4JQ
SOLICITOR:	HEMPSONS SOLICITORS HEMPSONS HOUSE 40 VILLIERS STREET LONDON WC2N 6NJ
AUDITOR:	SANDISON LANG & Co 2 ST. MARY'S ROAD TONBRIDGE KENT TN9 2LB

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TRUSTEES' REPORT OF THE PAIN SOCIETY

FOR THE PERIOD 1ST JANUARY 2004 TO 11TH AUGUST 2004

The Pain Society is the representative body for all healthcare professionals involved in the management and understanding of pain in the United Kingdom. The Pain Society is the British Chapter of the International Association for the Study of Pain (IASP) and is part of the European Federation of IASP Chapters (EFIC). The Society is a Registered Charity, number 278685.

The Trustees present their Annual Report and audited Financial Statements for the year 1st January 2004 to 11th August 2004. The Report is prepared in accordance with the recommendations of "Accounting and Reporting by Charities: Statement of Recommended Practice" (revised 2000) and complies with applicable law.

1 ORGANISATIONAL STRUCTURE

The Council of the Society meets at least four times a year. All the decisions related to the management of the Society are made by the Council at these meetings. The Council is supported by various subcommittees. The Executive and Finance committee sets the Agenda for the Board meeting, and takes overall responsibility for the day to day running of the Society. There is support for the Council from the following subcommittees: Courses and Meetings Committee; Communications Committee; Clinical Governance Committee; Patient Liaison Committee; Science and Research Committee; and Education Committee.

An Annual General Meeting of the members is held at the time of the Annual Scientific Meeting.

The Trustees are appointed by ballot of the members.

2 MEMBERSHIP

The membership of the Society is multidisciplinary and includes doctors, nurses, physiotherapists, psychologists, psychiatrists, occupational therapists, scientists and other healthcare professionals. As of 11th August 2004 there were 1,620 members.

3 2004 ACTIVITIES

- The Pain Society held its 37th Annual Scientific Meeting (ASM) in Manchester on 30th March – 2nd April 2004, which was attended by over 1,000 delegates.
- The Society awarded 42 members of the Society bursaries to attend the ASM in Manchester.
- To encourage and promote the study and research into aspects of pain, the Society currently offers two bursaries that are available to its members. Firstly, the "Mildred B Clulow Award" was set up, offering funding to be used for research into the causes and cures of pain and secondly the "Patrick Wall Travel Bursary" was set up for the presentation of research overseas.
- The Society joined forces with Pfizer Ltd to create an annual award for Neuropathic Pain; one award of £25,000 was awarded in 2004.
- The Society published *The Recommendations for the appropriate use of opioids for persistent non-cancer pain*, with accompanying information for patients leaflet *Opioid medicines for persistent pain* in March.
- The Society published a provisional document (which is now undergoing a 3-month consultation period) *Spinal cord stimulation for the management of pain: provisional recommendations for best practice*, with accompanying information for patients leaflet *Spinal cord stimulation for pain* in June.
- All the Society's patient information leaflets have been approved by the Centre for Health Information Quality.
- The Society is a generic stakeholder for NICE (National Institute for Clinical Excellence) guidelines.
- The Society is a generic stakeholder for Interventional Procedures and Health Technology Assessment for NICE.

- The Society is an NCCHTA (National Coordinating Centre for Health Technology Assessment) Affiliate Organisation.
- The Society is working with the NHSIA on Healthcare Resource Groups.
- The Society, namely the President and the Chair of the Patient Liaison Committee, is involved with the Associate Parliamentary Health Group, which aims to raise awareness of the issues surrounding pain within Parliament.
- The Society, although an organisation for healthcare professionals, provides the following information for pain sufferers: a list of their 10 nearest pain clinics, a copy of the Pain Society publication *Understanding and Managing Pain: Information for Patients* and a list of self-help groups and other useful addresses for pain sufferers.
- The Society provides a list of National pain management programmes.
- The Pain Society's Website provided a wealth of information accessible to members and members of the public free of charge.

4. STATEMENT OF RECOMMENDED PRACTICE (SORP 2000)

Since the Society's annual turnover exceeds £250,000, it is necessary to identify areas of risk within the Society and actions that have been taken by Council to minimise or eliminate these.

The Trustees have established systems of internal control, comprising financial estimates and annual budgets, delegated authorities for operational management and segregation of duties, reviews of financial and investment performance and the identification and management of risks, in accordance with the publication CC8 "Internal Financial Controls for Charities". The internal controls have been formalized within the past twelve months and are set out as Finance Procedures for the Society.

The internal controls are subject to ongoing assessment and evaluation by the Trustees. At least two meetings a year are held to consider financial management and performance in detail. In addition, the Honorary Treasurer reports on financial matters to each Council meeting of the Society, comprising Trustees and co-opted members. These meetings record the formal review and approval of all aspects of finance, internal controls and accounts.

- *Staff retention:* The Society wishes to retain its Secretariat staff. They become familiar with the Society's activities over a year or so and it is in our interest to avoid rapid turnover. To this end the Trustees have attempted to provide a better and structured salary system and improve morale by allocating specific areas of responsibility on a regular basis. Appraisal is now a regular event for members of the secretariat.
- *Information Technology and Data Protection:* The Society has a database system in operation and has also developed a website. Data protection and antiviral systems are in place, the data is backed up daily and a member of the Secretariat takes a backup copy home each evening. To ensure compliance with data protection, legislation, the Trustees will appoint one of their number to be the Data Protection Compliance Officer. Compliance with the data protection act is assessed regularly and procedures are in place to ensure that this compliance is maintained.
- *Health and Safety*
 - The Council accepts formally and publicly its collective role in providing health and safety leadership in its organisation.
 - Each member of the Council accepts their individual role in providing health and safety leadership for their organisation.
 - The Council will ensure that all Council decisions reflect its health and safety intentions, as articulated in the health and safety policy statement.
 - The Council recognises its role in engaging the active participation of workers in improving health and safety.

- The Council will ensure that it is kept informed of, and alert to, relevant health and safety risk management issues. In view of the Health and Safety Commission recommendations, the Council will appoint one of its number to be the “health and safety officer”.

In line with Statutory requirements, the Society has Employers Liability Insurance, Public Liability Insurance and Personal Accident Insurance, the levels of which are reassessed on a regular basis.

- *Stated Reserve Policy*

As shown in the accounts there are accumulated reserves of £922,666, of which £155,411 is in restricted funds and £383,212 are accumulated ASM surpluses, which can only be used for educational purposes. The Trustees have reviewed the Society’s needs for reserves in line with the guidance issued by the Charity Commission and have made the following provision:

- £100,000 is to be kept in reserve to cover the ongoing costs of the Society should there be a failure of income from subscriptions.
- £100,000 is to be kept in reserve to cover the potential loss that would arise should there be a fall in the number of delegates attending the Annual Scientific Meeting below the expected level.
- The residue of £184,043 is to be kept in reserve to enable the Society to purchase a building or part of an educational facility, within which it will also be able to house its secretariat and Headquarters. The Trustees are currently in discussion with an educational group to look at the potential for purchasing or leasing part of an educational facility. The exact financial negotiations are still ongoing, but it is expected that the sum of money to be expended will be in excess of the residue.

5 TRUSTEES FOR THE PERIOD 1ST JANUARY 2004 – 2ND APRIL 2004

Dr. B.J. Collett	President
Dr. D. Justins	Immediate Past President
Dr. K. Simpson	Honorary Secretary
Dr. G.R. Harrison	Honorary Treasurer
Dr. C. Stannard	Honorary Assistant Secretary
Dr. A.C. de C. Williams	Council Member
Dr. E. Carr	Council Member
Ms. R. Day	Council Member
Dr. K. Grady	Council Member
Dr. A.S.C. Rice	Council Member
Dr. P. Schofield	Council Member

6 TRUSTEES FOR THE PERIOD 2ND APRIL 2004 – 11TH AUGUST 2004

Dr. B.J. Collett	President
DR. C. Stannard	Honorary Secretary
Dr. G.R. Harrison	Honorary Treasurer
Dr. E. Carr	Council Member
Dr. M. Chester	Council Member
Ms. R. Day	Council Member
Dr. K.M. Grady	Council Member
Dr. K. Milligan	Council Member
Prof. S. Morley	Council Member
Dr. A.S.C. Rice	Council Member
Dr. P. Schofield	Council Member

 20th February 2005

Dr. George R. Harrison
(Honorary Treasurer)

On behalf of the Trustees

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF THE PAIN SOCIETY

We have audited the financial statements of The Pain Society for the period ended 11th August 2004 on pages 7-15, which have been prepared under the historical convention and the accounting policies set out on page 10.

This report is made solely to the charity's trustees, as a body, in accordance with Section 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To use fullest extent permitted by law we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described on page 15 the charity's trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards,

Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and United Kingdom Auditing Standards,

We have been appointed as auditors under Section 43(2) of the Charities Act 1993 and report in accordance with regulations made under Section 44 of that Act.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information is specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF OPINION

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the state of the Society's affairs as at 11th August 2004 and of its incoming resources and applications of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Charities Act 1993.

Handwritten signature in blue ink, followed by the date 8/2/05.

Sandison Lang & Co.
Registered Auditors
2 St. Mary's Road
Tonbridge
Kent TN9 2LB

THE PAIN SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE PERIOD 1ST JANUARY 2004 TO 11TH AUGUST 2004

Incoming Resources	Notes	Unrestricted Funds	Restricted Funds	Total Funds 7 months 2004	Total Funds 12 months 2003
Subscriptions		113,745	-	113,745	112,152
Industry Membership		-	-	-	5,000
Donations, Legacies & Similar	9	80,724	-	80,724	100,463
Label Sales		1,422	-	1,422	1,192
Pain Week Income		-	-	-	-
Meeting Income	2	360,671	-	360,671	341,980
Newsletter, Advertising, Booklets		5,140	-	5,140	4,157
Research Awards		-	-	-	50,000
Other Income		2,355	-	2,355	400
Interest Received	5	10,501	2,798	13,299	19,571
		<u>574,558</u>	<u>2,798</u>	<u>577,356</u>	<u>634,915</u>
Resources Expended					
Costs of generating funds					
Industry Membership Scheme		-	-	-	1,763
Charitable Expenditure					
Communications					
Newsletter and Journal		10,935	-	10,935	13,874
Website		562	-	562	516
Publications		25,005	-	25,005	6,708
Grants payable in furtherance of the Charity's objects					
Bursaries Awarded	10	-	-	-	686
Research Grants		-	-	-	30,000
Cost of activities in furtherance of Charity's objects					
Meeting Expenses	2	325,671	-	325,671	278,624
Council Expenses		5,219	-	5,219	7,350
Sub-Committee Expenses		1,837	-	1,837	3,496
Pain Week Expenses		2,688	-	2,688	8,193
Core Com/SIGS		-	-	-	1,345
Other Meeting Expenses		4,478	-	4,478	1,819
Miscellaneous Expenses		1,575	-	1,575	126
Management and Administration					
Use of Address and Office Facilities		5,966	-	5,966	11,932
Secretarial and Other Staff Costs		16,417	-	16,417	37,691
Printing and Postage		3,956	-	3,956	4,177
Telephone and Fax Costs		618	-	618	1,020
Computer System and Software		3,403	-	3,403	11,966

Incoming Resources	Notes	Unrestricted Funds	Restricted Funds	Total Funds 7 months 2004	Total Funds 12 months 2003
Insurance		1,553	-	1,553	1,138
Office Stationery, Photocopying		3,999	-	3,999	4,706
Audit and Accountancy		5,784	-	5,784	11,066
Legal Fees		6,730	-	6,730	8,123
Professional Fees		1,000	-	1,000	-
Travelling and Entertainment		11	-	11	573
Subscriptions		1,934	-	1,934	329
Equipment Hire and Rental		47	-	47	47
Repairs / Renewals & Maintenance		-	-	-	4
Bank Charges		3,486	-	3,486	3,810
Depreciation		2,102	-	2,102	4,804
		<u>434,976</u>	<u>-</u>	<u>434,976</u>	<u>455,886</u>
Net Movement In Funds		139,582	2,798	142,380	179,029
Balances Brought Forward		627,673	152,613	780,286	601,257
		<u>767,255</u>	<u>155,411</u>	<u>922,666</u>	<u>-</u>
Total Funds carried forward		<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£780,286</u>

THE PAIN SOCIETY BALANCE SHEET

AS AT 11TH AUGUST 2004

31st Dec 2003	FIXED ASSETS	Notes	11th Aug 2004
Office Equipment			
19,215	Balance at 1.1.03		14,411
-0-	Additions		-0-
19,215			14,411
4,804	Less: Depreciation		2,102
-	Transfer to new incorporated Charity		12,309
14,411			-
CURRENT ASSETS			
87,794	Debtors and Prepayments	3	-
389,474	CAF Cash Account		-
132,612	CAF Gold Account		-
6,685	Barclays Account		-
217,341	Charities Deposit Fund		-
833,906			-
CURRENT LIABILITIES			
68,031	Creditors and Accruals	4	-
765,875			-
£780,286	<u>NET ASSETS</u>		£ -
Represented by: ACCUMULATED RESERVES			
627,673	Unrestricted Reserves		-
152,613	Restricted Reserves	5	-
£780,286			£ -

Approved by the Trustees and Signed on their Behalf

 20th February 2005

THE PAIN SOCIETY

NOTES TO THE ACCOUNTS

FOR THE PERIOD 1ST JANUARY 2004 TO 11TH AUGUST 2004

1. ACCOUNTING POLICIES

A) BASIS OF PREPARATION OF ACCOUNTS

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting Charities"

B) RESTRICTED AND UNRESTRICTED FUNDS

Restricted funds are subject to specific conditions imposed by the donor which are binding on the Council. Unrestricted funds have no restrictions on their use.

C) DEPRECIATION

Depreciation is charged to write off the cost of fixed assets at the following rates:

Office Equipment - 25% on a reducing balance basis.

2. ANNUAL SCIENTIFIC MEETING

SUMMARY PROFIT AND LOSS ACCOUNT

Income			360,671
Expenses	Direct Meeting Expenses	237,764	
	Speakers Costs	30,202	
	Staff and Office Cost Contribution	34,095	
	Bursaries	11,019	
	Staff and Council Expenses	12,591	
		<hr/>	
			325,671
			<hr/>
	Net Surplus for the Year		<u>£35,000</u>

APPORTIONED ASM EXPENDITURE

Some staff and office costs are apportioned 60% to the Annual Scientific Meeting and 40% to the general fund costs. It has been agreed in 2005 that it is to be raised to 75% / 25%.

3. DEBTORS AND PREPAYMENTS

	11.8.04	31.12.03
Annual Scientific Meeting 2005	-	85,034
Other Debtors	-	2,760
	<hr/>	<hr/>
	£ -	£87,794
	<hr/>	<hr/>

4. CREDITORS AND ACCRUALS

	11.8.04	31.12.03
Other Creditors	-	33,386
Annual Scientific Meeting 2005	-	3,000
Payment received in advance	-	30,000
Accruals	-	1,645
	<hr/>	<hr/>
	£ -	£68,031
	<hr/>	<hr/>

5. RESTRICTED FUNDS

LEGACY

During 2001 the sum of £121,281.60 was left to the Society with specific clauses concerning its usage as follows: “ Basic research into the causes and cures for pain”.

Opening Balance at 01.01.04	132,613
Interest to 11.8.04	2,798
Charges	-
	<hr/>
Balance at 11.8.04	135,411
	<hr/>

FUNDS FOR PFIZER NEUROPATHIC PAIN AWARDS

Opening Balance 01.01.04	20,000
Incoming Resources	-
Expenditure	-
	<hr/>
Balance at 11.8.04	20,000
	<hr/>
Transfer to new entity	£155,411
	<hr/>
Closing balance at 11.8.04	£ -
	<hr/>

6. DESIGNATED RESERVES

ASM

The Designated Funds are accumulation of surpluses from meetings over several years and transferred from The Pain Society and are to be spent on education and research.

These funds are represented by:

	2004	2003
Balance at 1.1.04	348,212	284,856
Incoming Resources	360,671	341,980
Expenditure	325,671	278,624
	<hr/>	<hr/>
Balance at 11.8.04	383,212	348,212
	<hr/>	<hr/>
Transfer to new entity	£383,212	£ -
	<hr/>	<hr/>
Closing balance at 11.8.04	£ -	
	<hr/>	

7. EMPLOYEES' REMUNERATION

Total remuneration (excluding employer's contributions) for the year amounted to:

	7 Months 2004	12 Months 2003
Salaries – General	12,851	22,872
Salaries – Apportioned ASM	19,276	34,578
Salaries – Temporary Staff	694	4,073
	<hr/>	<hr/>
	32,821	61,523
	<hr/>	<hr/>
Employer's Contributions:	2004	2003
Employers Pension Contribution	1,987	3,446
Employers Nat. Insurance Contribution	4,355	1,238
	<hr/>	<hr/>
	6,342	4,684
	<hr/>	<hr/>
Total Costs to Charity	£39,163	£66,207
	<hr/>	<hr/>

No employee earned £40,000 p.a. or more

The average numbers of paid staff for the year were:

2 Full-time administrative staff (2003:4)

8. TRUSTEES EXPENSES

Expenses reimbursed for 11 Trustees for the period to 11th August 2004 totalled £10,994.72. (2003: £10,474.40)

No remuneration was paid to Trustees in the year.

9. DONATIONS, LEGACIES & SIMILAR

In April 2004 the sum of £80,000 was left to the Society in a legacy to be used for the Society's general purposes.

10. GRANTS

The annual report details the grants offered by the charity. In 2004 there were no grants awarded.

11. TRANSFER OF FUNDS

On 11th August 2004, all assets and funds were transferred to a new incorporated charity number 1103260 and company number 5021381. The balances transferred are as follows:

	Unrestricted	Restricted Funds	Total Funds
Fixed Assets			
Equipment	<u>12,309</u>	<u>-</u>	<u>12,309</u>
Current Assets			
Debtors (a)	81,372	-	81,372
Cash at Bank and in Hand	769,557	155,411	924,968
	<u>£850,929</u>	<u>£155,411</u>	<u>£1,006,340</u>
Creditors (b)	<u>95,983</u>	<u>-</u>	<u>95,983</u>
Total	<u>£767,255</u>	<u>£155,411</u>	<u>£922,666</u>

A) DEBTORS AND PREPAYMENTS

	11.8.04
Annual Scientific Meeting	3,662
Other Debtors	77,710
	<hr/>
	<u>£81,372</u>

B) CREDITORS AND ACCRUALS

	11.8.04
Other Creditors	987
Annual Scientific Meeting 2005	3,000
Payment received in advance	90,351
Accruals	1,645
	<hr/>
	<u>£95,983</u>

THE PAIN SOCIETY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year, which gives a true and fair view of the state of affairs of the charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the Trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether the policies are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements: and
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under S44 of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of detection of fraud and other irregularities.

THE BRITISH PAIN SOCIETY



REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD

21ST JANUARY 2004 TO 31ST DECEMBER 2004

REGISTERED CHARITY NO. 1103260

REGISTERED COMPANY NO. 5021381

SANDISON LANG & CO.

2 ST. MARY'S ROAD

TONBRIDGE

KENT TN9 2LB

LEGAL & ADMINISTRATIVE INFORMATION

REGISTERED OFFICE: 21 PORTLAND PLACE
LONDON
W1B 1PY

BANKERS: CAF BANK
25 KINGS HILL AVENUE
KINGS HILL
WEST MALLING
KENT ME19 4JQ

SOLICITOR: HEMPSONS SOLICITORS
HEMPSONS HOUSE
40 VILLIERS STREET
LONDON
WC2N 6NJ

AUDITOR: SANDISON LANG & CO
2 ST. MARY'S ROAD
TONBRIDGE
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DIRECTORS' REPORT OF THE BRITISH PAIN SOCIETY

FOR THE PERIOD 21ST JANUARY 2004 TO 31ST DECEMBER 2004

The British Pain Society is the representative body for all healthcare professionals involved in the management and understanding of pain in the United Kingdom. The British Pain Society is the British Chapter of the International Association for the Study of Pain (IASP) and is part of the European Federation of IASP Chapters (EFIC). The British Pain Society is a Company registered in England and Wales and limited by guarantee, Registered No. 5021381, and it is a Registered Charity, number 1103260.

The Directors present their Annual Report and audited Financial Statements for the year 11th August 2004 to 31st December 2004. The Report is prepared in accordance with the recommendations of "Accounting and Reporting by Charities: Statement of Recommended Practice" (revised 2000) and complies with applicable law.

1. ORGANISATIONAL STRUCTURE

The Board of the Society meets at least four times a year. All the decisions related to the management of the company are made by the Board at these meetings. The Board is supported by various subcommittees. The Executive and Finance committee sets the Agenda for the Board meeting, and takes overall responsibility for the day to day running of the company. There is support for the Board from the following subcommittees: Courses and Meetings Committee; Communications Committee; Clinical Governance Committee; Patient Liaison Committee; Science and Research Committee; and Education Committee.

An Annual General Meeting of the members is held at the time of the Annual Scientific Meeting.

The Directors are appointed by ballot of the members, except for the Honorary Secretary and Treasurer who are appointed by ballot of the Directors. There are no restrictions in the governing documents on the activity of the Society.

2. MEMBERSHIP

The membership of the Society is multidisciplinary and includes doctors, nurses, physiotherapists, psychologists, psychiatrists, occupational therapists, scientists and other healthcare professionals. As of 31st December 2004 there were 1,676 members.

3. RECENT ACTIVITIES

- The Society held a Parliamentary Reception on 13th October in order to coincide with the European Week Against Pain and the International Association for the Study of Pain's Global Day Against Pain, which was launched with the support of the World Health Organisation (WHO).
- The Society posted an Early Day Motion (No. 168) in the House of Commons on Chronic Pain, which reached its target of 100 MP signatures.
- The Society is a generic stakeholder for NICE (National Institute for Clinical Excellence) guidelines.
- The Society is a generic stakeholder for Interventional Procedures and Health Technology Assessment for NICE.
- The Society provided feedback to the Shipman Inquiry.
- The Society is an NCCHTA (National Coordinating Centre for Health Technology Assessment) Affiliate Organisation.
- The British Pain Society is working with the NHSIA on Healthcare Resource Groups.
- The Society, namely the President and the Chair of the Patient Liaison Committee, is involved with the Associate Parliamentary Health Group, which aims to raise awareness of the issues surrounding pain within Parliament.

- To encourage and promote the study and research into aspects of pain, the Society currently offers two bursaries that are available to its members. Firstly, the “Mildred B Clulow Award” was set up offering funding to be used for research into the causes and cures of pain, and secondly the “Patrick Wall Travel Bursary” was set up for the presentation of research overseas.
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- The Society, although an organisation for healthcare professionals, provides the following information for pain sufferers: a list of their 10 nearest pain clinics, a copy of the British Pain Society publication *Understanding and Managing Pain: Information for Patients* and a list of self-help groups and other useful addresses for pain sufferers.
- A list of pain management programmes is listed on the British Pain Society Website and is free to download.
- The British Pain Society’s website provides a wealth of information that is accessible to members and members of the public free of charge.

4. FUTURE ACTIVITIES

- The Society’s 38th Annual Scientific Meeting will be held at the Edinburgh International Conference Centre on 8-11th March 2005; The Association for Palliative Medicine will join the Society on Thursday 10th March for a joint meeting.
- The Society will review and re-launch its 1997 *Desirable Criteria for Pain Management Programme* publication.
- The Society will publish the final version of the June 2004 *Spinal cord stimulation for the management of pain: provisional recommendations for best practice*, with accompanying information for patients leaflet *Spinal cord stimulation for pain*.
- The Society will publish a consensus document on *Intrathecal Drug Delivery Systems*.
- The Society will produce a consensus document on *Pain and Substance misuse*.
- The Society will be holding an Education Day for Primary Care Teams on 20th January 2005 with a view to enhance links between primary and secondary care teams and to raise awareness of pain and its management in primary care.
- The Education Committee will be launching a series of seminars based on the International Association for the Study of Pain’s Core Curriculum.
- The Courses & Meetings Committee will be embarking on a programme of one-day specialist seminars in conjunction with other organisations, i.e. the British Neuroscience Society, the British Pharmacological Society and the British Physiological Society.
- The Society will once again offer the annual award for Neuropathic Pain; there will be one award of £50,000.
- A Working Party has been set up to review the Society’s Website.

5. STATEMENT OF RECOMMENDED PRACTICE (SORP 2000)

Since the Society’s annual turnover exceeds £250,000, it is necessary to identify areas of risk within the Society and actions that have been taken by Council to minimise or eliminate these.

The Directors have established systems of internal control, comprising financial estimates and annual budgets, delegated authorities for operational management and segregation of duties, reviews of financial and investment performance and the identification and management of risks, in accordance with the publication CC8 “Internal Financial Controls for Charities”. The internal controls have been formalized within the past twelve months and are set out as Finance Procedures for the Society.

The internal controls are subject to ongoing assessment and evaluation by the directors. At least two meetings a year are held to consider financial management and performance in detail. In addition, the Honorary Treasurer reports on financial matters to each Council meeting of the Trust, comprising

directors and co-opted members. These meetings record the formal review and approval of all aspects of finance, internal controls and accounts.

- *Staff retention:* The Society wishes to retain its Secretariat staff. They become familiar with the Society's activities over a year or so and it is in our interests to avoid rapid turnover. To this end the Directors have attempted to provide a better and structured salary system and improve morale by allocating specific areas of responsibility on a regular basis. Appraisal is now a regular event for members of the secretariat.
- *Information Technology and Data Protection:* The Society has a database system in operation and has also developed a website. Data protection and antiviral systems are in place, the data is backed up daily and a member of the Secretariat takes a backup copy home each evening. To ensure compliance with data protection, legislation, the Directors will appoint one of their number to be the Data Protection Compliance Officer. Compliance with the data protection act is assessed regularly and procedures are in place to ensure that this compliance is maintained.
- *Health and Safety*
 - The Board accepts formally and publicly its collective role in providing health and safety leadership in its organisation.
 - Each member of the board accepts their individual role in providing health and safety leadership for their organisation.
 - The board will ensure that all board decisions reflect its health and safety intentions, as articulated in the health and safety policy statement.
 - The board recognises its role in engaging the active participation of workers in improving health and safety.
 - The board will ensure that it is kept informed of, and alert to, relevant health and safety risk management issues. In view of the Health and Safety Commission recommendations, the board will appoint one of its number to be the "health and safety officer".

In line with Statutory requirements, the Society has Employers Liability Insurance, Public Liability Insurance and Personal Accident Insurance, the levels of which are reassessed on a regular basis.

- *Stated Reserve Policy*

As shown in the accounts there are accumulated reserves of £873,485, of which £187,543 is in restricted funds and £362,640 are accumulated ASM surpluses, which can only be used for educational purposes. The Directors have reviewed the Society's needs for reserves in line with the guidance issued by the Charity Commission and have made the following provision:

 - £100,000 is to be kept in reserve to cover the ongoing costs of the Society should there be a failure of income from subscriptions.
 - £100,000 is to be kept in reserve to cover the potential loss that would arise should there be a fall in the number of delegates attending the Annual Scientific Meeting below the expected level.
 - The residue of £123,302 is to be kept in reserve to enable the Society to purchase a building or part of an educational facility, within which it will also be able to house its secretariat and Headquarters. The Directors are currently in discussion with an educational group to look at the potential for purchasing or leasing part of an educational facility. The exact financial negotiations are still ongoing, but it is expected that the sum of money to be expended will be in excess of the residue.

5. DIRECTORS FOR THE PERIOD 21ST JANUARY – 2ND APRIL 2004

Dr. B.J. Collett	President
Dr. C. Stannard	Honorary Secretary
Dr. G.R. Harrison	Honorary Treasurer
Dr. E. Carr	Council Member
Dr. M. Chester	Council Member
Ms. R. Day	Council Member
Dr. K.M. Grady	Council Member
Dr. K. Milligan	Council Member
Prof. S. Morley	Council Member
Dr. A.S.C. Rice	Council Member
Dr. P. Schofield	Council Member

6. DIRECTORS FOR THE PERIOD 2ND APRIL – 31ST DECEMBER 2004

Dr. B.J. Collett	President
Dr. C. Stannard	Honorary Secretary
Dr. G.R. Harrison	Honorary Treasurer
Dr. E. Carr	Council Member
Dr. M. Chester	Council Member
Ms. R. Day	Council Member
Dr. K.M. Grady	Council Member
Dr. K. Milligan	Council Member
Prof. S. Morley	Council Member
Dr. A.S.C. Rice	Council Member
Dr. P. Schofield	Council Member

 20th February 2005

Dr. George R. Harrison
(Honorary Treasurer)

British Pain Society

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF THE BRITISH PAIN SOCIETY

We have audited the financial statements of The British Pain Society for the period ended 31st December 2004 on pages 23-31, which have been prepared under the historical convention and the accounting policies set out on page 26.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To use fullest extent permitted by law we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described on page 31 the charity's trustees, who are also the directors of The British Pain Society for the purposes of company Law, are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and United Kingdom Auditing Standards,

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information is specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF OPINION

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the state of the Society's affairs as at 31st December 2004 and of its incoming resources and applications of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in blue ink, followed by the date '8/2/05' written in blue ink.

Sandison Lang & Co.
Registered Auditors
2 St. Mary's Road
Tonbridge
Kent TN9 2LB

THE BRITISH PAIN SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE PERIOD 21ST JANUARY TO 31ST DECEMBER 2004

Incoming Resources	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2004
Subscriptions		2,464	-	2,464
Donations, Legacies & Similar		94	30,000	30,094
Label Sales		535	-	535
Pain Week Income		-	-	-
Meeting Income	2	345	-	345
Newsletter, Advertising, Booklets		10,332	-	10,332
Other Income		4,666	-	4,666
Interest Received	7	12,809	2,132	14,941
		31,245	32,132	63,377
Resources Expended				
Charitable Expenditure				
Communications				
Newsletter and Journal		11,413	-	11,413
Website		-	-	-
Publications		1,613	-	1,613
Grants payable in furtherance of the Charity's objects				
Bursaries Awarded	11	-	-	-
Research Grants		-	-	-
Cost of activities in furtherance of Charity's objects				
Meeting Expenses	2	20,917	-	20,917
Council Expenses		5,441	-	5,441
Sub-Committee Expenses		436	-	436
Pain Week Expenses		6,576	-	6,576
Core Com/SIGS		1,145	-	1,145
Basic Science Meeting		2,728	-	2,728
Strategy Day		8,035	-	8,035
Other Meeting Expenses		2,919	-	2,919
Miscellaneous Expenses		290	-	290
Management and Administration				
Use of Address and Office Facilities		5,966	-	5,966
Secretarial and Other Staff Costs		15,952	-	15,952
Printing and Postage		2,829	-	2,829
Telephone and Fax Costs		535	-	535
Computer System and Software		11,661	-	11,661
Premises Rates & Insurance		1,853	-	1,853

Incoming Resources	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2004
Office Stationery, Photocopying		949	-	949
Audit and Accountancy		6,465	-	6,465
Legal Fees		2,869	-	2,869
Professional Fees		-	-	-
Travelling and Entertainment		219	-	219
Subscriptions		-	-	-
Equipment Hire and Rental		23	-	23
Repairs / Renewals & Maintenance		100	-	100
Bank Charges		123	-	123
Depreciation		1,501	-	1,501
		<u>112,558</u>	<u>-</u>	<u>112,558</u>
Net Movement In Funds		(81,313)	32,132	(49,181)
Balances Brought Forward		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
Opening Balance Transfer				
11 th August 2004	12	767,255	155,411	922,666
		<u>767,255</u>	<u>155,411</u>	<u>922,666</u>
Total Funds carried forward		<u>£685,942</u>	<u>£187,543</u>	<u>£873,485</u>

The British Pain Society was dormant until the balances were transferred on 11th August 2004, previous activity was attributed to the former Registered Charity with the same aims.

The notes on pages 26-31 form part of these financial activities.

THE BRITISH PAIN SOCIETY BALANCE SHEET

AS AT 31ST DECEMBER 2004

	Notes	31.12.04
FIXED ASSETS		
Office Equipment		
Balance Transferred		12,309
Additions		-
		<hr/>
		12,309
Less: Depreciation		1,501
		<hr/>
		10,808
CURRENT ASSETS		
Debtors and Prepayments	3	96,956
Barclays Account		15,594
Charities Deposit Fund		226,591
Barclays Business Base Rate Tracker		203,949
Cafcash Account		244,559
CafGold Account		137,543
		<hr/>
		925,192
CURRENT LIABILITIES		
Creditors and Accruals	4	62,515
		<hr/>
		862,677
		<hr/>
NET ASSETS		£873,485
		<hr/> <hr/>
Represented by: ACCUMULATED RESERVES		
Unrestricted Reserves		685,942
Restricted Reserves	7	187,543
		<hr/>
		£ 873,485
		<hr/> <hr/>

These Accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Directors and Signed on their Behalf

 20th February 2005

THE BRITISH PAIN SOCIETY

NOTES TO THE ACCOUNTS

FOR THE PERIOD 21ST JANUARY TO 31ST DECEMBER 2004

1 ACCOUNTING POLICIES

A) BASIS OF PREPARATION OF ACCOUNTS

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and follow the recommendations in *Accountancy and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.

B) RESTRICTED AND UNRESTRICTED FUNDS

Restricted funds are subject to specific conditions imposed by the donor which are binding on the Council. Unrestricted funds have no restrictions on their use.

C) DEPRECIATION

Depreciation is charged to write off the cost of fixed assets at the following rates:

Office Equipment - 25% on a reducing balance basis.

D) CORPORATION TAX

The charitable company is exempt from corporation tax on its charitable activities.

2. ANNUAL SCIENTIFIC MEETING

Summary Profit and Loss Account

Activity 11.8.04 to 31.12.04

Income			345
Expenses	Direct Meeting Expenses	-	
	Speakers Costs	14	
	Staff and Office Cost Contribution	20,931	
	Bursaries	-	
	Staff and Council Expenses	-	
		—————	20,917
			—————
	Net Deficit for the Year		£(20,572)
			—————

(See note 6 for the accumulative funds position)

APPORTIONED ASM EXPENDITURE

Some staff and office costs are apportioned 60% to the Annual Scientific Meeting and 40% to the general fund costs. It has been agreed in 2005 that it is to be raised to 75% / 25%

3. DEBTORS AND PREPAYMENTS

	31.12.04
Annual Scientific Meeting 2005	96,956
Other Debtors	-
	<hr/>
	£96,956
	<hr/>

4. CREDITORS AND ACCRUALS

	31.12.04
Other Creditors	26,285
Annual Scientific Meeting 2005	34,115
Payment received in advance	-
Accruals	2,115
	<hr/>
	£62,515
	<hr/>

5. COUNCIL EXPENSES

	12.8.04 – 31.12.04
Meeting – Catering	1,050
Meeting – Room Hire	141
Meeting – Travelling	3,756
Meeting – Hotels	494
	<hr/>
	£5,441
	<hr/>

6 DESIGNATED RESERVES

ASM

The Designated Funds are accumulation of surpluses from meetings over several years and transferred from The Pain Society and are to be spent on education and research. These funds are represented by:

	31.12.04
Balance Transferred at 11.8.04	383,212
Incoming Resources	345
Expenditure	20,917
	<hr/>
Balance at 31.12.04	£362,640
	<hr/> <hr/>

7. RESTRICTED FUNDS

LEGACY

During 2001 the sum of £121,281.60 was left to the Society with specific clauses concerning its usage as follows: “ Basic research into the causes and cures for pain”.

Balance Transferred	135,411
Interest	2,132
Charges	-
	<hr/>
Balance at 31.12.04	137,543
	<hr/> <hr/>

FUNDS FOR PFIZER NEUROPATHIC PAIN AWARDS

Balance transferred at 11.08.04	20,000
Incoming Resources Charged	30,000
Expenditure	-
	<hr/>
Balance at 31.12.04	50,000
	<hr/> <hr/>
Total Restricted Funds	£187,543
	<hr/> <hr/>

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	31.12.04 Total
Fixed Assets	10,808	-	10,808
Net Current Assets	675,134	187,543	862,677
	<hr/>	<hr/>	<hr/>
	£685,942	£187,543	£873,485
	<hr/>	<hr/>	<hr/>

9. EMPLOYEES' REMUNERATION

Total remuneration (excluding employer's contributions) for the year amounted to:

	5 Months 2004
Salaries – General	10,849
Salaries – Apportioned ASM	16,274
Salaries – Temporary Staff	-
	<hr/>
	27,123
	<hr/>
Employer's Contributions:	2004
Employers Pension Contribution	2,663
Employers Nat. Insurance Contribution	3,536
	<hr/>
	6,199
	<hr/>
Total Costs to Charity	£33,322
	<hr/> <hr/>

No employee earned £40,000 p.a. or more

The average numbers of paid staff for the year were:

2 Full-time administrative staff (2003:4)

10. TRUSTEES EXPENSES

Expenses reimbursed for 16 Trustees for the period to 12th August 2004 to 31st December 2004 totalled £7,122.94. No remuneration was paid to Trustees in this period.

11. GRANTS

The annual report details the grants offered by the charity. In 2004 there were no grants awarded.

12. TRANSFER OF FUNDS

The funds transferred in came from closed down charity number 278685. This incorporated body now replaces the old charity.

THE BRITISH PAIN SOCIETY STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year, which gives a true and fair view of the state of affairs of the charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the Trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether the policies are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements: and
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business..

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under S44 of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of detection of fraud and other irregularities.

