

Charity Registration No. SC029247

Company Registration No. SC198418 (Scotland)

British Infection Association

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

For The Year Ended 30 September 2013

British Infection Association

LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES	Dr P Moss (President) Dr S Barrett (Treasurer)
VICE PRESIDENT	Dr Martin Wiselka Dr Albert Mifsud Prof Steve Green Dr Martin Llewelyn Dr Melanie Newport Dr Peter Cowling Dr David Partridge Dr Tony Elston Dr Bridget Atkins Dr Kumara Dharmasena Dr Fiona McGill Dr Thushan De Silva Dr Paul Collini Prof Rob Read
CHARITY NUMBER	SC029247
COMPANY NUMBER	SC198418
PRINCIPAL ADDRESS AND REGISTERED OFFICE	Balfour & Manson LLP 54-66 Frederick Street Edinburgh EH2 1LS
ACCOUNTANTS AND INDEPENDENT EXAMINERS	Baker Tilly Tax and Accounting Limited First Floor Quay 2 139 Fountainbridge EDINBURGH EH3 9QG
BANKERS	The Royal Bank of Scotland 59 High Street Banchory ABERDEENSHIRE AB31 5TJ
SOLICITORS	Balfour & Manson LLP 54-66 Frederick Street EDINBURGH EH2 1LS

British Infection Association

LEGAL AND ADMINISTRATIVE INFORMATION

INVESTMENT ADVISORS

Speirs & Jeffrey Ltd
50 George Square
GLASGOW
G2 1EH

Rathbone Investment Management
28 St Andrew Square
EDINBURGH
EH2 1AF

British Infection Association

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TRUSTEE'S REPORT

For the year ended 30 September 2013

The trustees present their report and accounts for the year ended 30 September 2013.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Association's constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005).

STRUCTURE, GOVERNANCE AND MANAGEMENT

British Infection Association is a charitable company limited by guarantee and not having a share capital. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The Association is registered with the Inland Revenue as a charity and having no taxable activities is not liable to Corporation Tax.

The members have each agreed to contribute £1 in the event of The British Infection Association being unable to meet its debts. The membership of the Association at 30 September 2013 consisted of 1,522 people (2012: 1,500).

The following Principal Officers were in office during the year:

Dr P Moss (President)
Dr S Barrett (Treasurer)

Election of Trustees

The sections of the constitution dealing with the recruitment and appointment of Trustees are as follows:

- (a) The affairs of the Association shall be conducted by the Trustees consisting of elected members from among the general membership: President (Chairman of Council), Secretary, Treasurer, Membership Secretary, Meetings Secretary, Scientific Affairs Co-ordinator, Professional Affairs, Co-ordinator, Manpower and Training Co-ordinator, Clinical Services Co-ordinator, Training grade members x 3, Associate Member.
- (b) Each member who agrees to become a Trustee shall be proposed and seconded in writing by Association members one of whom must be of at least 2 years' standing.
- (c) The Editor of the Journal of Infection will be an ex-officio member and will be accountable to and appointed by the Trustees.
- (d) the Trustees reserve the right to co-opt new members as and when this is deemed appropriate.
- (e) A quorum for business shall comprise a majority of its membership.

Officer Bearers of the Association

- (a) The Trustees should ensure that there are sufficient nominations for the posts of President, Treasurer, Secretary and Meetings Secretary (the Principal Officers) when these fall vacant. Additional nominations from the membership will also be welcomed. The Association should aim to include representation from the different disciplines concerned with infection on the Board. The Trustees may decide that one of its members shall become a Principal Officer in place of an Officer who has had to demit office prematurely.
- (b) The President shall serve for a term of two years and shall not be eligible for re-election for a consecutive term as President, except in exceptional circumstances.
- (c) Both the Secretary and the Treasurer shall serve a term of three years and shall be eligible for re-election.

Other Trustees

- (a) Training grade Trustees shall serve for two years each; in the event of promotion to a consultant or equivalent post such members will be entitled to complete their term of office. Other Trustees shall serve for three years each, with approximately one-third of their number retiring from office each year. Trustees shall not be eligible for immediate re-election except in exceptional circumstances.
- (b) The Trustees shall have the rights to establish and dissolve specific Committees, Sub-Committees or working groups as deemed appropriate for the advancement of the Association's business.

The Constitution states that:-

- (a) The Association shall hold an Annual General Meeting on a date and at a time to be decided by the Trustees.

British Infection Association

TRUSTEE'S REPORT

For the year ended 30 September 2013

(b) A quorum for business at the AGM shall comprise at least 5 per cent of the full voting membership.

In addition there are at least four meetings annually where all decisions are made. No strategic decisions are delegated to staff who act in an administrative capacity only.

There were no related party transactions during the year.

The Trustees acknowledge their responsibility to assess and manage the risks that the Association faces or might face in the future. Officers and senior staff are required to identify and analyse risks relevant to their responsibilities, assess risks according to their likely occurrence and impact and report on procedures that are in place to manage the risks. The risk management process is overseen and reviewed by the Council.

The aim of the risk management process is to ensure the integrity of British Infection Association as a charity is protected through continued scrutiny and the development of a published strategy which explains how the Association is governed and managed, to the satisfaction of its Membership, Office of the Scottish Charity Regulator (OSCR) and any other interested parties.

The following actions have been proposed:

- To ensure the Memorandum of Understanding and Articles of Association for the Association are regularly reviewed by Council
- To make available and publish copies of the annual report, audited accounts, and records of meetings
- To review, and further develop the role of Council members
- To promote opportunities for Council office, sub-committees and other association activities to the Membership
- To establish mechanisms for ensuring continuity on Council and association sub-committees

OBJECTIVES AND ACTIVITIES

The constitution states that the objective of the Association is to ensure the optimum delivery of healthcare to patients diagnosed with infection.

The Trustees agree a programme of work for the forthcoming year. This programme of work is dedicated to promote the science and practice of medicine in relation to further research, training and education in the subject, by organising high quality scientific meetings, awarding research and travel grants and ensuring that the infection disciplines have a voice in National decision making.

The British Infection Association aims to enable the best care for patients with infectious disease through:

- Supporting high quality clinical and basic science research in the field of infection through competitive award of funding to research applicants;
- Setting and reviewing standards in infection practice, including the development of guidelines;
- Providing excellent education in infection through meetings and presentations (alone and in collaboration with other scientific societies);
- Working with government, Public Health England, NHS England, and other interested bodies to promote best practice in areas related to infectious disease;
- Providing expert opinion on infection related matters to external agencies, patients, and the wider public;

British Infection Association

TRUSTEE'S REPORT

For the year ended 30 September 2013

- Supporting infection specialists within their daily work by facilitating communication and providing useful resources; and
- Disseminating new research and best practice via the Association's publication: the Journal of Infection.

These areas will be explored further within the following pages, under the broad headings of:

Membership and Communications
Standard Setting & Guideline Development
Clinical Services
Education and Meetings
Manpower and Training
Journal of Infection Editor's Report
Annual Trainees' Report
Science and Research
Governance
Honorary Treasurer's Report
Honorary Secretary's Report

ACHIEVEMENTS AND PERFORMANCE

1) Membership and Communications

Aim:

To ensure that infection specialists and trainees are aware of the association; that membership of it is attractive to them, and that it is responsive to their evolving requirements.

Progress 2013:

BIA Membership Type	July 2013
Associate - Free	39
Full	784
Overseas	15
Retired	47
Trainee	592
Lapsed	45
Grand Total	1,522

Membership Survey:

Earlier this year the membership was surveyed about all aspects of the association's work. Many thanks to all those who completed the survey – we received 118 responses to it with very valid and useful free text suggestions about how the work of the association could be improved. The results will be published in the next edition of the newsletter. Reassuringly the vast majority of members were satisfied that their membership represented good value for money and that the meetings met their requirements. Areas for development include communication with the membership about research grant outcomes and improvement in the layout and content of the website.

A large number of suggestions for future guidelines was submitted and these will contribute to decisions about which guidelines will be a priority for the association to be involved in the development of over the next couple of years.

Plans for 2014:

To fully discuss and act upon the results of the membership survey.
To work with the communications secretary and Hartley Taylor to improve the website.

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TRUSTEE'S REPORT

For the year ended 30 September 2013

To work with Elsevier to make links between association membership and journal access seamless.

2) Standard Setting & Guideline Development

Aim:

To support infection practitioners through the development of appropriate guidelines and relevant standards of practice.

Progress over 2013:

BIA has had significant involvement in the production of the following guidelines:

NICE

- Seronegative arthritides (draft scope)
- Drug allergies
- Antibiotics in neonatal infections (Quality Standard)
- Hepatitis B
- Urinary tract infection in children
- Cholelithiasis and cholecystitis

Other Bodies

- Standardised Microbiology Investigations and Syndromic Algorithms (various consultations for SMI Working Groups)
- EPIC 3

Guidelines currently in preparation:

- BIA Meningitis Guidelines
- Also, jointly with others:
 - Bone & Joint Infections Guidelines (Infection Prevention & Control)
 - Toxigenic Staphylococcal Infections
 - DH MRSA Screening Policy

We have also met with BSAC, HIS and IPS and agreed to work together on NICE accredited revised MRSA guidelines with a view to establishing a permanent NICE accredited guidelines production system.

3) Clinical Services

Aim:

To support infection specialists in their daily work, addressing issues of current concern and importance in the delivery of clinical microbiology, infectious diseases and other infection-related clinical specialties, public health and infection control.

Progress over 2013:

Microbiology:

- Responding to key consultation documents
- Contributing to debate and organisational responses at College sub-speciality meetings
- Utilisation of the BIA email discussion forum to support members in their daily clinical practice
- The major topics of discussion—include commissioning of ID, HIV and complex bone and joint infection services, workforce statistics and combined training in infectious diseases and medical microbiology/virology.

Infectious Diseases:

- Continuing the legacy work of the AMM Clinical Services Committee, re-defining terms of reference and roles and responsibilities of committee members.
- Responding to key consultation documents
- Contributing to debate and organisational responses at College sub-speciality meetings
- Continuing work undertaken for the Royal College of Pathologists 'Blue Skies Agenda' to further refine a service specification for infection services
- Utilisation of the BIA email discussion forum to support members in their daily clinical practice

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TRUSTEE'S REPORT

For the year ended 30 September 2013

- The major topics of discussion have been the transformation of pathology, the evolving infection curriculum, KPIs for microbiology laboratories and a variety of infection prevention and control topics. The committee also exchanges information about regional education and audit meetings.

4) Education and Meetings

Aim:

To organise and promote scientific meetings on behalf of the Association (alone, or in collaboration with other scientific bodies) to disseminate knowledge in infection disciplines;

To provide a forum for the presentation of clinical and basic science research by clinical academics, including those in training; and

To award prizes for outstanding presentations, encouraging the production of high quality material.

Highlights from 2013:

- BIA Spring Scientific meeting held in London, 16th May 2013
Attendance 169
Prizes for best presentations awarded to:
Free Papers: Thushan de Silva (Sheffield) & David Eyre (Oxford)
Clinical Lessons: Shara Palanivel
Poster: Shelui Collinson & Ayoma Ratnappuli
- Trainees' scientific meeting held in May 2013
15th May meeting at SOAS, see Trainee section for prizes
- Full BIA participation of FIS 2013 in Birmingham, with supported lectureships including the JD Williams lecture and the Barnett Christie lecture. The programme included sessions covering Biological Weapons and Bioterrorism, Clinical Academic Careers, Current Challenges in Viral Hepatitis, Clinical Lessons and the Clinical Conundrums.
- The Barnett Christie award was presented to Dr Dimitra Peppas (University College London) for a talk entitled '*Natural Killer cells in chronic hepatitis B virus infection: Friend or foe?*'

5) Manpower and Training

Aim:

To provide evidence on the requirements for consultant numbers in infection nationally; and

To support trainees in infection specialities and provide ongoing support to members in substantive posts.

Progress during 2013:

- Contribution to the JRCPTB / RCPATH Infection Training Group through membership of the Deliverability Working Group.
- Supporting trainees through the uncertain planning and transition phases of the introduction of the proposed curriculum.
- Ongoing advice to RCP (London) and RCPATH on workforce requirements.
- Ongoing contribution to the work of the Medical Microbiology section of UEMS to ensure that the proposed European curriculum is consistent with the predominantly clinical nature of microbiology training in the UK, culminating in adoption of the curriculum by UEMS.
- Responses to relevant consultations such as the GMC's Shape of Training consultation.

Looking forward to 2014:

- Establishment of a joint BIA / RCPATH Consultant Microbiologists and Virologists Workload working group with the intention of producing consultant staffing guidance in 2014.

6) Journal of Infection Editor's Report

- Journal of Infection's latest impact factor (2012) is 4.073 and the Journal retained its position at 15/69 in the ISI Infectious Diseases category.
- The quality of papers continues to increase and the overall rejection rate was 82% in 2013.

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For the year ended 30 September 2013

- The average time from submission of an article to it appearing online in a citeable format and downloadable is a competitive 17.4 weeks.
- Once accepted papers have taken on average 1.6 weeks to appear on Science Direct.
- A total of 305,734 papers were downloaded in 2013, an average of 25,478 per month.
- Members will be able to access the Journal of Infection content via iPad, iPhone and android apps.
- New Journal initiatives include OA Hybrid option, YPYW, Crossmark, EMPOWER, Audio Slides, Highlights & Graphical abstracts and Google Maps, Article Usage Alerts, Journal Insights and CrossMark.
- A full report has been made available to members on request.

7) Annual Trainees' Report

Highlights from 2013:

Again we had two very successful meetings.

- Spring Meeting 2013 – SOAS
Theme: Infections in the Immunocompromised
Case presentation prize winner: Cariad Evans, Sheffield
- Autumn Meeting 2013 – Birmingham
Theme: Drug resistance and healthcare associated infection.
Both meetings were well attended and received positive feedback.
- In addition the trainee representative continued to represent the trainees in infection specialties on various national committees concerned with training – both current and future.

8) Science and Research

Aim:

To support high quality infection-related scientific research and educational projects that are of professional and public benefit.

Highlights from 2013 looking forward to 2014:

- A very successful spring meeting was held in May 2013 at which awards totalling £2,225 were made for the two best scientific free papers the best clinical case and best poster presentation.
- The scientific and research committee made a huge effort to administer and review applications for the round of research funding awards in 2013. As a result the process ran smoothly and the association made a total of £94,875 worth of awards as follows:
 - One fellowship award of £50,000 to Dr Tomasz Prajsnar (University of Sheffield);
 - A contribution grant of £7,200 to the Sowerby Centre for Health Informatics for the Norovirus working paper; and
 - Six small awards of £5,000 and twelve awards as prizes and travel awards were also made.
- Eleven strong applications were received to give the Barnet Christie Lecture at the Federation of Infection Societies Meeting 2013. Dr Dimitra Peppas from University College London was selected and gave an excellent talk titled '*Natural Killer cells in chronic hepatitis B virus infection: Friend or foe?*'
- After discussion among the scientific and research committee and with council, changes are to be made to the funding available for research in 2014 as follows:
 - A three-year BIA/MRC Clinical Research Training Fellowship will be available through the infection and immunity board September 2014 deadline.
 - Applications will be invited by March 31st 2014 for the following BIA awards:
 - A single research fellowship, 12 months duration, value up to £75,000;
 - Research project grants of up to 24 months duration, value up to £20,000;
 - Clinical exchange (up to £5,000) and travel awards (up to £1,000); and
 - Travel awards will also be available with deadlines of 30th June and 27th of October.
- Prof Newport and Dr Llewelyn are standing down as interim scientific secretaries having filled this role for the last two years of the current cycle and a new secretary will be elected at the June Meeting in 2014. Two excellent applicants have put their names forward.

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For the year ended 30 September 2013

9) Governance

Aim:

To ensure the integrity of BIA as a charity is protected through open and transparent financial and organisational management, and compliance with the requirements of the Office of the Scottish Charity Regulator (OSCR).

- A report on the activity and finances of the Association in 2013 will be presented at the Annual General Meeting in June 2014.

10) Honorary Treasurer's Report

- The year saw progress with the Association's electronic banking arrangements, and almost all payments, reimbursements, grant awards, etc. are now made by electronic bank transfer.
- Progress has also been made with recovering members' unpaid subscriptions, including arrears. The cause for this was found to be a failure of communication with the organisation collecting the Association's direct debits.
- Notable changes from the previous year's finances were a substantial, but one-off, increase in income from the Journal of Infection as a result of the creation of the C Diff Knowledge Centre; income from investments has also increased compared with the previous year. Increased expenditure resulted from meetings costs and recharges from the previous year, and from increased payments to Hartley Taylor for the greater level of service now provided.
- The Association can continue to look forward to improving its financial position with the continuation of improvements in Stock market conditions, as well as an increase in the profile of the Journal and expanding of its membership. The surplus for the year amounted to £192,028 (2012: £239,306).
- During the preparation of the financial statements it became apparent that the Association should have been a VAT registered entity in previous years by virtue of its royalty income from the Journal of Infection. As a result of this the Association has now registered for VAT and has been subject to backdating of its registration to 4 May 2001. This has resulted in a prior period adjustment to the financial statements increasing the reserves of the Association by £44,538 at 1 October 2012 to £1,533,053, resulting in reserves of £1,725,081 at 30 September 2013.
- For further details please see the Financial Review on page 9 of this report.

11) Honorary Secretary's Report

- The year saw changes to membership of Council.
- Nominations were opened in April 2013 for the posts of:
 - Vice-President
 - Meetings Secretary
 - Clinical Services Secretary (Infectious Diseases)
 - Membership Secretary
 - Guidelines Secretary
 - Communications Secretary
 - Secretary for associate members
- Multiple nominations were received for two posts and elections were held.
 - Vice President Dr Martin Wiselska elected
 - CSC (ID) Dr Bridget Atkins elected
- One nomination for each of the following posts was received and these nominees were elected unopposed;
 - Meetings Secretary Professor Steve Green
 - Membership Secretary Dr David Partridge
 - Guidelines Secretary Dr Peter Cowling
 - Communications Secretary Dr Kumara Dharmasena
- No nominations were received for the post of Secretary for Associate Members

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For the year ended 30 September 2013

- Council decided to secure external administrative support to support the smooth running of the Association's affairs. After an open invitation, Hartley Taylor Medical Communications Ltd was appointed for a 3-year period.

Contact Details

Postal Address:

British Infection Association
C/o Hartley Taylor Ltd
Suite GC
Caledonian House
Tatton Street
Knutsford
WA16 6AG

Telephone:

Please contact Head office on 01565 632982

Email:

bia@hartleytaylor.co.uk

Council members contact details:

President, Dr Peter Moss, president@britishinfection.org
Vice President, Dr Martin Wiselka, vicepresident@britishinfection.org
Honorary Secretary, Dr Albert Mifsud, secretary@britishinfection.org
Honorary Treasurer, Dr Stephen Barrett, treasurer@britishinfection.org
Meetings Secretary, Professor Steve Green, meetings@britishinfection.org
Membership Secretary, Dr David Partridge, membership@britishinfection.org
Clinical Services (ID), Dr Bridget Atkins, clinicalservicesid@britishinfection.org
Clinical Services (Micro & Virology), Dr Tony Elston, clinicalservicesmv@britishinfection.org
Guidelines Secretary, Dr Peter Cowling, guidelines@britishinfection.org
Communications Secretary, Dr Kumara Dharmasena, communications@britishinfection.org
Manpower & Training Secretary, Dr Albert Mifsud, manpowertraining@britishinfection.org
Scientific & Research Secretary, Drs Martin Llewelyn and Melanie Newport, scientificresearch@britishinfection.org
Trainee (Meetings) Secretary, Dr Fiona McGill, traîneemeetings@britishinfection.org
Trainee (Professional Affairs) Secretary, Dr Thushan De Silva, traîneeprofaffairs@britishinfection.org
Trainee (Communications) Secretary, Dr David Partridge, traînee@britishinfection.org
Newsletter Editor, Dr Paul Collini, newsletter@britishinfection.org

Abbreviations used throughout this review:

AMM Association of Medical Microbiologists
BIA British Infection Association
BSAC British Society for Antimicrobial Chemotherapy
CCT Certificate of Completion of Training
DH Department of Health
FIS Federation of Infection Societies
HIS Healthcare Infection Society
IPS Infection Prevention Society
MRC Medical Research Council
NICE National Institute for Clinical Excellence
RCPATH Royal College of Pathologists
RCP Royal College of Physicians

British Infection Association

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For the year ended 30 September 2013

FINANCIAL REVIEW

The Association's income has increased from £250,976 in 2012 to £305,239 in 2013 – largely due to increased income from the Journal of Infection. Expenditure increased from £122,050 in 2012 to £246,594 in 2013. This has resulted in net incoming resources before investment gain of £58,645 (2012: £128,926).

A prior period adjustment was recognised in the year as a result of backdated VAT registration as detailed in note 15 to the accounts. The net amount recognised in respect of output VAT due to HMRC, amounts due from Elsevier in respect of output VAT, input VAT recoverable from HMRC and penalties and interest due on balances has resulted in net increase in reserves at 30 September 2012 of £44,538 (2011: £35,140). This increase in reserves is as a result of the Association now being able to reclaim input VAT following its VAT registration.

Supplying members' Journal copies cost £28,869 (2012: £24,685) in the year and grants awarded in the year amounted to £94,875 (2012: £17,000). Grants payable are accounted for when either the recipient has a reasonable expectation that they will receive a grant and the Trustees have agreed to pay the grant without condition, or the recipient has a reasonable expectation they will receive a grant and any condition attaching to the grant is outside the control of the charity.

Investments increased from £1,098,043 in 2012 to £1,287,893 in 2013. The Association made an unrealised gain of £126,723 in the year (2012: £108,412). This is the result of changes in stock market conditions in the year.

The net assets of the Association at 30 September 2013 amounted to £1,725,081 (2012: £1,533,053). The Association looks forward to continuing to improve its financial position with continued improvements in the stock market and the expanding profiles of the Journal of Infection and the membership.

The Association does not exist to build up reserves, however, the Trustees have given consideration to a reserves policy as required by the Statement of Recommended Practice in order to demonstrate that it acts prudently to ensure the adequacy of resources available to it. The Trustees consider that the level of reserves should be adequate to support its activities over the next five years and it is the intention to continue to generate income in excess of resources expended.

Under the memorandum and articles of association, the Association has the power to make any investment which the Trustees see fit.

FUTURE PLANS

The planned work of the British Infection Association over the year the next few years reflects its remit of promoting research, education, and training. The Association will fund and host Infection Trainee meetings, and make a financial contribution to other educational events.

The BIA will hold a round of research grant awards in 2014, with the possibility of additional awards this year (if there are applications of suitable quality) due to fewer awards being made last year.

Approaches will be made to other interested professional groups, charities, and governmental and non-governmental bodies with regard to the collaborative production of future guidelines. In the meantime the Association will continue to work on its own guideline programme. A formal work programme will be produced following the next Council meeting.

DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINER

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the independent examination, but of which the independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the independent examiner is aware of such information.

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For the year ended 30 September 2013

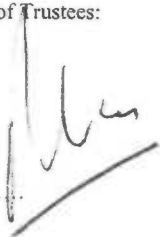
This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) and in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the Board of Trustees:

DR P MOSS

Trustee

Dated: 18/5/15



British Infection Association

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of British Infection Association for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial 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, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

British Infection Association

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF BRITISH INFECTION ASSOCIATION

I report on the accounts of the charity for the year ended 30 September 2013, which are set out on pages 13 to 21.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations).

The charity trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply and that an independent examination is needed.

It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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

In the course of my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - (ii) to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kelly Adams, CA

On behalf of BAKER TILLY TAX AND ACCOUNTING LIMITED

Chartered Accountants

First Floor

Quay 2

139 Fountainbridge

EDINBURGH

EH3 9QG

Dated: 22/5/15

British Infection Association
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
For the year ended 30 September 2013

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2013	Total 2012 (as restated)
		£	£	£	£	£
INCOMING RESOURCES FROM GENERATED FUNDS						
Investment income	2	33,096	-	-	33,096	30,702
Incoming resources from charitable activities	3	266,638	-	5,505	272,143	220,274
TOTAL INCOMING RESOURCES		299,734	-	5,505	305,239	250,976
RESOURCES EXPENDED						
COSTS OF GENERATING FUNDS						
Investment management costs	4	2,249	-	-	2,249	1,587
CHARITABLE ACTIVITIES						
Activities in furtherance of objectives		225,697	-	11,785	237,482	112,962
Governance costs		6,863	-	-	6,863	7,501
TOTAL RESOURCES EXPENDED		234,809	-	11,785	246,594	122,050
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS						
		64,925	-	(6,280)	58,645	128,926
Gross transfers between funds		(6,280)	-	6,280	-	-
NET INCOMING RESOURCES		58,645	-	-	58,645	128,926
OTHER RECOGNISED GAINS AND LOSSES						
Gains on investment assets		133,383	-	-	133,383	110,380
NET MOVEMENT IN FUNDS		192,028	-	-	192,028	239,306
Fund balances at 1 October						
As originally reported		1,348,515	140,000	-	1,488,515	1,293,747
Prior period adjustment	15	44,538	-	-	44,538	-
As restated		1,393,053	140,000	-	1,533,053	1,293,747
FUND BALANCES AT 30 SEPTEMBER		1,585,081	140,000	-	1,725,081	1,533,053

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

These unaudited financial statements have been subjected to independent examination. See report on page 12.

British Infection Association
UNAUDITED BALANCE SHEET
 As at 30 September 2013

	Notes	2013		2012 (as restated)	
		£	£	£	£
FIXED ASSETS					
Investments	9		1,287,893		1,098,043
CURRENT ASSETS					
Debtors	10	352,563		299,995	
Cash at bank and in hand		429,419		372,792	
			781,982		672,787
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	11	(344,794)		(237,777)	
NET CURRENT ASSETS			437,188		435,010
TOTAL ASSETS LESS CURRENT LIABILITIES			1,725,081		1,533,053
INCOME FUNDS					
Unrestricted funds:					
Designated funds	13		140,000		140,000
Other charitable funds			1,585,081		1,393,053
			1,725,081		1,533,053

For the year ended 30 September 2013 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies and its members have not required the company to obtain an audit of its financial statements 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 financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements on pages 13 to 21 were approved by the board of trustees and authorised for issue on 18/11/13 and are signed on its behalf by:

.....
 Dr P Moss
 TRUSTEE

These unaudited financial statements have been subjected to independent examination. See report on page 12.

British Infection Association

NOTES TO THE ACCOUNTS

For The Year Ended 30 September 2013

1 ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION

The accounts are prepared under the historical cost convention with the exception of investments which are included on a market value basis.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", (SORP 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 GOING CONCERN

The Trustees are confident that British Infection Association has sufficient working capital to meet its liabilities as they fall due for at least the next 12 months.

1.3 INCOMING RESOURCES

Income is recognised in the year in which it is receivable, which is when the Association becomes entitled to use the resources.

1.4 RESOURCES EXPENDED

Resources expended are included, net of Value Added Tax, in the Statement of Financial Activities on an accruals basis.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services undertaken to further the purposes of the charity. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Grants payable are payments made to third parties in the furtherance of the objectives of the charity and payments made to members in respect of travel awards granted in the year. Single or multi-year grants are accounted for when either the recipient has a reasonable expectation that they will receive a grant and the trustees have agreed to pay the grant without condition, or the recipient has a reasonable expectation they will receive a grant and any condition attaching to the grant is outside the control of the charity.

1.5 INVESTMENTS

Investments are stated at market value at the balance sheet date. Increases or decreases in the market value each year are treated as unrealised gains or losses in the Statement of Financial Activities. Realised gains or losses shown in the Statement of Financial Activities represent the difference between the sales proceeds and the market value at the beginning of the year.

1.6 ACCUMULATED FUNDS

Funds are classified as either restricted or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific purposes which may be declared by the donor or with their authority (e.g by the restrictive wording of an appeal).

Unrestricted funds are expendable at the discretion of the Trustees in furtherance of the general objects of the Association. Designated funds represent those unrestricted funds set aside by the Trustees for particular purposes.

British Infection Association
NOTES TO THE ACCOUNTS (CONTINUED)
For The Year Ended 30 September 2013

2 INVESTMENT INCOME

	2013 £	2012 £
Dividends - UK listed	32,896	30,412
Interest receivable	200	290
	33,096	30,702

3 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Subscriptions	45,505	-	45,505	45,029
Journal of Infection	221,133	-	221,133	170,847
Grants and Meeting Sponsorships	-	5,505	5,505	4,398
	266,638	5,505	272,143	220,274

4 TOTAL RESOURCES EXPENDED

	Other costs £	Grant funding £	Total 2013 £	Total 2012 (as restated) £
COSTS OF GENERATING FUNDS				
Investment management costs	2,249	-	2,249	1,587
CHARITABLE ACTIVITIES				
ACTIVITIES IN FURTHERANCE OF OBJECTIVES				
Activities undertaken directly	142,607	-	142,607	95,962
Grant funding of activities	-	94,875	94,875	17,000
Total	142,607	94,875	237,482	112,962
GOVERNANCE COSTS				
	6,863	-	6,863	7,501
	166,987	94,875	246,594	122,050

Governance costs includes payments to the independent examiner of £6,863 (2012 - £7,501) excluding VAT for independent examination and other accounting services. The independent examination fee is £1,850 (2012 - £1,820) excluding VAT for the year.

The above charitable activities includes providing copies of the journal to members, guidelines groups set up for the purpose of issuing professional guidelines and maintenance of the charity's website.

These unaudited financial statements have been subjected to independent examination. See report on page 12.

British Infection Association
NOTES TO THE ACCOUNTS (CONTINUED)
For The Year Ended 30 September 2013

5 GRANTS PAYABLE

	Total 2013 £	Total 2012 £
Grants to individuals	77,675	3,000
Grants to institutions	17,200	14,000
	<u>94,875</u>	<u>17,000</u>
 Recipients of institutional grants:	 2013 £	
To fund research - University of Liverpool	5,000	
To fund research - University College London	5,000	
To fund research - Centre for Health Informatics	7,200	
	<u>17,200</u>	

One grant has been made to each of the above institutions in the year.

As described on page 6 of the Trustees' Report, grants to individuals are awarded for travel to infection related conferences.

6 TRUSTEES

None of the Trustees (or any persons connected with them) received any remuneration during the year, but they were reimbursed a total of £1,231 (2012: £2,252) travelling expenses.

7 EMPLOYEES

There were no employees during the year.

8 TAXATION

The Society being a charity, is exempt from tax in accordance with Section 505 of the Income and Corporation Taxes Act 1988.

British Infection Association
NOTES TO THE ACCOUNTS (CONTINUED)
For The Year Ended 30 September 2013

9 FIXED ASSET INVESTMENTS

	Listed investments £
Market value at 1 October 2012	1,098,043
Disposals at opening book value	(191,920)
Acquisitions at cost	255,047
Change in value in the year	126,723
MARKET VALUE AT 30 SEPTEMBER 2013	<u>1,287,893</u>
Historical cost:	
At 30 September 2013	<u>881,336</u>
At 30 September 2012	<u>783,890</u>

All investments held by the Association are UK investments. The investment portfolio is made up of Fixed Interest Securities amounting to £288,422 (2012: £235,648) and Equity Shares amounting to £999,471 (2012: £862,395)

A varied portfolio is held by the Association and no individual investment is considered material.

10 DEBTORS	2013 £	2012 (as restated) £
Other debtors	321,757	277,531
Prepayments and accrued income	30,806	22,464
	<u>352,563</u>	<u>299,995</u>

British Infection Association
NOTES TO THE ACCOUNTS (CONTINUED)
For The Year Ended 30 September 2013

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2013	2012 (as restated)
	£	£
Trade creditors	7,677	-
Taxes and social security costs	243,676	216,738
Other creditors	18,275	16,255
Accruals	75,166	4,784
	<u>344,794</u>	<u>237,777</u>

Included within Other Creditors is a provision of £18,275 (2012: £16,255) in respect of payments due to HMRC relating to VAT penalties. See note 15 for further details.

12 RESTRICTED FUNDS

The income funds of the charity include restricted funds comprising the following balances of donations and grants held for specific purposes:

	Movement in funds				Balance at 30 September 2013
	Balance at 1 October 2012	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Travel & Conference Fund	-	5,505	(11,785)	6,280	-
	<u>-</u>	<u>5,505</u>	<u>(11,785)</u>	<u>6,280</u>	<u>-</u>

The Travel & Conference Fund relates to incoming resources and resources expended on travel and conferences. Monies have been transferred from unrestricted funds to meet the shortfall in monies received specifically for the purpose of the Travel & Conference fund.

British Infection Association
NOTES TO THE ACCOUNTS (CONTINUED)
For The Year Ended 30 September 2013

13 DESIGNATED FUNDS

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 October 2012 (as restated)	Movement in funds		Balance at 30 September 2013
		Incoming resources	Resources expended	
	£	£	£	£
Designated Funds	140,000	-	-	140,000
	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>140,000</u>

The designated funds have been set aside for the purpose of funding the MRC/BIA Research Fellowship. £70,000 is expected to be awarded in 2013/14 and a further £70,000 in 2016/17.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 30 September 2013 are represented by:				
Investments	1,287,893	-	-	1,287,893
Current assets	641,982	140,000	-	781,982
Creditors: amounts falling due within one year	(344,794)	-	-	(344,794)
	<u>1,585,081</u>	<u>140,000</u>	<u>-</u>	<u>1,725,081</u>

British Infection Association

NOTES TO THE ACCOUNTS (CONTINUED)

For The Year Ended 30 September 2013

15 PRIOR PERIOD ADJUSTMENT

Following the year end it was discovered that the Association's publication, the Journal of Infection, from which it receives royalty income should have been treated as a taxable supply for VAT purposes, with the implication that the Association had breached the VAT registration threshold in previous years.

A prior period adjustment has been recognised in respect of the backdated VAT registration date of the Association of 4 May 2001. The Association's publisher has agreed to refund the output VAT for all sales assessed. This has resulted in the following adjustments:

- An increase in opening reserves for the year ended 30 September 2012 of £35,140 as a result of a net reduction in activities in furtherance of objectives expenditure due to a reduction of £49,667 in respect of input VAT reclaimed offset by an increase of £14,527 in respect of penalties levied by HMRC; and

- An increase in the surplus for the year ended 30 September 2012 of £9,398 as a result of a net reduction in activities in furtherance of objectives expenditure due to a reduction of £11,126 in respect of input VAT reclaimed offset by an increase of £1,728 in respect of penalties levied by HMRC.

In summary the overall effect on the Balance Sheet at 30 September 2012 has been to:

	£
Increase debtors in respect of the refund of output VAT due on sales from the publisher	277,351
Increase creditors in respect of recognition of the net VAT liability due to HMRC	(216,738)
Increase creditors in respect of recognition of penalties levied by HMRC	(16,255)
	<hr/>
Net movement in Balance Sheet	44,538
	<hr/> <hr/>