



National
Examining
Board for
Dental Nurses

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2019



Welcome and Introduction from the NEBDN Chair

Welcome to the Annual Report of the National Examining Board for Dental Nurses (NEBDN) for the year ended 28 February 2019. In this report, we set out key information about our organisation, what has been achieved in the year and our plans and priorities for the year ending 28 February 2020.

The year 2018/19 was an eventful year for NEBDN. Business as usual progressed under the careful guidance of our interim CEO, Lesley Dunlop. We must continue to develop a sound infrastructure which the Board recognise as essential, if NEBDN is to continue to provide high quality and respected qualifications that furnish Dental Nurses with the skills, knowledge and understanding that they need to provide excellent care for patients. In particular, the Education and Standards Committee (ESC) was formed as a third Board committee to work alongside the Governance, Finance and Business Effectiveness committees. ESC oversees Quality Assurance and the development of new qualifications.

The Trustees would like to thank Lesley for all she did to maintain stability and advance the organisation during her time with us.

In November 2018 we were delighted to welcome Kate Kerslake as the new CEO of NEBDN. Kate joined us from BUPA Dental Care and her experience in dental care, and in a number of different senior management roles will be invaluable to the organisation. Kate has settled in well and will already be known to many of you.

On 22 November 2018 we celebrated NEBDN's 75th Birthday with a conference followed by an evening reception, at Millbank Tower in London. It was a great pleasure to meet so many of the past Chairs of NEBDN along with representatives from the dental profession who have so generously contributed to the development of NEBDN over the years. We were also very fortunate to be joined in the evening by the Chief Dental Officer, Sara Hurley, who kindly presented our Special Recognition Awards and made the occasion a very special day to remember.

At our Strategy day in October the Trustees agreed that the key areas for development in 2019/20 would be; IT, Qualifications, People, Engagement and Quality. Our plans are set out in this report and by the time you read this, I hope you will be aware of some of the improvements that are underway.

NEBDN would not operate without the time and dedication of our examiners and exam helpers, volunteer clinical experts who are members of our committees, and also NEBDN's staff members, all who work tirelessly to provide and improve the education of Dental Nurses. On behalf of the Board of Trustees at NEBDN, I would like to thank all of them for their support. I should also like to thank my fellow Trustees for their ongoing contributions and commitment to NEBDN.

Julia Frew
Chair of Trustees





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NEBDN – a leading provider of qualifications for Dental Nurses

NEBDN is a leading provider of qualifications for Dental Nurses in the UK, delivering awards across seven subjects in both pre-registration and post-registration areas. We have been examining and awarding dental nursing qualifications for over 75 years' and we ensure that candidates' knowledge, understanding and practical skills are assessed by expert practitioners. We specialise in providing qualifications for Dental Nurses and utilise a network of examiners who are all active in dental care, to ensure that our examinations are up-to-date and designed to meet the needs of organisations providing dental services and the patients for whom they care.

NEBDN – contributing to patient safety and care

NEBDN provides public benefit by ensuring that Dental Nurses are equipped with the skills, knowledge and understanding that Dentists and their patients need. NEBDN's Trustees focus on

ensuring that NEBDN meets its charitable aims and delivers public benefit. In discharging their duties, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Trustees keep the Board's educational aims, objectives and activities under continuous review, identify and reflect on achievements, and evaluate benefits and successes as well as consider any arising issues.

NEBDN's National Diploma in Dental Nursing leads to professional registration with the General Dental Council (GDC) as a Dental Nurse. To work as a Dental Nurse in the UK individuals must, by law, be registered with the GDC which sets standards for the dental team, their education, training, character and conduct. In order to be registered, Dental Nurses need to have been awarded a qualification recognised by the GDC.

The GDC have formally recognised NEBDN's National Diploma in Dental Nursing as meeting their Standards for Education and appropriately preparing candidates for practice, meaning those who achieve it can apply to join the GDC register and work as a dental nurse. We take very seriously our responsibility to ensure that the individuals to whom we award the National Diploma possess the knowledge, skills and competency to be registered as a dental nurse. By upholding these standards, we contribute to maintaining and enhancing patient safety and care.

The GDC does not set education standards for more advanced and specialist aspects of Dental Nurse practice, so NEBDN has worked with expert practitioners -Dental Nurses, Dentists and other industry experts - to set standards and requirements for post-registration training and qualifications to enable practise in specialist areas:

- Dental Implant Nursing
- Dental Radiography
- Dental Sedation Nursing
- Oral Health Education
- Orthodontic Dental Nursing
- Special Care Dental Nursing

NEBDN does not train Dental Nurses directly, but quality assures the courses that are provided for trainee and qualified Dental Nurses. NEBDN does, however, organise and run the examinations that lead to their accredited qualifications. NEBDN work closely with course providers, the GDC and other partners, to ensure that all products and services enable individuals to realise their potential and make an effective contribution to patient safety and care.

NEBDN invests in the ongoing development of its qualifications and services to ensure that they are fit for purpose and aligned with developments in dental care, so that it meets the needs of Dental Nurses, the dental practitioners with whom they work and the patients for whom they care.

NEBDN undertakes research to identify changes in dental healthcare and uses the information to develop and update qualifications to meet the needs of patients and Dental Nurses.





Qualifications

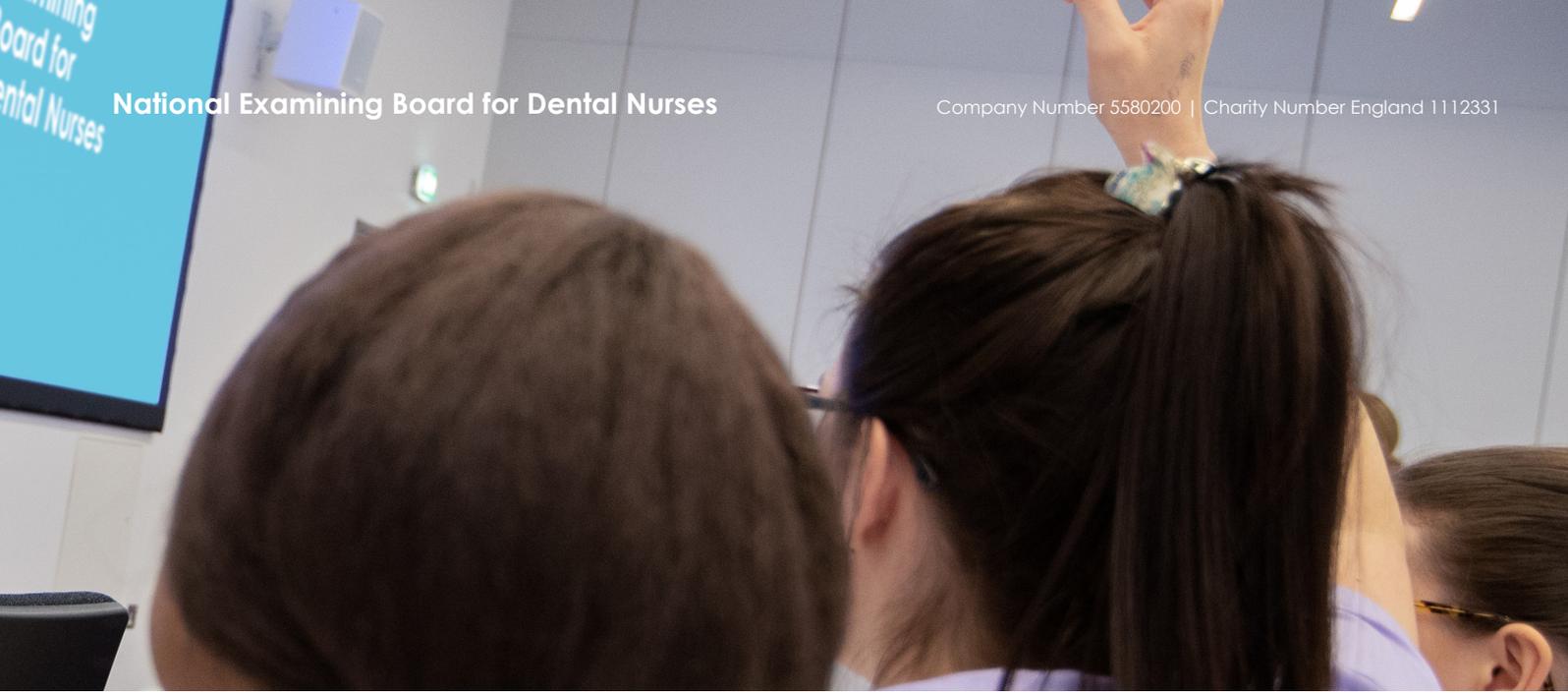
As the core NEBDN qualification, the National Diploma provides a gateway to future career development for dental nurses. With over 75 years' experience, NEBDN is proud to be the flagship awarding organisation offering this qualification, which is also accredited by the GDC.

To achieve the NEBDN National Diploma, candidates must complete a workplace assessment over a period of around 12 months, and pass two examinations – an initial written exam, followed by a practical exam (an Objective Structured Clinical Examination, known as the OSCE). NEBDN is proud of its National Diploma qualification – it enhances teamwork within the dental practice and gives peace of mind to both dental nurses and the practice where they work, that they have completed a robust qualification. Our graduates can look forward to a fulfilling career within the dental profession.

Candidates' workplace assessment for the National Diploma is recorded through an online electronic Record of Experience (eRoE), a portfolio of experience evidencing skills and abilities which complements the course tuition. NEBDN has been developing a new online platform and has been working with a dedicated focus group, consisting of a broad range of

course providers, to ensure the new platform is quicker to respond and more stable for the increasing number of users. We are aiming to rollout access to the platform to all providers on a phased timeline and expect this work to be completed mid-2019.

The design and delivery of the practical OSCE exam is a huge logistical undertaking. This requires detailed planning and the co-ordination of many resources to ensure candidates receive a standardised assessment and a positive experience on the day. The exams take place at the same time, on the same day, across different locations throughout the UK. A dedicated team of people including staff, expert committee members, examiners, helpers and local organisers, work tirelessly to devise and deliver the written and practical assessments and manage the immense task of delivering our large-scale practical examinations. Their ongoing commitment enables NEBDN to continue to deliver high quality, professional examinations.



The 2018 National Diploma written examinations were held in April and November and practical OSCE exams took place in June 2018 and January 2019. Written examinations for our Post-Registration qualifications were held in March and September 2018. The year saw an increase of candidates sitting our National Diploma examinations compared to the previous year, with an average pass rate of 65%. Our Post-Registration certificates continue to prove popular, with over 1,200 candidate registrations over the year. We continue to support dental nurse development and extended skills through continuous review of the curriculum and look to develop new qualifications to enhance career opportunities.

NEBDN has been focussed on developing a new Post-Registration qualification in Fluoride Varnish application. We are aiming to work with a small pilot group to run the first course in the Autumn, with the first exam taking place in 2020.

NEBDN has been actively involved in the Dental Apprenticeships Trailblazer group – the body developing standards and assessments for apprenticeships – working together with employers, professional bodies, training

providers and other awarding bodies, to ensure that apprenticeships for Dental Nurses meet the needs of the workforce and their employers. The Trailblazer group has led the review to update the current apprenticeship standards and NEBDN is keen to be part of the way forward as it continues to progress.





Quality assurance of our learning programmes, assessment and qualifications

The results of the 2017 GDC inspection have now been published resulting in reaccreditation for the National Diploma and some extremely positive feedback. For example:

- Strengths of the NEBDN programme include the use of the company Work Psychology Group, who provide data analysis on the performance of examination questions. This has contributed to a more robust summative examination. NEBDN has also clearly defined the role of the external examiners and the panel was impressed at the changes made to the assessment process following recommendations.
- NEBDN uses Quality Assurance Auditors, (QAAs) to ensure all course providers have the necessary policies and processes in place, to guarantee all candidates are being provided with the training required to qualify as a competent dental nurse. QAAs carry out a continual programme of monitoring and are allocated course providers according to their geographic

location.

- In addition, NEBDN is currently working on a communications strategy, part of which includes the creation of a 'Course Provider Focus Group'. This group of volunteer course providers aims to provide feedback on all aspects of the programme, as well as linking providers together so they can share learning and best practice.

Whilst the feedback received was very positive, there is always room for improvement. Over the last 12 months NEBDN has made great progress with a programme of continuous improvement, ensuring that processes and procedures are robust and fit for purpose. Our focus still very much remains on quality assurance, improving systems and processes and ensuring a patient centred approach is taken by all staff, associates, stakeholders and partners, allowing us to work collaboratively on our strategic plan in line with our regulatory obligations.



We have revised our accreditation process for course providers, alongside a suite of associated documents and a new annual monitoring process.

Our course provider workshops, held in early 2019, were a great success and positively received. We want to continue to build on this engagement to strengthen our course provider relationships and are planning further course provider forums in the coming financial year.

Education and Standards Committee (ESC) was set up in October 2018. Its key objective is to uphold standards and quality across NEBDN's pre-and post-registration learning programmes and qualifications. It also aims to provide oversight and obtain assurance that we continue to meet the needs of dental nurses, other dental care professionals, their employers and course providers, ensuring patient safety is at the centre of everything we do.





NEBDN activities and achievements in the year

2018 marked the 75th anniversary of the founding of the British Dental Nurses and Assistants Examining Board (BDNAEB) in 1943. The BDNAEB changed its name in 1988 to the National Examining Board for Dental Surgery Assistants and then again in 1994 to the National Examining Board for Dental Nurses (NEBDN). The driving force behind the formation of the BDNAEB was a general dental practitioner Philip E Grundy LDS, who lived and practiced in Leyland, Lancashire. The original aim – to provide the opportunity for Dental Nurses to take an examination which would enhance the standing and expand their role – still holds true.

NEBDN has functioned continuously over 75 years since its formation and is committed to continuing to push the boundaries of Dental Nurse training in the UK, underpinned by a commitment to quality and excellence. The Board is looking forward to building on the secure foundations engineered by those who founded and developed the organisation, and to ensure that NEBDN is fit to face the challenges of the next 25 years, prior to celebrating its centenary in 2043.

We were honoured to host over 100 delegates from the dental nursing sector at the NEBDN 75th Anniversary Conference and Reception, held at Millbank Tower, London on 22 November 2018, to celebrate the history and achievements of the organisation and look to the future for dental nursing.

CEO Kate Kerslake, along with Chair, Julia Frew, and other NEBDN Board Trustees, hosted the conference and were delighted to welcome a variety of guest speakers who provided updates on the latest developments in dentistry and dental nursing.

One of the speakers, Claire Stevens, a Consultant in Paediatric Dentistry at Manchester University NHS Foundation Trust, gave a presentation on the need for a collaborative and innovative approach to improve children's oral health. She was joined on stage by Ben Underwood, CEO of Brush DJ who provided an insight into his award-winning app.



A panel session with guests including Diana Wincott, retired Trustee of NEBDN, Debbie Reed, Senior Lecturer and Head of Department (CPP) at University of Kent and Michael Wheeler, HEE Programme Manager, discussed memories of dental nursing in the 1960s and examined what opportunities there are for Dental Nurses now and in the future.

The event featured NEBDN's Special Recognition Awards being presented to individuals who have demonstrated dedication, outstanding service and commitment to NEBDN and/or the education and training of dental nurses through involvement and achievement at a National or UK level.

A celebratory reception, held the same evening, welcomed key figures from NEBDN's past including Nairn Wilson, Emeritus Professor of Dentistry at King's College London, who provided a look back at the long history of the NEBDN. Sara Hurley, Chief Dental Officer for England, addressed the reception guests congratulating NEBDN on reaching their 75th Anniversary milestone and acknowledged their integral support in the changing landscape of Dental Nursing.



As part of our 75th anniversary celebrations, we made the decision to review and refresh our vision, mission, strategy and values, to ensure they truly include and reflect our strategic aims moving forward. We were proud to launch our new version in January 2019.



Our Mission

To deliver a Dental workforce to meet the changing oral health needs of the UK population

Our Strategy

- **Qualifications** – innovative, diverse and appropriate for the needs of the profession
- **People** – training and development for staff and associates
- **IT** – invest in strengthening and developing our technology
- **Engagement** – improve stakeholder communications and promote the profession
- **Quality** – continuous review and improvement to provide accredited high standards



Our values

- Collaborative
- Integrity
- Progressive
- Listen
- Professional

Our Vision

“To be the leading provider supporting excellence in Dental Nurse education and development in the UK.”

Head office

A key accomplishment for NEBDN last year was the appointment of our new Chief Executive Officer, Kate Kerslake. Kate joined NEBDN in November 2018 from BUPA Dental Care where she was Head of Clinical Support. Prior to this, she worked for Oasis Dental Care as Practice Manager, Area Manager and Clinical Projects Manager. Kate has an MBA in Healthcare and brings with her 10 years' experience of working in the dental sector in a variety of management roles. Kate has also been a governor of her local school for over five years.

Upon Kate's appointment NEBDN's Chair, Julia Frew, said: "I am delighted that Kate has been appointed to be NEBDN's CEO in our 75th anniversary year. Kate's experience in dental care, in senior management roles and as a school governor will be invaluable. The Trustees and I are all looking forward to working with Kate as she leads NEBDN into the next phase of its life as a leading provider of specialist qualifications for Dental Nurses."

We are indebted to the support provided throughout the year by a key group of consultants which has enabled much of the progress reported. This was led by the interim CEO, Lesley Dunlop, who spearheaded progress on policy development and process to create strength across the organisation. In addition, the financial consultant Steve Clark completed a full review of the accounts processes and policies to ensure robust improvements were implemented for the arrival of the new Finance Manager.

Following the departure of Sue Barker, who left in September 2018 to move on in her career after six years of loyal service as Operations Manager, we were delighted to welcome Nadine Davies as a consultant to the business and then to the senior management team in a new position of Head of Operations, Quality and Standards. Nadine brings a wealth of experience from both the awarding sector, having previously worked for AQA, and also from her leadership consultancy background

for the charitable sector.

The appointment of Head of Strategy and Innovation in 2019 will complete the new senior management structure and allow NEBDN to work with new vigour towards its strategic aims.

Achievements

At the beginning of the financial year, NEBDN's Board identified three key priorities for 2018/19:

1. Quality Assurance
2. Engagement
3. Innovation

We are delighted to report on the following achievements:

Our new Education and Standards Committee (ESC) was formed and began work on the new Post-Registration qualification in Fluoride Varnish application, which has been a collaboration with our course providers, and we look forward to launching in 2019/20. ESC now holds responsibility for the sub-committees for Diploma and each of the six Post-Registration qualifications. This is to maintain quality, standards and currency of all our qualifications and ensure that they meet the needs of dental nurses and their employers. The committees will also work on any curriculum updates and new qualification areas.

We held course provider forums in Manchester and London in February 2019, which provided an opportunity for two-way feedback between NEBDN and its customers. The Quality team provided updates on new systems of working and launched our new standards for accreditation. It also gave us the opportunity to communicate our strategy and operational improvements and allowed the course providers to meet and network. This gave our providers the opportunity to feed back to us on any changes, and to inform us of any new areas of dental nursing they were interested in having developed as qualifications.



We are delighted to report the success of implementing fully electronic marking at our OSCE exams in January 2019 over two days in London, Bristol, Birmingham, Belfast and Scotland. Our examiners were able to use the software to examine over 1,000 candidates, and we look forward to continuing to use this system to its full potential in the future, making our written and practical exams as efficient, flexible, robust and cost effective as possible.

We undertook a complete review of our finance policies and procedures in 2018/19, with a view to making efficiencies, streamlining processes and ensuring systems are robust. We also appointed a new Finance Manager, Debbie Milligan, in October 2018, who has greatly assisted in bringing manual processes online, including the upgrade of Sage software. This has been a huge project and one that will continue into 2019/20 with a focus on ensuring all our company software and systems are compatible to both save time and achieve better accuracy of information.

Key Priorities for 2019/20

Our key priorities for 2019/20 are aligned to our strategic headings:

Qualifications

- Innovative, diverse and appropriate for the needs of the profession

People

- Training and development for staff and associates

IT

- Invest in strengthening and developing our technology

Engagement

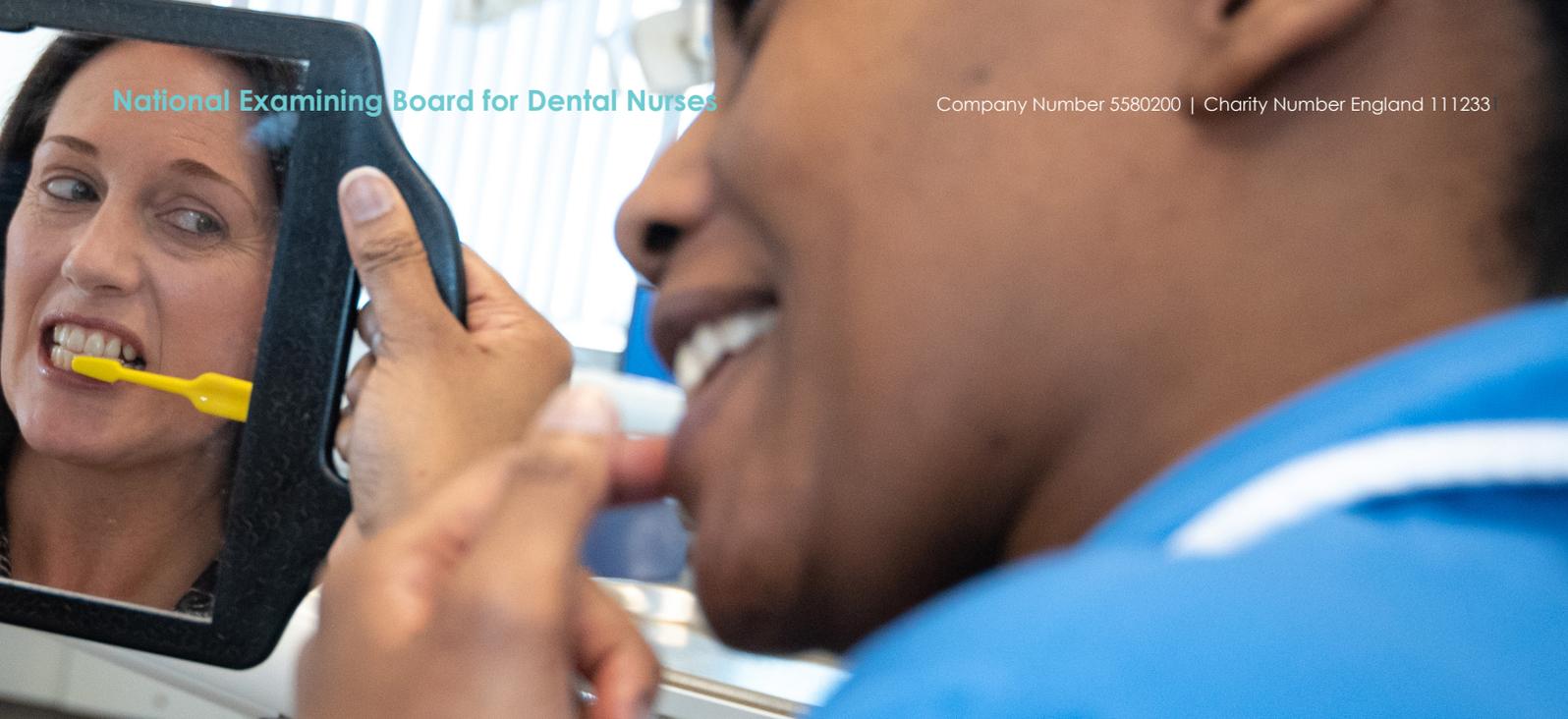
- Improve stakeholder communications and promote the profession

Quality

- Continuous review and improvement to provide accredited high standards

Qualifications

We intend to finalise the content of our Fluoride Varnish qualification before piloting it with a small group of course providers, with a view to rolling it out to all our customers. We are also committed to working more closely with our course providers and stakeholders to determine any new developments that are required for the dental nursing profession.



People

In 2019/20 we will review the way we use appraisals with our staff in order to better understand, coach and develop our people, to ensure we get the best out of our workforce and that we have a happy and healthy team.

We are also committed to a programme of training for our staff, both generalised training and individual plans of development, to ensure our people are fully equipped to carry out their roles. We will also include team building days, strategy planning days and workshops, to allow ideas and creativity to flourish.

IT

IT is a huge part of our operations at NEBDN and 2019/20 will mark a wide-reaching project to completely overhaul and renew the IT infrastructure. This will include new hardware and servers which will enable faster, more efficient systems, allow more flexible working, and make us more secure. This will mark a significant investment for NEBDN but one which we are confident will represent value for money. Once this is complete, we will then work towards gaining a CyberEssentials accreditation, which is a Government-backed, industry-supported scheme to help organisations protect themselves against common online threats. It will give

course providers and stakeholder's confidence that our systems are robust, and we are a digitally safe organisation.

We will be undertaking a large project to review our software systems in order to streamline our procedures, automate manual processes where possible, and ensure our various software systems are compatible with each other, therefore eliminating multiple data entry. This will include a review of the way we conduct our assessments and results, our central database, and the way we hold and process registrations, invoicing, and exam organisation. We are hopeful that by the end of this project we will achieve cost savings and optimise our workflow.

We are looking to upgrade our telephone system in May 2019, to include new features and benefits such as call recording for training purposes, new lines to support our growing workforce, and the increase in use of conference calling to allow for more flexible meeting options.

We are aiming to launch our new website in May which will take into account feedback we have received from stakeholders.

Key Priorities for 2019/20 (continued)

Engagement

NEBDN has taken the decision to create a new position for an Engagement Manager who will be dedicated to the work of engaging with various stakeholders, raising the profile of the dental nursing profession, and driving our vision, mission and values forward with strategic partners. Specific projects they will be working on will include seeking new qualification development opportunities, the creation of an Alumni membership package, using research to inform future NEBDN plans and priorities, and working closely with our associates to ensure we are working effectively and harmoniously. We expect to recruit for this new position mid-year.

We are committed to engaging with the dental sector through many different mediums such as social media, networking, industry events such as the Dentistry Show, and through various collaborative campaigns and events focused on student nurses, course providers and employers. A priority for NEBDN is to raise the profile of the student nursing profession, working with our candidates, providers, employers, schools and alumni, to promote dental nursing as an exciting and dynamic career choice for both men and women.

NEBDN recognises employers' needs for high quality, consistent and recognised training for their dental nurse workforce. Employers often face challenges when sourcing the most appropriate training. Therefore, we will be working throughout 2019/20 to make this process as smooth as possible in order to help facilitate a well-trained and confident workforce.

Quality

NEBDN will appoint a new position for a Quality Manager in 2019/20 who will work to ensure NEBDN fulfils its regulatory obligations,

demonstrating best practice in all aspects of its work. The Quality Manager will have a background in quality management with experience of working in a regulated environment with confidentiality and discretion as key qualities and will also have a genuine desire for service excellence and continuous improvement. They will provide professional knowledge and advice to NEBDN in relation to course content, assessment and accreditation standards. Other key functions are to lead and manage the quality audit team, promote a culture of quality assurance and ensure standards are consistently communicated and reinforced across the organisation.

Another huge project for NEBDN will be to work towards gaining Ofqual recognition for our National Diploma qualification. This will enable course providers to use our qualification within the Dental Nurse Apprenticeship programme and will also provide future opportunities for the organisation. We are aiming to achieve this recognition by the end of 2019/20.

We are committed to working closely with the General Dental Council (GDC) on standards, education and professionalism and hope to further build our relationship with them over the course of the year.

As part of our quality auditing processes we will be reviewing the audit process for new Course Providers and supporting them through the stages of accreditation with the audit team.

Governance

NEBDN is a registered charity and registered company. Our purpose, activities, powers and obligations are set out in our Articles of Association.

Our policy for the recruitment, selection, development, appraisal and removal of Trustees, gives structure for these activities to ensure that our practice is consistent with legislation, good HR practice and guidance issued by the Charities Commission. Trustees are appointed for a three-year term, which can be renewed with the consent of the Board, all of whom receive a comprehensive induction and an annual appraisal. Our Board consists of an even number of clinical (Dentists, Dental Nurses or other dental professionals) and lay Trustees.

Each Trustee is a member of one of the Board's committees or supports on a specific project. In addition, members of the board take lead responsibility for particular topics – for example the General Data Protection Regulation (GDPR), Health and Safety, HR, Insurance and Investments.

After three years as a Trustee, they may resign or put themselves forward for reappointment. During the year, the Trustees were:

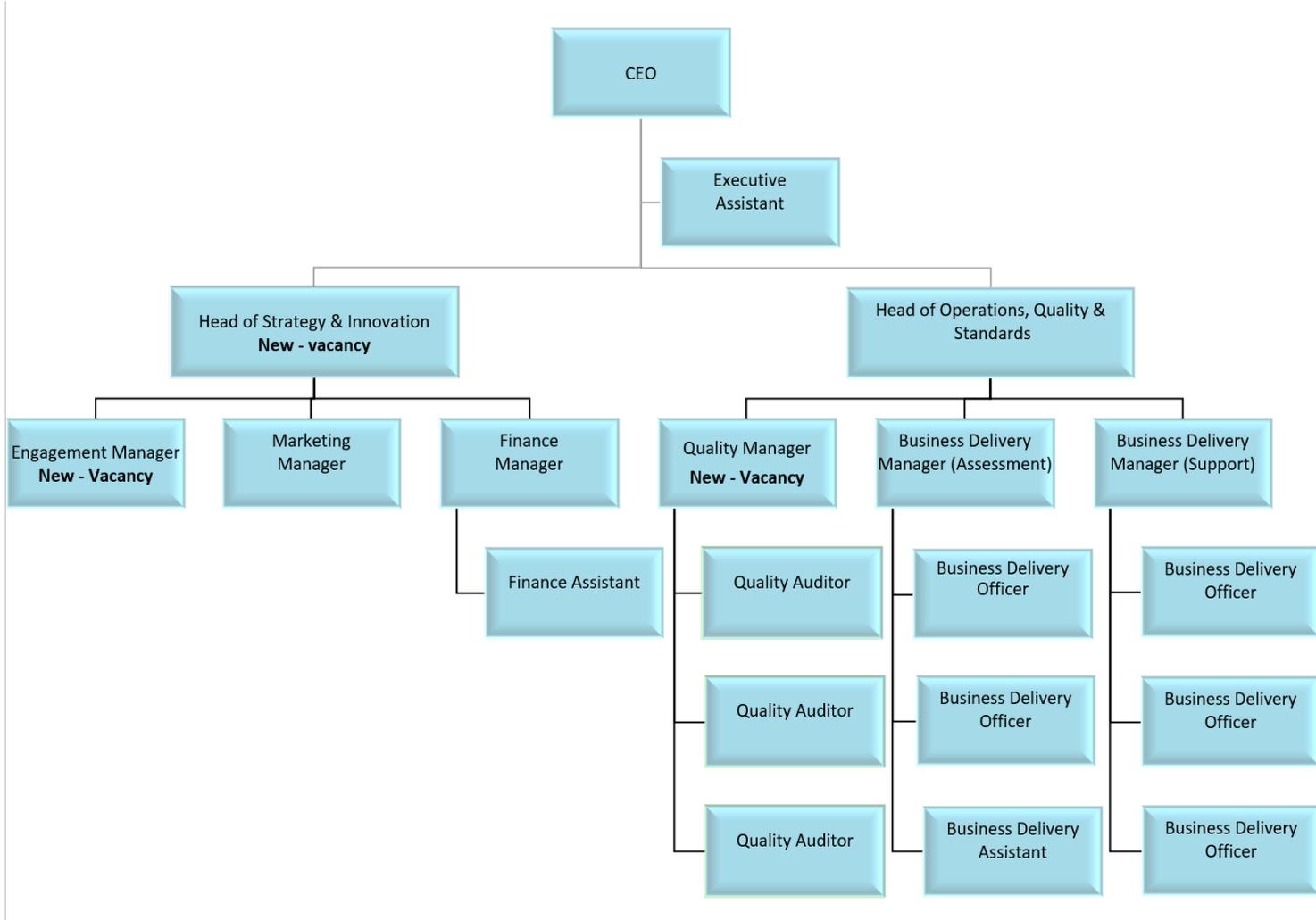
James Ashworth Holland	Clinical
Phil Bunnell	Lay
Rebecca Cox	Clinical
Julia Frew	Lay
Gill Jones	Clinical
Thomas MacGregor	Clinical
Barry Mitchell	Lay
Lindsay Mitchell	Lay
Marie Parker	Clinical
Sarah Young	Lay
Julie Edmonds (was Curtis)	Lay
Resigned 2018	

A key responsibility of the Trustees is to ensure that the organisation complies with all relevant legislation. May 2018 saw the introduction of GDPR 2016, which provides additional safeguards for individuals as to how organisations obtain, store and dispose of their personal data. NEBDN holds and processes data on tens of thousands of individuals who have taken examinations, and who have supported the learning, assessment and examination of those candidates. We have undertaken a thorough review of all the personal data we hold including our processes for gathering, holding and disposing of personal data, determining the legal basis for holding it, and adjusting where necessary. Throughout, we have been mindful of the need for us to be able to identify and verify those who have successfully passed examinations.





Organisational Structure





Financial review

NEBDN generates the majority of its income from fees paid for by candidates undertaking NEBDN qualifications. This income is generally sufficient to fund the operation of our core activities, invest in developments and improvements and contribute to our reserves.

Over the course of the year NEBDN made a small operating loss of £28,965, which represents less than 2% of our income for the year. This was taken from our cash reserves, which are now £1,106,236.

The increase in student numbers over the year has meant an increase in income, but also a related increase in the costs of providing support for and assessment of candidates. NEBDN is being prudent in its expenditure, taking measures to balance income



with new planned initiatives, to be aware of determining the right level of investment and to not diminish our cash reserves for unplanned eventualities. The Board will continue its review of investments and investment management arrangements into 2019/20.

One of NEBDN's biggest financial achievements in 2018/19 is the significant reduction in aged debtors and the amount of money owed. We are now in a position moving into 2019/20 where our debts and invoicing are more robust, and we can continue to build relationships with our course providers and work together with them on any outstanding amounts.

It is NEBDN's policy to maintain free reserves to cover a period of 12 months of examination delivery (£490,360) should the organisation cease to operate. At the year end, total reserves were £1,077,351.



Reference and administrative details

NEBDN is a charitable company limited by guarantee, incorporated on 30 September 2005 and registered as a charity on 29 November 2005.

The principal office of the charity and the address of its registered company office is Quayside Court, Chain Caul Way, Preston PR2 2ZP.

The company registration number is 5580200 and the charity number is 1112331 (England and Wales). The charity is registered with the Office of the Scottish Charity Regulator, registration number SC045470.

The company was established under a Memorandum and Articles which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The 2005 Articles of Association were amended in 2014. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Statement of Trustees Responsibilities

The Charity Trustees, who are also Directors of the Charity for the purposes of the Companies Act 2006, submit their annual report and the audited statements for the period ended 28 February 2019. The Trustees have adopted the provisions of Accounting and Reporting by Charities “Statement of Recommended Practice” – applicable to charities preparing their accounts in accordance with the Financial Reporting

standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015. Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charity Statement of Recommended Practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Articles and Association agreed in 2014 state the Board, which will not be less than five Trustees when complete, will consist of:

- Up to five Dentists or dental care professionals
- Up to five lay persons elected as a result of their specific skills and experience in matters such as (but not limited to) marketing, accountancy, education and legal affairs, and such other individuals as are elected by the members.

The Board of Trustees met six times in 2018/19 and held their annual strategic review day so that Trustees and senior staff were able to debate new and emerging issues and participate in more wide-ranging strategic discussions.

The Board has ultimate responsibility for the company's activities and exercises its powers through the Chief Executive Officer (CEO). The Board has the ultimate responsibility for directing the affairs of NEBDN, and is responsible for ensuring that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. The Board is pivotal in shaping the organisation, providing a strategic steer, and in challenging and supporting the organisation's work in ensuring high standards of education and training.

Every year all Trustees are required to complete a Declaration of Eligibility to be a Trustee, and a Declaration of Interests. They are also required to declare any potential conflict of interest at the start of any meeting or discussion. On appointment, all Trustees are required to provide evidence of their right to work in the UK. The Trustees management of the Charity is based in Preston working alongside the CEO.

We employ a small team of staff, most of whom are based at our head office, and three field-based auditors who are home-based and work directly with our course provider partners and committees to ensure quality and consistency

within learning programmes and assessment. In addition to our quality assurance team, we have a business services team (providing finance, marketing and secretariat services), and most of our staff are employed in our business delivery team – providing customer support to candidates and course providers, registering candidates, organising examinations and awarding qualifications.

Bankers:
The Royal Bank of Scotland, 80 Lord Street, Fleetwood, FY7 6JZ

Solicitors:
Brabners LLP, Horton House, Exchange Flags, Liverpool, Merseyside L2 3YL

Auditors:
McLintocks (NW) Limited, 46 Hamilton Square, Birkenhead, Wirral, Merseyside CH41 5AR

Investment Advisers:
Quilters Cheviot, Delta House, 50 West Nile Street, Glasgow G1 2NP

St James's Place, St James's Place House, 1 Tetbury Road, Cirencester, GL7 1FP

Tilney Investment Management Services Ltd.
Royal Liver Building, Pier Head, Liverpool, L3 1NY

Disclosure of information to auditor

The Trustees confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved by the Board of Trustees on 10 September 2019.



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Statement of Trustees' responsibilities

For the year ended 28 February 2019

The trustees, who are also the directors of National Examining Board for Dental Nurses for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.

Independent auditors report

To the members of NEBDN

Opinion

We have audited the financial statements of National Examining Board For Dental Nurses (the 'charity') for the year ended 28 February 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 28 February 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent auditors report (continued)

To the members of NEBDN

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Independent auditors report (continued)

To the members of NEBDN

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body, and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Helen Furlong FCCA (Senior Statutory Auditor)
for and on behalf of McLintocks (NW) Limited**

.....

**Chartered Accountants
Statutory Auditor**

46 Hamilton Square
Birkenhead
Wirral
Merseyside
CH41 5AR

Statement of financial activities including income and expenditure accounts

For the year ended 28 February 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
Income from:							
Charitable activities	3	1,471,712	-	1,471,712	1,458,620	-	1,458,620
Investments	4	15,487	-	15,487	13,323	-	13,323
Total income		1,487,199	-	1,487,199	1,471,943	-	1,471,943
Expenditure on:							
Raising funds	5	1,881	-	1,881	1,844	-	1,844
Charitable activities	6	1,510,558	-	1,510,558	1,497,127	-	1,497,127
Total resources expended		1,512,439	-	1,512,439	1,498,971	-	1,498,971
Net gains/(losses) on investments	11	(3,725)	-	(3,725)	(790)	-	(790)
Net movement in funds		(28,965)	-	(28,965)	(27,818)	-	(27,818)
Fund balances at 1 March 2018		1,106,236	80	1,106,316	1,134,054	80	1,134,134
Fund balances at 28 February 2019		1,077,271	80	1,077,351	1,106,236	80	1,106,316

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

Balance Sheet

As at 28 February 2019

	Notes	2019		2018	
		£	£	£	£
Fixed assets					
Tangible assets	12		28,035		32,945
Investments	13		526,015		519,124
			<u>554,050</u>		<u>552,069</u>
Current assets					
Stocks	14	22,845		16,216	
Debtors	15	242,142		345,297	
Cash at bank and in hand		1,801,415		1,677,937	
		<u>2,066,402</u>		<u>2,039,450</u>	
Creditors: amounts falling due within one year	16	<u>(1,509,201)</u>		<u>(1,454,053)</u>	
Net current assets			<u>557,201</u>		<u>585,397</u>
Total assets less current liabilities			1,111,251		1,137,466
Creditors: amounts falling due after more than one year	17		(33,900)		(31,150)
Net assets			<u>1,077,351</u>		<u>1,106,316</u>
Income funds					
Restricted funds	18		80		80
<u>Unrestricted funds</u>					
Designated funds	19	147,048		150,773	
General unrestricted funds		930,223		955,463	
			<u>1,077,271</u>		<u>1,106,236</u>
			<u>1,077,351</u>		<u>1,106,316</u>

The financial statements were approved by the Trustees on 10 September 2019

.....
Ms J Frew
Trustee

Company Registration No. 05580200

Statement of cash flow

For the year ended 28 February 2019

	Notes	2019		2018	
		£	£	£	£
Cash flows from operating activities					
Cash generated from operations	22		128,624		733,347
Investing activities					
Purchase of tangible fixed assets		(10,017)		(22,492)	
Purchase of investments		(10,616)		(10,816)	
Interest received		15,487		13,323	
Net cash used in investing activities			(5,146)		(19,985)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			123,478		713,362
Cash and cash equivalents at beginning of year			1,677,937		964,575
Cash and cash equivalents at end of year			1,801,415		1,677,937

Notes to the financial statements

For the year ended 28 February 2019

1 Accounting policies

Charity information

National Examining Board For Dental Nurses is a private company limited by guarantee incorporated in England and Wales. The registered office is Quayside Court First Floor, Chain Caul Way, Ashton-on-Ribble, Preston, Lancashire, PR2 2ZP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from charitable activities consists of fee income relating to examinations set. Fee income received in advance is deferred and recognised over the estimated time taken to complete the relevant qualification.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally on notification of the interest paid or payable by the bank.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Notes to the financial statements (continued)

For the year ended 28 February 2019

1 Accounting policies

1.5 Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

The costs of preparing examinations are written off as they are incurred, irrespective of examination dates.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT has been charged to the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

Governance costs comprise the costs of running the charity, including strategic planning for its future development, external audit, any legal advice for the Trustees, and all costs of complying with constitutional and statutory requirements, such as the cost of Board and Committee meetings, and of preparing statutory accounts and satisfying public accountability.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% on cost
Computers	33.33% on cost

Assets costing less than £500 are not capitalised.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

1.7 Fixed asset investments

Investments held as assets are stated at market value at the balance sheet date. Unrealised gains and losses are included on the Statement of Financial Activities each year.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

Notes to the financial statements (continued)

For the year ended 28 February 2019

1 Accounting policies

1.9 Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.11 Financial instruments

The charity has cash at bank, other debtors and other creditors that are financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Notes to the financial statements (continued)

For the year ended 28 February 2019

3 Charitable activities

	2019 £	2018 £
Course fees	<u>1,471,712</u>	<u>1,458,620</u>

4 Investments

	Unrestricted funds 2019 £	Unrestricted funds 2018 £
Income from listed investments	12,498	12,659
Interest receivable	2,989	664
	<u>15,487</u>	<u>13,323</u>

5 Raising funds

	Unrestricted funds 2019 £	Unrestricted funds 2018 £
Investment management	<u>1,881</u>	<u>1,844</u>
	<u>1,881</u>	<u>1,844</u>

Notes to the financial statements (continued)

For the year ended 28 February 2019

6 Charitable activities

	2019 £	2018 £
Staff costs	302,359	311,991
Examiners' expenses	142,298	134,281
Committee costs	8,284	19,767
Meeting with outside bodies	115	841
E-marking and upgrades	21,411	26,637
Qualifications committee expenses	13,699	8,976
Records of experience	28,168	36,454
Research and development	12,522	45,244
OSCE equipment	94,965	53,298
Centre expenses	117,675	139,165
Helpers at centres	44,242	52,427
Reviews, marking, feedback and training	69,770	97,316
Actors & medical role players	25,674	22,107
Quality assurance expenses	28,870	24,134
Purchase of badges, buckles and belts	4,899	3,873
	<hr/>	<hr/>
	914,951	976,511
Share of support costs (see note 7)	504,768	432,751
Share of governance costs (see note 7)	90,839	87,865
	<hr/>	<hr/>
	<u>1,510,558</u>	<u>1,497,127</u>

Notes to the financial statements (continued)

For the year ended 28 February 2019

7 Support costs

	Support costs £	Governance costs £	Total 2019 £	Support costs £	Governance costs £	Total 2018 £
Staff costs	97,285	11,591	108,876	160,942	53,859	214,801
Depreciation	14,927	-	14,927	11,357	-	11,357
Staff recruitment and training	53,403	-	53,403	27,972	-	27,972
Property costs	48,454	-	48,454	49,135	-	49,135
Marketing	18,586	-	18,586	15,834	-	15,834
General admin costs	272,113	-	272,113	167,511	-	167,511
Audit fees	-	5,000	5,000	-	5,000	5,000
Accountancy	-	11,671	11,671	-	6,102	6,102
Trustee costs	-	62,577	62,577	-	22,904	22,904
	<u>504,768</u>	<u>90,839</u>	<u>595,607</u>	<u>432,751</u>	<u>87,865</u>	<u>520,616</u>
Analysed between Charitable activities	<u>504,768</u>	<u>90,839</u>	<u>595,607</u>	<u>432,751</u>	<u>87,865</u>	<u>520,616</u>

8 Auditor's remuneration

The analysis of Auditor's remuneration is as follows:

	2019 £	2018 £
Audit of the charity's annual accounts	<u>5,000</u>	<u>5,000</u>
Non-audit services		
All other non-audit services	<u>5,627</u>	<u>6,102</u>

9 Trustees

Trustees' Remuneration

During the year no Trustees received remuneration for their services as Trustees, however, Rebecca Cox received £1,330 (2018 £892) for her services as an examiner.

Trustees' expenses

During the year 9 trustees were reimbursed a total of £4,298 for travelling expenses (2018- 11 were reimbursed £5,355).

Notes to the financial statements (continued)

For the year ended 28 February 2019

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
	14	16

Employment costs

	2019 £	2018 £
Wages and salaries	348,319	446,437
Social security costs	29,853	40,994
Other pension costs	33,063	39,361
	<u>411,235</u>	<u>526,792</u>

During the year termination payments amounting to £1,000 were paid under a settlement agreement.

The key management personnel of the charity comprise the trustees, the Chief Executive Officer, and the Operations Manager. The total employee benefits of the key management personnel of the charity were £49,406 (2018: £147,855).

The number of employees whose annual remuneration was £60,000 or more were:

	2019 Number	2018 Number
£90,001 - £100,000	-	1

11 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
Revaluation of investments	<u>(3,725)</u>	<u>(790)</u>

Notes to the financial statements (continued)

For the year ended 28 February 2019

12 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 March 2018	19,766	146,509	166,275
Additions	-	10,017	10,017
	<hr/>	<hr/>	<hr/>
At 28 February 2019	19,766	156,526	176,292
	<hr/>	<hr/>	<hr/>
Depreciation and impairment			
At 1 March 2018	12,994	120,336	133,330
Depreciation charged in the year	1,293	13,634	14,927
	<hr/>	<hr/>	<hr/>
At 28 February 2019	14,287	133,970	148,257
	<hr/>	<hr/>	<hr/>
Carrying amount			
At 28 February 2019	5,479	22,556	28,035
	<hr/>	<hr/>	<hr/>
At 28 February 2018	6,772	26,173	32,945
	<hr/>	<hr/>	<hr/>

13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 March 2018	519,124
Additions	10,616
Valuation changes	(3,725)
	<hr/>
At 28 February 2019	526,015
	<hr/>
Carrying amount	
At 28 February 2019	526,015
	<hr/>
At 28 February 2018	519,124
	<hr/>

The investment portfolio consists of Government Stocks and Unit Trusts.

14 Stocks

	2019 £	2018 £
Stocks for resale	22,845	16,216
	<hr/>	<hr/>

Notes to the financial statements (continued)

For the year ended 28 February 2019

15 Debtors		
	2019	2018
Amounts falling due within one year:	£	£
Trade debtors	160,223	269,118
Prepayments and accrued income	81,919	76,179
	<u>242,142</u>	<u>345,297</u>
16 Creditors: amounts falling due within one year		
	2019	2018
	£	£
Other taxation and social security	16,806	7,659
Trade creditors	42,061	63,290
Fees in advance	1,373,050	1,295,400
Accruals	77,284	87,704
	<u>1,509,201</u>	<u>1,454,053</u>
17 Creditors: amounts falling due after more than one year		
	2019	2018
	£	£
Fees in advance	<u>33,900</u>	<u>31,150</u>

18 Restricted funds

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

	Movement in funds		Movement in funds		Balance at 28 February 2019
	Balance at 1 March 2017	Incoming resources	Balance at 1 March 2018	Incoming resources	
	£	£	£	£	£
Nicholls Fund	<u>80</u>	<u>-</u>	<u>80</u>	<u>-</u>	<u>80</u>

The Nicholls Fund represents a donation towards the training costs of a candidate within the Manchester post code. To date this donation has not been utilised.

Notes to the financial statements (continued)

For the year ended 28 February 2019

19 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 March 2017	Revaluations, gains and losses	Balance at 1 March 2018	Revaluations, gains and losses	Balance at 28 February 2019
	£	£	£	£	£
Investment revaluation reserve	151,563	(790)	150,773	(3,725)	147,048
	<u>151,563</u>	<u>(790)</u>	<u>150,773</u>	<u>(3,725)</u>	<u>147,048</u>

The Investment Revaluation Fund represents the overall increase in the Investment portfolio since funds were originally invested.

20 Analysis of net assets between funds

	Unrestricted 2019	Restricted 2019	Total 2019	Unrestricted 2018	Restricted 2018	Total 2018
	£	£	£	£	£	£
Fund balances at 28 February 2019 are represented by:						
Tangible assets	28,035	-	28,035	32,945	-	32,945
Investments	526,015	-	526,015	519,124	-	519,124
Current assets/(liabilities)	557,121	80	557,201	585,317	80	585,397
Long term liabilities	(33,900)	-	(33,900)	(31,150)	-	(31,150)
	<u>1,077,271</u>	<u>80</u>	<u>1,077,351</u>	<u>1,106,236</u>	<u>80</u>	<u>1,106,316</u>

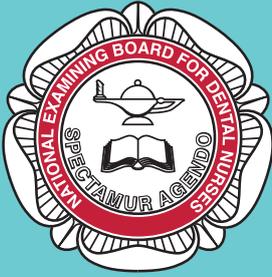
21 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).

Notes to the financial statements (continued)

For the year ended 28 February 2019

22 Cash generated from operations	2019	2018
	£	£
Deficit for the year	(28,965)	(27,818)
Adjustments for:		
Investment income recognised in statement of financial activities	(15,487)	(13,323)
Fair value gains and losses on investments	3,725	790
Depreciation and impairment of tangible fixed assets	14,927	11,357
Movements in working capital:		
(Increase)/decrease in stocks	(6,629)	6,203
Decrease in debtors	103,155	453,610
Increase in creditors	57,898	302,528
Cash generated from operations	128,624	733,347



National
Examining
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Dental Nurses

National Examining Board for Dental Nurses
First Floor
Quayside Court
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www.nebdn.org

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