



National
Examining
Board for
Dental Nurses.

The Future of the Dental Profession



National
Examining
Board for
Dental Nurses

Panel
Discussion
Any Questions?

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 29 FEBRUARY 2020

Welcome and Introduction from the NEBDN Chair

A warm welcome to the Annual Report of the National Examining Board for Dental Nurses (NEBDN) for the year ended 29 February 2020. The report includes key information about our organisation, our achievements during the year and our plans and priorities for the year ending 28 February 2021.

The last year has been a busy, exciting and productive one for NEBDN. Our CEO, Kate Kerslake, has concentrated during her first full year with NEBDN, on creating an effective and cohesive Head Office team. She is continuing the drive to strengthen the infrastructure of the organisation, as we strive to improve the service we provide to our stakeholders, particularly to our course providers and to trainee dental nurses. Real progress has been made with the updating of our IT systems and we have also begun to make headway with our plans for better engagement, both with the profession and with our associates. We are committed to the development of our business and providing a high -quality education for dental nurses, which is fit for purpose and which will benefit the whole of the dental profession and the public. This is evidenced by the introduction of new standards for accreditation for our course providers and the work that is being done in preparation for applying for Ofqual recognition.

During 2020/21 we intend to evaluate our ways of working and how we deliver our qualifications. It is clear that NEBDN, along with all businesses, will face numerous challenges posed by the COVID-19 pandemic, throughout the coming year. We recognise the need to

be flexible and resilient, and the new ways of working we have started to explore, will take centre stage. The steps we have been taking to overhaul our infrastructure and to future proof the organisation as far as we can, together with the commitment of our staff and associates, will stand us in good stead in meeting the challenges ahead.

We have had the pleasure of welcoming new members to the staff team but also to the Board this year, and we have also said some goodbyes. Barry Mitchell, who served as the Chair of our Financial and Business Effectiveness Committee, stepped down in October 2019, and we should especially like to record our thanks to Barry for his work and contribution to the Board during his term as a Trustee.

NEBDN would not operate without the time and dedication of the NEBDN team; the staff, the examiners and exam helpers, the committee members and all the volunteers. It has been a great pleasure to work with you all and I should like to thank you for your commitment to NEBDN, and particularly to acknowledge and thank my fellow Trustees for all their time and support for NEBDN during the year.

Julia Frew
Chair of Trustees





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NEBDN objectives

NEBDN is a leading provider of qualifications for Dental Nurses in the UK, delivering awards across eight 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 provides public benefit by ensuring that dental nurses are equipped with the skills, knowledge and understanding that patients and other members of the dental team need.

Our 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.



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.”



Charitable activities

National Diploma

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.

Post-Registration qualifications

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, other members of the dental team and industry experts - to set standards and requirements for Post-Registration training and qualifications to enable practice in the specialist areas of:

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

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 its accredited qualifications. It works 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 activities, achievements and performance in 2019/20

The Board identified the strategic priorities for NEBDN for 2019/20 at its annual Strategy Day in October 2018. The priorities centred on strengthening the infrastructure of the organisation and were grouped into five categories; **Qualifications, IT, Quality, Engagement and People**. The projects undertaken in each category are described below.

Qualifications

Results in 2019/20

The 2019 National Diploma written examinations were held in April and November and the practical OSCE exams took place in June 2019 and January 2020. Written examinations for our Post-Registration qualifications were held in March and September 2019. The year saw a total of 5,084 candidates sitting our National Diploma examinations, which represents a year-on-year increase of 924 candidates. Our Post-Registration certificates continue to prove popular, with 890 candidates sitting the exams in 2019. 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.

Our new qualification in Fluoride Varnish Application

After in depth collaboration with our stakeholders, a new qualification in Fluoride Varnish Application was developed by our Oral Health Education Committee, focussing on the priority for preventative oral health. We launched the pilot of the new Fluoride Varnish Application qualification to a small sample of candidates in September 2019 with a view to sitting the March 2020 exam series. We intend to undertake a full evaluation of this pilot after the March 2020 exams with a view to making it available to all our course providers in the next financial year.

IT

New NEBDN website

We were delighted to launch our new NEBDN website in May 2019 after a considerable amount of development. The new website aims to better meet the needs of our candidates, course



providers and potential and existing dental nurses. We are especially pleased with our new course provider search function which allows prospective candidates to find a course provider who matches their specific requirements and contact them directly, rather than go through a lengthy web search process. The website also allows NEBDN to showcase its fresh new branding as well as introduce new initiatives such as our 'Crowning Careers' series, which every month provides dental nurses with a different insight on the opportunities available to them, either personally or in their careers. We believe our new website is easily navigable and provides all the information our stakeholders need in a clear and interesting way.

New online Record of Experience and Record of Competence

NEBDN understands that an integral part of its qualifications are the portfolios required to evidence the practical elements, and in 2019 we took the decision to commission a new purpose-built platform to put these portfolios online. We undertook a thorough procurement process in order to find a new supplier and eventually commissioned PebblePad to build a new platform and develop a brand-new version of our electronic Record of Experience (RoE). PebblePad specialise in working in the medical education sector and have demonstrated a clear

understanding of NEBDN's requirements and the unique challenges faced by our candidates and course providers in the clinical environment. As part of the PebblePad project we also decided to put the Record of Competence (RoC) for all our Post-Registration exams onto the system as well, creating online portfolios for all our qualifications. Once the work is finished, we will have a far more environmentally friendly system, and it will allow all stakeholders, candidates, tutors, moderators, and NEBDN Auditors, to work on the records remotely which will aid more efficient working and easier submission. We expect this entire project to be complete by June 2020, and early indications are that the new enhanced system is receiving positive feedback from our stakeholders.

IT hardware and security

In May 2019 we made a planned investment in a significant overhaul of our IT equipment and infrastructure. This included a new server, new telephone system and new IT equipment for all staff. This has provided many benefits for our organisation, including greater security of data, flexibility to work away from the office, better efficiency, and will help to future proof our ambitions to grow and to become a paperless organisation. We worked closely with our IT support providers, String Systems, to ensure value for money and top quality in procuring the



NEBDN activities, achievements and performance in 2019/20 (continued)

best possible systems. New equipment in our meeting room has also provided opportunities for better presentations and a greater ability to hold remote meetings. In addition to our new systems and equipment, we are delighted to report that we successfully acquired our CyberEssentials accreditation in August 2019. CyberEssentials is a Government-backed, industry-supported scheme to help organisations protect themselves against common online threats, which gives us, our customers and our suppliers, the confidence that our systems are secure and that we take our responsibilities around data protection very seriously.

Online expenses

We were also pleased to launch our new online expenses system in November 2019, which allows our staff and associates to claim any expenses through a web-based system rather than submitting paper-based forms and receipts. We will eventually work towards integrating this with our accounts system to make a seamless and efficient process for both claimants and our finance department.

Quality

Ofqual recognition

A significant strategic ambition for NEBDN is to achieve recognition from Ofqual, which regulates general and vocational qualifications in England, so our candidates can receive the associated benefits which come with this recognition such as funding, and to put ourselves on a level playing field with our competitors. In 2019 we began the work to prepare our submission to Ofqual by setting up an internal working group of staff and Trustees and enlisting the help of an external consultant to guide us. The work we are undertaking for our application includes mapping our policies and procedures against the Ofqual Conditions of Recognition, analysing any operational changes in processes we need to make to align ourselves to the requirements, and ensuring our governance structure is adequate to support any additional duties that may be required. We hope to make our submission to Ofqual in late 2020.

NEBDN Standards of Accreditation

In 2019 we undertook a review of our quality and accreditation standards with the aim of improving and updating them. The NEBDN Quality Assurance (QA) team formatted



a project plan to communicate the revised NEBDN standards and to enable course providers to develop their programmes.

The project included:

- Researching and identifying any gaps in the NEBDN Standards against the GDC Standards for Education
- Removing ambiguity and repetition within the standards ensuring that the new standards were developed and written in plain English
- Improving the accreditation process

Researching:

- Mitigation of risk factors within training
- Course provider business models for those course providers that did not meet the NEBDN invoice systems
- How to assess the financial viability of new course providers prior to awarding them accreditation status

The new NEBDN Standards for Accreditation were launched in April 2019. They comprise three standards and 31 requirements that course providers must meet to assure NEBDN that they can deliver their courses to the desired level of quality.

Standard 1: Management Arrangements and Resources

Course providers must have the resources, systems, policies, and procedures in place to

effectively manage, monitor and quality assure their programme. Greater emphasis has been placed on risk management and ensuring that the course providers not only identify and manage risk but have systems and procedures in place to mitigate it.

Standard 2: Qualification Delivery and Development

The 2019 standards place more emphasis on monitoring the understanding that staff and students have in relation to their roles and responsibilities as statutory regulated healthcare professionals. Course providers must ensure that students are appropriately supervised within the clinical environment, according to the activity, and the student's stage of development and that practice mentors receive instruction in their roles and responsibilities within the training.

Standard 3: Administration, Supervision and Support of Students

The 2019 standards put greater emphasis on the course provider assessing students on entry to the training programmes, to consider the students' ability to complete the programme within specified timescales and to the standard required by NEBDN and the GDC. The QA team now analyse transfers, deferrals, and pass rates of each cohort of students per course provider.



NEBDN activities, achievements and performance in 2019/20 (continued)

Engagement

NEBDN has shown its commitment to engaging with its stakeholders by appointing a new Engagement Manager. Through our Engagement Manager we hope to have a better informed, more involved associate database populated with highly skilled individuals whose contribution is greatly appreciated and rewarded by NEBDN. We also hope to form stronger bonds with other relevant individuals and bodies in order to further the careers, prospects and opportunities of dental nurses.

NEBDN had a presence at several industry events in 2019, including The Scottish Dentistry Show in April, The British Dental Association Dental Show in May, and the British Dental Industry Association Dental Showcase in October. At all these events we engaged with dental nurses, trainees, dentists and other members of the dental team, practice managers and course providers. It was useful for us to receive feedback and hear the ideas and suggestions of those who are so closely aligned with the work of NEBDN. We were also proud to sponsor a speaker at the British Association of Dental Nurses annual conference in Oxford in November. We aim to continue to have NEBDN representation at these events and to take the opportunity to engage

with our wider audience.

People

NEBDN could not achieve its goals or realise its future ambitions without the right people to support its strategy. We believe that our people are integral to the success of our organisation and we seek to recruit, train and retain the best possible employees. NEBDN had a recruitment drive during 2019/20 which resulted in the appointment of the following roles;

- Head of Strategy and Innovation
- Quality Manager
- Engagement Manager
- Business Operations Officer (Assessment and Awards)
- Finance Assistant
- Chief External Examiners

This recruitment drive has been supported by a renewed focus on staff training, development and appraisals. We held a team day in July 2019 to welcome new staff, share ideas and do some team building activities. All staff have a development plan in place with specific training identified, which has included focus on people management, social media skills, project management, customer service, minute taking

and financial management. We also continue to offer monthly staff workshops at our head office in Preston, which gives all staff the opportunity to get together and receive training and updates on different topics including mental health awareness, GDPR and information management, business and industry updates, and to share best practice.

The senior management team continue to represent NEBDN at industry events, conferences and networking opportunities. They ensure NEBDN and dental nursing has representation on important issues and in relevant groups, such as the Dental Nursing Apprenticeship Trailblazer group. The senior management team work hard to keep the staff updated, motivated and enthusiastic, in order to do the best job we can for our beneficiaries.

NEBDN ambitions for 2020/21

The annual NEBDN strategy day was held in October 2019 in order to focus on the priorities for the business year 2020/21. The Board considered how best to future-proof the organisation, and identified a number of key themes including the need to:

- Improve the infrastructure
- Develop the business through diversification of income
- Improve engagement with all stakeholders and
- Innovate across the business with the ultimate aim of promoting the interests of dental nurses through education.

These themes then shaped the planned projects and ambitions for 2020/21. As we write this report, we must acknowledge the unforeseen impact of the COVID-19 pandemic which arose at the start of the new financial year. Remote working was instigated as of the 19 of March 2020 with the previous updates in IT being able to support the Head Office team. Projects continued with the addition of actions required to ensure candidates were supported to continue studies within the new restrictions.

Infrastructure and IT

Part of our strategic objective for digital transformation in future years, included the move to online examinations where appropriate. The impact of the pandemic required the acceleration of this project and work was started to provide all examinations for 2020/21 online.

NEBDN has grown significantly over the last 10 years, in relation to its staff, course providers, candidates, examiners and number of qualifications offered. Yet over this period of growth, NEBDN has continued to rely on the same database on which to hold its data, arrange its exams and run most of its operations. The time has come, based on our growth and our ambitions for the future, to identify and build a new Customer Relationship Management (CRM) system to support the business. In 2020 we will undertake a procurement process to identify the most appropriate system based on our unique requirements, which will be customised to align to our processes, and underpin all our business needs. We aim to have our CRM developed and implemented by the end of our financial year in February 2021.

Following a similar theme of outgrowing our systems, we have identified that in order to future-proof our organisation, our current finance and accounting software is no longer able to provide several of the required functions. We want to move towards a system that is more efficient, cost effective and intuitive, with better budgeting, analysis and reporting capabilities. We plan to begin a procurement process for new financial software early in the 2020/21 financial year, giving us time to make a decision, commission a supplier, and build a system that fulfils our specification in time to launch it in the new financial year 2021/22.

We also look forward in June 2020 to completing and launching our entire suite of online portfolios using the PebblePad platform, already described above, which will allow all our course providers and candidates to use a comprehensive online system to complete their Record of

Experience for the National Diploma or the Record of Competence for our Post-Registration qualifications. We will also work towards PebblePad being linked to our new CRM system via an Application Programming Interface (API) which will mean that as soon as a candidate is registered, they will receive their login to their online portfolio meaning they can start their course immediately.

Business development

As mentioned already, NEBDN is working towards gaining Ofqual recognition. This will be an important milestone for NEBDN and will open many new opportunities for us as an organisation, including being able to be involved in the Apprenticeship market. NEBDN has had a presence at the Trailblazer group for Dental Nursing Apprenticeship Standards throughout 2019/20 and has been pleased to contribute and also keep up to date in the development of the new standards. Once NEBDN has achieved Ofqual recognition we will then apply to become an End Point Assessment Organisation (EPAO) and appear on the Register of End Point Assessment Organisations as an EPAO for the Dental Nursing Standard. This work will mean NEBDN will acquire new stakeholders, most notably the Education and Skills Funding Agency (ESFA) and the Institute for Apprenticeships and Technical Education (IFATE). NEBDN plans to start work on our EPAO applications as we approach readiness for our Ofqual submission. This will complement the valued relationship we have with our healthcare professional regulator, the GDC. Achieving Ofqual recognition will support dental nurse education by making our qualifications eligible for funding, by allocated levels and credits to our courses, and it will also make our qualifications recognised internationally.

Working with our stakeholders

The appointment of our Engagement Manager means that in 2020/21 we can put an emphasis on the management of our associates. Our network of associates who are all active in dental care ensures that our examinations are fit to meet the needs of organisations providing dental services and importantly, the needs of the patients who they serve. NEBDN will strive

to recruit, train and support these groups as their contributions are vital to examination delivery and successful development of Dental Nursing across the profession. Management of our associates will be developed over time providing the opportunity for development and retention within the NEBDN structures as well as support individuals' personal and professional development. The available associate roles with NEBDN are as follows: Associate Helper, Associate Examiner, Committee member, Special Adviser, Trustee. Associate appropriate policies, contractual agreements and job specifications will be reviewed by NEBDN along with written guidance to support them in their role. Regular feedback from all associates will be gained to support NEBDN's work with them.

Over the last few years NEBDN has put on a number of events, including course provider forums, workshops and our 75th anniversary celebration. We would like to standardise and consolidate our calendar of events, including a main annual conference. The first of these is scheduled for March 2020, when we will have speakers and workshops suitable for both course providers, trainee and qualified dental nurses. We will review the success of this and aim to make it an annual event, picking up on sector trends, industry updates, news from regulators, and any developments in technology or techniques. We will further our charitable aims by subsidising the cost for delegates, meaning more of our beneficiaries can access this vital information. We will also continue to offer our training days, workshops and forums to our course providers, candidates and associates.

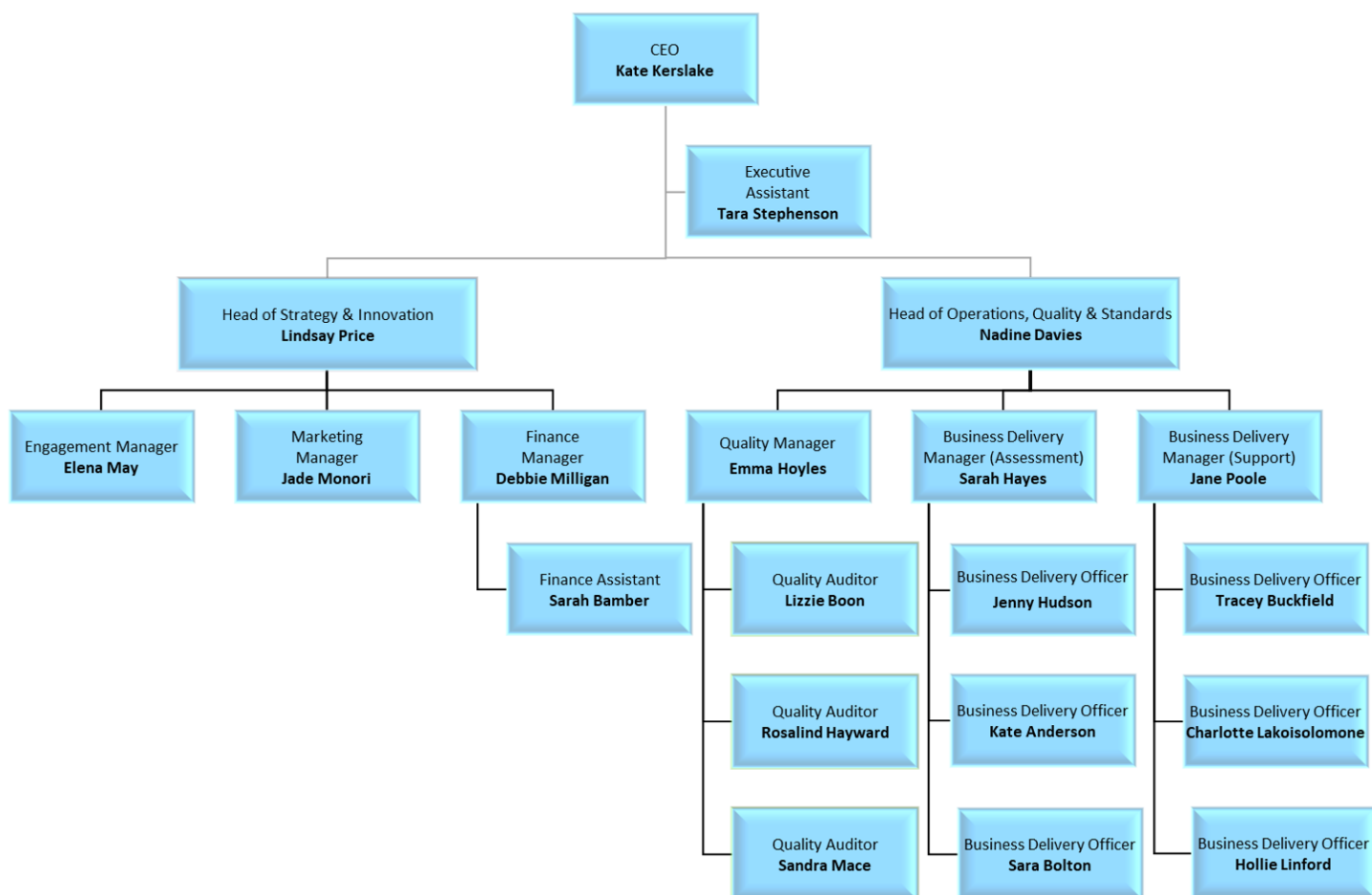
Innovation

As part of our aim to be innovative and to constantly evaluate our ways of working, in 2020/21 NEBDN will undertake a detailed evaluation of the way we deliver our qualifications and exams. Moving our portfolios online will be a large part of this, however we will strive to evaluate our market and work with our suppliers and stakeholders to ensure that we deliver our services in the most appropriate and cost effective way, whilst ensuring the highest standards.



Governance

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



Governance (continued)

Head office

In 2019/20, NEBDN welcomed five new head office staff, of which three were new roles to the organisation.

Lindsay Price joined the senior management team in April 2019 as Head of Strategy and Innovation and will be leading on major projects such as the CRM system, Ofqual submission, and the online portfolios. She is also responsible for the Finance, Marketing and Engagement functions. Lindsay brings experience from working in a large awarding organisation.

Emma Hoyles joined the management team in May 2019 as Quality Manager. Emma is a dental nurse by background and is responsible for our quality and accreditation standards, the approval and monitoring of our course providers through our Quality Auditors, and ensuring we are compliant with the requirements of the GDC. Emma will also promote a culture of quality assurance and ensure standards are consistently communicated and reinforced across the organisation.

Our new Engagement Manager, Elena May, joined the management team in September 2019. Elena, who has a background as a dental nurse, will produce an NEBDN Engagement Strategy which will set out our ambitions for 2020/21 and will focus on working with all our stakeholders - in particular our associates, in order to create better connections with the dental nurse profession, further promote the role of the dental nurse, and ensure communication between NEBDN and our stakeholders is comprehensive and consistent.

We also welcomed Sarah Bamber to our Finance team and Sara Bolton to our Assessment and Awards team during 2019.

The work of the Board

There have been six full Board meetings during the year. As well as discharging their general and legal responsibilities in terms of governance and business oversight, the Trustees have also provided vital support, challenge and expertise on the projects NEBDN has undertaken during the year. In addition to the Board meetings, the Trustees also attended a strategy day in October 2019 where they and the senior management team, along with a range of associates, came together to listen to industry experts talk about the future of dentistry, analyse data, and to decide on the strategic aims for the organisation for 2019/20 which have been outlined above.

Our policy for the recruitment, selection, development, appraisal and removal of Trustees, gives structure for the Board's activities to ensure that our practice is consistent with legislation, good human resources (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 Trustees receive a comprehensive induction and annual appraisal and development plan. 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 Regulations (GDPR), Health and Safety, HR, Insurance and Investments.

Under our current rules, Trustees can serve for a maximum of six years.

During the year, the Trustees were:

Alex Forsythe – Lay Joined 2019
Barry Mitchell – Lay Resigned 2019
Faizal Essat – Lay Joined 2019
Gill Jones - Clinical
James Ashworth Holland - Clinical
Julia Frew - Lay
Lindsay Mitchell - Lay
Louise Belfield – Clinical Joined 2019
Marie Parker - Clinical
Rebecca Cox - Clinical
Phil Bunnell - Lay
Sarah Young - Lay
Thomas MacGregor - Clinical

The work of the Board Committees

Education and Standards Committee

NEBDN's Education and Standards Committee (ESC) has the lead responsibility to set and uphold standards and quality in NEBDN's pre- and Post-Registration learning programmes and qualifications and to ensure that they meet the needs of dental nurses, other dental professionals and their employers and course providers. Each qualification is managed by a separate committee appointed to supervise and enhance the qualification and provide clinical expertise in the assessment of candidates seeking its award.

Finance and Business Effectiveness Committee

The purpose of the Finance and Business Effectiveness Committee (FBEC) is to assist the Board in discharging its legal responsibilities with respect to the financial and administrative control of the organisation and to ensure that the financial, human and technical resources of the organisation are managed in an effective and efficient manner. This committee was previously named the Finance and Business Management Committee.

Governance Committee

The purpose of the Governance Committee is to assist the Board to provide strong leadership, enhance Board decision making and demonstrate accountability. This enables the Board to carry out its due diligence function and helps ensure that the charitable aims and objectives of the organisation are met, and the organisation delivers public benefit. The Governance Committee does this by:

- Facilitating the effectiveness of the Board as the Trustee body (including recruiting, developing and appraising Trustees)
- Facilitating the effectiveness of the organisation by overseeing the recruitment, development, management, and appraisal of staff and volunteers
- Ensuring that the organisation fulfils its legal, ethical, and functional responsibilities
- Overseeing the development, implementation and review of policies and procedures





Financial review

NEBDN generates the majority of its income from fees paid 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 surplus of £120,459, which represents 8% of our income for the year and is a very encouraging result, particularly after the deficit recorded last year.

The surplus has been due to a number of factors but can mainly be attributed to the increased number of candidates taking the National Diploma exam. and to ensuring tight control of our exam costs and overheads. NEBDN is determined to remain prudent in its expenditure and balance the need to fund the new planned initiatives outlined above with inevitable fluctuations in income. The aim is to ensure the future security of the organisation through determining the right level of investment, so cash reserves remain strong in case of unplanned eventualities. The Board will continue its review of investments and investment management arrangements into 2020/21.

The accounts also reflect a significant reduction in aged debtors and the outstanding amount owed at the end of the financial year. We are

now in a position moving into 2020/21, where our debt collection and invoicing systems 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 (£550,066) should the organisation cease to operate. At the year end, total reserves were £1,222,389.


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 2019. 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 29 February 2020. 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 of Association agreed in 2019 state the Board, which will not be less than five Trustees when complete and shall be lay persons or persons with a clinical background in dentistry. No more than two thirds of the Trustees should be lay persons, nor should more than two-thirds of the Trustees be persons with a clinical background in dentistry.

The Board of Trustees met six times in 2019/20 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.



Statement of Trustee responsibilities (continued)

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 delivers 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.

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 engagement services), and a 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:

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 23 October 2020.

Julia Frew
Chair of Trustees



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Statement of Trustees' responsibilities

For the year ended 29 February 2020

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 29 February 2020 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 29 February 2020 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**

11.9.20

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 29 February 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Income from:							
Charitable activities	3	1,701,770	-	1,701,770	1,471,712	-	1,471,712
Investments	4	17,814	-	17,814	15,487	-	15,487
Total income		1,719,584	-	1,719,584	1,487,199	-	1,487,199
Expenditure on:							
Raising funds	5	2,545	-	2,545	1,881	-	1,881
Charitable activities	6	1,606,058	-	1,606,058	1,510,558	-	1,510,558
Total resources expended		1,608,603	-	1,608,603	1,512,439	-	1,512,439
Net gains/(losses) on investments	11	8,177	-	8,177	(3,725)	-	(3,725)
Net movement in funds		119,158	-	119,158	(28,965)	-	(28,965)
Fund balances at 1 March 2019		1,077,271	80	1,077,351	1,106,236	80	1,106,316
Fund balances at 29 February 2020		1,196,429	80	1,196,509	1,077,271	80	1,077,351

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

All income and expenditure derive from continuing activities.

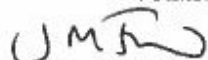
The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

Balance Sheet

As at 29 February 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Intangible assets	12		4,448		-
Tangible assets	13		67,615		28,035
Investments	14		536,298		526,015
			<u>608,361</u>		<u>554,050</u>
Current assets					
Stocks	15	24,033		22,845	
Debtors	16	209,572		242,142	
Cash at bank and in hand		<u>1,811,760</u>		<u>1,801,415</u>	
		2,045,365		2,066,402	
Creditors: amounts falling due within one year	17	<u>(1,412,747)</u>		<u>(1,509,201)</u>	
Net current assets			<u>632,618</u>		<u>557,201</u>
Total assets less current liabilities			1,240,979		1,111,251
Creditors: amounts falling due after more than one year	18		(44,470)		(33,900)
Net assets			<u>1,196,509</u>		<u>1,077,351</u>
Income funds					
Restricted funds	20		80		80
<u>Unrestricted funds</u>					
Designated funds	21	148,846		147,048	
General unrestricted funds		<u>1,047,583</u>		<u>930,223</u>	
			<u>1,196,429</u>		<u>1,077,271</u>
			<u>1,196,509</u>		<u>1,077,351</u>

The financial statements were approved by the Trustees on 8 September 2020



Ms J Frew
Trustee

Company Registration No. 05580200

Statement of cash flow

For the year ended 29 February 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from operations	25		62,905		128,624
Investing activities					
Purchase of intangible assets		(5,618)		-	
Purchase of tangible fixed assets		(62,650)		(10,017)	
Purchase of investments		(437,695)		(10,616)	
Proceeds on disposal of investments		435,589		-	
Interest received		17,814		15,487	
Net cash used in investing activities			(52,560)		(5,146)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			10,345		123,478
Cash and cash equivalents at beginning of year			1,801,415		1,677,937
Cash and cash equivalents at end of year			1,811,760		1,801,415

Notes to the financial statements

For the year ended 29 February 2020

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) (effective 1 January 2019)". 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

The charity's financial statements have been prepared on a going concern basis which assumes an ability to continue operating for the foreseeable future. The Covid-19 pandemic was unexpected and it is recognised that it will have an impact on the future income and expenditure of the charity and led to a reassessment of the charity's budget and business plan. No significant concerns have been noted and it is considered appropriate to continue to prepare the financial statements on a going concern basis.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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 29 February 2020

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 Research and development expenditure

Research expenditure is written off against profits in the year in which it is incurred. Identifiable development expenditure is capitalised to the extent that the technical, commercial and financial feasibility can be demonstrated.

1.7 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably; the intangible asset arises from contractual or other legal rights; and the intangible asset is separable from the entity.

Amortisation 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:

Patents & licences	30% on cost
Website costs	30% on cost

1.8 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

Notes to the financial statements (continued)

For the year ended 29 February 2020

1 Accounting policies

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.

1.9 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.

1.10 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

1.11 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.

1.12 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.

1.13 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.

1.14 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.

1.15 Retirement benefits

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

Notes to the financial statements (continued)

For the year ended 29 February 2020

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.

3 Charitable activities

	2020 £	2019 £
Course fees	1,701,770	1,471,712

4 Investments

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Income from listed investments	9,392	12,498
Interest receivable	8,422	2,989
	17,814	15,487

5 Raising funds

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Investment management	2,545	1,881
	2,545	1,881

Notes to the financial statements (continued)

For the year ended 29 February 2020

6 Charitable activities

	2020 £	2019 £
Staff costs	491,448	302,359
Charitable expenditure heading 1	204	-
Examiners' expenses	125,378	142,298
Committee costs	11,281	8,284
Meeting with outside bodies	-	115
E-marking and upgrades	21,509	21,411
Qualifications committee expenses	6,382	13,699
Records of experience	17,677	28,168
Research and development	1,407	12,522
OSCE equipment	92,405	94,965
Centre expenses	194,746	117,675
Helpers at centres	51,159	44,242
Reviews, marking, feedback and training	57,933	69,770
Actors & medical role players	24,681	25,674
Quality assurance expenses	23,126	28,870
Purchase of badges, buckles and belts	761	4,899
	<hr/>	<hr/>
	1,120,097	914,951
Share of support costs (see note 7)	416,050	504,768
Share of governance costs (see note 7)	69,911	90,839
	<hr/>	<hr/>
	1,606,058	1,510,558

Notes to the financial statements (continued)

For the year ended 29 February 2020

7 Support costs

	Support costs £	Governance costs £	2020 Support costs £	Governance costs £	2019 £
Staff costs	127,625	40,260	167,885	97,285	108,876
Depreciation	24,244	-	24,244	14,927	14,927
Staff recruitment and training	16,061	-	16,061	53,403	53,403
Property costs	54,473	-	54,473	48,454	48,454
Marketing	19,495	-	19,495	18,586	18,586
General admin costs	174,152	-	174,152	272,113	272,113
Audit fees	-	5,000	5,000	-	5,000
Accountancy	-	7,401	7,401	-	11,671
Trustee costs	-	17,250	17,250	-	62,577
	<u>416,050</u>	<u>69,911</u>	<u>485,961</u>	<u>504,768</u>	<u>595,607</u>
Analysed between Charitable activities	<u>416,050</u>	<u>69,911</u>	<u>485,961</u>	<u>504,768</u>	<u>595,607</u>

8 Auditor's remuneration

The analysis of Auditor's remuneration is as follows:

	2020 £	2019 £
Audit of the charity's annual accounts	<u>5,000</u>	<u>5,000</u>
Non-audit services		
All other non-audit services	<u>7,401</u>	<u>5,627</u>

9 Trustees

Trustees' Remuneration

During the year no Trustees received remuneration for their services as Trustees. however, in 2019, Rebecca Cox received £1,330 for her services as an examiner.

Trustees' expenses

During the year no trustees were reimbursed for travelling expenses (2019- 9 were reimbursed £4,298).

Notes to the financial statements (continued)

For the year ended 29 February 2020

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	14	14

Employment costs

	2020 £	2019 £
Wages and salaries	554,007	348,319
Social security costs	51,001	29,853
Other pension costs	54,325	33,063
	<u>659,333</u>	<u>411,235</u>

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 £127,298 (2019: £59,812).

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

	2020 Number	2019 Number
£60,001 - £70,000	1	-

11 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Revaluation of investments	1,798	(3,725)
Gain/(loss) on sale of investments	6,379	-
	<u>8,177</u>	<u>(3,725)</u>

Notes to the financial statements (continued)

For the year ended 29 February 2020

12 Intangible fixed assets

	Patents & Website costs licences		Total
	£	£	£
Cost			
At 1 March 2019	-	-	-
Additions - separately acquired	1,298	4,320	5,618
Reallocation	-	57,667	57,667
	<u>1,298</u>	<u>61,987</u>	<u>63,285</u>
At 29 February 2020			
Amortisation and impairment			
At 1 March 2019	-	-	-
Amortisation charged for the year	135	1,035	1,170
Reallocation	-	57,667	57,667
	<u>135</u>	<u>58,702</u>	<u>58,837</u>
At 29 February 2020			
Carrying amount			
At 29 February 2020	<u>1,163</u>	<u>3,285</u>	<u>4,448</u>
At 28 February 2019	-	-	-

13 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 March 2019	19,766	156,525	176,291
Additions	3,372	59,278	62,650
Reallocation	-	(57,667)	(57,667)
	<u>23,138</u>	<u>158,136</u>	<u>181,274</u>
At 29 February 2020			
Depreciation and impairment			
At 1 March 2019	14,287	133,970	148,257
Depreciation charged in the year	1,587	21,482	23,069
Reallocation	-	(57,667)	(57,667)
	<u>15,874</u>	<u>97,785</u>	<u>113,659</u>
At 29 February 2020			
Carrying amount			
At 29 February 2020	<u>7,264</u>	<u>60,351</u>	<u>67,615</u>
At 28 February 2019	<u>5,479</u>	<u>22,556</u>	<u>28,035</u>

Notes to the financial statements (continued)

For the year ended 29 February 2020

14 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 March 2019	526,015
Additions	437,695
Valuation changes	1,798
Disposals	(429,210)
	<hr/>
At 29 February 2020	536,298
	<hr/>
Carrying amount	
At 29 February 2020	536,298
	<hr/>
At 28 February 2019	526,015
	<hr/>

15 Stocks

	2020 £	2019 £
Stocks for resale	24,033	22,845
	<hr/>	<hr/>

16 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	89,470	160,223
Other debtors	9,681	-
Prepayments and accrued income	110,421	81,919
	<hr/>	<hr/>
	209,572	242,142
	<hr/>	<hr/>

17 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	22,830	16,806
Deferred income	1,297,225	1,373,050
Trade creditors	56,069	42,061
Other creditors	436	-
Accruals and deferred income	36,187	77,284
	<hr/>	<hr/>
	1,412,747	1,509,201
	<hr/>	<hr/>

Notes

19

Notes to the financial statements (continued)

For the year ended 29 February 2020

18 Creditors: amounts falling due after more than one year

	Notes	2020 £	2019 £
Deferred income	19	<u>44,470</u>	<u>33,900</u>

19 Deferred income

	2020 £	2019 £
Arising from Fee's in Advance	<u>1,341,695</u>	<u>1,406,950</u>

Deferred income is included in the financial statements as follows:

	2020 £	2019 £
Current liabilities	1,297,225	1,373,050
Non-current liabilities	<u>44,470</u>	<u>33,900</u>
	<u>1,341,695</u>	<u>1,406,950</u>

20 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 1 March 2018	Incoming resources	Balance at 1 March 2019	Incoming resources	Balance at 29 February 2020
	£	£	£	£	£
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 29 February 2020

21 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 2018	Revaluations, gains and losses	Balance at 1 March 2019	Revaluations, gains and losses	Balance at 29 February 2020
	£	£	£	£	£
Investment revaluation reserve	150,773	(3,725)	147,048	1,798	148,846
	<u>150,773</u>	<u>(3,725)</u>	<u>147,048</u>	<u>1,798</u>	<u>148,846</u>

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

22 Analysis of net assets between funds

	Unrestricted funds 2020	Restricted funds 2020	Total 2020	Unrestricted funds 2019	Restricted funds 2019	Total 2019
	£	£	£	£	£	£
Fund balances at 29 February 2020 are represented by:						
Intangible fixed assets	4,448	-	4,448	-	-	-
Tangible assets	67,615	-	67,615	28,035	-	28,035
Investments	536,298	-	536,298	526,015	-	526,015
Current assets/(liabilities)	632,538	80	632,618	557,121	80	557,201
Long term liabilities	(44,470)	-	(44,470)	(33,900)	-	(33,900)
	<u>1,196,429</u>	<u>80</u>	<u>1,196,509</u>	<u>1,077,271</u>	<u>80</u>	<u>1,077,351</u>

Notes to the financial statements (continued)

For the year ended 29 February 2020

23 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	67,093	40,085
Between two and five years	27,863	32,600
In over five years	2,855	-
	<u>97,811</u>	<u>72,685</u>

The operating leases represents the lease of property and rental of equipment to third parties. The leases are negotiated over terms of various years and rentals are agreed in the terms.

24 Related party transactions

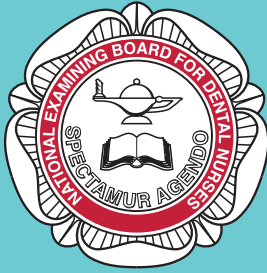
There were no disclosable related party transactions during the year (2019 - none).

25 Cash generated from operations

	2020 £	2019 £
Surplus/(deficit) for the year	119,158	(28,965)
Adjustments for:		
Investment income recognised in statement of financial activities	(17,814)	(15,487)
Gain on disposal of investments	(6,379)	-
Fair value gains and losses on investments	(1,798)	3,725
Depreciation and impairment of tangible fixed assets	24,244	14,927
Movements in working capital:		
(Increase) in stocks	(1,188)	(6,629)
Decrease in debtors	32,570	103,155
(Decrease) in creditors	(20,633)	(1,349,052)
(Decrease)/increase in deferred income	(65,255)	1,406,950
Cash generated from operations	<u>62,905</u>	<u>128,624</u>

26 Analysis of changes in net funds

The charity had no debt during the year.



**National
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