

Scottish Association for Sleep Apnoea
Annual Report and Accounts
For the Year
to 31 March 2019

Scottish Charity Reference

SC 023352

Scottish Association for Sleep Apnoea

Report and Accounts For the Year Ended 31 March 2019

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**Scottish Association for Sleep Apnoea
Reference & Administrative Information
For the Year Ended 31 March 2019**

Contact Address: 29 Avon Crescent
Broughty Ferry
Dundee
DD5 3TX

Website: www.scottishsleepapnoea.co.uk

Scottish Charity Number: SC 023352

Members of the Management Committee

Current Trustees:

Dr Tom Mackay	President
Lesley Bagnall	Chairperson and Tayside Representative
Helen Rowson	Vice Chairperson and North & Islands Representative
Tom Irvine	Secretary and West of Scotland Representative
John Paul	Treasurer
Misia Paul	Membership Secretary
Murray Phillips	Newsletter Editor and Media Co-ordinator
Jim Lennon	Local Co-ordinator Inverclyde (Co-opted Member)
Christina France	Edinburgh and Lothian Representative
David France	Edinburgh and Lothian Representative
Martin Smith	Borders Representative

Non Trustee Members:

Sean McCann	Co-opted Member
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Independent examiner: Peter Gackowski FCIB
45 Albany Road
Broughty Ferry
Dundee
DD5 1NU

Scottish Association for Sleep Apnoea

Trustees Annual Report

The Trustees are pleased to present their report and the accounts for the year ended 31 March 2019.

Structure, Governance and Management

The Scottish Association for Sleep Apnoea (SASA) is an unincorporated association registered as a charity on 17 January 1995. It is governed by its constitution which was last amended at the 2018 AGM.

Officers are appointed or reappointed at the Annual General Meeting and may serve for up to three years and are eligible for re-election. Local Group Representatives are elected annually by their respective Local Groups and are eligible for re-election.

In addition, the Management Committee has the power to co-opt additional members with specific expertise, relevant to the work of the Committee and the Association, but such co-opted members have no voting rights and are not Trustees.

The names of those who served on the Management Committee during the year and other reference and administrative information are shown on page 2.

Objectives, Activities & Achievements

SASA has the following charitable purposes:

- The advancement of education regarding sleep apnoea with a view to raising public awareness of the condition;
- The promotion of scientific research into sleep apnoea and the subsequent dissemination of the results of such research undertaken;
- The provision of support to sufferers of sleep apnoea and their families

There was a net increase in membership from 135 to 141 (both single and joint with partners) representing 181 persons. Most of the new members came through the website which we have linked with Membermojo, an online membership database.

There was a hiatus on the development of the website following the death of Kathy Curran a few years ago. We are indebted to voluntary support we received from an IT company in Ayrshire which has enabled us to start work on refreshing the site. The website continues to attract much interest. It contains general information on sleep apnea and has links to SATA, our equivalent organization in England and Wales which is providing benefit to our members through the information and use of their information sheets. During the year we manned a shared stand with them at the Royal College of General Practitioners Conference in Liverpool.

We also attended and were involved with the following

- Attended Sleep Forum Meetings September 2018 and March 2019
- SASA stand at Angus Health Fair, held in Forfar September, 2018.
- Our SASA Conference
- RCGP Conference in Glasgow 4th & 5th October, 2018.
- SASA stand at Health Fair for Tesco Employees in Galashiels in November, 2018.
- Video conference with Sara (student design project) plus face to face meetings - Dundee
- SASA stand at Health Event for contractors involved in construction
- at Bertha Park, Perth (event organised by Tayside Healthy Working Lives team) 29/01/19
- DUSA (Dundee University Students' Association) Volunteers Fair- held in Students' Union 14/03/19
- Lunch time sleep talk to Dundee City Council Employees 27/03/19
- One to one support throughout year by phone, email, online using sasasleepchat or in person.

**Scottish Association for Sleep Apnoea
Trustees Annual Report (continued)**

We held a successful Annual Conference and AGM in East Kilbride on the 22 September 2018. We received sponsorship donations from Intus Healthcare Ltd and ResMed. We are very grateful for the sponsorship which allows us to subsidise the cost for members. We are also very grateful to the guest speakers who gave their time to come and share their work, experience as well as developments in the field of sleep apnoea. What is becoming clearer over the years is the way sleep apnoea impacts on so many other areas of the sufferers' lives not just on the quality of life but also the effect undiagnosed sleep apnoea can have on other systems in the body.

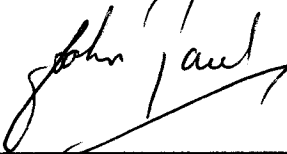
The Committee continued to meet during the year with meetings mostly held in Dundee. We also carried out a skype-style committee meeting following the change in our constitution agreed at last year's AGM; previously members had to be present to make up the quorum or to be able to vote. It is hoped that this way of working will save committee members travel time in the future. Sub-committees, such as the Conference sub-committee, regularly use skype-style calls and find it very useful. It is hoped that this system could be broadened out in the future to support new members.

Financial Review

There was a decrease in receipts of 16% over the previous year. Although membership numbers are higher, the amount received from member subscriptions and donations was slightly lower. Donations from non-members and gift aid is approx. £500 less mostly due to the recovery of gift aid (previous year – claim for 3 years). Costs were significantly higher this year. Part of this is due to £852 paid in advance for the 2019 conference and the 2019 RCPG conference. A further grant of £2,130 was made to a health professional towards a study in telemonitoring sleep apnoea / CPAP therapy. We are open to exploring new opportunities to further studies in the furtherance of our Objectives.

There were net payments of £2,648 over the year. Details of receipts and payments during the year are shown on page 6. Funds of £7,378 (excluding £723 in restricted funds held for Borders branch) form the unrestricted reserves of the charity available for future expenditure and are carried forward at the end of the year as shown in the statement of balances on page 7. This excludes investments of £18,996, £13,306 of which is unrestricted and £5,690 held for Borders.

Signed on behalf of the Trustees:



Date: 13 February 2020

Report of the Independent Examiner To the Trustees of Scottish Association for Sleep Apnoea

I report on the financial statements of the charity for the year ended 31st March 2019, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

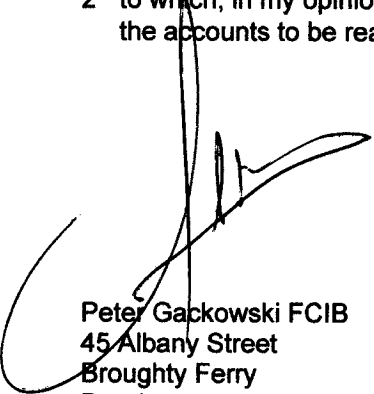
Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Gackowski FCIB
45 Albany Street
Broughty Ferry
Dundee
DD5 1NU

Date: 13 February 2020

Scottish Association for Sleep Apnoea

Receipts and payments account for the year ended 31 March 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Receipts					
<i>Voluntary Receipts</i>					
Donations & Gift Aid	3	272	-	272	701
Investment dividends		497	296	793	643
Bank interest		72	-	72	298
<i>Receipts from Charitable Activities</i>					
Members' subscriptions & donations		1,363	-	1,363	1,594
Conference & AGM	4	741	-	741	662
Total Receipts in year		2,945	296	3,241	3,898
Payments:					
<i>Payments for charitable activities:</i>					
Conference & AGM	6	1,336	-	1,336	1,039
Venues for meetings		-	-	-	66
RCGP Conference - joint stand		1,674	-	1,674	650
British Sleep Society - stand		-	-	-	150
Grants made		2,130	-	2,130	1,100
Travel to meetings		64	-	64	82
Printing & stationery		-	-	-	19
Postages & telephone		201	-	201	-
Other		7	-	7	6
<i>Governance costs:</i>					
Insurance		477	-	477	459
Total Payments in year		5,889	-	5,889	3,571
(Deficit) / Surplus on activities		(2,944)	296	(2,648)	327
Purchase of investments		-	-	-	(20,000)
(Deficit) / Surplus for year		(2,944)	296	(2,648)	(19,673)

The Notes on pages 8 to 9 form an integral part of these accounts.

Scottish Association for Sleep Apnoea

Statement of Balances as at 31 March 2019

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
Note	£	£	£	£
Bank & Deposits Reconciliation				
Opening balance at 1 April	10,322	427	10,749	30,422
Surplus / (Deficit) for year	<u>(2,944)</u>	<u>296</u>	<u>(2,648)</u>	<u>(19,673)</u>
Closing balance at 31 March	<u>7,378</u>	<u>723</u>	<u>8,101</u>	<u>10,749</u>

Cash at bank

Royal Bank of Scotland	781	-	781	1,652
Clydesdale Bank	152	-	152	14
PayPal Account	128	-	128	115
Virgin Money Charity Account	1,425	723	2,148	4,125
Virgin Money Charity 100 Days Notice Acc	4,892	-	4,892	4,843
Total Bank at 31 March	<u>7,378</u>	<u>723</u>	<u>8,101</u>	<u>10,749</u>

Other Assets

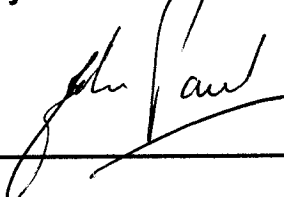
Investments	7	13,306	5,690	18,996	18,904
Gift Aid		115	-	115	172
Deposit for 2019 conference		192	-	192	-
Deposit for joint stand - RCPG conference		660	-	660	-
		<u>14,273</u>	<u>5,690</u>	<u>19,963</u>	<u>19,076</u>

Other Liabilities

Edinburgh RI for Database		2,000	-	2,000	2,000
RCPG Conference 2017		-	-	-	650
		<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>2,650</u>

The Notes on pages 8 to 9 form an integral part of these accounts.

Approved by the Trustees on 26 August 2019 and signed on their behalf by:



 Trustee

Date: 13 February 2020

Scottish Association for Sleep Apnoea

Notes to the Accounts

For the Year Ended 31 March 2019

1. Basis of accounting

The accounts have been prepared on a receipts and payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Nature and purpose of funds

Unrestricted funds can be used in furtherance of any of the charitable objects at the discretion of the trustees. A single unrestricted fund is maintained for the day to day operations of the Charity.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

3. Donations & Gift Aid

	2019	2018
	£	£
Gift Aid	172	501
Donations from non members	100	200
	<u>272</u>	<u>701</u>

Gift Aid received in 2018 represented claim for 3 years.

4. Conference & AGM

	£	£
Fees	380	420
Sponsorship donations	250	50
Raffle & other income	66	92
Donations	45	100
	<u>741</u>	<u>662</u>

5. Trustees' remuneration and expenses

The Charity's insurance policy includes Trustee Indemnity Insurance for all its trustees. No other remuneration was paid to the trustees or any connected persons during the year (2018:

Two trustees received travel expenses totalling £64 for attending meetings (last year 2 members - £82).

Scottish Association for Sleep Apnoea

Notes to the Accounts

For the Year Ended 31 March 2019

6. Conference & AGM costs	2019	2018
	£	£
Venue costs	1,107	1,013
Speaker expenses	229	26
	<u>1,336</u>	<u>1,039</u>

Venue costs in 2019 includes £192 deposit for the conference in October 2019.

7 Investments at market value	Unrestricted	Restricted	2019	2018
	Funds	Funds	£	£
	£	£		
Charibond - 5,406 shares	6,667	-	6,667	6,669
Charifund - 431 units	6,639	-	6,639	6,588
Charifund - 370 units	-	5,690	5,690	5,647
	<u>13,306</u>	<u>5,690</u>	<u>18,996</u>	<u>18,904</u>
 Historic cost	 <u>14,000</u>	 <u>6,000</u>	 <u>20,000</u>	 <u>20,000</u>