

Swindon and Wiltshire Local Pharmaceutical Committee

Annual Report and Unaudited Financial Statements

for the Year Ended 31 March 2020

Hinton Abbott Accountants
Kiln Lane
Swindon
Wiltshire
SN2 2NP

Swindon and Wiltshire Local Pharmaceutical Committee

Information as at 31 March 2020

Executive Members	Charlie Wu Enrica Cocianni Andrew Hobson John Hughes Jackie Kimberley Aga Janowska Nick Jepson Alison Kidner Chris Shields Bisola Sanoiki Robert Townsend Sian Williams
Secretary	Fiona Castle
Registered office	6-8 St John Road Wroughton Swindon SN4 9ED
Accountants	Hinton Abbott Accountants Kiln Lane Swindon Wiltshire SN2 2NP

Swindon and Wiltshire Local Pharmaceutical Committee

Statement of Executive Committee Member's Responsibilities

The Members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

During the year ended 31 March 2019, the Swindon and Wiltshire Pharmaceutical Committee continued to support its members with support meetings and the provision of information all under its duty under clause 3 of its constitution and in particular their relationship with the NHS and PSNC. Members are elected or suspended in accordance with clauses 3-5 and clauses 6 and 7.

Members prepare financial statements for each financial year. They have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Committee and of the profit or loss of the Committee for that period. In preparing these financial statements, the Members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting 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 Committee will continue its activities.

Approved by Robert Townsend Executive Committee Member

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Date:

**Accountants' Report to the Board of Executive Committee Members on the Preparation
of the Unaudited Statutory Accounts of
Swindon and Wiltshire Local Pharmaceutical Committee
for the Year Ended 31 March 2020**

In order to assist you to fulfil your duties, we have prepared for your approval the accounts of Swindon and Wiltshire Local Pharmaceutical Committee for the year ended 31 March 2020 as set out on pages 4 to 7 from the Committee's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Directors of Swindon and Wiltshire Local Pharmaceutical Committee, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of Swindon and Wiltshire Local Pharmaceutical Committee and state those matters that we have agreed to state to the Board of Members of Swindon and Wiltshire Local Pharmaceutical Committee, as a body, in this report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Swindon and Wiltshire Local Pharmaceutical Committee and its Board of Members as a body for our work or for this report.

It is your duty to ensure that Swindon and Wiltshire Local Pharmaceutical Committee has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Swindon and Wiltshire Local Pharmaceutical Committee. You consider that Swindon and Wiltshire Local Pharmaceutical Committee is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Swindon and Wiltshire Local Pharmaceutical Committee. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Chris Pittock- Senior Partner

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Hinton Abbott Accountants
Kiln Lane
Swindon
Wiltshire
SN2 2NP

22 September 2020

Swindon and Wiltshire Local Pharmaceutical Committee

Income and expenditure for the Year Ended 31 March 2020

	2020 £	2019 £
Income		
Levy	120,410	130,247
PharmaOutcomes License & support	12,676	6,090
Unspecified	48	2,162
	133,134	138,499
Expenditure made in accordance with the Aims & Purposes of the Committee		
Member costs	14,928	21,277
Venue	1,597	2,525
Chief Officer expenses	3,290	5,454
Office costs	1,886	1,371
Executive committee	1,300	2,338
PSNC Levy	36,842	36,842
Payroll processing fee	1,104	908
Members Levy	-	678
PharmaOutcomes	14,256	13,932
Contingency money	415	1,859
IT	40	40
Wages	47,397	39,111
Staff NIC (Employers)	-	118
Staff pensions (Defined contribution)	96	-
Members training	707	-
Regional	150	-
Insurance	665	-
	124,673	126,453
General administrative expenses		
Accountancy fees	2,100	-
Total reserves	6,361	12,046

Swindon and Wiltshire Local Pharmaceutical Committee

Statements of Financial Activities as at 31 March 2020

	Note	2020 £	2019 £
Current assets			
Debtors	4	10,034	10,301
Cash at bank and in hand		<u>70,989</u>	<u>62,059</u>
		81,023	72,360
Creditors: Amounts falling due within one year	6	<u>(2,297)</u>	<u>5</u>
Net assets		<u>78,726</u>	<u>72,365</u>
Capital and reserves			
Committee Fund		72,365	60,319
Reserves		<u>6,361</u>	<u>12,046</u>
Members' funds		<u>78,726</u>	<u>72,365</u>

For the financial year ending 31 March 2019 the Committee was entitled to exemption from audit under the Committee's Constitution.

Members' responsibilities:

- The Members have not required the Committee to obtain an audit of its accounts for the year in question; and
- The Members acknowledge their responsibilities for complying with the United Kingdom Generally Accepted Accounting Principles with respect to accounting records and the preparation of accounts.

The Financial Statements for the year ended 31 March 2019 were approved by the Committee and signed on its behalf by:

Approved and authorised by the Executive Committee Member on 29 September 2020 and signed on its behalf by:

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Robert Townsend
Executive Member

Swindon and Wiltshire Local Pharmaceutical Committee

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2020

1 General information

The address of its registered office is:
6-8 St John Road
Wroughton
Swindon
SN4 9ED

These financial statements were authorised for issue by the Board on 29 September 2020.

2 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Wages and salaries	47,397	39,111
Social security costs	-	118
Pension costs, defined contribution scheme	96	-
	<u>47,493</u>	<u>39,229</u>

The average number of persons employed by the Committee during the year, analysed by category was as follows:

	2020 No.	2019 No.
Administration and support	<u>3</u>	<u>3</u>

3 Executive Committee' remuneration

The executive member' remuneration for the year was as follows:

2020
£
1,300

4 Debtors

	2020 £	2019 £
Other debtors	-	267
Accrued income	<u>10,034</u>	<u>10,034</u>

Swindon and Wiltshire Local Pharmaceutical Committee

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2020

5 Cash and cash equivalents

	2020 £	2019 £
Cash at bank	<u>70,989</u>	<u>62,059</u>

6 Creditors

	Note	2020 £	2019 £
Due within one year			
Outstanding defined contribution pension costs		197	-
Other payables		-	(5)
Accrued expenses		<u>2,100</u>	<u>-</u>
		<u>2,297</u>	<u>(5)</u>

7 Pension and other schemes

Defined contribution pension scheme

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £96 (2019 - £Nil).

Contributions totalling £197 (2019 - £Nil) were payable to the scheme at the end of the year and are included in creditors.

8 Related party transactions

During the year the following expenses reimbursement have taken place to members of the Committee:

- £1017 to Enrica Cocianni
- £1247 Andrew Hobson
- £962 John Hughes
- £135 Jackie Kimberley
- £1463 Aga Janowska
- £1142 Nick Jephson
- £1664 Alison Kidner
- £1358 Chris Shields
- £1768 Bisola Sonoiki
- £2789 Robert Townsend
- £1918 Sian Williams
- £841 Charlie Wu