

REPORT OF THE TRUSTEES AND DIRECTORS

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

FOR

INSTITUTE OF PHYSICS AND ENGINEERING IN MEDICINE

A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

REGISTERED COMPANY NUMBER: 3080332

REGISTERED CHARITY NUMBER: 1047999

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Registered Office

Fairmount House, 230 Tadcaster Road, York, YO24 1ES

Registered Charity No: 1047999
VAT Registration No: 721 4435 63
Registered in England and Wales No: 3080332
Email: office@ipem.ac.uk
Web :www.ipem.ac.uk

President's Foreword

In 2016 IPEM continued to develop and strengthen its reach and impact in pursuit of its charitable objects 'to promote for the public benefit the advancement of physics and engineering applied to medicine and biology and to advance public education in the field'. There has been much activity during the year, and many successes as highlighted in the detail of this report, but I would like to highlight a few activities that have particular relevance to me.

The first is the completion of a comprehensive strategic review of the Institute and the production of new strategic aims, and a set of values, for the organisation.

Strategic aims:

- Setting and influencing standards and best practice
- Supporting and influencing research and innovation
- Influencing and engaging with national and international bodies
- Influencing and delivering education, training and CPD
- Strengthening public engagement and influencing decision makers.

There are a couple of new points in these aims which are important developments for IPEM. The first is the inclusion of the word 'influence' in all our aims; and the second is the focus on engaging with international bodies.

Together these aims give a very clear mandate, not just to be active and engaged, but also to influence at all levels across all the activities that represent our broad membership base both nationally and abroad; I note there is nothing in our charitable objects that confines our activities to the UK only.

Examples of the new international focus include the IPEM's attendance at the European Congress of Medical Physics in Athens and at the International Congress of Medical Physics in Bangkok during 2016. I also attended the annual conference of the Association of Medical Physicists of India (AMPI). The outcome of these activities included international adoption of our successful 'Science for Patient Benefit' campaign, a new Memorandum of Understanding with AMPI, and a rekindling of our relationships with the European Federation of Medical Physics (EFOMP) resulting in IPEM offering, and being asked, to host the EFOMP Council meeting in the UK in September 2017.

On a personal note it is humbling to see how many of our colleagues internationally have significantly fewer resources than we do in the UK and how even small levels of support can make a big difference to them.

We have also sought to influence nationally as shown by our developing relationship with the Chief Scientific Officer's team at NHS England. IPEM will continue to work with all of the relevant agencies across the UK to ensure that the UK has the resources required across all sectors for the safe and effective delivery of physics and engineering in medicine, and the development of new technologies for improved and effective patient care. Several key influencing activities in 2016 will hopefully come to fruition in 2017.

Our new IPEM values, identified through the strategic review, are: Collaborative, Innovative, Objective, Principled, Inspiring, Open and Diverse. These are all fine words but when brought together into a values statement, to me they summarise the 'IPEM' identity and set out our culture for delivering on the strategic aims in the coming years:

IPEM is an organisation that inspires passion in others to promote science and engineering in medicine for public benefit. To achieve this we will work collaboratively together, and with others, welcoming diversity and innovation as positive energies for change. We will conduct ourselves in an open, objective and principled manner to engender trust and respect from the public, and those we

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wish to influence, to amplify our impact and ability to deliver our strategic objectives.

Another key breakthrough in 2016 was finally getting traction on the 'Model brick Linac' project so that every child having radiotherapy in the UK will get a set to play with to help them, through play, to cope with the anxiety of this treatment. The breakthrough came from collaboration with another charity, Fairy Bricks, which gives Lego® to hospitals for children to play with. This project is a good example of our values bearing fruit already and I look forward to 2017 and seeing the kits finally delivered to hospitals.

Finally I would again like to pay tribute to and say thank you for the hard work and support of our many volunteer officers and members, whose work for the Institute usually comes on top of demanding full-time employment, and our dedicated staff in the National Office whose activities are essential to the success and smooth running of the Institute.

Professor David Brettle, President

Legal and Administrative Information

Name and Nature of Charity

The full name of the charity is the Institute of Physics and Engineering in Medicine. It is a company limited by guarantee (registration number 3080332) and is registered with the Charity Commissioners of England and Wales. The charity registration number is 1047999.

Governing Document

The charity is governed by its Articles of Association which were last updated on 3 September 2013.

Charity Trustees

Trustees in post at 31 December 2016 are as follows:

President	David Brettle	
President Elect	Peter Hoskins	
Honorary Treasurer	David Ellis	
Honorary Secretary	Bal Sanghera	
Director of Professional and Standards Council	Julie Horrocks	
Director of Science, Research & Innovation Council	Mark Knight	(from Sept 2016)
Member Trustees	Kimberley Saint Christine Usher Christopher Callicott	(from Sept 2016)
Vice President – Professional	Richard Scott	
Vice President – External Affairs	Fiona Scott	(from Sept 2016)
Vice President – International	Hugh Wilkins	(from Sept 2016)
Vice President – Engineering	George Dempsey	
Vice President – Academic	Panayiotis Kyriacou	
Vice President – Industry	Paul White	
Independent Trustees (not members of the Institute)	Alison Robinson Canham John Turner	(from Sept 2016)

The following Trustees resigned during 2016:

Siobhan McVey (Member Trustee)
Elly Castellano (Director of Science, Research and Innovation Council)
Dimitris Visvikis (Vice President – International)
Anna Barnes (Vice President – External)
Danielle Ross (Independent Trustee)

Principal Employee and staff

The Institute is headed by the Chief Executive Officer, Ms Rosemary Cook CBE, who is supported by a staff of 16 (c13 whole time equivalent).

Registered Office

The registered office and operational headquarters of the Institute of Physics and Engineering in Medicine is Fairmount House, 230 Tadcaster Road, York, YO24 1ES.

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Principal Advisors

<p>Auditor BDO LLP 1 Bridgewater Place Water Lane Leeds LS11 5RU</p> <p>Investment Managers CCLA Investment Management Ltd Senator House 85 Queen Victoria Street London EC4V 4ET</p>	<p>Bankers Lloyds TSB plc 2 Pavement York YO1 2NE</p>
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**REPORT OF THE TRUSTEES AND DIRECTORS
FOR THE YEAR ENDED 31 DECEMBER 2016**

Going Concern

The Trustees confirm that, after making appropriate enquiries, they have reasonable expectation that the Institute has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing these accounts.

General

The governing body of the Institute is the Board of Trustees. Following a legal review of governance in 2013, the membership of the Board was expanded to include the three existing and three new Vice Presidents, and the President Elect. The Board has worked well in its new form throughout 2014 - 2016. A review of the committee structure and ways of working began during 2016, to ensure that it is suitable to deliver on the Institute's new strategic objectives, finalised during the year following a comprehensive review of the 2012 - 2015 strategy (reported in more detail below). The committee structure review will be completed in 2017.

The Board of Trustees, chaired by the President, is responsible for taking decisions on the on-going strategic direction of the Institute and for approving major developments. The Board of Trustees is supported by the Finance and Business Planning Committee, which leads on financial and risk management matters, and is chaired by the Honorary Treasurer.

The two Councils (Science, Research and Innovation Council, and Professional and Standards Council) each take operational responsibility for implementing the strategy and monitoring the work of the Institute's sub-committees, which deal with the detailed scientific and professional aspects of the Institute's work. The Directors of the Councils are also Trustees of the Institute.

At any one time, approximately 300 members of the Institute support its work by attending the various committees, sub-committees and working parties of the Institute, and also by representing the Institute on external bodies and national advisory committees.

The CEO heads the executive function of the Institute and is not a Trustee or member of the Institute but is in attendance at the Board of Trustees' and Council meetings.

Trustee Recruitment and Training

The Board of Trustees met four times in the year. There is a constant turnover of Trustees with most Trustees serving a maximum of 3 years. Terms of office for the Trustees are set out in the Articles of Association. Each year a portion of Trustees is appointed from the membership of the Institute in accordance with its Rules. The Officers (except the Honorary Treasurer – see below), Vice Presidents, Council Directors and Members Trustees are always appointed from the membership. A person may not act as a Trustee until (s)he has signed a declaration of acceptance and willingness to act in accordance with the terms of the Articles.

The Independent Trustees, who are not members of the Institute or of related professions, may serve three terms of three years each. They are recruited through open advertisement in charity, public and voluntary sector media, and selected through an interview process focused on filling specific skills gaps on the Trustee Board, such as knowledge or experience of governance, legal, HR or academic publishing issues.

The Honorary Treasurer may serve up to two five year terms. Since 2013, this position has been open to either a member or a non-member of the Institute, in order to bring in the skills and knowledge required to assist the Board with financial strategy and management. The position is advertised both through IPeM member communication channels, and through

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charity finance, public, and voluntary sector media, and an interview selection process is held to appoint the best-qualified candidate.

Newly-appointed Trustees receive a comprehensive induction pack, the IPEM Trustee and Director Handbook, containing information about the Institute and about their duties, together with material from the Charity Commission explaining in detail the responsibilities of Trustees. At the start of the first meeting of each corporate year, all Trustees are reminded of their role and responsibilities via a presentation. Both the Handbook and this presentation remain available to them at all times on the Trustee workspace on the IPEM website. Prior to the October and April meetings each year, Trustees have a 2.5 hour training session with external and/or speakers. Topics covered to date have included understanding investments, reading the management accounts, duties of directors, understanding charity incorporation, and avoiding unconscious and implicit bias.

All Trustees are required to complete declarations with regard to their qualification for office, and to declare their other interests annually. In addition, they are reminded at each meeting to declare any potential conflicts of interest in specific agenda items.

Organisation of the Institute

The Institute's organisation has two major elements: the Charity itself, which addresses the objectives shown below, and a trading subsidiary, IPEM Enterprises Ltd, registered number 3143077, the current primary activity of which is the production and publication of an online vacancy bulletin throughout the year. In 2016, this was supplemented by the sale of books and reports, and by selling advertising space on the IPEM website, with the permission of the IPEM Trustees.

The Institute has a minority interest in the following companies:

Radiology and Oncology Congresses (ROC)

The Institute is one of three members of ROC, a company limited by guarantee and a charity registered in England and Wales (Registration No. 10877939). ROC, through its trading subsidiary ROC Events Ltd organises the annual United Kingdom Radiological Congress (UKRC) and the biennial United Kingdom Radiation and Oncology Congress (UKRO). In 2016, surpluses from these events were Gift Aided to the parent charity, and used to develop future events.

RPA 2000

RPA 2000 is a company limited by guarantee which was set up in 2000 by IPEM, the Association of University Radiation Protection Officers (AURPO), the Society for Radiological Protection (SRP) and the Institute of Radiation Protection (IRP), which has since been incorporated into the Society for Radiological Protection.

The company arranges the Certification of Radiation Protection Advisors. The Institute, as the lead body in healthcare, nominates two members of the company, The other two members of the company represent Radiation Protection interests in Industry and Higher Education.

Other Alliances

In addition the Institute uses alliances with other bodies in the field to further its objectives, including:

- Association of Clinical Scientists
- Consortium for the Accreditation of Nuclear Medicine Education
- Consortium for the Accreditation of Sonographic Education
- Engineering Council
- Royal Academy of Engineering

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- Science Council
- The Mayneord Phillips Trust
- The National School for Healthcare Science
- The Academy for Healthcare Science.

Risk Management

The Trustees review the risks facing the Institute regularly at their meetings. Mitigation has been undertaken for the highest risks. Responsibility for monitoring risks has been delegated by Trustees to the Finance and Business Planning (F&BP) Committee, which reviews the risk register four times a year. The top three or four risks identified at each F&BP meeting are reported to the Trustee Board meeting for discussion by the Trustees, and to confirm that the Board is satisfied with mitigation measures.

During 2016, the main risks identified, and actions to mitigate them were as follows:

- Ineffective committee structure – following the review of the strategic objectives (see below), there was concern that the current committee structure and ways of working were not well set up to deliver on the new objectives. This is being addressed by a complete review of the structure and ways of working, to align members' effort and the skills of National Office staff better to achieve the new objectives. At present it remains a medium risk.
- lack of member volunteer input – with continuing pressure on members' time, this was addressed by reviewing the balance of volunteer and staff responsibilities, and identifying 'micro-volunteering' opportunities to make it easier for members to contribute. We are encouraging more use of AV technology to enable participation in meetings without travel. This will remain a medium risk due to continued pressure on members' time.
- limited income streams – the Hon Treasurer is setting up a business development group to seek out new opportunities for income generation, and we have identified a portion of the reserves to support these activities. In the meantime, these reserves have been invested in order to protect their value against inflation. This remains a medium risk.
- technical website/database issues affecting the integrated system which runs the financial and operational systems for membership, finance and communications – this was addressed by a major upgrade to the system carried out in December 2016, which should improve functionality and allow for incremental upgrades in future. However, some issues remain with the system and this remains a low to medium risk.

Objectives and Activities

Purpose of IPEM

The principal object and purpose of the Institute is set out in the Company's Articles of Association, and is:

- To promote for the public benefit the advancement of physics and engineering applied to medicine and biology, and to advance public education in the field.

Objectives

The strategic objectives of the Institute during 2012 - 2015, which supported its principal object, were defined as:

1. To ensure and enhance the **quality, safety and effectiveness of science and technology in healthcare** in all settings

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2. To maintain **high standards of training and CPD** of scientists, engineers and practitioners/ technicians in healthcare
3. To ensure the **right medical physics and biomedical engineering workforce** is in place and well supported in all healthcare settings
4. To **promote and participate in innovation, R&D and integration of research** into practice in medical physics and biomedical engineering
5. To **raise the profile of medical physics and biomedical engineering & it's critical importance with patients** and other key stakeholders
6. To build **two-way engagement with public** and patients
7. To generate **sufficient income** to support activities
8. To ensure that the Institute and its staff are **well-managed** to achieve these objectives.

During the latter part of 2015 and 2016, the Institute carried out a comprehensive review of these strategic objectives, consulting with members through regional meetings, a member survey, teleconferences, a strategy day and a dedicated email address; with staff through a special workshop; and with the Institute's public engagement panel at one of its regular meetings. Overall, around 17% of members took part in the consultation, including six international members, and members from all grades, from trainees to Fellows.

Following the consultation, Trustees considered all the responses at their Boards meetings in April and June, and produced a final new strategy. In addition to the charitable aim, which remains unchanged, they identified a mission statement:

'To constantly improve human health by the application of physics and engineering to prevention, diagnosis and treatment of disease through research, innovation, education and clinical practice.'

They also identified five new strategic objectives for 2016 -2019:

1. To set and influence **standards and best practice**
2. To influence and deliver **education, training and continuing professional development**
3. To support and influence **research and innovation**
4. To strengthen our **public engagement** and **influence decision-makers**
5. To influence and engage with national and **international bodies**.

Public Benefit

The Institute believes that the key aspects of public benefit will be achieved by:

- The development of the workforce who work directly or indirectly in healthcare where physics and engineering knowledge and skills has an impact on patient care. Through education, publications, meetings and bursaries, the Institute encourages the development and growth of expertise that will benefit the public and healthcare services.
- Taking an active role in the development and review of standards, regulation and guidance, both at a national and international level, to ensure that a safe, effective and efficient service can be provided both to patients and to all those involved in receiving and delivering healthcare services.

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- Support for the development of future services, treatments, and equipment, including the underpinning basic, applied and translational research. The Institute is continuing to develop and strengthen links with academia, research organisations and manufacturers to assist and encourage professionals to progress and implement this work.
- Working with and supporting a range of other organisations to promote and deliver specific and general science objectives.
- Making science more accessible to the general public and engaging with young people to develop their interest in science and engineering.

The Institute considers that in 2016 it has continued to show public benefit through delivery of its objectives. The principal beneficiaries of the Institute's work are patients, whose diagnosis and treatment is undertaken at the highest standards of safety and quality, and who benefit from innovative developments in care and treatment, because of the work of our members. This may be when members work directly as part of the multi-disciplinary team in hospitals, using the Institute's Reports, standards and guidance; or when they are part of the wider system of academic research, industrial development and translation into practice, supported by IPEM's training, education, CPD, academic publishing, innovation awards programme, scientific meetings, or professional networking activities.

Equality, diversity and inclusion

IPEM has had an approved equality statement in place for many years. In October 2013, IPEM signed the Royal Academy of Engineering's Diversity Concordat, committing itself to a series of actions and regular reporting of progress. IPEM also became one of the first signatories to the Science Council's Diversity Declaration, in October 2014.

The Institute has since refreshed its equality statement and appointed a Board level champion for equality, Kimberly Saint, one of the Member Trustees, who, with the Chief Executive Officer, leads the work to deliver on and regularly update the equality action plan.

During 2016, IPEM has:

- Provided all Trustees with training on equality and diversity, specifically on avoiding implicit bias and unconscious bias
- Monitored the gender split of committee members
- Monitored the diversity characteristics of staff, job and award applicants
- Contributed to the development of a new Framework for monitoring progress on diversity for use by professional bodies, led by the Royal Academy of Engineering and the Science Council, being one of the first bodies to pilot this
- Appointed the first member 'role models' for under-represented groups to encourage visibility in the membership.

The Trustee Board has approved further actions on equality, diversity and inclusion in an action plan for 2017.

Achievements and Performance in 2016

In our 2015 report, we said that the Institute would:

- 'Finalise its new strategy for the three years ahead, taking account of external changes and the input from stakeholders in the strategy consultation exercise, and linking this to our financial strategy including the investment strategy and long-term financial plan. This will ensure a firm foundation to deliver our public benefit for the future.'

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We have finalised a new strategy, as described above, including an investment strategy for the reserve funds, while the long-term financial plan continues to be developed.

- 'Review the Trustee Board and committee structure functioning in light of external changes – especially to healthcare scientist training – and in light of the new strategy, to ensure maximum efficiency.'

This work was substantially completed during 2016, and a final new structure will be agreed by the Trustee Board early in 2017.

- 'Agree and deliver IPEM's input on scientist training, ensuring workstreams and committee structure facilitate this, to help ensure that patients benefit from a highly-skilled physicist and engineer workforce.'

The Institute's clinical technologist training programme was revised and relaunched in 2016. The Professional and Standards Council has begun discussions on the potential for IPEM to provide alternative training routes to registration, given external workforce pressures.

- 'Review and strengthen our partnerships with other bodies, to ensure maximum benefit from our resources and to amplify the impact of our work, so that more patients can benefit from members' expertise.'

We have renewed some Memorandum of Understandings with partner bodies in 2016, and opened discussions with other bodies about the best way to collaborate. A draft procedure was developed in 2016 to ensure a fair, objective and comprehensive approach is taken to new MoU partnerships.

- 'Relaunch the technologist training scheme and issue Position Statement on technologist training to encourage take up, to maintain high standards of care from this element of the scientist workforce.'

The technologist training scheme was relaunched in April 2016, and 32 new trainees entered the scheme in 2016.

- 'Continue to develop the Register of Clinical Technologists in line with the Professional Standards Authorities Instructions and Advisories for reaccreditation, and agree its longer-term future in the light of external developments on professional regulation, to contribute to public protection.'

The Professional Standards Authority was satisfied that its Instructions and Advisories had been complied with, and the Register of Clinical Technologists was re-accredited as an Accredited Register in September 2016.

- 'Renew our publishing contracts for Physics Medicine & Biology (PMB) and Physiological Measurement (PM) journals, to advance scientific knowledge in these fields.'

The contracts with Institute of Physics Publishing to publish the prestigious international journals PMB and PM were renewed for five years in 2016.

- 'Deliver a *Science for Patient Benefit* campaign, to raise public awareness of physics and engineering in medicine.'

This campaign, featuring posters, banners, pens and lanyards raising the profile of the work of medical physicists and clinical engineers in hospital, academic and industry settings, was launched in June 2016. It has since spread to other countries in Europe, Africa and Asia, with the materials available free for translation into local languages.

Additional work in 2016

1. Setting and influencing standards and best practice

Work covered under this heading includes: publication of reports, standards and guidance; professional conduct work; the administration of the Register of Clinical Technologists (RCT); and support to members to improve quality, safety or effectiveness of their work.

This focus on standards, though often invisible to patients during their care, is crucial to patient safety, and the best outcomes of care and treatment.

In 2016, IPEM:

- Continued work on nine new scientific reports or books to help members maintain high standards of practice.
- Continued the review of our policy statements, which provide expert advice from IPEM on a range of technical and scientific issues, with two statements issued or updated during the year.
- Successfully attained Professional Standards Authority (PSA) re-accreditation for the Register of Clinical Technologists (RCT), which finished the year with 2475 registrants (2015: 2812), a net loss of 337 registrants. During the year, we introduced a new equivalence route to registration for physics technologists, matching that introduced in 2015 for engineering technologists, which will allow more of these practitioners to join the register so enhancing public protection.
- Provided administrative support to three international medical physics and bio-engineering organisations.
- Chaired the Clinical Imaging Board until September 2016: this national trilateral body provides leadership and advice on imaging matters.
- Expanded the equipment library which makes test phantoms and other resources available on loan to members for audit, research and outreach purposes. Such checking, teaching and learning is ultimately applied to the improvement of patient care and services.
- Worked with four other organisations in the Consortium for the Accreditation of Sonographic Education (CASE) to assure the quality of relevant courses so that health professionals trained by them can provide high quality imaging services. During 2016, we were successful in welcoming a new body, the Chartered Society of Physiotherapists, into membership of CASE.
- Supported numerous members to contribute to national, european and international standards groups and working parties in order to ensure expert advice was available to bodies producing key standards in medical physics and clinical engineering, to ensure safety and high quality healthcare for patients.

2. Influencing and delivering education, training and continuing professional development (CPD)

This area of work includes: IPEM's contribution to scientist and technologist training; the provision of scientific meetings and conferences; accreditation of courses; and administration of Science Council and Engineering Council registrations, under licence from those Councils. It also includes the work of our Workforce Intelligence Unit (WIU), acquiring, analysing and using information about the medical physics and engineering workforce in health services, and relevant academic and industry settings.

These activities benefit patients by helping to ensure that training and education is of high standard, and prepares scientists and engineers well for their roles; and by ensuring that they continue their development and maintain standards of professional learning and conduct throughout their professional lives. Our conferences help to spread scientific knowledge through the presentation of scientific papers and posters. Our workforce information helps to

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alert national, regional and local bodies about the shortages or surpluses in key specialisms, to help plan training commissions.

In 2016, IPEM:

- Provided another joint induction day for STP and other trainees, together with trainees moving into their specialist programme, which was attended by individuals from all over the UK. We also supported a second day for trainees in Scotland.
- Organised 23 one day conferences (2015: 21) on scientific subjects attended by 1392 (2015:1458) individuals.
- Organised a successful Medical Physics and Clinical Engineering Conference (MPEC) for members which took place in Manchester, attended by around 300 people. For the first time, this event included a free members' day, allowing more members to attend and including debate and panel discussions to enable them to question the Trustees of the Institute about policy and strategy. Members of the Public Engagement Panel were invited to attend, and two members did so, meeting with members and attending the debates.
- Relunched the clinical technologists' training scheme, with set start and assessment dates, to make it more structured for trainees.
- Explored different systems for providing an online CPD record for members, to help them monitor their learning and development and keep their practice up to date: a decision on which system to use will be made in 2017.
- Had a successful interim review of our licences with the Science Council and Engineering Council in November 2016, and continue to offer CSci, RSci and RSciTech, CEng, IEng and EngTech registration to members.
- Surveyed the ultrasound physics workforce, and prepared for surveys on the nuclear medicine and clinical engineering workforces through our WIU, and expanded the Unit so that more workforce information can be provided in a timely way.
- Published an Position Statement highlighting shortages in the radiotherapy physics workforce.

3. Supporting and influencing research and innovation

This work includes: publication of IPEM journals and books, our innovation funding and prizes and awards programme, and our links with innovation in industry and academia.

This academic and scientific activity contributes to the development and sharing of new knowledge about physics and engineering applied to medicine and biology, and its application to developments in industry and in practice. Often these developments can be translated into clinical and service applications through which patients ultimately benefit.

In 2016, IPEM:

- Renewed our five year contract with the Institute of Physics Publishing as our publishing partner for Physics in Medicine and Biology (PMB) and Physiological Measurement (PM).
- Set up the international Editorial Advisory Board (EAB) for our new ebooks series in partnership with IOP Publishing on 'Physics and Engineering in Medicine and Biology'. The EAB met twice in 2016 and started to commission books for the series, with the first expected to be published in 2018.
- Provided almost £50,000 from our Innovation Fund to support five projects led by members.
- Awarded the first ever IPEM Gold Medals from the revised prizes and awards programme, which had been fully reviewed for 2016, at our annual conference. Gold Medals were available for achievements in Healthcare, Industry and Academia, and in Early Career in each of these areas. All but one was awarded.
- Three journal prizes for best papers published were also awarded at the MPEC 2016 conference, with the lead authors presenting their papers. Details of all prize winners are posted on the IPEM website.

4. Strengthening our public engagement and influencing decision-makers

Activities under this heading include the provision of information to the public, our careers outreach, public engagement work and media liaison; as well as our national policy work with Parliaments/National Assemblies, through meetings, working parties and consultation responses.

By raising the profile of this area of science in healthcare to policy-makers, we hope to encourage Governments to provide the necessary resources to maintain and develop the best possible services for patients, using the latest techniques with a highly-trained professional workforce.

Engaging with young people, and their parents, teachers and other influencers, helps to encourage them to stay with the science, technology, engineering and maths (STEM) subjects at school and University where we know that some (especially girls and young people from less advantaged backgrounds) may be under-represented. Having a more representative flow of young people into the professions is better for the future of the professions and so for the people who benefit from the professionals' input in due course. Highlighting medical physics and clinical/bioengineering is important when there are many other careers open to STEM graduates. Attracting the best STEM graduates into this area by showcasing the importance and interest of this area means that the ultimate beneficiaries of healthcare science – patients – are benefiting from the work of the best scientists and engineers.

In 2016, IPEM:

- Delivered 90 (2015: 74) outreach sessions in schools and Universities through its member volunteers.
- Met thousands of young people at the Big Bang Fair.
- Delivered a programme of public talks by medical physics and clinical engineering experts.
- Involved our Public Engagement Panel in IPEM's work, including taking part in internal audit activity, helping to manage the Register of Clinical Technologists, and responding to national consultations.
- Launched a public campaign 'Science for Patient Benefit' highlighting how physics and engineering lies behind much of modern healthcare, to raise the profile of these essential services and meet our charitable objective of 'advancing public education in the field'. More than 60 hospitals took up the campaign in the first wave, putting up posters in public areas.
- Launched a project to provide a model linear accelerator ('linac') made of toy bricks to every child having radiotherapy treatment in the UK, as part of a play therapy initiative
- Contributed to 35 (2015:35) Government and other policy consultations or meetings across the UK.
- Provided member representatives to 10 international committees or groups.
- Published an updated position statement on the radiotherapy physics workforce.
- Published a position statement explaining the role of Medical Physics and Clinical Engineering in Health Informatics and Computing.

5. Influencing and engaging with national and international bodies.

This covers our partnerships and collaboration with other UK and international organisations to improve care; and our international alliances and projects.

Across the UK, by partnering with other bodies, we can be more effective in influencing decision-makers in Government and elsewhere to achieve our charitable objectives.

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Internationally, IPEM is one of the oldest and largest medical physics organisations in the world. It is also the sole National Member Organisation representing the UK in the International Organisation for Medical Physics and the European Federation of Organisations for Medical Physics, as well as a member of the International Federation for Medical and Biological Engineering. So our aim is to engage effectively on the international stage, and provide leadership to other bodies when required, so that we can advance physics and engineering applied to medicine on the largest possible scale.

In 2016, IPEM:

- Attended the first European Congress of Medical Physics, taking the Science for Patient Benefit campaign materials and distributing them to delegates on request.
- Made the Science for Patient Benefit campaign materials available internationally at no cost: they have since been translated into at least 3 languages on used three continents, and are available on a European database of research and good practice materials.
- Renewed our Memorandum of Understanding with the Association of Medical Physicists of India, committing to sharing of opportunities for learning and development for members.
- Issued statements of our intention to continue international collaboration and cooperation to the European bodies involved in medical physics and bioengineering following the EU referendum result in the UK; and responded to numerous Government consultations on the potential impact of 'Brexit' on healthcare science
- Made the development of stronger international links a key part of our new strategic objectives.

Financial Review 2016

Summary

The net surplus for the Group in 2016 is £77,713, compared to a net loss in 2015 of £110,850 an increase of £188,563 (170.11%). This consists of a net surplus in 2016 on Unrestricted Funds of £84,617 (2015 net loss of £86,839) and a net loss of £6,904 (2015 net loss of £24,011) on Restricted Funds.

The net surplus for the Group in 2016 consists of £1,321,930 of income, compared to £1,335,898 in 2015, a reduction of £13,968 (1.05%); £1,261,471 of expenditure, compared to £1,446,748 in 2015, a reduction of £184,560 (12.76%) and gains on investments in 2016 of £17,254 (2015:Nil).

The net reduction in the Group's income totalling £13,968 was made up of: an increase in income from donations £4,285, an increase in interest receivable £1,645, an increase in other income £523, offset by a reduction in income from charitable activities £2,291 and a reduction in income from trading activities £18,130.

The reduction in the Group's expenditure of £184,560 was made up of: a reduction in the expenditure on; Grant Awards and Bursaries £13,974, Publication Costs £157,254, and Scientific Meetings £43,049, Expenditure of raising funds £717, offset by an increase in the expenditure on Professional Standards and Development £29,717.

The Group's cumulative surplus stood at £2,130,121 at 31 December 2016 of which £443,066 is currently financing net tangible fixed assets.

Grants, Awards and Bursaries

To encourage the development of physics and engineering in medicine, the Institute provides assistance to scientists in the field by the provision of bursaries to support attendance at

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appropriate scientific meetings, donations and small research grants. This may include funding other charities, or in some cases organisations that are not charities, to further its charitable objectives.

The direct expenditure in 2016 totalled £54,690, compared with £62,051 in 2015, a reduction of £7,361 (11.86%).

Income from Donations

The income from Membership Subscriptions has increased by £4,285 from £228,815 in 2015 to £233,100 in 2016.

Professional Standards and Development

The income received in 2016 by the Group for Professional Standards and Development is £156,523 compared to £150,698 in 2015, an increase of £5,825 (3.87%).

This is mainly due to the increased RCT Registration due to a price increase £18,549, an increase in advertising income of £347, and an increase in other income of charitable income of £2,602, offset by a reduction in Journal Subscriptions £1,607 (10.52%), Training Scheme income £11,814 (61.23%) and International Support Income £2,252 (5.66%).

Publications

Publications consist of income from royalties from the sale of our Journals and the sale of books and reports.

In 2016 Journals income totals £638,456 compared to £608,615 an increase of £29,841 (4.90%).

This is made of royalties from Physics in Medicine and Biology (PMB) of £357,607 in 2016, compared with £347,718 in 2015, an increase of £8,889 (2.55%); royalties from Physiological Measurement (PM) of £75,181 compared to £65,751 in 2015, an increase of £9,430 (14.34%); and royalties from Medical Engineering and Physics (MEP) of £205,668 in 2016, compared to £194,146 in 2015, an increase of £11,522 (5.93%).

Sales of IPEM Books and Reports have reduced from £16,202 in 2015 to £13,015 in 2016 an reduction of £3,187 (19.67%).

The expenditure by the Group on Publications was £110,825 in 2016, compared to £268,079 in 2015, a reduction of £157,254 (58.66%). The reduction in costs was mainly attributable to the non-recurrent investment of £100k in a joint e-books program with the Institute of Physics Publishing in 2015.

Scientific Meetings

The Scientific Meetings income reduced in 2016 by £34,770 from £219,277 in 2015 to £184,457 in 2016.

Trading Activities

Income from Trading Activities undertaken by IPEM's trading subsidiary (IPEM Enterprises Ltd) in 2016 comprise of income from Jobs advertisements in the Placement Service Circular (PSC), advertising on the IPEM website, sale of books and reports and sale of goods (Mugs and models) In 2016 the income from these activities was £83,451, compared to £101,581 in 2015 a reduction of £18,130.

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This net reduction in trading activities is mainly attributable to reduction in advertising income £16,521, a reduction in Conference administration £1,792 (Nil in 2016), offset by a small increase in other income £163.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although we do not undertake widespread fundraising from the general public, the legislation defines fund raising as "soliciting or otherwise procuring money or other property for charitable purposes." Such amounts receivable are presented in our accounts as "voluntary income" and includes legacies and grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustees.

The charity is not bound by any undertaking to be bound by any regulatory scheme and the charity does not consider it necessary to comply with any voluntary code of practice.

We have received no complaints in relation to fundraising activities. Our terms of employment require staff to behave reasonably at all times; as we do not approach individuals for funds we do not have particularise this to fundraising activities nor do we consider it necessary to design specific procedures to monitor such activities. "

Reserves Policy

The Trustees have set a free reserve target of £1,500,000 made up of a Target Operating Reserve of £750,000, plus a Designated Reserve of £750,000 (to take account of the business development challenges).

The Target Operating Reserve is defined as the amount that trustees consider appropriate:

- To absorb income/expenditure shocks. This will ensure stability of IPEM, its programmes, employment, and the on-going operations of the organisation. It is intended to provide an internal source of funds for situations like increasing expenses, one-time unbudgeted expenses and unanticipated loss in funding or uninsured losses.
- To fund working capital requirements.
- To plan for growth or grasp opportunities as they arise.
- The fund may also be used for one-time, non- recurrent expenses that will build long-term capacity, such as staff development, research and development or investment in infrastructure.
- To generate income .
- To fund an ordered "winding up" or restructuring costs following a permanent loss of funds.

The Trustees have considered:

- That low level of reserves can threaten the existence of IPEM and can also deter potential funders and create insecurity amongst beneficiaries, supporters and employers
- That high levels of reserves, may lead to the Trustees acting in conflict with their duty to apply income within a reasonable time, or failing in the duty to be even handed to future and current beneficiaries.

The Trustees have taken a risk identification approach to setting the Target Operating Reserve. This approach is based in an understanding of the income streams and their risk profile, the degree of commitment to expenditure and the overall risk environment in which the charity operates.

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The Trustees of the Institute also adopted a financial strategy in 2013 with the twin aims of setting a balanced budget with respect to ongoing commitments and agreeing strategic investments from the reserves to generate new activity and so secure future income streams. That aim is to achieve the target level of reserves and have robust income streams by 2018.

The free reserves level for the Group as at 31 December 2016 was £1,650,127 (Unrestricted Funds £2,093,193 less Net Fixed Assets £443,066).

Plans for the Future

During 2017, amongst other activities included on its detailed business plan, IPEM will:

- Implement its new strategic objectives for the three years ahead, linking them to a series of practical, action-oriented 'sub-strategies' and the long-term financial plan. This will ensure that we deliver public benefit through all our activities.
- Amend the committee structure and functioning in light of external changes – especially to healthcare scientist training – to ensure maximum efficiency, and that more of our effort is focused on achieving benefit for patients and the public from our resources
- Review IPEM's contribution to scientist and technologist training, from apprenticeships to consultants, to ensure that all suitable routes to scientist registration remain open and well-supported, enabling access to the profession from non-standard career pathways and applicants from diverse backgrounds, and addressing the workforce shortages that could threaten the quality or timeliness of patient care
- Deliver a departmental accreditation programme, with NHS England and the UK Accreditation Service, which will set the first standards for whole medical physics and clinical engineering services to benchmark themselves against
- Launch a fundraising appeal to support the Model Linac project and ensure that every child having radiotherapy treatment can be given a model kit in 2017
- Implement its international strategy, attending international meetings and supporting international organisations to promote research and development that advances science, and to harmonise standards in the application of medical physics and clinical and bioengineering across the world.

Third Party Indemnity Provision for Directors

Qualifying third party indemnity provision is in place for the benefit of all directors of the company.

Statement of Directors' Responsibilities

The directors (who are also the Trustees of the Institute of Physics and Engineering in Medicine under charity law) are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the group which it heads and the income and application of resources, including the net income or expenditure, of the group for the year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgments and estimates that are reasonable and prudent

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- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

In so far as the directors are aware:

There is no relevant information of which the company's auditor is unaware; and the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Dated: 20/4/17

Signed by: B. Sanghera

Balbir Sanghera

Honorary Secretary

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INSTITUTE OF PHYSICS AND ENGINEERING IN MEDICINE

We have audited the financial statements of Institute of Physics and Engineering in Medicine for the year ended 31 December 2016 which comprise the consolidated and charity statement of financial activities, the consolidated and charity balance sheet, the consolidated cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed auditor under the Companies Act 2006 and report in accordance with that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's (FRC's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the FRC's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charity's affairs as at 31 December 2016 and of the group's and parent charity's incoming resources and application of resources, including the income and expenditure, 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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report, which includes the strategic report, for the financial year for which the financial statements are prepared is consistent with the financial statements and the strategic report and the trustees' report have been prepared in accordance with applicable legal requirements.

Based on our knowledge and understanding of the charity and its environment obtained during the course of the audit we have identified no material misstatements in the strategic report and trustees' report.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charity, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charity 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.

Linda Cooper

Linda Cooper (senior statutory auditor)
For and on behalf of BDO LLP, statutory auditor
Leeds

2 MAY 2017

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

	Note	2016			2015
		Unrestricted Funds	Restricted Funds	Total Funds	Total funds
		£	£	£	£
INCOME					
Income from Donations					
Membership Subscriptions		233,100	-	233,100	228,815
Income from charitable activities					
RCT Registrations		48,320	-	48,320	29,771
Journal Subscriptions		13,664	-	13,664	15,271
Advertising		31,715	-	31,715	31,368
Training Scheme fees		7,481	-	7,481	19,295
International Support		37,507	-	37,507	39,759
Other Income		12,796	5,040	17,836	15,234
Journal Income		638,456	-	638,456	608,615
Books and Reports		13,015	-	13,015	16,202
Scientific Meetings		184,457	-	184,457	219,227
		987,411	5,040	992,451	994,742
Income from other trading activities		83,451	-	83,451	101,581
Investment Income - Interest		12,098	-	12,098	10,453
Other Income		830	-	830	307
TOTAL INCOME		1,316,890	5,040	1,321,930	1,335,898
EXPENDITURE					
Expenditure on raising funds		4,595	-	4,595	5,312
Expenditure on charitable activities					
Grants Awards and Bursaries		66,389	-	66,389	80,363
Professional Standards and Development		730,052	11,944	741,996	712,279
Publications costs		110,825	-	110,825	268,079
Scientific meetings		337,666	-	337,666	380,715
		1,244,932	11,944	1,256,876	1,441,436
TOTAL EXPENDITURE	3a	1,249,527	11,944	1,261,471	1,446,748
Net income/(expenditure)		67,363	(6,904)	60,459	(110,850)
Unrealised gain/(loss) on Investments	8	17,254	-	17,254	-
Net movement in funds		84,617	(6,904)	77,713	(110,850)
Funds balance brought forward		2,008,576	43,832	2,052,408	2,163,258
BALANCE C/F AT 31 DECEMBER 2016		2,093,193	36,928	2,130,121	2,052,408

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**STATEMENT OF FINANCIAL ACTIVITIES FOR THE CHARITY
FOR THE YEAR ENDED 31 DECEMBER 2016
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

	Note	2016			2015
		Unrestricted Funds	Restricted Funds	Total Funds	Total funds
		£	£	£	£
INCOME					
Income from Donations					
Membership Subscriptions		233,100	-	233,100	228,815
Incoming from charitable activities					
RCT Registrations		48,320	-	48,320	29,771
Journal Subscriptions		13,664	-	13,664	15,271
Advertising		31,715	-	31,715	31,368
Training Scheme fees		7,481	-	7,481	19,295
International Support		37,507	-	37,507	39,759
Other Income		12,796	5,040	17,836	15,234
Journal Income		638,456	-	638,456	608,615
Books and Reports		1,325	-	1,325	1,271
Scientific Meetings		184,457	-	184,457	219,227
		975,721	5,040	980,761	979,811
Income from other trading activities		82,567	-	82,567	90,628
Investment Income - Interest		12,098	-	12,098	10,453
Other Income		830	-	830	307
TOTAL INCOME		1,304,316	5,040	1,309,356	1,310,014
EXPENDITURE					
Expenditure on charitable activities					
Grants Awards and Bursaries		66,389	-	66,389	80,363
Professional Standards and Development		730,052	11,944	741,996	712,279
Publications costs		102,846	-	102,846	247,507
Scientific meetings		337,666	-	337,666	380,715
TOTAL EXPENDITURE	3a	1,236,953	11,944	1,248,897	1,420,864
Net income/(expenditure)		67,363	(6,904)	60,459	(110,850)
Unrealised gain/(loss) on Investments	8	17,254	-	17,254	-
Net movement in funds		84,617	(6,904)	77,713	(110,850)
Funds balance brought forward		2,009,986	43,832	2,053,818	2,164,668
BALANCE C/F AT 31 DECEMBER 2016		2,094,603	36,928	2,131,531	2,053,818

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**BALANCE SHEETS
AT 31 DECEMBER 2016**

	Note	Charity		Group	
		2016 £	2015 £	2016 £	2015 £
FIXED ASSETS					
Tangible assets	7	443,066	457,020	443,066	457,020
Investments	8	767,354	100	767,254	-
		<u>1,210,420</u>	<u>457,120</u>	<u>1,210,320</u>	<u>457,020</u>
CURRENT ASSETS					
Stock	9	-	-	3,067	4,137
Debtors	10	329,872	287,433	321,593	287,413
Bank and cash balances		854,056	1,559,843	865,162	1,562,297
		<u>1,183,928</u>	<u>1,847,276</u>	<u>1,189,822</u>	<u>1,853,847</u>
CURRENT LIABILITIES					
CREDITORS Amount falling due within one year	11	262,817	250,578	270,021	258,459
NET CURRENT ASSETS		<u>921,111</u>	<u>1,596,698</u>	<u>919,801</u>	<u>1,595,388</u>
TOTAL		<u>2,131,531</u>	<u>2,053,818</u>	<u>2,130,121</u>	<u>2,052,408</u>
FUNDS					
Unrestricted Funds		2,094,603	2,009,986	2,093,193	2,008,576
Restricted Funds		36,928	43,832	36,928	43,832
TOTAL FUNDS	13	<u>2,131,531</u>	<u>2,053,818</u>	<u>2,130,121</u>	<u>2,052,408</u>

The financial statements on pages 23 to 36 were approved by the board of directors and authorised for issue on 20th April 2017 and are signed on its behalf by:

.....
David Brettle

President and Director

.....
David Ellis

Treasurer and Director

CASH FLOW STATEMENT

	Note	Charity	Group	Group
	2016	2015	2016	2015
	£	£	£	£
<u>Cash flows from operating activities</u>				
Net cash provided (used in) operating activities	57,864	129,290	66,516	65,965
Cash flows from investing activities				
Interest received	11,438	7,091	11,438	7,091
Proceeds from sale of Fixed Assets	-	75	-	75
Purchase of Fixed Assets	(25,089)	(109,996)	(25,089)	(109,996)
Purchase of Investments	(750,000)	-	(750,000)	-
Net cash provided (used in) investing activities	(763,651)	(102,830)	(763,651)	(102,830)
Change in cash and cash equivalents in the reporting period	(705,787)	26,460	(697,135)	(36,865)
Cash and cash equivalents at the beginning of the reporting period.	1,559,843	1,533,383	1,562,297	1,599,162
Cash and cash equivalents at the end of the reporting period	854,056	1,559,843	865,162	1,562,297
<u>Reconciliation of net income/(expenditure) to net cash flow from operating activities</u>				
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	77,713	(110,850)	77,713	(110,850)
Adjustments for:				
Depreciation charge	39,043	82,262	39,043	82,262
(Gains)/losses on Investments	(17,254)	-	(17,254)	-
Interest received	(11,438)	(7,091)	(11,438)	(7,091)
Profit on the sale of fixed assets	-	(75)	-	(75)
Decrease in stocks	-	-	1,070	13,356
Increase/(decrease) in debtors	(42,439)	113,537	(34,180)	37,567
Increase in creditors	12,239	51,507	11,562	50,796
Net cash provided (used in) operating activities	57,864	129,290	66,516	65,965
<u>Cash and cash equivalents at the end of the reporting period</u>				
Cash in hand	200	200	200	200
Notice deposits (3 months & less)	853,856	1,559,643	854,962	1,562,097
Total cash and cash equivalents	854,056	1,559,843	856,162	1,562,297

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NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2016

1) **ACCOUNTING POLICIES**

Basis of preparation

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (Effective 1 January 2015) – (Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

IPEM meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidation

The results of IPEM Enterprises Limited, a wholly owned trading subsidiary are consolidated on a line by line basis in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities 2015.

Going Concern

The financial statements have been prepared under the going concern basis. Having carried out a review of the company's cash flow and resources, the Trustees are confident that the charity is able to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements.

Key Judgement Areas in Accounting Policies

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. Income is recognised based on the period to which it contractually relates.

Capitalisation of assets

Assets costing less than £100 are charged direct to the Statement of Financial Activities in the year of purchase.

Income

Membership Subscriptions, RCT Registrations and Journal Subscriptions are recognised on receipt and attributed to the financial years to which they relate.

Advertising Income, Training Scheme Fees, International Support, Journal Income, Books and Report Income is recognised when receivable.

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NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2016

1) **ACCOUNTING POLICIES (Continued)**

Depreciation of tangible assets

Depreciation is calculated to write off the cost of tangible assets over their estimated useful lives by the straight line method starting in the year of purchase or commissioning at the following rates:

Percentage per annum

Computers and Software	33
Fixtures and Fittings	10
Office Equipment	15-20
Land	0
Freehold Property	1
Property Alterations	10
Loan Equipment	20

Expenditure

All expenses are accounted for on an accruals basis. Expenditure incurred in connection with the specific objects of the charity is included under the heading charitable expenditure.

Direct costs are allocated on an actual basis to the related area of activity, support costs are allocated initially on the basis of the National Office staff time with a residual element allocated on the basis of activity, represented by the aggregate of income and expenditure for each activity stream. This resulted in the following proportions being allocated in 2016:

Grant, Awards & Bursaries	0.93 %
Professional Standards & Development	55.69 %
Publications	11.75 %
Scientific Meetings	20.82 %
Governance	10.81 %

Governance Costs

Governance costs relate to the direct costs associated with the constitutional and statutory requirements of the charity and include costs of external audit and relevant legal and professional costs.

Stocks

Stocks are stated at the lower of cost or net realisable market value.

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NOTES TO THE FINANCIAL STATEMENTS

FOR YEAR ENDED 31 DECEMBER 2016

1) ACCOUNTING POLICIES (Continued)

Leased assets and obligations

For operating leases the rentals are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Where the company enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease. The asset is recorded in the balance sheet as a tangible fixed asset and is depreciated in accordance with the above depreciation policies. Future instalments under such leases, net of finance charges, are included with creditors. Rentals payable are apportioned between the finance element, which is charged to the Statement of Financial Activities on the "sum of the digits" basis, and the capital element which reduces the outstanding obligation for future instalments.

Pension contributions; group personal pension scheme

The costs of providing pensions for employees are charged in the Statement of Financial Activities, as contributions are due.

Trustees' expenses

Expenses incurred by Trustees amounted to £26,092 (2015: £25,077). Apart from these reimbursed expenses, the Trustees did not receive any remuneration for their services.

The Trustees claimed expenses for travel, accommodation and subsistence associated with attending meetings for and behalf of the Institute.

The number of Trustees claiming expenses in 2016 was 18 (2015: 21).

Value Added Tax

The company is partially exempt for VAT purposes. The cost of additions to tangible assets includes the appropriate amount of irrecoverable input tax. The irrecoverable VAT relating to items in the statement of financial activities is included as an expense item within general expenses.

Grants

Grants are accounted for in the year of approval, when communicated to the grantee.

Unrestricted Funds

Unrestricted funds are income generated for the objects of the charity without further specified purposes and are available as general funds.

Restricted Funds

These are funds that 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.

Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in the fair value will be recognised in the Statement of Financial Activities, investment gains and losses. The charity does not acquire put options, derivatives or other complex financial instruments.

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NOTES TO THE FINANCIAL STATEMENTS

FOR YEAR ENDED 31 DECEMBER 2016

2) RELATED PARTY DISCLOSURES

The Institute is one of three members of Radiology and Oncology Congresses (ROC), a company limited by guarantee and a charity registered in England and Wales (Registration No. 10877939). ROC, through its trading subsidiary ROC Events Ltd organises the annual United Kingdom Radiological Congress (UKRC) and the biennial United Kingdom Radiation and Oncology Congress (UKRO). Any surpluses from these events are Gift Aided to the parent charity, which then makes grants to other charitable organisations including IPEM. There were no distributions in 2016 (2015: £ Nil).

IPEM Enterprise Ltd (IEL) is a wholly owned subsidiary of IPEM. In 2016 the charity received income of £82,567 from IEL (2015: £90,628) and had an outstanding debtor at the end of 2016 of £24,380 (2015: £11,062).

3a) ANALYSIS OF GROUP EXPENDITURE

Group	Staff Costs £	Direct Costs £	Support costs £	Total 2016	Total 2015 £
Grants, awards & bursaries	8,430	54,690	3,269	66,389	80,363
Professional standards and development	347,701	250,891	131,460	730,052	685,768
Publication costs	70,931	13,151	26,743	110,825	268,079
Scientific meetings	133,314	153,846	50,506	337,666	380,715
Operating a trading company	-	-	4,595	4,595	5,312
Sub Total	560,376	472,578	216,573	1,249,527	1,420,237
Restricted Funds	-	11,944	-	11,944	627
Grand Total	560,376	484,492	216,573	1,261,471	1,420,864
Totals 2015	554,865	603,469	262,530	1,420,864	

3b) ANALYSIS OF GROUP SUPPORT COSTS

	Grants, awards & bursaries £	Professional standards & development £	Publication costs £	Scientific meetings £	Operating a Trading Company £	Total 2016 £	Total 2015 £
Property	623	37,710	7,958	14,099	-	60,390	110,776
Communication	945	57,121	12,055	21,357	-	91,478	80,548
Administration	365	22,080	4,660	8,255	1,819	37,179	41,581
Interest	-	-	-	-	-	-	403
Governance (support costs only)	1336	14,549	2,070	6,795	2,776	27,526	29,222
Total expenditure	3,269	131,460	26,743	50,506	4,595	216,573	262,530
Totals 2015	5,857	141,099	42,908	67,354	5,312		

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3c) ANALYSIS OF GROUP GOVERNANCE COSTS

	<u>2016</u>	<u>2015</u>
	£	£
Salaries and related costs	60,560	51,748
Utilities, rates and property costs	3,083	3,722
Meetings and indirect support costs	28,156	19,216
Communication costs	6,544	4,584
Equipment & software maintenance	4,716	3,710
Printing, photocopying and stationery	382	588
Insurance	994	803
Subscriptions to other bodies	31	9
Legal & professional fees	42	35
Audit & Accountancy fees	9,036	8,730
Bank charges	1,677	1,950
Interest payable	-	40
Depreciation	4,235	7,672
Sundry expenditure	1,571	1,637
VAT not recovered	1,101	861
Total	<u>122,128</u>	<u>105,305</u>

4) PROFIT ON ORDINARY ACTIVITIES

The profit is stated after charging:

	<u>2016</u>	<u>2015</u>
	£	£
Insurance	20,582	21,888
Auditor's remuneration - audit	8,863	8,730
Depreciation:		
Owned Assets	39,043	79,778
Leased Assets	-	2,484
Interest paid on finance leases	-	444

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5) GRANTS

	Grants to Individuals 2016	Grants to Institutions 2016	Total Grants 2016
	£	£	£
Bursaries & Awards	7,060	600	7,660
Research Grants	-	38,443	38,443
Other Grants	-	6,750	6,750
	<u>7,060</u>	<u>45,793</u>	<u>52,853</u>

Additional costs associated with grant making activities in 2016 are: staff cost £8,430, support costs £3,269 and direct governance costs £1,837.

Grants £1000 or greater	2016	2015
	No	No
Individual Grants	-	2
Research Grants	5	6
Other Grants	2	3

Grants to Institutions in 2016	No	£
University of Leicester	1	9,743
University College London	1	9,972
Cambridge University Hospitals	1	9,990
Western Heath & social Care Trust	1	9,974
Maastric Clinic	1	8,264
Sense About Science	2	4,250
Science Media Centre	1	2,000
BSHR	1	500
Institute of Cancer Research	1	600
	<u>10</u>	<u>55,293</u>
Refund - University College London (2015)	1	(9,500)
	<u>9</u>	<u>45,793</u>

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6) STAFF COSTS

	2016 £	2015 £
Wages and salaries	430,096	407,265
Social security costs	38,002	36,690
Other pension costs	68,628	63,549
	536,726	507,504

Senior Staff Costs	2016 £	2015 £
Wages and salaries	122,518	121,607
Social security costs	14,669	14,554
Other pension costs	17,153	17,025
	154,340	153,186

There was two employees with emoluments in the year of £60k or over (2015:2)

Bands - £60,000 - £70,000	2	2
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Pension contribution relating to the employee above totalled £17,153

The pension costs are for defined contribution schemes.

The average number of employees during the year was	13.54	13.46
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Directors/Trustees remuneration

There were no pension contributions made on behalf of Directors/Trustees

Directors/Trustees Expenses	£26,092	£25,077
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Number of Directors/Trustees claiming expenses	18	21
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7) TANGIBLE FIXED ASSETS (GROUP & CHARITY)

	Freehold property	Property alterations	Computers and Software	Fixtures and fittings	Loan equip.	Office equip.	Totals
	£	£	£	£	£	£	£
Cost							
At 1 January 2016	389,909	110,856	226,236	43,583	12,597	87,557	870,738
Additions	-	-	23,357	-	642	1,090	25,089
Disposals	-	-	(123,662)	-	-	(681)	(124,343)
At 31 December 2016	389,909	110,856	125,931	43,583	13,239	87,966	771,484
Depreciation							
At 1 January 2016	49,879	86,428	188,877	19,858	6,982	61,694	413,718
Charge for year	2,934	3,159	22,117	2,850	2,601	5,382	39,043
Disposals	-	-	(123,662)	-	-	(681)	(124,343)
At 31 December 2016	52,813	89,587	87,332	22,708	9,583	66,395	328,418
Net book value							
At 31 December 2016	337,096	21,269	38,599	20,875	3,656	21,571	443,066
At 31 December 2015	340,030	24,428	37,359	23,725	5,615	25,863	457,020

Capital commitments

The capital commitments at the year ended 31st December 2016 total £8,333. This is in respect of additional functionality for the CRM Database.

8) INVESTMENTS

	Charity 2016	Charity 2015	Group 2016	Group 2015
	£	£	£	£
Investment in Subsidiary	100	100	-	-
Investment in COIF Charities Investment Fund (Accumulation Units)	767,254	-	-	767,254
Total	767,354	100	-	767,254

Group investment - Charity

Wholly owned subsidiary – Cost at 31 December 2015 and 2016

100 shares of IPEM Enterprises Limited, a company incorporated in England and Wales, to carry out trading activities whose profits are donated to the parent company.

£ 100

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The following information has been extracted from the financial statements of IPEM Enterprises Limited for the year ended 31 December 2015:

	<u>2016</u>	<u>2015</u>
	£	£
Aggregate assets	31,684	19,043
Aggregate liabilities	31,584	18,943
Shareholder's funds	100	100
Total income	95,141	116,512
Total expenditure	(26,531)	(39,871)
Profit for the year	68,610	76,641
Gift Aid	(68,610)	(76,641)
Retained Profit	-	-

	COIF Charities Investment Fund (Accumulation Units)	
	Units	£
Valuation at 1/1/2016	-	-
Purchases	5,611.09	750,000
Revaluation	-	17,254
Valuation at 31/1/2016	5,611.09	767,254

The charity spent £750,000 purchasing 5,611.09 units in the COIF Charities Investment Fund Accumulation Units between August and November 2016.

At the 31 December 2016 the value of one unit in the fund was 13,673,88 pence. The value of the fund at the 31 December 2016 was therefore £767,253.71.

9) STOCK

	<u>Charity 2016</u>	<u>Charity 2015</u>	<u>Group 2016</u>	<u>Group 2015</u>
	£	£	£	£
Goods for resale	-	-	3,067	4,137

10) DEBTORS

	<u>Charity 2016</u>	<u>Charity 2015</u>	<u>Group 2016</u>	<u>Group 2015</u>
	£	£	£	£
Trade debtors	247,684	228,989	263,785	240,031
Amounts owed by group undertakings	24,380	11,062	-	-
Other debtors and prepayments	57,808	47,382	57,808	47,382
	329,872	287,433	321,593	287,413

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11) CREDITORS

Amounts falling due within one year

	Charity 2016	Charity 2015	Group 2016	Group 2015
	£	£	£	£
Trade creditors	56,326	19,331	56,390	19,369
Taxation and social security costs	35,257	43,866	37,882	47,814
Other creditors	10,716	31,153	10,716	31,153
Accrued Expenses	107,442	107,011	111,957	110,906
Deferred Income (Note 12)	53,076	49,217	53,076	49,217
	<u>262,817</u>	<u>250,578</u>	<u>270,021</u>	<u>258,459</u>

12) DEFERRED INCOME

	Charity 2016	Charity 2015	Group 2016	Group 2015
	£	£	£	£
Amount brought forward	49,217	54,137	49,217	54,137
Amount released to income	(49,175)	(54,011)	(49,175)	(54,011)
Amount deferred in year	<u>53,034</u>	<u>49,091</u>	<u>53,034</u>	<u>49,091</u>
Amount carried forward	<u>53,076</u>	<u>49,217</u>	<u>53,076</u>	<u>49,217</u>

Deferred income comprises prepaid annual subscriptions; and prepaid meeting registration fees.

13) CHARITY & GROUP FUNDS

	Charity			Group		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
Balance at 01/01/2016	2,009,986	43,832	2,053,818	2,008,576	43,832	2,052,408
Net (loss)/surplus for the Year	84,617	(6,904)	77,713	84,617	(6,904)	77,713
Balance at 31/12/2016	<u>2,094,603</u>	<u>36,928</u>	<u>2,131,531</u>	<u>2,093,193</u>	<u>36,928</u>	<u>2,130,121</u>

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14) RESTRICTED FUNDS

The restricted funds at the 31st December 2016 consist of:

	Amount Brought Forward	Income	Expenditure	Amount Carried Forward
	£	£	£	£
NHS Breast Screening programme <i>(Funds provided by the NHS Breast Screening programme for expenses of the National Breast Screening QA Co-ordinating Group)</i>	2,306	-	2,306	-
E-Learning for Healthcare - Ionising Radiation (medical Exposure Regulations) project <i>(Funds provided by e-learning for Healthcare to create the content for an e-IRMER e-learning package)</i>	14,307	-		14,307
E-learning for Healthcare – Nuclear Medicine Project <i>(Funds provided by e-learning for Healthcare to create the content for an e-IRMER for Nuclear medicine e-learning package)</i>	19,719	-	1,238	18,481
Academy for Healthcare Science <i>(Funds provided by the Academy of healthcare Science for the development of Accreditation Standards)</i>	-	-		-
E-integrity MLA <i>(Funds provided by E-integrity CIC to keep the content of the e-learning materials developed in partnership with e-learning for healthcare up-to-date)</i>	7,500	5,000	8,400	4,100
IPEM Educational Fund	-	40	-	40
Total	43,832	5,040	(11,944)	36,928

15) AGENCY

The Institute collected and paid over the following subscriptions on behalf of other organisations in 2016:

	Science Council	Engineering Council	Total Collections
	£	£	£
Balance at 01/01/2016	34,135	564	34,699
Received from Members	30,125	4,010	34,135
Paid	(59,720)	(4,289)	(64,009)
Balance at 31/12/2016	4,540	285	4,825

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16) ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Charity			Group		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
Tangible Fixed Assets	443,066	-	443,066	443,066	-	443,066
Investments	767,354	-	767,354	767,254	-	767,254
Net Current Assets	884,183	36,928	921,111	882,873	36,928	919,801
Balance at 31/12/2016	2,094,603	36,928	2,131,531	2,093,193	36,928	2,130,121