

Charity number: 1010639

**The Society for the Study  
of Inborn Errors of Metabolism**

**Annual report and financial  
statements**

For the year ended 31 December 2016

Company limited by guarantee

Registered number: 02567711

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## Reference and administrative details

For the year ended 31 December 2016

<b>Trustees</b>	Prof P T Clayton, Chair (resigned 7 September 2016) Prof G S Salomons, Chair (from 7 September 2016, Secretary until 7 September 2016) Dr M Schiff, Secretary (appointed 7 September 2016) Ms A Y Brown, Treasurer Prof I Baric Dr C Dionisi Vici (resigned 7 September 2016) Prof J Haberle (appointed 7 September 2016) Dr H Micheakakis (appointed 7 September 2016) Dr F Mochel (appointed 7 September 2016) Dr E Morava-Kozicz (appointed 1 January 2016) Dr A A M Morris (appointed 7 September 2016) Prof K Ounap Prof B Plecko (resigned 7 September 2016) Dr A Ribes Prof U Spiekerkotter Dr C Vianey-Saban (resigned 7 September 2016) Dr V Valayannopoulos, Chairman ETAC (Ex-officio) (resigned 7 September 2016) Ms A M J van Wegberg Prof J Zschocke, Editor in Chief JIMD (Ex-officio) (resigned 1 January 2016)
<b>Company registered number</b>	02567711 (England and Wales)
<b>Charity registered number</b>	1010639
<b>Registered office</b>	130-132 Tooley Street London SE1 2TU
<b>Independent auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Barclays Bank PLC PO Box 43 Sheffield S9 2LF

### Trustees' report (continued)

For the year ended 31 December 2016

The Trustees present their annual report together with the financial statements of The Society for the Study of Inborn Errors of Metabolism ('SSIEM') ('the Society') ('the charitable company') for the year ended 31 December 2016.

Since the charitable company qualifies as small under section 383, the Strategic report required of medium and large companies under The Companies Act 2006 (Strategic report and Directors' report) Regulations 2013 is not required.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Constitution

The charitable company is constituted under a Memorandum of Association dated 12 December 1990 and amended by Resolutions dated 13 September 1991, 6 September 2007, 31 August 2011 and 3 September 2014. It is a registered charity number 1010639.

The charitable company is limited by guarantee and does not have share capital. All Trustees are members of the charitable company and guarantee to contribute £1 in the event of a winding up.

#### Organisational structure and decision making

A General Council made up of Honorary Officers of the Society and additional members manage the organisation. The Honorary Officers are a Chair, a Secretary and a Treasurer. Council Members are elected at the Annual General Meeting. Honorary Officers are appointed by the General Council. Honorary Officers of the Society may hold office for three years and are eligible for re-appointment to the same office for a further three years. Members of the General Council other than Honorary Officers may hold office for three years; they may be re-elected for a further three years.

All Honorary Officers of the Society and Members of the General Council are considered to be key management of SSIEM although all are non-paid volunteers.

It should be noted that the current SSIEM Treasurer is also on the European Research Network for Evaluation and Improvement of Screening, Diagnosis and Treatment of Inborn Errors of Metabolism ('ERNDIM') Board of Trustees and that the SSIEM pays ERNDIM for Education and Training Society ('ETAC') administrative functions. The Finance Sub-Committee ('FSC') to help run the financial side of the Society was announced at the 2014 AGM and installed in 2015. The FSC comprises the current Honorary Treasurer, a Council member (currently the SSIEM Chair), a previous SSIEM Honorary Treasurer or Ex-Officio member of Council and an independent financial advisor.

#### Trustees' responsibilities statement

The Trustees (who are also directors of The Society for the Study of Inborn Errors of Metabolism for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;

### Trustees' report (continued)

For the year ended 31 December 2016

- state whether applicable United Kingdom 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- So far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- The Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

#### OBJECTIVES AND ACTIVITIES

##### Policies and objectives

The principal objective of the charitable company is to foster the study of inherited metabolic disorders and related topics.

In order to further these objectives, membership of the Society promotes the exchange of ideas between professional workers in different disciplines who are interested in inherited metabolic disorders. The aim is pursued in scientific meetings and publications. The Society supports an annual symposium concentrating on different topics relating to inborn errors of metabolism each year and publishes its journals (Journal of Inherited Metabolic Disease (JIMD) and JIMD reports).

Membership of the Society is open to all and especially to those who are professionally involved in metabolic disorders or related topics.

##### Public benefit

In supporting an annual symposium and publishing its journal, the Society aims to advance health by sharing ideas on different topics relating to Inborn Errors of Metabolism. In doing so, the Society has considered the Charity Commission's guidance on public benefit.

### Trustees' report (continued)

For the year ended 31 December 2016

#### ACHIEVEMENTS AND PERFORMANCE

##### Review of activities

During the year ended 31 December 2016 the Society published Journals and continued development of its own website and App. In addition, arrangements progressed with the LOC & PCO for the SSIEM symposium Athens (2018), Rotterdam (2019) & Freiburg (2020) together with the 14<sup>th</sup> ICIEM Congress in Sydney (2021).

The membership subscription structure was amended for 2016 reflecting the need to make the membership fee financially acceptable across member's professions and countries. This did not impede the continued increase in membership numbers from 2015 or the total subscription income received.

SSIEM Education and Training Advisory Committee (ETAC) exercised its responsibilities for the training syllabi and the recognition of training centres for paediatric metabolic medicine. ETAC also organised the annual SSIEM Academy course which was held April 2017 in Lyon, France.

The SSIEM Journal of Inherited Metabolic Disease (JIMD) increased its impact factor again in 2016 to 3.970 and was again run from the JIMD Editorial Office in Heidelberg. New contracts and agreements with the JIMD Editorial Office and Publisher will be sought in 2017.

The Society held its 50<sup>th</sup> Symposium in Rome, Italy. The number of delegates attending continues to increase; more than 2,800 individuals attended representing over 80 countries. The next SSIEM symposium will be held in 2018 in Athens and in 2017 the 13<sup>th</sup> ICIEM Congress will be held in Rio de Janeiro.

The SSIEM again gave grants for SSIEM membership attendance at the SSIEM symposium in Rome and in 2017 will be giving grants in support for parent support groups or societies and travel support for educational activities for healthcare professionals seeking experience in centres of excellence.

#### FINANCIAL REVIEW

##### Principal funding

The overall income excluding any surplus from the symposium is used to pay the administrative and running costs of the Society including ETAC and to allow for publication of educational journals devoted to the study of the inborn errors of metabolism. Surplus funds are invested. Interest from investments is used in pursuance of the educational objectives of the Society.

The Council is cognisant of the current global financial crisis and has taken steps to protect investment and secure the financial position of the Society so that it can continue to meet its objectives.

The Society is truly international with membership drawn from more than 74 countries. The Society exists to promote the exchange of ideas between all who are professionally interested in Inherited Metabolic Disease. It is the wish of the Council that this exchange should occur between members in as many countries as possible. The Council has agreed to set aside an amount of money from any surplus generated from normal activities to make membership more widely available to those who would otherwise be unable to participate without support from the Society. In 2016 the annual subscriptions of 5 (2015: 6) members were paid by the Society; in addition, members and non-members were given financial assistance to attend the SSIEM Symposium in Rome.

##### Results for the year

Overall the financial result for the year was a net increase in the reserves of €54,424 to a year-end figure of €2,277,743. However this figure will be reduced in 2017 due to the relative higher costs of the ICIEM congress held in Brazil and the implementation of the additional support for ETAC and ERNDIM.

### Trustees' report (continued)

For the year ended 31 December 2016

#### Reserves policy

As at 31 December 2016 unrestricted funds of €2,277,743 (2015: €2,223,319) were held. It is the policy of the Society to maintain 'free reserves', which are the unrestricted funds less designated funds, at a level that is sufficient to cover management and administration, and support costs and allows the Society to be managed efficiently. Due to the continued success of the SSIEM over the last few years these costs have increased. In view of this the required level of free reserves has been set at €800,000 (2015: €700,000). The Council proposes that a proportion of the surplus funds are invested, currently £650,000 (2015: £650,000 (€881,790)), there is an intention to increase this in 2017. This is to provide some financial security for the Society in years when the Society's income may be reduced, e.g. ICIEM\* Symposium years when the SSIEM is not the host, and in the long term to enable the Society to further develop its educational and charitable objectives. The remaining surplus is used in pursuance of the educational objectives of the Society. A limited number of grants are available to finance individual members to visit, or work for short periods of time, in other centres of expertise. In 2016 the SSIEM were able to financially assist a Greek Doctor visiting Manchester Children's hospital where they were able to participate in a variety of clinics and discuss cases with the Manchester Metabolic Team.

During 2016, the Council was pleased to give financial assistance to 28 (2015: 22) individuals enabling them to attend the SSIEM Symposium in Rome. The Council has also agreed to utilise some of the reserves to develop the SSIEM Academy and to make training more readily available. Funds (€30,000) were also made available, with other interested societies, to support the development of an electronic app for the Vademecum Metabolicum (the "little yellow book" previously published by Milupa). An annual subscription fee of €3,000 is anticipated, which the SSIEM will support. In March 2016 Council agreed to support 3.5 years funding of a Scientific Deputy for the ERNDIM Office. €350,000 has been set aside to fund this position as a designated fund and this does not form part of the Society's free reserves. A Scientific Deputy was appointed and commenced in post 1 August 2017. MetabERN, an EU networking Health initiative for inherited disorders, also received €30,000 to enable stakeholder meetings to discuss the structure and statutes of MetabERN. Future funding will depend on the SSIEM receiving a detailed business case.

Future developments include making funds available, from 2017, to support parents/carers to attend meetings or events held by support groups or societies. The SSIEM was approached to sponsor the XIV International Congress Paediatric Laboratory Medicine to be held in Durban, S Africa in 2017. Council decided to offer nominally 10 travel scholarships, dependent on response, to laboratory scientists to attend the meeting. The SSIEM has also purchased space in the trade exhibition to promote the SSIEM and ERNDIM thereby increasing awareness of inherited disorders and reliable laboratory testing and diagnosis. Also see the section on Future Developments in the Trustees' report.

\* ICIEM (International Congress of Inborn Errors of Metabolism); global symposium hosted by SSIEM and its sister societies on a rotation basis. Symposium surplus goes to the hosting society.

#### Investment policy and performance

All investments have been acquired in accordance with powers available to the Council. The assets are sufficient to guarantee normal running of the Society for a period of not less than one year and to support the SSIEM Symposium if there were financial difficulties. The Council considers that this is the best way of ensuring the independence of the Society and that its educational objectives can be fulfilled. Since the majority of assets are financial investments there is unlikely to be any delay or shortfall in realising the assets into cash if this became necessary.

#### Risk management

The Trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

The main risks are:

#### Symposia risk

- Insurance against bodily or material harm including third parties.
- Insurance against cancellation for major risks.

### Trustees' report (continued)

For the year ended 31 December 2016

- Agreement re a force majeure event.

It is expected that the above insurance policies and agreements are included in any contract with any Professional Conference Organiser (PCO) providing services for the annual Symposium.

#### Data risk

- The IT and data facilities are run under contract with the Association for Clinical Biochemistry and Laboratory Medicine Office. A back-up of data is routinely scheduled and held off-site.

#### Financial risk

- The major risk to SSIEM is the success of the annual symposium which is covered above
- The financial surplus of the Society is conservatively managed and is considered to be low risk as funds are held in Sterling and Euro

#### SSIEM Administration

The UK and Europe - Brexit

### PLANS FOR FUTURE PERIODS

#### Future developments

Council will continue to:

- Review and develop corporate governance
- Continually assess and manage risk.
- Update and develop Admin IT
- Symposium and SSIEM app
- MetabERN
- Support for the Vademecum Metabolicum app
- Support for parent support groups or societies
- Support for healthcare professional seeking experience in centres of excellence.
- ERNDIM-SSIEM Collaboration

ETAC will continue to:

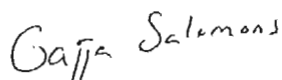
- Canvas the views of SSIEM members on training issues
- Undertake accreditation visits when requested
- Update the training syllabus on a regular basis
- Consider whether courses in inborn errors of metabolism are suitable for training needs
- Organise further specific training programmes as part of the SSIEM academy
- ETAC-NAMA Collaboration

The Society actively encourages the formation of National Societies which can communicate with each other through the SSIEM to raise awareness of metabolic diseases so that standards of care and research are improved.

#### Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charitable company 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 the financial statements.

This report was approved by the Trustees and signed on their behalf by:



Prof G S Salomons, Chair

Trustee

Date: 11<sup>th</sup> August 2017

## **Independent auditor's report to the Trustees of The Society for the Study of Inborn Errors of Metabolism**

For the year ended 31 December 2016

We have audited the financial statements of The Society for the Study of Inborn Errors of Metabolism for the year ended 31 December 2016 set out on pages 9 to 18. 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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

### **Respective responsibilities of Trustees and auditor**

As explained more fully in the Trustees' responsibilities statement, 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.

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 Auditing Practices Board'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 Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://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 charitable company's affairs as at 31 December 2016 and of its 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 for the financial year for which the financial statements are prepared is consistent with the financial statements and the Trustees' report has been prepared in accordance with applicable legal requirements.

## Independent auditor's report to the Trustees of The Society for the Study of Inborn Errors of Metabolism

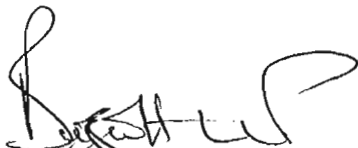
For the year ended 31 December 2016

### Matters on which we are required to report by exception

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

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



Mark Worsey (Senior statutory auditor)

for and on behalf of

**Buzzacott LLP**

Statutory Auditor

130 Wood Street

London

EC2V 6DL

Date:

11 August 2017

**Statement of financial activities**

For the year ended 31 December 2016

Income and expenditure		Unrestricted funds 2016 €	Unrestricted funds 2015 €
	Note		
<b>Income from:</b>			
Charitable activities	3	2,084,765	1,967,742
Investments	4	10,364	6,840
Other income	5	158,393	165,698
<b>Total income</b>		<u>2,253,522</u>	<u>2,140,280</u>
<b>Expenditure on:</b>			
Charitable activities	6	2,150,107	1,787,134
<b>Total expenditure</b>		<u>2,150,107</u>	<u>1,787,134</u>
<b>Net income before investment gains</b>		103,415	353,146
Unrealised gain on revaluation of fixed asset investments	9	46,824	-
Net gain on disposal of listed investments	9	2,031	-
(Loss)/gain on retranslation of fixed asset investments	9	(97,846)	31,564
<b>Net movement in funds</b>		54,424	384,710
<b>Reconciliation of funds:</b>			
Total funds at 1 January 2016	12	2,223,319	1,838,609
<b>Total funds at 31 December 2016</b>		<u>2,277,743</u>	<u>2,223,319</u>

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

All of the charity's activities derived from continuing operations during the above two financial periods.

The notes on pages 12 to 18 form part of these financial statements.

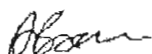
## Balance sheet

As at 31 December 2016

	Note	2016 €	2015 €
<b>Fixed assets</b>			
Investments	9	792,279	542,644
<b>Current assets</b>			
Debtors	10	94,749	595,226
Cash at bank and in hand		<u>1,592,968</u>	<u>1,193,985</u>
		1,687,717	1,789,211
<b>Creditors: amounts falling due within one year</b>	11	<u>(202,253)</u>	<u>(108,536)</u>
<b>Net current assets</b>		1,485,464	1,680,675
<b>Net assets</b>		<u>2,277,743</u>	<u>2,223,319</u>
<b>Charity funds</b>			
Unrestricted funds:			
General fund	12	1,927,743	2,223,319
Designated funds	12	<u>350,000</u>	<u>-</u>
		<u>2,277,743</u>	<u>2,223,319</u>
<b>Total unrestricted funds</b>		<u>2,277,743</u>	<u>2,223,319</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved by the Trustees on 11<sup>th</sup> August 2017 and signed on their behalf, by:



**Ms A Y Brown**  
Trustee

The notes on pages 12 to 18 form part of these financial statements.

**Statement of cash flows**

For the year ended 31 December 2016

	2016 €	2015 €
<b>Cash flow from operating activities:</b>		
Net cash generated from/(used in) operating activities	A <u>687,245</u>	<u>(209,329)</u>
<b>Cash flow from investing activities</b>		
Purchase of investments	(328,732)	-
Disposal of investments	30,106	-
Investment income	<u>10,364</u>	<u>6,840</u>
Net cash (used in)/generated from investing activities	(288,262)	6,840
Change in cash and cash equivalents in the year	398,983	(202,489)
Cash and cash equivalents at 1 January 2016	B <u>1,193,985</u>	<u>1,396,474</u>
Cash and cash equivalents at 31 December 2016	B <u>1,592,968</u>	<u>1,193,985</u>
<b>A Reconciliation of net income to net cash flow from operating activities</b>		
	2016 €	2015 €
Net income for the year (as per the Statement of financial activities)	54,424	384,710
<b>Adjustments for:</b>		
Gains on revaluation of investments	(46,824)	-
Gain on disposal of investments	(2,031)	-
Loss/(gain) on retranslation of fixed asset investments	97,846	(31,564)
Investment income	(10,364)	(6,840)
Decrease/(increase) in debtors	500,477	(399,467)
Increase/(decrease) in creditors	93,717	(156,168)
Net cash generated from/(used in) operating activities	<u>687,245</u>	<u>(209,329)</u>
<b>B Analysis of cash and cash equivalents</b>		
	2016 €	2015 €
Cash at bank and in hand	1,575,831	1,193,985
Cash held by investment managers	17,137	-
Total cash and cash equivalents	<u>1,592,968</u>	<u>1,193,985</u>

The notes on pages 12 to 18 form part of these financial statements.

## **Notes to the financial statements**

For the year ended 31 December 2016

### **1. Company status**

The charitable company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charitable company.

### **2. Accounting policies**

#### **2.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments, which are included on a market value basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015) (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in Euros (€).

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows.

#### **2.2 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

#### **2.3 Income**

All income is recognised in the Statement of financial activities when the charitable company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

##### *Annual symposium*

Symposium income is the gross revenue generated by the symposium organiser on behalf of SSIEM delegate registration fees and sponsorship at the event.

##### *Subscriptions income*

Income from subscriptions is recognised in the period the membership relates to.

##### *Investment income*

This comprises of interest on bank deposits, National Savings Bank income bonds and dividend income. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company. This is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

##### *Other income*

Other income includes journal royalties which are accounted for on a receivable basis.

## **Notes to the financial statements**

For the year ended 31 December 2016

### **2. Accounting policies (continued)**

#### **2.4 Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is stated inclusive of irrecoverable VAT.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, relate to the charitable activities of the charitable company.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities. Such costs have been apportioned as follows:

- Direct costs – These are the costs associated directly to meeting the charitable objects of SSIEM and include annual symposium expenditure, grants payable and costs incurred in respect of producing journals.
- Support costs – These are the costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.
- Governance costs – These are the costs directly attributable to the Trustees' meetings and audit process such as staff costs, printing, meetings and travel costs.

#### *Annual symposium*

Symposium expenditure is the gross expenses incurred by the symposium organiser on behalf of SSIEM.

#### *Grants payable*

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attached are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

#### **2.5 Fixed asset investments**

Investments are stated at market value at the Balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

#### **2.6 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered and net of any provision. Prepayments are valued at the gross amount prepaid.

#### **2.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## Notes to the financial statements

For the year ended 31 December 2016

### 2. Accounting policies (continued)

#### 2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charitable company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

#### 2.9 Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### 2.10 Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into Euros at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into Euros at the rate ruling on the date of the transaction.

Exchange gains and losses are recognised in the Statement of financial activities incorporating income and expenditure account.

### 3. Income from charitable activities

	Unrestricted funds 2016 €	Total funds 2016 €	Total funds 2015 €
Annual symposium	1,944,200	1,944,200	1,822,644
Subscriptions	135,357	135,357	138,136
Academy income	5,208	5,208	6,962
	<u>2,084,765</u>	<u>2,084,765</u>	<u>1,967,742</u>

### 4. Income from investments

	Unrestricted funds 2016 €	Total funds 2016 €	Total funds 2015 €
Income bonds	5,763	5,763	6,840
Dividend income	4,601	4,601	-
	<u>10,364</u>	<u>10,364</u>	<u>6,840</u>

**Notes to the financial statements**

For the year ended 31 December 2016

5. Other income

	Unrestricted funds 2016 €	Total funds 2016 €	Total funds 2015 €
Journal royalties	112,005	112,005	120,388
Editorial expenses contribution	46,388	46,388	45,310
	<u>158,393</u>	<u>158,393</u>	<u>165,698</u>

6. Analysis of charitable activities

	Unrestricted funds 2016 €	Total funds 2016 €	Total funds 2015 €
<b>Direct costs</b>			
Council symposium expenses	13,454	13,454	6,531
Publication of journal	124,066	124,066	137,895
Academy expenses	68,300	68,300	61,209
Symposium awards	500	500	9,116
Symposium expenses	1,615,383	1,615,383	1,397,077
Grants payable	35,131	35,131	30,119
MetabERN	30,000	30,000	-
Komrower Lecture	1,000	1,000	-
<b>Total direct costs</b>	<u>1,887,834</u>	<u>1,887,834</u>	<u>1,641,947</u>
<b>Support costs</b>			
Council travel and subsistence	44,375	44,375	19,569
Printing, postage, stationery and carriage	15,858	15,858	13,607
Exchange rate variance	17,067	17,067	12,007
Website costs	4,659	4,659	4,043
Other administration expenses	3,337	3,337	17,816
Secretarial expenses	51,074	51,074	60,799
Irrecoverable VAT	97,031	97,031	-
<b>Total support costs</b>	<u>233,401</u>	<u>233,401</u>	<u>127,841</u>
<b>Governance costs</b>			
Accountancy fees	27,460	27,460	12,752
Professional charges	1,412	1,412	3,304
Other governance costs	-	-	1,290
<b>Total governance costs</b>	<u>28,872</u>	<u>28,872</u>	<u>17,346</u>
<b>Total expenditure on charitable activities</b>	<u>2,150,107</u>	<u>2,150,107</u>	<u>1,787,134</u>

28 (2015: 22) delegates were supported with financial grants totalling €35,435 (2015: €30,119).

## Notes to the financial statements

For the year ended 31 December 2016

### 7. Trustees' remuneration

No Trustees received any remuneration or benefits in kind in respect of their services during the year (2015: €nil). During the year, 17 (2015: 13) Trustees received reimbursement of expenses totalling €31,459 (2015: €25,047).

### 8. Auditor's remuneration

Auditor's remuneration amounts to a current year audit fee of €9,339 (2015: €nil), and fees for other services of €3,969 (2015: €nil).

Fees payable to the former auditor amounted to €14,152 (2015: €12,752).

### 9. Fixed asset investments

Market value	Listed securities €	Other investments €	Total €
At 1 January 2016	-	542,644	542,644
Additions at cost	328,732	-	328,732
Disposals at book value (proceeds: €30,106, gain: €2,031)	(28,075)	-	(28,075)
Foreign exchange movement	(22,142)	(75,704)	(97,846)
Revaluations	46,824	-	46,824
	<hr/>	<hr/>	<hr/>
At 31 December 2016	325,339	466,940	792,279
	<hr/>	<hr/>	<hr/>
Historical cost	295,651	471,000	766,651
	<hr/>	<hr/>	<hr/>

Investments at market value comprise of the following:	2016 €	2015 €
Listed investments	325,339	-
Other investments	466,940	542,644
	<hr/>	<hr/>
	792,279	542,644
	<hr/>	<hr/>

Other investments comprise £400,000 National Savings Bank income bonds which have been retranslated into Euros at the year-end rate. Accordingly, they are included at cost which represents the capital value of the bonds to the charitable company. Investments are held to provide an investment return.

All fixed asset investments are held in the UK.

## Notes to the financial statements

For the year ended 31 December 2016

### 10. Debtors

	2016 €	2015 €
Trade debtors	2,876	471,955
Other debtors	8,058	32,658
Prepayments and accrued income	83,815	90,613
	<u>94,749</u>	<u>595,226</u>

### 11. Creditors: Amounts falling due within one year

	2016 €	2015 €
Accruals and deferred income	<u>202,253</u>	<u>108,536</u>
Deferred income		€
Deferred income at 1 January 2016		26,293
Resources deferred during the year		53,746
Amounts released from previous years		(26,293)
Deferred income at 31 December 2016		<u>53,746</u>

Deferred income relates to the deferral of subscription income over the period to which it relates.

### 12. Unrestricted funds

	Balance at 1 January 2016 €	Income €	Expenditure €	Gains/ (Losses) €	Transfers between funds €	Balance at 31 December 2016 €
General fund	2,223,319	2,253,522	(2,150,107)	(48,991)	(350,000)	1,927,743
Designated fund	-	-	-	-	350,000	350,000
	<u>2,223,319</u>	<u>2,253,522</u>	<u>(2,150,107)</u>	<u>(48,991)</u>	<u>-</u>	<u>2,277,743</u>

The general fund represents the 'free reserves' and the designated fund represents ring-fenced funding in respect of providing three and a half years of funding for a Scientific Deputy in the ERNDIM office.

**Notes to the financial statements**

For the year ended 31 December 2016

**13. Related party transactions**

Certain Trustees are also members of the charitable company. During the year, Trustees have paid membership fees on an arm's length basis and no balances were outstanding as at 31 December 2016 (2015: €nil).

A Trustee of the charitable company is also a Trustee of the European Research Network for Evaluation and Improvement of Screening, Diagnosis and Treatment of Inborn Errors of Metabolism (ERNDIM). During the year, the charitable company paid €21,676 (2015: €19,472) to ERNDIM for Education and Training Society (ETAC) administrative functions. There were no balances outstanding as at 31 December 2016 (2015: €nil).