

**THE SOCIETY FOR THE STUDY
of
INBORN ERRORS OF METABOLISM**

**NOTICE OF
ANNUAL GENERAL MEETING - 2011**

to be held at

Geneva

on

Wednesday 31st August 2011

at 12.45 p.m.

Philip D Mayne
Hon Secretary

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THE SOCIETY FOR THE STUDY of INBORN ERRORS OF METABOLISM

ANNUAL GENERAL MEETING - 2011

AGENDA

1. Apologies for absence
2. To receive the minutes of the previous meeting held on Wednesday 1st September 2010 in Istanbul.
3. Matters arising from the previous meeting
4. Honorary Treasurer's report
5. Honorary Secretary's report
6. JIMD report
7. ETAC (Education, Training & Advisory Committee) report
8. Special Resolution – that the Memorandum and Articles of the Society be amended as follows:
 - a) 7 Line 2 change to 'in writing' to 'in writing or electronically'
 - b) 64 Line 1 add 'electronically to his e-mail address or'Line 4 add 'where a notice is sent by e-mail, service of notice shall be deemed to be effective by properly directing the e-mail to the e-mail address given by the individual'
9. SSIEM – Adult Metabolic Group
10. SSIEM – Dietitian's Group
11. Website report
12. Future meetings
13. IOC Report
14. Council officers/ Election of Council Member
15. Corresponding members
16. On the proposal of Council to re-appoint Baker Tilly UK Audit LLP, Birmingham to be Auditors of the Society and to authorise Council to determine the remuneration
17. Any other business

HONORARY SECRETARY'S REPORT 2010-2011

MEMBERSHIP

At the time of writing 86 new members have joined the Society and 43 have resigned; approximately 100 have still to renew their membership. Following the formation of the SSIEM-Dietitians' Group there has been a significant increase in the number of dietitian members. Council remains slightly concerned at the ageing profile of the membership with just 12% under the age of 35. Council has considered ways of encouraging younger members to join and remain members through the activities of the Education and Training Subcommittee and by increasing the number of Travel Scholarships.

COUNCIL

Council met on three occasions since the last AGM under the chairmanship Peter Clayton. A wide range of topics related to the activities of the Society were discussed. Council membership for 2010-2011 was:

Prof N Blau, Dr J Bonham (Hon Treasurer), Dr J Campistol, Prof P Clayton, Ms M Dixon, Prof J Gaertner, Prof V Kozich, Prof P Mayne (Hon Secretary), Prof J Zschocke (Editor-in-Chief, JIMD), Dr Christine Vianey-Saban, Dr Barbara Plenko and Dr Carlo Divinci

Professor Jutta Gaertner will be retiring from Council having completed two terms. Nic Law and his team in the Society's Administrative Office at 130-132 Tooley Street, London SE1A have provided Council with invaluable support during the year. Malcolm Heron provided consultative support but finally stepped down in December after nearly 20 years association with the Society.

CORRESPONDING MEMBERS

Corresponding Members for 2010-2011 were as follows:

Janice Fletcher (Australia/New Zealand), Barbara Plecko (Austria), Katrin Ounap (Baltic Countries), Marie-Cécile Nassogne (Belgium), Grant Mitchell (Canada), Ksenija Fumic (Croatia), Pavel Martasek (Czech Republic/Slovakia), A M Lund (Denmark/Norway), Tiina Tyni (Finland), Christine Vianey-Saban (France), Robert Steinfeld (Germany), Helen Michelakakis (Greece), Joannie Hui (Hong Kong), Talieh Zaman (Iran), Anthony S Luder (Israel), Ubaldo Caruso (Italy), Fumio Endo (Japan), Berit Woldseth (Norway), Jolanta Sykut-Cegielska (Poland/Russia/Hungary), Luisa Diogo (Portugal), Moacir Wajner (South America), Domingo González-Lamuño (Spain), Anna Nordenstrom (Sweden), Matthias Baumgartner (Switzerland), Yuann-Tsong Chen (Taiwan), Gajja Salomons (The Netherlands), Turgay Coskun (Turkey), Anupam Chakrapani (UK), Bruce Barshop (USA)

Corresponding Members represent the views of local national societies and report to Council during the Annual Symposium. Council would again like to acknowledge their support during the year.

2010 ANNUAL SYMPOSIUM

The 45th annual SSIEM Symposium was held in Istanbul. It was attended by over 1400 delegates. Full credit must go to Prof Turgay Coskun and the local organising team and their PCO partners for making it both a scientific and social success. Prof Bridget Wilcken gave the Komrower Memorial Lecture entitled Newborn screening: how are we travelling? Where might we get to?

Following the AGM, Prof Cornelis Jakobs stepped down as Chairman of the SSIEM and Prof Peter Clayton was elected the Chairman.

Honorary Secretary's Report

FUTURE SSIEM and ICIEM SYMPOSIA

Council and Corresponding members approved a bid from Innsbruck to host the Annual Symposium in 2014. The following are the venues for future SSIEM Symposia:

- SSIEM Annual Symposium, Birmingham, UK 2012
- ICIEM International Symposium, Barcelona, Spain, 2013
- SSIEM Annual Symposium, Innsbruck, Austria, 2014

Council called for expressions of interest from SSIEM members and National and Regional IEM organisations to host the 2015 and 2016 Annual Symposium. Just one expression of interest was received and this will be put to the Council and Corresponding Members meeting during the Symposium.

TRAVEL SCHOLARSHIPS

Fifty-four applications were received for 16 travel scholarship of up to €1200 each to attend the Symposium in Geneva. Just three of these were from SSIEM members. The applications were reviewed by Prof Jutta Gaertner, Dr Christine Vianey-Saban and Prof Philip Mayne. Eleven travel scholarships were awarded on the basis of financial need and five on the academic quality of the application.

TRAINING

The Education and Training Advisory Committee (ETAC), chaired by Prof John Walter with Prof Jean-Marie Saudubray senior advisor, organised the 3rd SSIEM Academy course in Manchester, UK on the 4th and 5th October 2010; the course was attended by 37 clinicians and 39 scientists. The programme included disorders of purine and pyrimidines, mucopolysaccharides and oligosaccharides and peroxisomes. The 4th SSIEM Academy course will take place in Amsterdam in November. ETAC has now established its administrative office in Manchester in conjunction with ERNDIM; an administrator, Sara Gardner, has been appointed. Vassili Valayannopoulos was invited by the SIMD to observe the North American Metabolic Academy (NAMA) course in Canada in November 2010 and thus to strengthen the links between the two training bodies.

Following a site visit to the training centre at Zurich, ETAC made a recommendation to the Confederation of European Specialists of Paediatrics (CESP) that the unit should be accredited as a training centre for paediatric inherited metabolic medicine. John Walter informed Council of his intention to step down as chairman of ETAC after the Academy course in November.

WEBSITE

The SSIEM website remains the main conduit by which Council communicates with its members. Prof Nenad Blau has been invited by Council to remain as webmaster for a further year. Council is grateful to Michael McConnell of Blackcat for his significant contribution in maintaining and developing the site. Following the delays experienced in the distribution of the 2nd Announcement of the Geneva Symposium, Council has decided to recommend to members that, where appropriate, notices will be distributed electronically and via the website. This change in practice will require a change to the Society's Memorandum and Articles of Association.

JIMD

The JIMD continues to see a steady increase in the number of articles received, up approximately 50% on the previous year, with 46 articles accepted for the on-line 'JIMD Reports' in the first 6 months. Council acknowledges the hard work of all those involved, the Editors-in Chiefs, Profs Johannes Zschocke and

Honorary Secretary's Report

Mike Gibson, the Managing Editor Dr Verena Peters and their team of editors and communicating editors as well as all those who reviewed articles. The 3rd annual Archibald Garrod award for the best clinical study published in the Journal will be announced in Geneva.

INTERNATIONAL CLASSIFICATION OF DISEASES (ICD)

Following approval of Council, the Working Group under the lead of Dr Guy Besley submitted a revised classification of inherited metabolic disorders to Orphanet as part of the revision of the WHO's International Classification of Diseases (ICD) being undertaken by the Topic Advisory Group for Rare Diseases, chaired by Ségolène Aymé. This was accepted by Orphanet; the recommendations made will be incorporated into the revision. Council agreed to publish the classification on the website and to adopt it in the Journal and for training purposes.

SSIEM SUBGROUPS

The two SSIEM subgroups, the adult metabolic group (SSIEM-AMG) lead by Dr Frédéric Sedel and the Dietitians' Group (SSIEM-DG) lead by Dr Link are now firmly established. Both have their own session within Symposium's scientific programme; both are open to all SSIEM members.

EUROPEAN REVIEW OF NEWBORN SCREENING PRACTICES

The consortium, lead by the National Centre for Rare Diseases (Rome) and the International Society for Newborn Screening, which was awarded the tender to review newborn screening and treatment practices in the EU member states and associated countries has completed its task. Two documents have been prepared, one outlining the practices in member states and based on the results of questionnaires and the other making recommendations on processes and practice but not marking specific recommendations on expanded screening which was not included in the scope of the tender. Dr Jim Bonham and Prof Philip Mayne were co-opted onto the working group on behalf of the Society.

*Prof Philip Mayne
Honorary Secretary
June 2011*

HONORARY TREASURER'S REPORT 2010-2011

The Accounts for 2010 are shown in Euro's (€) as agreed at the 2009 AGM.

INCOME

Receipt of subscriptions for 2010 has increased compared with 2009 and there was a surplus from the 2010 Annual Symposium in Istanbul. There was a slight increase in the membership during 2010, as at 31st December 2010 there were 1140 names on the database, (1077 as at 31st December 2009).

Under the contract with the publishers of the JIMD we receive a share of the Royalties; in 2010 Council was pleased to receive €110,730 for 2009 compared with €80,362 received in 2009.

Despite these additions the budget for 2011 and 2012 is likely to show a deficit and therefore the Council proposes that the annual subscription should be increased to €125 for 2012 for members over 35 years and be maintained at €80 for those 35 years and under. The resulting budget shows a €26.5k deficit but this remains prudent given the reserves. There will be no additional charge for accepting Card payments. However, the cost of Bank transfers must be met by the transferee and full funds should be remitted to the SSIEM account.

EXPENDITURE

The overall expenditure for 2010 shows an increase of 13% compared to 2009. There are a number of increases which include Support for Delegates to attend the Symposium and general Symposium costs plus the cost of the SSIEM Administration Office. A reduction was made in the costs of the production and publication of the Journal.

The council was pleased to give support to help members who find difficulty in obtaining funds to attend the Annual Symposium; Grants in 2010 totalled €16,838. This was increased to €20,000 in 2011 and this increase will be maintained in 2012.

There are currently (2011) only 4 members who have their subscriptions paid from the membership support fund. Those members who have colleagues who find difficulty in joining the society and thereby receive the journal without financial support are encouraged to apply directly to the Hon. Treasurer for a Membership Support Grant for 3 to 5 years.

BALANCE SHEET

Total amount in accumulative fund increased in 2010, by €34,009 and stands at €648,667.

FINANCIAL POLICY

Publishing and administration – our policy is to cover the majority of the journal and administrative costs from subscriptions paid by members.

JOURNALS

It is our policy to mail journals only to those members for whom a full subscription has been received.

RESERVES

It is the policy of the Society to maintain unrestricted funds, which are the pre-reserves, at a level that is sufficient to cover management, and administration support costs, and allows the Society to be managed

efficiently. It is the policy of Council to use some of the unrestricted funds to encourage the sharing of experience and training between Centres. Part of the reserves includes the gift from Professor Komrower which was been invested and the interest on that investment is used to fund expenses relating to the Komrower Lecture.

Although the reserves appear substantial, Council believes we should maintain such reserves in order to cover the eventuality of a major disaster with an Annual Symposium and also running costs of the Society for 12 months. The reserves will also be used to develop the SSIEM Academy.

SECRETARIAT

The SSIEM has completed its first year using the administrative services of the Association for Clinical Biochemists (ACB) in London and has established systems to help the Society in future years.

RISK MANAGEMENT

The Trustees have examined the major strategic business and operational risks that the Society faces, and have established systems so that the necessary steps can be taken to lessen these risks.

AUDITORS

It is proposed that the present auditor Baker Tilley UK Audit LLP be reappointed.

A copy of the full accounts in Euros can be seen in the Members Area of the SSIEM website.

*J R Bonham
Honorary Treasurer
June 2010*

Honorary Treasurer's Report

JIMD REPORT 2010-2011

In 2011 the JIMD's impact factor has continued to rise and stands now at 3.8 – the Editorial Team wishes to thank authors, reviewers and Communicating Editors for helping to maintain the status of JIMD as the leading international journal on inborn errors of metabolism.

The past year has seen the start of “JIMD Reports” as a primarily online sister periodical of the traditional print JIMD. This allows publication of an increased number of manuscripts that would otherwise have to be rejected. Articles in both, “JIMD” and “JIMD Reports” are professionally typeset in a similar fashion and will be available online and fully referenced in bibliographical databases. Articles in “JIMD Reports” will be published in electronic form, and twice a year will be compiled into print volumes that can be purchased; they are not included in the SSIEM membership fee. Associated abstracts will still be printed in the Extras section of the print JIMD. All submissions to “JIMD” and “JIMD Reports” are handled by the same Editorial Team and via a single Editorial Manager portal. Case and research reports submitted since October 2010 are assigned to JIMD Reports, and this form of publication is also offered for some original articles not suitable for the traditional JIMD.

In 2010, we published many themed issues concerning different topics related to inborn errors of metabolism. The first issue in 2010 included a chapter on *Advances and Challenges in PKU* containing articles arising from a 2009 PKU meeting held in Barcelona, with Nenad Blau as Guest Editor. Together with Ertan Mayatepek and Ute Spiekerkötter we published a themed issue on *Fatty Acid Oxidation* with articles presented at the Fulda Symposium “Fatty Acid Oxidation: Clinical, biochemical and molecular aspects” in 2008. There was one themed issue focused on *Lysosomal Diseases with Neurologic Involvement*, with Guest Editor Greg Pastores, and a special issue on *Newborn Screening* organized by Veronica Cornejo, Rodney Pollitt and Georg Hoffmann. In 2011, a focus issue on *Homocysteine and B-Vitamin metabolism* included articles presented at the 7th International Conference on Homocysteine in Prague, 2009 and at the “International Fulda-Symposium on Homocysteine, Folate and Cobalamin Disorders” 2009 in Fulda; Guest Editors were Henk Blom, Brian Fowler and Viktor Kozich. Jan Smeitink and Saskia Koene were guest editors for the themed issue on *Mitochondrial Medicine*. Guest editors for the *Galactosemia* chapter were Gerry Berry and Estela Rubio-Gonzalbo. Forthcoming themed issue include an overview of CDG dedicated to Jaak Jaeken, a focus issue on *Alkaptonuria* based on the 4th International Workshop on AKU 2011 in Cambridge, and a themed issue about *Disorders of the Catabolism of Branched-Chain Amino Acids* presented at the APS Meeting in Fulda 2010. Themed issues are favourites of readers and editors alike as they serve as up-to-date references for specific topics. Please feel free to contact us if you would like to organise a future issue yourself.

The total number of submissions has markedly increased from 289 in 2008 to 366 in 2009 and finally to 451 in 2010. The submitted manuscripts in 2010 included 255 original articles, 119 case/short reports, 13 reviews, 1 metabolic dissertation, 10 Metabolic Images, and others. Submitted articles in 2010 came from 55 different countries. Most articles were from the USA (14%), United Kingdom (9%), the Netherlands (8%), Germany and Spain (6% each), Italy (5%), Turkey (4%), France, China, Australia and Brazil (3% each).

We continue to welcome interesting material for the “Extras” section. Any comments, announcements or metabolic news can be published in this section. In particular, think of writing an obituary for JIMD if you learn of the death of an SSIEM member or other person related to inborn errors of metabolism. Our former colleagues deserve to be remembered in print.

Last but not least we would especially thank all Communicating Editors who have added invaluable expertise and a lot of time and effort in the assessment of manuscripts and in organising special supplements or issues!

The JIMD Editorial Team – Mike Gibson, Garry Brown, Georg Hoffmann, Verena Peters and Johannes Zschocke

GENERAL INFORMATION

DIRECTORS AND TRUSTEES

J R Bonham
J Campistol
P T Clayton
M A Dixon
J Gaertner
V Kozich
P D Mayne
J Zschocke
C Dionisi Vici
B Plecko
C Saban

HONORARY SECRETARY

P D Mayne

HONORARY TREASURER

J R Bonham

REGISTERED OFFICE

Third Floor
130-132 Tooley Street
London SE1 2TU

BANKERS

Barclays Bank plc
Sheffield Arena Square Branch
PO Box 43
Sheffield
S9 2LF

AUDITORS

Baker Tilly UK Audit LLP
Chartered Accountants and Registered Auditors
St Philips Point
Temple Row
Birmingham
B2 5AF

Registered Company Number (England & Wales) 2567711

Registered Charity Number 1010639

General Information

TRUSTEES' REPORT

The Trustees present their report together with financial statements for the year ended 31 December 2010. The Trustees confirm that the financial statements comply with current statutory requirements and with those of the company's Memorandum and Articles of Association.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The company which is governed by its Memorandum and Articles of Association dated 12 December 1990, is constituted as a company limited by guarantee and has been given the registered company number 2567711.

The company is also a registered charity and has been given the registered charity number 1010639.

Trustees

The Directors, who are also the Trustees of the charity, are listed below:

C Jakobs	(resigned 1 September 2010)
N Blau	(resigned 1 September 2010)
J R Bonham	
J Campistol	
P T Clayton	
M A Dixon	
J Gaertner	
V Kozich	
P D Mayne	
M I Tavares de Almeida	(resigned 1 September 2010)
J Zschocke	
C Dionisi Vici	(appointed 1 September 2010)
B Plecko	(appointed 1 September 2010)
C Saban	(appointed 1 September 2010)

Being a company limited by guarantee, there is no share capital.

Organisation

A General Council made up of officers of the Society and additional members manage the organisation. The officers are a Chairman, an Honorary Secretary, and an Honorary Treasurer. Officers and Council members are elected at the Annual General Meeting. Another SSIEM member must nominate members standing for election. Officers of the Society may hold office for 3 years and are eligible for re-election to the same office for a further 3 years. Members of the General Council other than officers may hold office for 3 years; they may be re-elected for a further 3 years. All officers of the Society and members of the General Council are non-paid volunteers.

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.

Risk Management

The trustees have examined the major strategic, business and operational risks that the Society faces and have established systems so that the necessary steps can be taken to lessen these risks.

OBJECTIVES AND ACTIVITIES

The objects of The Society for the Study of Inborn Errors of Metabolism (SSIEM) are to foster the study of inherited metabolic disorders and related topics.

In order to further these objects, 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 Journal, the *Journal of Inherited Metabolic Disease* (JIMD).

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

ACHIEVEMENTS AND PERFORMANCE

During the year ended 31 December 2010 the Society published its Journal and continued development of its own internet website. In addition, arrangements progressed with the Society for Inherited Metabolic Diseases (SIMD), the Japanese Society for Inherited Metabolism Diseases (JSIMD), the Australian Society for Inborn Errors of Metabolism (ASIEM), Sociedad Latinoamericana de Errores Innatos del Metabolismo y Pesquisa Neonatal (SLEIMPN), within the International Congress of Inborn Errors of Metabolism (ICIEM) for closer relationship. A new constitution has been formulated and agreed.

Its membership has continued to increase. The General Council has met on a number of occasions to pursue the objectives of the Society.

SSIEM Education and Training Advisory Committee (ETAC)

Purpose

Paediatric Metabolic Medicine (PMM) is a recognised subsection of the European Academy of Paediatrics (EAP), which is a section of the Union of European Medical Specialists (UEMS). Although the SSIEM has no formal role within the EU in the assessment of training for laboratory scientists, the SSIEM recognises a responsibility in this area. Consequently ETAC is now comprised of both clinicians and laboratory scientists.

The current membership of the committee is as follows:

Chairman: John Walter
Senior Advisor: Jean-Marie Saudubray

Clinical

Andrew Morris
Vassili Valayannopoulos
Ute Spiekerkoetter
Shamima Rahman

Laboratory

Brian Fowler
Mick Henderson
Christine Vianey-Saban
Jorgen Bierau

The responsibilities of ETAC are currently as follows:

Syllabus

Syllabi are published on the SSIEM website for both clinical and laboratory training.

Formal assessment of clinical training centres and training programmes

National societies can apply for centres within their country to be approved for training in PMM. This process requires a formal written application followed by a site visit by two members of ETAC. ETAC will then submit their recommendation to EAP. As part of the process for training centre approval the committee will require information about local training programmes and trainee assessment. Training programmes should aim to ensure the syllabus is covered. This may be a problem in small countries as experience may be limited. The authorities have to recognise any limitation and be prepared to fund training elsewhere; if there is insufficient experience in one country the importance of obtaining experience abroad will need to be emphasised. Such work needs to be properly funded and the experience in another country recognised for training. At the present time ETAC will not be responsible for the assessment of individual trainees but may be in a position to provide career guidance.

SSIEM Academy

ETAC now organises an SSIEM Academy course for training in areas of inherited metabolic disease. In 2010 this consisted of a two day concurrent course for both paediatricians and laboratory scientists. It is planned that there will be a continued expansion in training courses as part of the role of the Academy

JIMD

The JIMD is steered by two Editors in Chief (in Austria and the USA) together with a Managing Editor (in Germany, employed by the SSIEM) and two Editors.

Although the net payment to the Publishers of the JIMD is higher under the new contract, the Society will receive a share of the Royalties. During 2010 the Trustees were happy to receive a payment for Royalties of £110,730.

SYMPOSIUM

In 2010 the SSIEM annual symposium was held in Istanbul, Turkey. Plans are well advanced with the organisation of the annual symposium to be held in Geneva in 2011.

FUNDING

The majority of the income of the Society is raised from subscriptions paid by individual members. This income is used to pay the administrative and running costs of the Society including ETAC and to allow for publication of an educational journal 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, to subsidise the journal to make it more widely available and to meet the expenses of an invited speaker at the annual symposia (Komrower Lecture).

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 60 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 2010 the Annual Subscription of members was paid by the Society; in addition 7 members were given financial assistance to attend the ICIEM Symposium in Istanbul.

FINANCIAL REVIEW

The net incoming resources for the year amounted to €34,009 (2009: outgoing €55,047), which was the amount attributable to general reserves, which at the yearend stood at €648,667 (2009: €614,658).

From 1 January 2010 the Council took the decision to report in the Euro currency as the majority of transactions were undertaken in this currency and the charity services the wider European community. Comparative balances have been retranslated to reflect this change in reporting.

There have been no important events since the balance sheet date.

Investment powers and policy

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. 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.

The Society has made no commitments or guarantees other than those covered in this report.

Reserves policy

It is the policy of the Society to maintain unrestricted funds, which are the free reserves, at a level that is sufficient to cover management and administration, and support costs and allows the Society to be managed efficiently. Council proposes to use some of the unrestricted funds to encourage the sharing of experience and training between centres. This will take the form of a limited number of grants to finance individual members to visit, or work for short periods of time in, other centres of expertise. During 2010, the Council was pleased to give financial assistance to 7 members to attend the Symposium in Istanbul. Council has also agreed to utilise some of the reserves to develop the SSIEM Academy and to make training more readily available.

Plans for the future

Future work - 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
- to consider whether courses in inborn errors of metabolism are suitable for training needs
- organise further specific training programmes as part of the SSIEM academy.

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.

Trustees' responsibilities for the financial statements

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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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 the legislation in other jurisdictions.

Small company exemptions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Auditors

A resolution to reappoint Baker Tilly UK Audit LLP, Chartered Accountants, as auditors was endorsed by the members at the Annual General Meeting, Baker Tilly UK Audit LLP having indicated its willingness to continue in office.

***By order of the Board
P D Mayne
Hon Secretary***

INDEPENDENT AUDITORS' REPORT

We have audited the financial statements of The Society for the Study of Inborn Errors of Metabolism for the year ended 31 December 2010 on pages 17 to 23. 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 charitable company'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 charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company'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 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 (APB'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 APB's website at www.frc.org.uk/apb/scope/private.cfm

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 2010 and of its incoming resources and application of resources, including 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 Companies Act 2006.

Opinion on other requirement of 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.

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:

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

Independent Auditor's Report

- 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
- Trustees' were not entitled to prepare the financial statements in accordance with the small companies regime

Paul Oxtoby (Senior Statutory Auditor)
For and on behalf of Baker Tilly UK Audit LLP, Statutory Auditor
Chartered Accountants
St Philips Point
Temple Row
Birmingham
B2 5AF

Independent Auditor's Report

STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010

		Unrestricted and total funds 2010	Unrestricted and total funds 2009
	Note	€	€
Incoming resources			
<i>Incoming resources from generating funds:</i>			
<i>Activities for generating funds:</i>			
Investment Income		8,824	9,158
<i>Incoming Resources from Charitable Activities</i>	2	141,986	80,362
Other incoming resources	2	<u>110,730</u>	<u>85,111</u>
Total incoming resources		<u>261,540</u>	<u>174,631</u>
Resources expended			
<i>Charitable Activities</i>			
Symposium	3	68,288	42,850
Publication of Journal	3	115,685	136,645
ETAC	3	<u>25,365</u>	<u>35,182</u>
		209,338	214,677
Governance Costs	6	18,193	15,001
Total resources expended		<u>227,531</u>	<u>229,678</u>
Net incoming/(outgoing) resources for the year		34,009	(49,261)
Fund balances brought forward at 1 January 2010		<u>614,658</u>	<u>669,705</u>
Fund balances carried forward at 31 December 2010	10	<u><u>648,667</u></u>	<u><u>614,658</u></u>

There are no recognised gains or losses other than those included in the statement of financial activities for the two financial years.

The above results are derived from continuing operations.

Statement of Financial Activities

BALANCE SHEET AS AT 31ST DECEMBER 2010

	Note	€	2010	€	€	2009	€
Fixed assets							
Investments	7		471,000			446,920	
Current assets							
Debtors	8	94,112			5,447		
Cash at bank and in hand		<u>152,553</u>			<u>209,675</u>		
		246,665			215,122		
Creditors:							
amounts falling due within one year	9	(68,998)			(47,384)		
Net current assets				<u>177,667</u>		<u>167,738</u>	
Total net assets				<u>648,667</u>		<u>614,658</u>	
Funds							
Unrestricted funds	10		<u>648,667</u>			<u>614,658</u>	

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 17 to 23 were approved by the board of directors and authorised for issue on 2011 and are signed on their behalf by:

J R Bonham
Hon Treasurer and Director

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2010

1 ACCOUNTING POLICIES

Basis of accounting

The accounts have been prepared in accordance with applicable accounting standards under the historical cost convention and in accordance with the recommendations of the Statement of Recommended Practice: "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, applicable UK accounting standards, the Companies Act 2006.

Going Concern

The financial position on page 11 demonstrates that the charity is operating within its available cash funds and has net current assets at the year end. The charity has maintained income from journal publications and royalties and expects similar levels of this income in the future. Additional income is also expected to be generated from organising an annual symposium in future years. The Trustees believe the charity is well placed to manage its business risk despite the difficult economic climate.

The Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and thus the trustees have concluded that it is appropriate to prepare the accounts on a going concern basis.

Incoming resources

Income from charitable activities includes subscriptions income which is accounted for in the accounting period in which it is receivable and symposium income which is accounted for on a receivable basis.

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

Investment income comprises interest received on bank deposits and National Savings bank income bonds and is recognised on a receivable basis.

Grants receivable are charged to the Statement of Financial Activities in the period in which they are receivable.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. Expenditure is directly attributable to specific activities and has been included in those cost categories. Resources expended include attributable VAT which cannot be recovered.

Charitable activities include expenditure associated with the publication of the journal, expenditure associated with the annual symposium and expenditure associated with ETAC. These include both the direct costs and support costs relating to those activities.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Support costs include central functions and have been allocated to activity cost categories on an income generated basis.

Grants payable are charged to the Statement of Financial Activities when they have been approved by the Board of Trustees.

Cash flow statement

The company has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No.1 on the grounds that it is entitled to the exemptions available for small companies.

Fund accounting

The charity's accumulated funds consist of funds which the company may use at the discretion of its trustees.

Foreign currencies

Transactions are expressed in Euros being the functional and presentational currency of the charity. Transactions in other currencies are translated into Euros and recorded at rates of exchange approximating to those ruling at the date of the transaction. Monetary assets and liabilities in other currencies are translated at rates ruling at the balance sheet date. All differences are taken to the statement of financial activities. Comparative balances which were reflected in sterling in the 2009 accounts have been retranslated into Euros in line with the decision taken on 1 January 2010 to adopt Euros as the functional and presentational currency.

2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2010	2009
	€	€
Annual Symposium	28,000	-
Publication of journal/subscriptions	<u>113,986</u>	<u>80,362</u>
	<u>141,986</u>	<u>80,362</u>

b) Other Income

	2010	2009
	£	£
Journal Royalties	110,730	84,576
Charges for payment by Debit/Credit Card	<u>-</u>	<u>535</u>
	<u>110,730</u>	<u>85,111</u>

3 ANALYSIS OF CHARITABLE EXPENDITURE

	Symposium	Journal	ETAC	2010	2009
	€	€	€	€	€
Direct Costs					
Publication of Journal	-	93,015	-	93,015	117,321
Council symposium expenses	23,158	-	-	23,158	9,634
Support for delegates to attend symposium (note 5)	16,838	-	-	16,838	7,612
SSIEM Academy (ETAC)	-	-	23,758	23,758	33,316
Awards	3,000	-	-	3,000	1,604
	42,996	93,015	23,758	159,769	169,487
Support Costs (note 4)	<u>25,292</u>	<u>22,670</u>	<u>1,607</u>	<u>49,569</u>	<u>45,190</u>
	<u>68,288</u>	<u>115,685</u>	<u>25,365</u>	<u>209,338</u>	<u>214,677</u>

Notes to the Accounts

4 ALLOCATION OF SUPPORT COSTS

Support costs include central functions and have been allocated to activity costs categories on an income generated basis.

	Symposium	Journal	ETAC	2010	2009
	€	€	€	€	€
Council travel and subsistence	7,737	1,451	484	9,672	12,627
Secretarial expenses	8,207	16,662	-	24,869	10,098
Printing and stationery	4,876	4,876	-	9,752	5,595
Postage	1,236	3,707	-	4,943	4,106
Website	641	1,923	641	3,205	1,793
Consultancy	5,569	-	-	5,569	4,374
Other administration	1,444	2,888	482	4,814	6,597
Exchange Gains	(4,418)	(8,837)	-	(13,255)	-
	<u>25,292</u>	<u>22,670</u>	<u>1,607</u>	<u>49,569</u>	<u>45,190</u>

The Trustees receive no remuneration but are reimbursed for expenses incurred.

5 GRANTS PAYABLE IN FURTHERANCE OF CHARITABLE ACTIVITIES

	2010	2009
	€	€
Support for delegates to attend symposium	<u>16,838</u>	<u>7,612</u>
	<u>16,838</u>	<u>7,612</u>

All grants have been paid to individuals.

6 GOVERNANCE COSTS

	2010	2009
	€	€
Audit and Accountancy	7,307	7,411
Secretarial Expenses	6,809	3,364
Council Expenditure	2,660	4,209
Other Administration	<u>1,417</u>	<u>17</u>
	<u>18,193</u>	<u>15,001</u>

7 INVESTMENTS

	2010	2009
	€	€
Unlisted investments:		
Cost		
At 31 December	<u>471,000</u>	<u>446,920</u>

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

8 DEBTORS

	2010	2009
	€	€
Other debtors	63,000	-
Prepayments	<u>33,112</u>	<u>5,447</u>
	<u>94,112</u>	<u>5,447</u>

9 CREDITORS: amounts due within one year

	2010	2009
	€	€
Subscriptions in advance	53,082	40,680
Accruals	<u>15,916</u>	<u>6,704</u>
	<u>68,998</u>	<u>47,384</u>

10 STATEMENT OF FUNDS

	Unrestricted accumulated fund	
	2010	2009
	€	€
At 1 January 2010	614,658	669,705
Net incoming/(outgoing) resources for the year	<u>34,009</u>	<u>(55,047)</u>
At 31 December 2010	<u>648,667</u>	<u>614,658</u>

11 RELATED PARTY TRANSACTIONS

Certain trustees are also members of the Society. During the year they have paid membership fees on an arm's length basis.

