



Annual report and accounts 2008



Association of British Dispensing Opticians



abdo

The Annual General Meeting

Notice is hereby given that the twenty third AGM of the Association will be held at The Metropole Hilton Hotel, Brighton at 5pm on Saturday 3 October 2009

Agenda

1. Receive apologies for absence.
2. Receive and approve the Minutes of the 2008 AGM.
3. Consider any matters arising.
4. Receive the President's Report.
5. Appointment of Board - report of elections to the Board.
6. Consider and approve the Report of the Board and adopt the Audited Financial Statements of Accounts for the Association.
7. To reappoint Burgess and Hodgson as Auditors in accordance with the Companies Act 1985. To authorise the Board to make appropriate remuneration.
8. To consider any other relevant business. No votes will be taken on any matters raised under this item. If appropriate, they may be returned to the Board. Members should notify the General Secretary, in writing in advance, of their intention to raise any such matter. No resolution relating to Special Business may be brought before the meeting unless notice thereof was given to the General Secretary by Friday 14 August 2009.

Membership of ABDO incorporates a number of benefits which include:

- Accidental death benefit
- Professional education and career development
- Provision of continuing education and training
- Professional indemnity insurance
- 24-hour free legal helpline
- Legal expenses cover up to £50,000
- Employment dispute cover (for employers and employees)
- Motor insurance
- Motor maintenance and recovery discounts
- Financial services
- Practice insurance packages
- Employers' group
- ABDO affinity credit card
- Dispensing Optics journal
- Access to Benevolent Fund and Education Trust
- Members handbook
- Advice to Fellows – peer view advice
- Expert VAT advice
- Advice from ABDO staff
- Health insurance plans
- Members forums and bulletin boards on ABDO website - www.abdo.org.uk
- Email newsletter
- ABDO Corporate items
- ABDO Locum Register



2008 Annual Report of the ABDO Board of Management

The Association

The year 2008 began on a determined note with the General Secretary Tony Garrett heralding a number of changes in the way the Association functions. Among the changes announced were a new styled national conference designed to increase participation by both members and exhibitors; the intention to launch an email newsletter service to members to enable the latest news and information to be relayed as quickly as possible; consultations on a number of subjects ranging from member benefits to the future style of *Dispensing Optics*.

At their council meeting held in Belfast on the 13 March the GOC made some far reaching decisions affecting the whole profession. The most important of these, at least in the short term, was CET. The Council decided that there would be no major changes to the CET system or to the requirements for the next three year cycle due to start in 2010. This was very disappointing for contact lens opticians who would continue to be penalised with the requirements for additional points. The General Secretary reported that the Association would continue to fight this decision. One small benefit was that the GOC would be introducing the facility on cetoptics for contact lens points to be converted to general points.

Better news was forthcoming on the mode and delivery of CET points. The GOC decided against specifying how registrants should gain points. This was particularly important for those members who live and work in more

rural and remote areas and who find attendance at meetings difficult as well as expensive. It was also pleasing to hear senior members of the GOC state clearly that they felt that the continued lack of CET funding for dispensing opticians by the Government was unfair.

After what seemed an eternity the new GOS contract came into force 1 August 2008. We urged all members to familiarise themselves with the details of the contract, in particular those members who were practice owners and those affected by the 'grandfathering' arrangements. As always Katie Docker and her team in the Membership Services department were on standby to deal with members' queries and concerns, and it is pleasing to report that most issues were addressed satisfactorily. One of the best outcomes of the changes was that members who are practice owners and who hold a contract are eligible for full membership of LOCs. It is pleasing to see the end of 'taxation without representation'. It is worth emphasising that the contract was negotiated jointly by ABDO, FODO and the AOP with the Department of Health. The bodies have worked closely together on this and have been totally united throughout. It is now inconceivable that we will ever again go into negotiations with the Department or any other body other than as a united group.

In June 2008 ABDO conducted a research project with a view to assessing its members' awareness and opinions on its current range of membership service

benefits. There was an excellent response with 21% of our qualified members in the UK participating. Opinions were sought on the organisation of ABDO Areas; membership services and their importance; perception of ABDO; current communication and preferred method of communicating and on our journal *Dispensing Optics*. The Association was very grateful to all those who participated for their valuable feedback. The information provided will enable ABDO to strengthen and where necessary rationalize the range of benefits it offers with a view to creating a greater affinity with its membership.

Internal affairs

ABDO Board

Kevin Milsom stood down as President at the AGM in September, having served two years as leader of the Association. During his presidency Mr Milsom gave of his time tirelessly and his dedication to the Association and to the interests of ABDO members was unsurpassed. He did an outstanding job, and he deserves the thanks of the whole profession.

Barry Duncan became ABDO's new President at the AGM and was immediately and enthusiastically immersed in the Association's business. Jennifer Brower was elected as the new Vice President. With their enthusiasm and experience it is clear that ABDO has an excellent team well able to meet the enormous challenges ahead.



2008 Annual Report of the ABDO Board of Management

National elections to the Board were held with Nick Atkins being re-elected to serve a new three year term and with Keith Cavaye being re-elected to the Board after an absence of a year. They, along with the President and Vice President joined the rest of the ABDO Board as follows:

Peter Black FBDO

Garry Kousoulou FBDO

Kelly Plahay FBDO BSc

Jim Gordon FBDO

Ted Moffatt FBDO

at their first Board meeting 8 October 2008.

Annual General Meeting

The Annual General Meeting was held on the 28 September 2008 at the Midland Hotel in Manchester. Attendance was greater than usual with Kevin Milsom delivering his final report of a very busy and eventful year. Mr Milsom thanked the Board and staff of the Association for their support, wishing the new President and his team every success.

The Annual Dinner which followed was a transformed and glittering occasion held in the splendour of the Manchester town hall, thanks to sponsorship from Transitions Optical, and the hard work of Elaine Grisdale and the team from Events Exchange. Luca Conte of Transitions Optical welcomed guests to the Gala Dinner. Before dinner was served Barry Duncan received his chain of office from Kevin Milsom. Barry's first task was to present Kevin Milsom with his Past President's medal, and pay tribute to the service Kevin had given to the

Association as President, noting the many positive achievements and changes which had occurred during his time as President. On accepting the Presidency Barry Duncan said: "All dispensing opticians will recognize there are tough times ahead – and we won't shrink from the challenge. ABDO has recognised the beginning of a new era. It has considered its direction, has restructured and made new appointments. The Association, now more than ever has a real purpose in taking us forward. We have a staff of professionals to help, but each and every member has a role to play in working towards the highest standards at all times. If this is achieved individually then it will be achieved collectively." Barry went on to present Jennifer Brower with the Vice President's medal.

Other awards made at the dinner were the Area Prize which this year went to a deserving person in Area 3 (North West). The Area Prize was awarded to Richard Shaw and accepted on his behalf by the Area Chairman Richard Morris. Mr Morris paid tribute to the dedication Mr Shaw had shown and the hard work he had done on behalf of the members in the North West, noting that he had been actively involved in Area 3 for over twenty years, as Chairman, Secretary and now Treasurer.

The President presented the Dispensing Optics Readership Prize at the dinner. This year the winner, nominated by the Dispensing Optics readership was Angela McNamee for her article: "The ageing eye". The Journal Prize was awarded to Wendy Sethi for her article: "Managing patient expectations."

A Medal for Excellence was presented to Rowena Shipley in recognition of her hard work as courses co-ordinator for the ABDO College and for her services to the Association as a whole. John Mitchell of Area 12 (Scotland) also received a medal in recognition of his considerable service on the area committee where he served mainly as treasurer since March 1972!

The Hamblin Memorial Prize, sponsored by Dollond & Aitchison was presented this year by Dr Rob Hogan and was awarded to the Irish Association of Dispensing Opticians (IADO) in general and in particular to Helen Carroll, Paul Hersee and Vivienne Starr for having been the mainstays of the Association which represents DOs' interests in Ireland, particularly to the Opticians Board (the Irish equivalent of the GOC) and promoting the profession's interests in general.

Life Membership of ABDO was presented to Rosemary Bailey in recognition of her long service to ABDO, her tireless work for the Association primarily in her role as Principal Examiner in Contact Lenses, and her contribution to the Contact Lens committee over very many years.

Greatly to the surprise of the General Secretary Sir Anthony Garrett he was awarded honorary fellowship of the Association. Kevin Milsom as outgoing President presented the award for his major contribution to the Association over the past ten years. Mr Milsom stressed that as General Secretary Sir Anthony had helped achieve greater recognition for dispensing opticians, had forged and strengthened links with other optical

bodies as well as raising the profile of the Association. In addition he had played a prime role in establishing the ABDO College at Godmersham Park.

Finance

During the period under review turnover increased by 18.95% to £2.58m due to increased membership, examination fees and conference income. Profit from ordinary activities decreased to £322 from £28,650 due to increased cost of sales and administration expenditure.

Marketing and Communications

Work commenced in January 2008 on the development of comprehensive new Corporate Identity (CI) and brand guidelines, this included the origination of new logos for the Association. In May the Association systematically implemented its new corporate identity and brand development strategy across its entire range of communication materials.

In-line with the new design guidelines the ABDO CET e-learning CDs were repackaged and re-launched and a new Re-registration Pack was also introduced by the CET department in July.

ABDO Examinations and Registration department held a highly successful Examiners Training Day at Godmersham in July, with Transitions Optical providing major sponsorship. The event saw the launch of the

revised Diploma in Ophthalmic Dispensing syllabus and Examiners guidance documentation in the new CI format.

In July 2008 the new ABDO website went 'live' and received critical acclaim from many ABDO members.

The 2007 ABDO annual report was published separately and distributed to members in July, this being considerably earlier than in previous years.

Marketing of 'A NEW VISION' for the 2008 ABDO Conference and Exhibition commenced in February with a 'save the date' teaser advertising campaign and direct one-to-one contact was made with all of the major sponsors by senior ABDO staff. Extensive editorial coverage for the conference was secured in, *Optometry Today*, *Vision Now* and other optical journals through PR activity and a conference launch brochure was distributed as an insert with *Dispensing Optics*. An advertising campaign ran throughout the spring and summer months in the build-up to the conference, with full page colour advertisements appearing in *Dispensing Optics*, *Eyes*, *Optical World*, *Optometry Today* and *Vision Now*. A dedicated conference website was launched in June. A 36-page handbook was produced for the conference, which proved popular with both delegates and sponsors. The Association would like to express thanks to all of the sponsors, speakers, exhibitors and of course the delegates who made the 2008 ABDO Conference and Exhibition in Manchester such a success.

The ABDO Graduation and prize-giving ceremony took place at Canterbury Cathedral in November and a programme of the event, listing all of the prize winners, was distributed to ABDO members in the UK as an insert with *Dispensing Optics*.



In June 2008 ABDO conducted a membership survey, targeting all Qualified/Life, Student and Associate members in the UK, to assess membership benefits. A total overall response of 20% was achieved, which is exceedingly high for an industry based survey, resulting in 316 pages of data, which has subsequently both endorsed and greatly assisted the Association in developing its strategic objectives. The main results of the survey were presented at the AGM in September and at the Presidents Consultation Day in November; an article providing members with an overview also appeared in the October issue of *Dispensing Optics*.

In the autumn, together with AOP, FODO and the College of Optometrists, ABDO contributed to the launch of the first ever epidemiological study of eye conditions.

2008 Annual Report of the ABDO Board of Management

Membership

The year saw a further growth in membership over 2007. The continued increase in membership numbers shows the demand for dispensing opticians in full time employment in the UK is still growing, it is also indicative of the respect in which the profession is held. We also believe that the growing numbers reflect the value of ABDO membership. As always we continue to give ongoing support to many members regarding professional indemnity insurance and CET.

	2003	2004	2005	2006	2007	2008
Full Members (inc. Reduced full)	4770	4853	5121	5145	5237	5269
UK Students	1611	1700	1705	1659	1682	1744
Associate Members	538	540	547	621	601	525
Overseas Members	840	921	864	839	771	800
Others	271	280	212	243	257	260
Total (all categories)	8030	8294	8449	8507	8548	8610

Our members receive a wide range of services and benefits in return for subscription fees and indemnity premiums. Membership benefits are under constant review, and work continues to enhance benefits and provide the best possible value for money. Assistance with the Government regulations was enhanced by the introduction of a new section on the improved website and the advice and guidelines has been revisited and modified for easier reference. With the prospect of ever changing and difficult times ahead we will as always work hard to ensure that the best advice and support is constantly available to all ABDO members.

Continuing Education & Training (CET)/Professional Relations

The past year was dominated by ABDO's first New Vision Conference and Exhibition.

The ABDO Board gave the Head of Professional Services permission to put the organisation of the conference out to tender. New conference organisers were appointed and the conference venue changed in line with the results of an area poll. As a consequence, the modernised conference was held in Manchester and attracted three times the number of delegates than the previous year. It also afforded the opportunity to forge new and solder previous relationships between ABDO and industry partners.



Preparations have been under way for the past six months to build on the success of last year. ABDO's 2009 conference is to be held in Brighton and we are working hard to offer a CET programme with first class speakers, an exhibition twice the size of last year and a social/networking programme which is second to none.

The CET committee welcomed three new members. We also said goodbye and thank you to Duncan Counter as CET committee chairman, with the appointment of

Keith Cavaye as the new chairman to carry on the good work. Having lost Mark Smith to Germany twelve months previously, we are delighted to see him return to the CET department to work on e-learning and special IT projects.

Several phone calls from members enquiring about rules pertaining to the ordering of prescription only medicines (POMs) led to the Head of Professional Services and General Secretary knocking on the door of the GOC, to try to get the rules changed which were to our mind, outdated and detrimental to our members especially those who owned their own practices. Our visit and a subsequent visit with the



MHRA resulted in a consultation being opened regarding the ordering and administering of POMs. We welcomed the full support of our colleagues at the AOP, FODO, Optometry Wales and Optometry Scotland. We are now waiting for the result of the consultation to be revealed for which we rest optimistic.

The Head of Professional Services continues to be active in Singapore where the first batch of 53 opticians took the FBDO examinations in December 2008.

ABDO are liaising with the Optometry and Opticians Board and advising new ABDO partners the Singapore Opticianry Practitioners, to help them set up courses in Dispensing Optics and Contact Lenses so they can take the FBDO and FBDO (CL) examinations in the future.

Presently, in the final months of this CET cycle, 25% of dispensing opticians have obtained all their points for this cycle with 23% having obtained only 12 points or less. Colleagues can continue to obtain points through the *Dispensing Optics* journal, CDs available through the CET department, Area meetings and, of course, mix collecting points with having fun at the annual conference in Brighton 3 to 5 October 2009.



Association of British Dispensing Opticians

Promoting the skills of Britain's opticians

Dispensing Optics Journal

In 2008 Sheila Hope, our Production Editor and her team continued to build on the success of their innovations in 2007 in producing an exciting and well designed journal which has again proved to be a great success with ABDO members. From the membership survey we learnt that the journal has a wide readership with 87% of the membership considering the editorial content to be relevant to them and their job, 81% believing it to be up to date, and three in four of the opinion that the journal has the right balance of editorial compared to advertising. Advertising revenue continued to increase, and the enthusiasm shown by our advertisers in placing more



advertising in *Dispensing Optics* underlines the fact that we have a very successful publication which we will be enlarging to 12 monthly copies in 2009.

It is always pleasing to have a publication which is so widely read and provides members with a vital service in the publication of CET articles. As ever ABDO is most grateful to Mrs Hope and Mrs Johnson for their hard work in producing such a popular journal.

Education

Awarding of prizes

Examinations

The examination results in the year end of 2008 were excellent, with more than 370 students gaining the Fellowship Diploma and a high number of students gaining the Contact Lens Certificates.

The overseas element of the Association's examination continues to grow, with Dispensing Practical examinations held twice a year in Kuala Lumpur, Malaysia, at the Axismatics Professional Institute and in Singapore.

In 2008 over 400 students sat the level 6 Diploma in Ophthalmic Dispensing Examinations linked to Axismatics Professional Institute in Kuala Lumpur, Malaysia.

In December 2008, 53 Students from Singapore sat the level 6 Diploma in Ophthalmic Dispensing, Final Qualifying Examination.

During the year, visits continued to supervisors and students in practice, to support students undertaking their Pre-Qualification Period and building up their case record portfolio in preparation for either Dispensing or Contact Lens examinations.

Appreciation: ABDO would like to record its thanks to all the examiners for all their continued support to the Association. Particular congratulations go to the following students who gained examination prizes in 2008.

Part One Prize for the Highest Mark

Awarded to the highest mark in the Part One Examination - Michael Norman

Stepper Prize

Awarded for the highest mark in the Part One Practical Examination - Philip Wilson

J W Grieve Prize

Awarded for the highest mark in sections 2 & 4 of the Final Practical Examination - Emma Haycock

The Tony Griffiths Prize for Excellence

Awarded for the highest mark in sections 3 of the Final Practical Examination - Emma Fedrick

Carl Zeiss Prize

Awarded for the top correspondence course student - Lisa Don

The Rodenstock Prize

Awarded for the highest mark in Section 4 of the Final Practical Examination - Andrew Caswell

Federation of Ophthalmic & Dispensing Opticians' Prize

Awarded to the top day release course student - Kim Lilley

The Worshipful Company of Spectacle Makers Prize

Awarded for the highest mark in the Final Practical Examination - Mark Tuffin

Association of British Dispensing Opticians Final Examination Prize

Awarded for the highest mark in the Final Examinations - Sandra Charlesworth

The Association of Optometrists Prize

Awarded for the highest mark in section 1 of the Final Practical Examination - David Lipson and James Stone

Association of British Dispensing Opticians Final Overseas Examination Prize

Awarded for the highest mark in the combined overseas Final Examinations - Ng Piu Min

The British Contact Lens Association Prize

Awarded for the highest mark in the Aftercare section of the Contact Lens Certificate Practical Examination - James Burton

The Hensley Prize

Awarded for the highest mark in the Contact Lens Practice Theory Examination - Christopher Earll

The CIBA Vision Prize for Excellence

Awarded for the highest mark in the Contact Lens Certificate practical Examination - Nicholas Sage

The Association of Contact Lens Manufacturers Prize

Awarded for the highest aggregate mark in Section 2, 3 & 4 of the Contact

Lens Certificate practical Examination - Darshina Bharadwa.

Ted Watts Memorial Prize

Awarded for the highest mark in the Low Vision Examinations - David Homes

T A Doyle Memorial Prize

Awarded for the highest mark in an honours paper - Mitchell Reuben

Essilor Prize

Awarded for the highest mark with Credits in the Final Examination - Sandra Charlesworth

The Johnson & Johnson Care Excellence Award

Awarded highest aggregate mark in the Theoretical Examination, in Contact Lens Practice - Dawn Pippard

The Elsevier Prize

Awarded for a full pass in the first attempt in the combined Theory and Practical Examinations, Certificate in Contact Lens Practice - Nicholas Sage





External matters

General Optical Council

The Association is grateful to the elected DO members of the GOC who have worked so hard on behalf of the profession: Rosemary Bailey FBDO (Hons) CL, Jennifer Brower FBDO (Hons) LVA Cert Ed, Keith Cavaye FBDO (Hons) CL SMC (Disp), Kim Devlin FBDO (Hons) CL, James Russell FBDO, and ABDO's nominated member is Jo Underwood MSc FBDO (Hons) CL (Hons) SLD PGCE.

At the end of the year the GOC Council ceased to exist in its current form and is being replaced by a new smaller council in 2009.

During the year the Registrar Peter Coe retired. Rosie Varley, the Chairman of the GOC for the past ten years came to the end of her term of office at the end of the year. The ABDO Board would like to express their thanks to both the Registrar and Chairman for their help and support over the years, and wish them well for the future. We look forward to working with the new Chairman and Registrar in the year ahead.

LOC Central Support Unit

2008 has been a busy year for LOCSU. National clinical pathways have been developed and launched and have been commended by the Head of Primary Care (DoH), Dr Colin-Thomé. The pathways cover pre and post operative cataract, PEARS and glaucoma referral refinement. A number of Local Optical Committees (LOCs) are now negotiating with PCTs to implement the pathways.

Workshops on understanding practice-based commissioning were run in geographical areas throughout England and a baseline assessment of LOCs was undertaken.

The Unit continues to provide up to date information and guidance for the professions via its website, newsletters and the newly introduced 'Hot Briefs' which have proved to be very popular. The Hot Briefs are confidential to the professions and so are only available from ABDO officers or direct from the Unit.

General advice provided has included producing an information pack on the LOC Model Constitution which guides LOCs through holding an AGM, adopting the constitution and seeking officers for election representing both contractors and performers. Georgina Gordon, Head of Unit, says "There has been a welcomed increase in interest from ABDO members in joining their LOC and this can only enrich the contribution at a local level."

The Head of Unit also attends LOC meetings and AGMs and will have a stand at the ABDO Conference in Brighton in the autumn.

A number of associates work with the Unit on specific projects such as writing business cases for LOCs and providing bespoke advice on particular issues that arise locally. Georgina Gordon can be contacted on georginagordon@locsu.co.uk.

Eye Health Alliance

As a founder member of the Eye Health Alliance, ABDO supported the Alliance's events throughout 2008. The Alliance seeks to reduce the high level of avoidable sight loss in the UK through greater promotion of the importance of regular eye tests. The Alliance continues to grow and now has nine organisations as members from across the eye care sector.

Early in 2008 the Eye Health Alliance was nominated Vice-Chair of the Health Hotel, a collaborative venture of 36 health organisations, who organise a series of health policy debates at the three main political party conferences. The Health Hotel brings together a mix of health regulators, professional bodies, charities who work together to push health further up the political agenda. Along with other members of the Health Hotel, the Alliance organised a fringe event with a panel of experts and the Minister for Optics to debate the challenges facing services for people with long term conditions. The Alliance also offered delegates including MPs and local councillors, a free retinal photo in the Health Zone exhibition area.

This year the Eye Health Alliance annual parliamentary reception was hosted by Sandra Gidley MP, Chair of the APPG on eye health and visual impairment. The event was attended by over 100 guests from parliament and others with an interest in our work. The Alliance worked with partners on campaigns to raise awareness amongst the public of the health benefits of eye tests. Doncaster PCT's campaign to

promote children's entitlement to NHS Sight Tests ran adverts on local buses, cinema, in the media and through a leaflet drop to all families in the area. The Alliance also worked with Pfizer on their Windows to Health campaign, which promoted the importance of regular eye tests to the public through a series of roadshows and media work.

Eyecare Trust

The Eyecare Trust is a registered charity whose purpose is to raise awareness of all aspects of eye health. It is an organisation, which provides both support to the public and the profession with a wide range of advice and information.

National Eye Week was a major campaign for 2008 and it highlighted how money worries were putting millions of people at risk of avoidable sight loss, mainly by failing to have regular sight tests. The campaign raised public awareness of entitlements to Eyecare on the NHS.

The campaign reiterated the fact that regular sight tests played a vital role in the early diagnosis of a range of treatable common eye conditions. It also showed that eye tests can often uncover underlying health problems such as high cholesterol, high blood pressure, diabetes and an increased risk of stroke.

Other campaigns covered in 2008 included the importance of Eyecare in DIY, the importance of UV protection, both in the summer and on the ski slopes.

The Eyecare Trust is a fantastic organisation, which provides superb unbiased support for the optical profession; however it does require the support from both the public and the profession. It is constantly thinking about new ideas and initiatives to aid Eyecare awareness within the UK.

Have a look at the newly updated website which contains a lot of valuable information
www.eyecare-trust.org.uk

Optical Consumer Complaints Service (OCCS)

Following the award of a three year contract in April of this year the offices of OCCS relocated to Petersfield to control operating costs and to ensure recruitment of high quality staff to develop the service further.

Once the changes had been made and systems had been developed and put into place it was decided by the Independent Committee of Management that it was important to review our service with the main stakeholders of the profession. This was done by holding a one day conference at a London location to update everyone present on the status of the service. It was also an opportunity to discuss how the resolution of complaints should go forward. The feedback received after the conference was very positive and this may be an event that is repeated in future years.

Clearly now that the Service is funded by the profession via the General Optical Council the changes that are

taking place at the GOC may impact upon the running of the service and this is now the focus of the Service as we move into the second year of funding of the 3 year contract.



The Future

Clearly the year 2009 will be a difficult one for all. The economy will affect what happens in practice as well as the wider implications for members. The Association will continue to focus on supporting all individual members whenever possible as well as keeping the wider political scene at the top of our Agenda. Building a strong relationship with the GOC, developing our close working relationships with other optical bodies and the AOP and FODO in particular, and promoting the skills of our members are all priorities for the year ahead.

The President and Board of ABDO are determined to provide both the leadership and commitment to further enhance the profession and the status of all of our members.

ABDO Board of Directors

Nick Atkins FBDO (Hons) CL FBCLA

Re-elected 28 September 2008

Professional position: Managing Director of specialist ophthalmic marketing and professional services consultancy, PTR Consultants Ltd; Co-Director of Proven Track Record Ltd, the clinical and commercial training company; Part-time practising contact lens optician; Past President of the British Contact Lens Association

Specialisation: Contact lenses and marketing

Professional interests: Contact lenses and the success of independent practice

Positions held with ABDO/ADO/FDO: ABDO Board member; Contact lens practical examiner; Journal Advisory Committee; Former CET approver

Personal hobbies/interests: Lifelong fan and season ticket holder of Portsmouth Football Club, music and gigging, mountain biking, playing drums

Address: 85 Durley Avenue, Cowplain, Waterlooville, Hampshire PO8 8TZ

Telephone: 08707 574 489

Mobile: 07719 602 303

Email: nick.atkins@consultptr.co.uk



Peter Black MBA FBDO

Professional position: Retail development director for Conlons Opticians, an independent regional group of 18 practices that employs over 40 registered dispensing opticians, and around a dozen trainee dispensing opticians

Specialisation: Management, training and development, CET provider

Professional Interests: Dispensing training, marketing of the profession to the public

Positions held within ABDO: ABDO Board member; practical examiner; former chairman, CET representative and member of ABDO Area 3 committee.

Personal hobbies/interests: Hill walking, fishing, badminton, cooking, travel, wildlife, reading including a wide variety of business/optical subjects, writing, scrabble!

Address: Conlon & Sons (Opticians) Limited, 1st Floor, Unit 10, Spinning Gate, Leigh, Lancashire WN7 4PG

Telephone: 01942 679 841

Fax: 01942 269 665

Mobile: 07977 064 134

Email: training@conlons.co.uk



Jennifer Brower FBDO (Hons) LVA CertEd

Appointed vice president
28 September 2008

Professional position: Dispensing optician & low vision practitioner

Specialisation: Low vision

Professional interests: Low vision and CET for dispensing opticians

Positions held with

ABDO/ADO/FDO: Vice

President, ABDO Board member; Chairman, ABDO London Area (11); Chairman, Low Vision Committee; Chairman, ABDO Benevolent Fund; Member, Continuing Education Review Panel; Member, GOC; Low Vision Honours tutor and examiner; Former member, ABDO Finance and Planning committee; Liveryman, Worshipful Company of Spectacle Makers; Awarded Title: 'Optician' Outstanding Dispensing Optician of the Year 2005; Awarded ABDO Area Prize for Services to London Area 2004; Awarded Hamblin Memorial prize for Services to Optics 1998

Personal hobbies/interests: Classical music & social history

Address: 140 Watford Road, Croxley Green, Rickmansworth, Hertfordshire WD3 3BZ

Telephone: 01923 779 595

Fax: 01923 770 477

Mobile: 07817 475 874

Email: jennifer@brower.co.uk



Keith Cavaye FBDO (Hons) CL FBCLA SMC (Disp)

Elected 28 September 2008

Professional position: Locum contact lens optician and part time lecturer

Specialisation: Contact lenses

Professional interests: CET and optical organisations

Positions held with

ABDO/ADO/FDO: ABDO Board member; CL committee member; CET committee member; Academic review group member; ABDO representative on DOCET; CL practical examiner; GOC Council member; BCLA council member

Personal hobbies/interests: All the usual stuff

Address: Lindens, Fenny Road, Stoke Hammond, Buckinghamshire MK17 9BT

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Mobile: 07803 031 128

Email: kscavaye@hotmail.com

**Barry Duncan FBDO**

Appointed president
28 September 2008

Professional position: Practice manager

Specialisation: General dispensing

Professional interests: Practical examinations, DLI tutoring

Positions held with

ABDO/ADO/FDO: President, ABDO Board member; Vice President; Secretary Area 12; CET Rep Area 12

Personal hobbies/interests: Football, gardening and keeping fit

Address: R S Erskine Opticians, 14 High Street, Dunblane FK15 0AD

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Mobile: 07981 410 476

Email: Brdunc9@aol.com

**Jim Gordon FBDO**

Professional position: Partner, Reid & Gordon Opticians

Specialisation: General dispensing

Professional interests: Promoting the professional image of dispensing opticians

Positions held with

ABDO/ADO/FDO: ABDO Board member; Area 7 treasurer

Personal hobbies/interests: Golf, playing music and walking

Address: Reid & Gordon Opticians, 22 Lemon Street, Truro TR1 2LS

Telephone: 01872 275 225

Fax: 01872 260 505

Email: bydandjim@hotmail.com



ABDO Board of Directors

Garry Kousoulou FBDO

Professional position:

Practice owner

Specialisation:

Dispensing optician

Professional Interests:

Correcting the uncorrected, communication skills, new progressive designs and most importantly, helping solve public awareness of what we DOs do

Positions held with ABDO: ABDO Board member

Personal hobbies/interests: Spending time with my two children, playing chess, surfing the net

Address: 5-6 St Onge Parade, Genotine Road, Enfield, Middlesex EN1 1YU

Telephone: 02083 644 444

Email: goodlookingoptics@googlemail.com



Ted Moffatt FBDO

Professional position: Self employed dispensing optician

Specialisation: General dispensing and I especially enjoy dealing with children and the old as both always seem very appreciative of what you are doing for them

Professional Interests: CET, our younger members, examining, our overseas students and commitments, and although I do very little now I always enjoyed training

Positions held with ABDO: ABDO Board member and senior practical examiner

Personal hobbies/interests: I like all ball sports, cricket is my passion, though I have been a 'Spurs' fan since childhood

Address: 19 Lambs Farm Close, Horsham, West Sussex RH12 4JZ

Telephone: 01403 252 909

Email: ted.moffatt@sky.com



Kelly Plahay BSc FBDO

Professional position: Dispensing optician/store director

Professional interests: Dispensing, CET and low vision

Positions held with ABDO/ADO/FDO: ABDO Board member, GOC Fitness to Practice Committee member, Eyecare Trust director and trustee



Personal hobbies/interests: Sport, computing, socialising, TV and films, and listening to music

Address: 27 High Brook Fall, Lofthouse, Wakefield, West Yorkshire WF3 3EW

Mobile: 07979 640 116

Email: kelp91@hotmail.com

Advisors to the ABDO Board of Directors

Kevin Milsom FBDO

Resigned as president and appointed as advisor 28 September 2008

Professional position:

Locum dispensing/contact lens optician

Specialisation: Contact lenses

Professional interests: Contact lenses, current issues

Positions held with

ABDO/ADO/FDO: President; ABDO Board Member; chairman Area 6; former member of Finance, Planning and Communications Committee; practical examiner

Personal hobbies/interests: Hill walking, DIY & motor racing

Address: 8 Church Meadow, Boverton, Llantwit Major, Glamorgan CF61 2AT

Telephone: 01446 793 741

Fax: 01446 792 218

Mobile: 07973 822 016

Email: milsomkevin@yahoo.co.uk



John Pugh BSc FBDO

Professional position:

Formerly Head of Ophthalmic Dispensing at Bradford College, visiting lecturer at Bradford University, external moderator for Anglia Ruskin University

Specialisation: Optics

Professional interests: Education/examinations

Positions held with ABDO/ADO/FDO: Chair of Academic Committee; member of Board of Trustees of ABDO College; advisor to ABDO Board; practical examiner; principal examiner in optics

Personal hobbies/interests: Narrowboating, music and reading

Address: 4 Styveton Way, Steeton, West Yorkshire BD20 6TP

Telephone: 01535 656 672

Email: johnpugh@safe-mail.net



James Russell FBDO

Resigned 28 September 2008

Professional position:

Dispensing and contact lens optician

Specialisation: Dispensing training and examining and contact lens training and education

Professional interests: Contact lenses



Positions held with ABDO/ADO/FDO: President and Council representative for Area 12; chairman Area 12; former member of Finance, Planning and Communications Committee; practical examiner in dispensing optics

Personal hobbies/interests: Music and songwriting, and trying to stay fit

Address: 26 River Court, Chartham, Canterbury, Kent CT4 7JN

Telephone: 01227 738 425

Mobile: 07710 265 978

ABDO Board of Directors and Committees attendance

1 January to 31 December 2008

ABDO Board of Directors

Met 4 times

Kevin Milsom (Chairman of 3).....	3 (1 as advisor)
Nick Atkins.....	2
Peter Black.....	4
Jennifer Brower.....	4
Keith Cavaye (elected September).....	1 (out of 1)
Barry Duncan.....	3 (Chairman of 1)
Jim Gordon.....	4
Garry Kousoulou.....	4
Ted Moffatt.....	4
Kelly Plahay.....	2

Advisors to the Board

John Pugh.....	2
James Russell	3 (out of 3)

Academic Committee

Met twice

John Pugh (Chairman).....	2
Rosemary Bailey	2
Elaine Grisdale.....	2
Trevor Hunter.....	1
Liam Kite	2
Julie Lees	2
Elvin Montlake.....	2
Alicia Thompson	2
Jo Underwood.....	1
Glyn Walsh.....	2

Contact Lens Committee

Met twice

David Goad (Chairman).....	2
Rosemary Bailey	2
Keith Cavaye.....	2
Michael Jaggs.....	2
John Rogers	2
Graeme Stevenson.....	1 (out of 1)

CET Committee

Met 3 times

Keith Cavaye	3 (Chairman of 1)
Helen Carroll	2
Karen Clegg.....	2 (out of 2)
Duncan Counter	3 (Chairman of 2)
Jim Gordon	3 (Vice Chairman of 1)
Elaine Grisdale.....	3
Sheila Hope.....	3
Kevin Milsom	3
Simon Poole	2 (out of 2)
Miranda Richardson	1
Paula Stevens	2
John Wright	2 (out of 2)
Mr Pavanakumar.....	2

Journal Advisory Committee

Met twice

Tony Garrett (Chairman)	2
Nick Atkins	1
Richard Crook.....	1
Elaine Grisdale	1 (out of 1)
Barry Duncan	1
Kevin Gutsell	1
Sheila Hope	2
Ann Johnson	2
Ros Kirk	1
Angela McNamee	2
Paula Stevens	2
Gillian Twyning	1

Low Vision Committee

Met twice

Jennifer Brower (Chairman)	2
Nick Black	2
Anne Eyre	1
Martin Flower	1
Stephen Golding	0
Beverley Ricketts	1
Sarah Routly	1
Gil Smith	2
Sally Williams	2



The Association of British Dispensing Opticians

Limited by guarantee - Registered number 2012484

The Directors Report year end 31 December 2008

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 December 2008.

PRINCIPAL ACTIVITIES

The principal activity of the company during the year was that of the support and advancement of the interests and examination of dispensing opticians.

Directors

The directors who served the company during the year were as follows:

Mrs J S Brower FBDO (Hons) LVA Cert Ed

Ms R K Plahay FBDO

Mr B Duncan FBDO

Mr N Atkins FBDO (Hons) CL FBCLA

Mr J Gordon FBDO

Mr P Black FBDO

Mr E Moffatt FBDO

Mr G Kousoulou FBDO

Mr K Cavaye FBDO (Hons) CL FBCLA

(Appointed 28 September 2008)

Mr K W Milsom FBDO

(Resigned 28 September 2008)

Directors' responsibilities

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

Company law requires the directors to prepare

financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

- there is no relevant audit 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 auditor is aware of that information.

Auditor

Burgess Hodgson are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:

199 Gloucester Terrace, London W2 6LD

Approved by the directors on 29 April 2009

Signed by order of the directors

Sir Anthony Garrett CBE

Company Secretary

Independent Auditor's report to the members of the Association of British Dispensing Opticians (Limited by Guarantee) year ended 31 December 2008

We have audited the financial statements of The Association of British Dispensing Opticians (Limited by Guarantee) for the year ended 31 December 2008, which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities

(effective January 2007) and on the basis of the accounting policies set out on pages 20 to 21.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Directors and Auditor

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Directors' Report is consistent

with the financial statements.

In addition we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also

evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31 December 2008 and of its profit for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.

Burgess Hodgson

Chartered Accountants & Registered Auditors
Camburgh House
27 New Dover Road
Canterbury
Kent CT1 3DN

19 June 2009

The Association of British Dispensing Opticians (Limited by guarantee)

Profit and loss account

Year ended 31 December 2008

Turnover

Cost of sales

Gross profit

Administrative expenses

Other operating income

Operating (Loss)/Profit

Interest receivable

Profit on ordinary activities before taxation

Tax on profit on ordinary activities

Profit for the financial year

	Note	2008 £	2007 £
Turnover		2,584,171	2,174,490
Cost of sales		1,103,311	716,226
Gross profit		1,480,860	1,458,264
Administrative expenses		1,700,000	1,612,289
Other operating income		(218,405)	(181,876)
Operating (Loss)/Profit	2	(735)	27,851
Interest receivable		1,090	986
Profit on ordinary activities before taxation		355	28,837
Tax on profit on ordinary activities	4	33	187
Profit for the financial year		322	28,650

The Association of British Dispensing Opticians (Limited by guarantee)

Balance sheet

31 December 2008

Fixed assets

Tangible assets

Investments

Current assets

Debtors

Cash at bank and in hand

Creditors: Amounts falling due within one year

Net current assets

Total assets less current liabilities

Creditors: Amounts falling due after more than one year

Reserves

Profit and loss account

Members' funds

	Note	2008 £	2007 £
Fixed assets		516,755	479,912
Tangible assets	5	516,755	479,912
Investments	6	500,000	500,000
Current assets		1,016,755	979,912
Debtors	7	656,477	476,227
Cash at bank and in hand		1,396	553
Creditors: Amounts falling due within one year	9	657,873	476,780
Net current assets		596,747	359,133
Total assets less current liabilities		61,126	117,647
Creditors: Amounts falling due after more than one year	10	1,077,881	1,097,559
Reserves	14	60,000	80,000
Profit and loss account	15	1,017,881	1,017,559
Members' funds		1,017,881	1,017,559

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

These financial statements were approved by the directors and authorised for issue on 29 April 2009 and are signed on their behalf by **Mr B Duncan FBDO**

Notes to the Financial Statements Year ended 31 December 2008

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Consolidation

In the opinion of the directors, the company and its subsidiary undertakings comprise a small group. The company has therefore taken advantage of the exemption provided by Section 248 of the Companies Act 1985 not to prepare group accounts.

Turnover

Turnover represents subscriptions, examination fees and continuing education training.

In respect of long-term contracts and contracts for on-going services, turnover represents the value of work done in the year, including estimates of amounts not invoiced.

Fixed assets

All fixed assets are initially recorded at cost. Refer to note 4 for further disclosure with respect to property improvements.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Property improvements 2% straight line

Fixtures and fittings Straight line over useful economic life of asset

Computer hardware Straight line over useful economic life of asset

Computer software Straight line over useful economic life of asset

Exam equipment Straight line over useful economic life of asset

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Pension costs

The company contributes to the personal pension plans of certain employees, subject to a maximum of 10% of the employee's annual salary. Such contributions are held independently of the company's finances. The contributions made are charged to the profit and loss account as they arise.

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

2. Operating (Loss)/Profit

	2008	2007
	£	£
Operating (loss)/profit is stated after charging:		
Staff pension contributions	37,639	34,182
Depreciation of owned fixed assets	56,524	51,579
Auditor's fees	6,500	6,500

3. Directors' emoluments

	2008	2007
	£	£
The directors' aggregate emoluments in respect of qualifying services were:		
Aggregate emoluments	24,492	23,000

4. Taxation on ordinary activities

	2008	2007
	£	£
Analysis of charge in the year		
Current tax:		
UK Corporation tax based on the results for the year at 21% (2007 - 20%)	220	187
Over/under provision in prior year	(187)	-
Total current tax	33	187

5. Tangible fixed assets

	Property Imp'ments	Fixtures & Fittings	Computer Hardware	Exam Equipment	Computer Software	Total
	£	£	£	£	£	£
Cost						
At 1 Jan 2008	360,919	11,835	64,217	39,111	214,041	690,123
Additions	-	9,666	8,125	11,226	64,350	93,367
Disposals	-	-	(30,503)	-	-	(30,503)
At 31 Dec 2008	<u>360,919</u>	<u>21,501</u>	<u>41,839</u>	<u>50,337</u>	<u>278,391</u>	<u>752,987</u>
Depreciation						
At 1 Jan 2008	35,217	8,980	47,846	12,907	105,261	210,211
Charge for the year	7,218	1,915	9,702	13,316	24,373	56,524
On disposals	-	-	(30,503)	-	-	(30,503)
At 31 Dec 2008	<u>42,435</u>	<u>10,895</u>	<u>27,045</u>	<u>26,223</u>	<u>129,634</u>	<u>236,232</u>
Net book value						
At 31 Dec 2008	318,484	10,606	14,794	24,114	148,757	516,755
At 31 Dec 2007	<u>325,702</u>	<u>2,855</u>	<u>16,371</u>	<u>26,204</u>	<u>108,780</u>	<u>479,912</u>

Property improvements relate to 199 Gloucester Terrace, a property owned by Eusebius Limited, a company in which The Association of British Dispensing Opticians (ABDO), the Federation of Ophthalmic and Dispensing Opticians (FODO) and the Federation of Manufacturing Opticians (FMO) each beneficially own one third of the issued share capital.

ABDO, FMO and FODO occupy the property owned by Eusebius Limited and each bear one third of the property running costs. The amounts shown above represent the amounts paid by ABDO in respect of its share of property improvements. These improvements are depreciated over 50 years on a straight line basis.

6. Investments

	Total
	£
Cost	
At 1 January 2008 and 31 December 2008	<u>500,000</u>

Net book value	
At 31 December 2008 and 31 December 2007	<u>500,000</u>

The company owns 500,000 £1 ordinary 'A' shares, being 33.33% of the ordinary issued share capital, in Eusebius Limited.

7. Debtors

	2008	2007
	£	£
Trade debtors	45,679	33,324
Amounts owed by undertakings in which the company has a participating interest	27,919	40,930
VAT recoverable	12,751	10,897
The ABDO College of Education	379,804	270,746
Other debtors	21,440	18,230
Prepayments and accrued income	168,884	102,100
	656,477	476,227
The debtors above include the following amounts falling due after more than one year:	2008	2007
	£	£
The ABDO College of Education	379,804	270,746

8. Debtors - The ABDO College of Education

The ABDO College, a registered charity, was originally established under the auspices of The Association of British Dispensing Opticians. As part of its support for the charity the association entered into a deed of grant on the 14 February 2006 to assist the ABDO College in meeting its debts as they fall due and in the furtherance of its charitable objectives for a period of five years.

9. Creditors

Amounts falling due within one year

	2008	2007
	£	£
Bank loans and overdrafts	251,145	82,616
Trade creditors	215,623	182,132
Other creditors including taxation and social security:		
PAYE and social security	61,313	54,593
Other creditors	38,067	30,370
Accruals and deferred income	30,599	9,422
	129,979	94,385
	596,747	359,133

10. Creditors

Amounts falling due after more than one year

	2008	2007
	£	£
Bank loans	60,000	80,000

11. Commitments under operating leases

At 31 December 2008 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

	2008	2007
	£	£
Operating leases which expire: Within 2 to 5 years	20,000	8,000

12. Contingencies

The Association of British Dispensing Opticians entered into a deed of grant on 14 February 2006 to assist The ABDO College of Education to meet its debts as they fall due for a period of five years.

13. Related party transactions

Charges of £70,000 (2007: £94,000) were made to the Association of British Dispensing Opticians by the ABDO College of Education in respect of costs incurred in the provision of administrative support services.

The Association of British Dispensing Opticians charged the ABDO College of Education £60,000 (2007: £36,000) in respect of administrative salaries.

The Association of British Dispensing Opticians provided a grant of £Nil (2007: £50,000) to the ABDO College of Education.

As at 31 December 2008 the ABDO College of Education owed the Association of British Dispensing Opticians £379,804 (2007: £270,746)

The Association of British Dispensing Opticians is a member of the ABDO College of Education whose trustees include up to six trustees appointed by the Association of British Dispensing Opticians.

14. Company limited by guarantee

The company is limited by guarantee, not having share capital. In the event of the winding-up of the company each member of the Association undertakes to contribute such amount as may be required, not exceeding £20, either whilst a member or within one year of his membership ceasing.

15. Profit and loss account

	2008	2007
	£	£
Balance brought forward	1,017,559	988,909
Profit for the financial year	322	28,650
Balance carried forward	<u><u>1,017,881</u></u>	<u><u>1,017,559</u></u>

Annual report and Financial Statements of the ABDO Benevolent Fund 2008

For the year ended 31 December 2008

Legal and administrative details

The Association of British Dispensing Opticians Benevolent Fund is a registered Charity (Registration Number 299447), and is governed by a Trust Deed dated 10 October 1962.

Trustees

Trustees are appointed by the Council of Management of the Association of British Dispensing Opticians.

The trustees appointed by the board of the Association of British Dispensing opticians during the year ended 31 December 2008 were:

Miss K S Devlin	Mr J R S Baker
Mrs R M Kirk	Mr E Hall

Management committee

Members who served on the committee during the year were:

Mrs J S Brower (Chairman)	
Mr D C Counter	Mr D R Kirk
Mr D Watson	Ms Maureen Taylor

Principal address

199 Gloucester Terrace
London
W2 6LD

Auditors

Burgess Hodgson
Chartered Accountants
and Registered Auditors
Cambridge House
27 New Dover Road
Canterbury
Kent CT1 3DN

Trustees' Report

Charitable Objectives

The object of the charity is to assist by donation or grant necessitous persons who are or were members of the Association or the employees of members of the Association who are engaged in or connected with dispensing optics, and in each case the dependants of such persons.

Membership of the Benevolent Fund is open to all members of the Association.

Statement of Trustees' Responsibilities

Charity law and the charity's Deed of Trust requires the trustees to prepare financial statements for each financial year which gave a true and fair view of the state of affairs of the fund and of the income and expenditure of the Fund for that period.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent and prepare the financial statements on a going concern basis unless it is inappropriate to assume that the fund will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Fund and enable that the financial statements comply with

the requirements of the Charities Act and the Trust Deed. They are also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review of the Transactions and the Financial Position

The Deed of Trust places the administration of the Fund with a Management Committee whose review of the transactions and the financial position is on page 25.

Connected Charity

The Fund is connected to The ABDO College of Education by unity of administration. The object of the College is to advance and promote education and research in the science and practice of optics for the public benefit and to disseminate the useful results of such research. There were no material transactions between the two charities.

Auditors

The Trust Deed requires the Fund's accounts to be audited. Burgess Hodgson have indicated their willingness to continue in office and accordingly a resolution will be proposed at the forthcoming Annual General Meeting that they be appointed as auditors to the Fund for the ensuing year.

J Baker, K Devlin

On behalf of the trustees

Management Committee Report

For the year ended 31 December 2008

During 2008 the fund received total of £9,749 which included the ABDO Grant for the year and affinity card payment.

For the above period the management committee continued to maintain contact with the beneficiaries of the fund, reviewing grants as and when it became appropriate. The beneficiaries received total of £18,721 in 2008.

Subscriptions and donations support this fund which assists dispensing opticians and their families in times of need.

Report of the Auditors to the Trustees of the Association of British Dispensing Opticians Benevolent Fund

We have audited the financial statements below, which have been prepared under the historical cost convention.

Respective responsibilities of trustees and auditors

As described on page 24 the trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of Opinion

We conducted our audit in accordance with auditing Standards issued by the Auditing Practices Board.

An audit includes examinations, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the trust's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the trust's affairs as at 31 December 2008 and of its income and expenditure for the year then ended and have been properly prepared in accordance with the provisions of the Charities Acts.

Burgess Hodgson

Chartered Accountants & Registered Auditors
Camburgh House
27 New Dover Road
Canterbury
Kent CT1 3DN

The Association of British Dispensing Opticians Benevolent Fund

Statement of Financial Activities
For the year ended 31 December 2008

	2008	2007
	£	£
Income and Expenditure		
Subscriptions and Donations Received	305	165
Grant from ABDO	5,200	5,200
Affinity Card	2,382	2,677
	7,887	8,042
Investment Income		
Bank Interest Received	1,862	2,306
TOTAL INCOMING RESOURCES	9,749	10,348
Direct Charitable Expenditure		
Grants to Dependents or Beneficiaries	18,721	15,507
Other Expenditure		
Bank interest payable	-	-
Commission	74	41
NET INCOME/EXPENDITURE FOR THE YEAR	(9,046)	(5,200)
Fund Balance Brought Forward	63,129	68,329
At 1 January 2008	63,129	68,329
Unrestricted Fund Balance Carried Forward	<u>54,083</u>	<u>63,129</u>

The Association of British Dispensing Opticians Benevolent Fund

Balance sheet at 31 December 2008

	31 Dec 2008	31 Dec 2007
	£	£
Current Assets		
Cash at Bank	45,355	58,325
Debtors	8,613	10,000
Debtors - ABDO	115	
	<u>54,083</u>	<u>68,325</u>
Current Liabilities		
Creditors	-	5,196
Net Assets	54,083	63,129
Financed By:		
Accumulated/Unrestricted Fund		
Balance Brought Forward	63,129	68,329
Excess of income over Expenditure for the year	(9,046)	(5,200)
	<u>54,083</u>	<u>63,129</u>
Approved by the Trustees on 29 April 2009		
J Baker Trustee		
K Devlin Trustee		



abdo

Association of British Dispensing Opticians

199 Gloucester Terrace

London W2 6LD

Telephone 020 7298 5100

Fax 020 7298 5111

website www.abdo.org.uk