



# Annual report and accounts 2011



**New ABDO membership benefits for 2012**  
A supplement guide for ABDO members

Association of British Dispensing Opticians

**ABDO membership benefits and services 2012**  
A guide for ABDO members

Association of British Dispensing Opticians

### Membership benefits:

For the current range of ABDO membership benefits and services refer to the 2012 guides for ABDO members or visit [www.abdo.org.uk](http://www.abdo.org.uk)

**NEW MEMBER BENEFITS**

**Discounts on magazine subscriptions**  
You can now save up to 75% on work and leisure magazines by subscribing through the Magazine Group - and postage is free.

**Discounted 'days out' ticket prices**  
ABDO members can now obtain discounted ticket prices on a wide range of top UK attractions from Merlin.

**Shebang Mobile phone contracts**  
ABDO members have access to exclusive mobile phone contracts through Shebang, who are one of the country's largest retailers of mobile phones. Members have access to all the latest network tariffs and handsets.

**T.M. Lewin Shirts, ties, suits and accessories**  
Established in 1898, T.M. Lewin has extensive experience in making stylish and comfortable work wear, crafted for performance with a range of products to deliver a complete business wardrobe. All the products are crafted using Jermyn Street techniques, stitched with 1,000 hand-threaded needles and fashioned from the 2-ply cotton or the finest Merino wool. For a personalised experience, visit a T.M. Lewin store to be measured to achieve your perfect fit.

**Vehicle Servicing Manager Savings on car servicing**  
VSM uses the UK's largest network of independent garages to deliver average savings of 30% on all your car servicing and repair requirements, compared to the prices charged by main dealers and franchised garages. With VSM you can also save 20% on the cost of your next MOT. Your vehicle can be collected from your home or place of work and delivered back to you washed and vacuumed.

**Access further details and additional benefits online via the ABDO website.**

Notes applicable to benefits can be found on the 'Terms and conditions' page of this brochure.

Association of British Dispensing Opticians

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# The Annual General Meetings

The twenty sixth AGM of the Association will be held at the Holiday Inn, Bridgefoot, Stratford-upon-Avon CV37 6YR at 5.05pm on Saturday 29 September 2012. This will be preceded at the same place and date at 5pm by the separate class meeting of the Full Members and the AGM will immediately be followed by the AGM of the ABDO Benevolent Fund.

## 5.00pm - ABDO class meeting of the Full Members Special Resolution

That all variations and abrogations of the rights of the class of Full Members of the Association proposed to be made by the passing of special resolutions numbered 1 and 3 set out in the Notice convening the Annual General Meeting of the Association on 29 September 2012 be approved.

## 5.05pm - ABDO Annual General Meeting Agenda

1. Receive apologies for absence.
2. Receive the minutes of the 2011 AGM.
3. Consider any matters arising.
4. Receive the President's report.
5. Receive the report of the Board and the audited financial statements of accounts for the Association.
6. To reappoint Burgess and Hodgson as auditors in accordance with the Companies Act 2006 and to authorise the Board to make appropriate remuneration.
7. Special Resolutions:
  1. *That new Articles of Association of the Association in the form produced to the meeting, and initialled for the purposes of identification by the chair of the meeting, be, and are hereby, adopted in substitution for, and to the exclusion of, the existing Articles of Association of the Association.*
  2. *That the name of the Association be, and is hereby, changed from "The Association of British Dispensing Opticians" to "The British Association of Opticians", conditional upon the directors of the Association determining the date on which the change of name shall take effect.*

3. *Subject to and conditional upon the passing of both special resolutions 1 and 2 above, and with effect from the date of the certificate of incorporation issued by the Registrar of Companies of the new name, that the Articles of Association of the Association be, and are hereby, amended by:*

3.1 substituting "FBAO" for "FBDO" in Articles 27.2 and 30;

3.2 inserting at the end of Article 30:  
*"The Regulations may prescribe that a Fellow at the date of adoption of these Articles may use the designatory letters "FBDO" for a limited period set out in the Regulations."*

4. *Subject to and conditional upon the passing of special resolution 2 above and special resolution 1 above not being passed, and with effect from the date of the certificate of incorporation issued by the Registrar of Companies of the new name, that the Articles of Association of the Association be, and are hereby, amended by:*

4.1 in Article 1.1 of the document entitled "Articles of Association" in the definition of "Association" substituting "The British Association of Opticians" for "The Association of British Dispensing Opticians";

4.2 in Article 13.1 of the document entitled "Articles of Association" substituting "FBAO" for "FBDO".

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 17 August 2012.

## Note about proxy votes

A member of the Association of British Dispensing Opticians is entitled to appoint a proxy to exercise any or all of his or her rights to attend, speak and vote at the meeting annual general meeting, or a separate meeting of the class of Full Members, of the Association. A proxy does not need to be a member of the Association.

The existing Articles state that no one is qualified to act as a proxy who is not a Full Member. That restriction is no longer permissible under the Companies Act 2006, which allows a member to choose anyone he or she wishes to act as his or her proxy.

## ABDO Benevolent Fund Annual General Meeting

### Agenda

1. Apologies.
2. To approve the minutes of the 2011 AGM.
3. Matters arising.
4. Chairman's report.
5. Adoption of accounts for 2011.
6. Reappointment of auditors.
7. Any other business.



# 2011 Annual Report of the ABDO Board of Management

## The Association

2011 was a double celebration year for ABDO; it was the 25th anniversary of the Association and the 10th anniversary of the opening of ABDO College. These were two very significant milestones and both ones to be equally proud of.

The beginning of the year saw the GOC address the concerns of the profession on the issue of retention fees. The news that there would be a £10 reduction for DOs in 2012, coupled with the imaginative and very welcome introduction of a lower band for low earners was well received. In addition, the GOC made a very welcome announcement about holding fee levels for the next three years.

Barbara Doris, the long serving PA to the general secretary retired at the end of April. She has served the Association with great distinction. She has been succeeded by Jane Burnand.

The Department of Health imposed a freeze on the GOS sight test fee until March 2012. This occurred despite the strongest possible representations by all in negotiations with the Department of Health. ABDO members were urged to take an active part in their LOCs as it is essential that the voices of DOs are heard when discussions take place regarding local commissioning. Through LOCSU, LOCs gained greater support bringing the whole profession together nationally to ensure that everyone at local level can tap into the experience, advice and support that they need.

Following a comprehensive review, the ABDO Board unanimously agreed that ABDO's existing Memorandum and Articles of Association (MAAs) needed fully updating to meet the future demands and strategic objectives of the Association and to comply with the Companies Act 2006. As well as guidance from the Association's solicitors, the process involved negotiations and detailed discussions with the GOC and others. The Board began a consultation process with the members at the Association's President's Day on 16 November with the intention to submit a final version of the Articles to the AGM in 2012.

The Board also began discussing a possible name change for the Association as a result of its pledge made at the 2009 AGM, following an unsuccessful proposal put by a member at that meeting. The Board would be proposing that ABDO change its name to 'British Association of Opticians', in order to reflect more accurately the wider role of ABDO members beyond dispensing and in recognition of members' aspirations.

It was announced that the immediate Past President, Barry Duncan, had accepted a new ABDO senior management position to support Area members.

In October the Association agreed to provide training sessions and provide CET for the profession in New Zealand.

## ABDO Board

National elections to the Board were held, with Keith Cavaye being re-elected and Kevin Milsom, Past President, rejoining the Board. They joined the rest of the ABDO Board as follows:

- Fiona Anderson
- Peter Black (Vice President)
- Jennifer Brower (President)
- Ashton Galloway
- Kevin Gutsell
- Angela McNamee
- Ted Moffatt

## Annual General Meeting

The AGM was held on 16 November at the Medical Society of London. The President reported the Association's return to a strong financial position, as a result of stringent measures taken to reverse the deficit that had arisen in 2009. She highlighted the publication of a booklet produced by the Association on safety and protective eyewear, which had been sent to all members.

The President mentioned ABDO's participation as full members of the Optical Confederation. She welcomed the joint collaboration, but assured members that notwithstanding, the Association retained its independence. Other items highlighted included the online membership survey and the successful NES training days held in Scotland. The President outlined the Association's continued involvement in overseas matters, including participation in the European Council of Optometry and Optics (ECOO). In this latter connection,



she expressed disappointment that the Association's bid to run the ECOO secretariat had not been successful.

The Annual Area Prize was presented by Kevin Milsom to Lee Price from Area 6 (West Wales), in recognition of his outstanding contribution and his dedication to members in Wales. Members in Area 6 had specifically requested that Mr Price be told how much they appreciated his support.

The President presented the journal prize for the best non-CET article in *Dispensing Optics* to Huntly Taylor for his 'Golden Oldies and Goodies' series of articles.

The *Dispensing Optics* readership prize was awarded to Stephen Freeman for his CET article entitled 'Photochromic and polarising tints'.

The Exceptional Service Medal was presented to Michael Jaggs at the joint ABDO Board and Trustees dinner. Michael has had a number of roles within initially ADO and then ABDO since its inception. He chaired the ADO CL Study Group for a number of years until its subsumption into the BCLA dispensing section and influenced the formation of the BCLA from the various disciplines' contact lens associations in 1977. He then chaired ABDO's Contact Lens Committee until 2008. Michael has also been an ADO and ABDO contact lens examiner for more than 35 years.

## Finance

During the period under review overall turnover decreased marginally due to the absence of the annual conference. However, increases in examination and

subscription fees offset the lack of conference revenue. The Association made a surplus of £268,000 compared to £311,000 in 2010.

The Association settled the long term loan in full in October 2011, which was obtained for the renovation of 199 Gloucester Terrace. As at 31 December 2011 the Association did not have any bank borrowings.

## Marketing and Communications

### ABDO email newsletter

During 2011 the marketing department produced 24 issues of ABDO email newsletter. With over 7,500 members on the email distribution list the newsletter has become established as a valuable method of communication for the Association.

### ABDO website

In March a new Low Vision section, containing useful information for members, was added to the ABDO website.

### Optrafair 2011

ABDO was present at Optrafair 2011, which was held 9-11 April at the NEC in Birmingham. The Association's stand, which was well visited during the exhibition, prominently displayed the ABDO crest and the range of corporate items available to members.

### ABDO 25th Anniversary

ABDO celebrated its 25th Anniversary in style with a silver anniversary luncheon held at Plaisterers' Hall, London on

Friday 6 May. The event was organised by Michael Potter with the helpful support of The Clerk of The Worshipful Company of Spectacle Makers.

HRH The Countess of Wessex was the guest of honour, who attended in her role as Global Ambassador for the International Agency for the Prevention of Blindness. The Association was also delighted that all ABDO former presidents and general secretaries were in attendance at the lunch.

A moving and truly fitting tribute to the Association, one attendee described this extremely successful and memorable occasion as "one of the best days in my life"; a full report of the event was featured in the June issue of *Dispensing Optics*.

A 24-page 25th Anniversary commemorative brochure, outlining the Association's milestones and achievements, was distributed at the luncheon and also sent to members with the May issue of *Dispensing Optics*.

### ABDO on Twitter

In July ABDO announced that its members could now follow the Association on Twitter at [www.twitter.com/MembershipAbdo](http://www.twitter.com/MembershipAbdo).

### Annual report

In July ABDO published its 2010 annual report and accounts; this was made available to ABDO members as a downloadable pdf via the ABDO website and email newsletter; a hard copy version was available upon request. The 2010 report was also distributed at the ABDO Annual General Meeting held in London on 16 November.



# 2011 Annual Report of the ABDO Board of Management

## Low Vision Examiners' publications

Working with the low vision principal examiner, Richard Harsant, the marketing department produced new versions of the low vision *Examiners' Handbook* and *Course for probationary LV (Hons) practical examiners*, which were published in August.

## CET Re-registration pack

Working with ABDO CET, the marketing department produced new packaging and promoted the launch of the 2nd Edition of the CET Re-registration pack.

## NES Optical training days

With the support and cooperation of NHS Education for Scotland (NES) and Optometry Scotland, ABDO organised two NES training days. The events, which were well supported by ABDO members, took place 12 September in Glasgow and 13 September in Aberdeen. The programme was managed and marketing materials originated by ABDO. Online registration was made available via the ABDO website.

Due to the success established by the Association over the past two years, further ABDO-organised NES training days are planned for 2012.

## 2012 Conference and Exhibition

In September announcement was made and press release issued to the optical trade press, stating that the 2012 ABDO Conference and Exhibition will take place 29-30 September 2012 at The Holiday Inn, Stratford-upon-Avon. New conference logos were created to tie-in with the conference launch announcement.

## ModernGov

ABDO secured full page features, which outlined the role of the dispensing optician, in both the spring and autumn editions of *ModernGov*. This magazine has an ABC audited circulation of 7,500 including all MPs and working members of The House of Lords, senior civil servants, the Department of Health and all local authorities.

As well as the ABDO articles containing comments and views from President Jennifer Brower, the autumn party conference edition of the magazine also featured contributions from Deputy Prime Minister Nick Clegg and Prime Minister David Cameron, together with a section on eye healthcare. This edition was distributed to all delegates attending the Liberal Democrat, Labour and Conservative autumn party conferences in Birmingham, Manchester and Liverpool and was given to delegates attending the Healthcare 2011 Expo on 4 October at London Olympia.

## 2011 Graduation and Prize Giving Ceremony

Once again Michael Potter, assisted by Deanne Gray, organised the Association's annual graduation and prize giving ceremony. This enjoyable and successful event took place at Canterbury Cathedral on Wednesday 23 November with an overall attendance figure of 720 people. All those attending received a 24-page commemorative brochure.

## Membership benefits brochure

For the first time ABDO produced a comprehensive guide outlining its extensive range of membership benefits and services, this 16-page brochure was distributed to all members at the end of the year with their 2012 subscription renewal notice.

## Membership Services

The year saw ABDO membership thriving once again despite the economic downturn. The increase in full membership numbers continued to show the demand for dispensing opticians in full time employment in the UK, 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, CET and professional advice.

	2006	2007	2008	2009	2010	2011
Full Members (inc. Reduced full)	5145	5237	5269	5394	5397	5595
UK Students	1659	1682	1744	1687	1731	1579
Associate Members	621	601	525	673	620	579
Overseas Members	839	771	800	793	696	613
Others	243	257	260	258	251	282
<b>Total (all categories)</b>	<b>8507</b>	<b>8548</b>	<b>8610</b>	<b>8805</b>	<b>8695</b>	<b>8648</b>

ABDO members continue to receive a wide range of services and benefits and the Association has maintained professional indemnity premiums at the same level for over nine years. The Association's monthly *Dispensing Optics* journal and email newsletter continue to aid communications to our members and the latter has proved to be a very effective method to deliver up-to-date information quickly and is often sent out twice a month due to the amount of important news. 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.





# 2011 Annual Report of the ABDO Board of Management

## Continuing Education & Training (CET) and Professional Relations

### CET Department

CET coordinator Paula Stevens and her team are to be congratulated for providing another year of first class CET to members.

Following the end of the lease on the offices in Witham, Essex, the offices were moved in October to Colchester with minimum disruption to the services given to the members.

In the middle year of the CET period, ABDO once again retained its position as one of the largest and most proactive CET providers in the optical sector. ABDO CET provided over 110 CET approved presentations and distance learning modules throughout the year. Seventeen of these points were available via *Dispensing Optics*.

In September the 2010 *Dispensing Optics* Readership Prize for Best CET Article was awarded to Stephen Freeman for his article entitled 'Photochromic and polarising tints'.

The 12 CET point re-registration pack, designed for those rejoining the GOC register, sold steadily throughout the year.

Paula Stevens created two pictorial (VRICS) quizzes to run alongside Area CET events. The quizzes, designed to be undertaken individually or in groups are fun to do, thought provoking and allow Areas to increase their CET offering by 2 points per quiz. A third quiz on contact lenses is planned for 2012.

Paula Stevens continued to represent ABDO on the GOC CET Advisory Panel.

### ABDO Conference and Exhibition

Following the 2010 Bristol conference, the 2012 conference was to move to April 2012 thereby becoming a biennial event. A number of venues were visited up and down the country with business and practical considerations taken into account before choosing The Holiday Inn in Stratford-upon-Avon. It was important that the hotel could accommodate us adequately, that the venue was easy to access and that the budget could be held in-line with previous years so not to put financial burden on members. Steps were taken to contact potential sponsors as soon as planning for the event commenced.

Although the Association was originally looking to hold its 2012 conference in April, with venues already booked and preparations well under way, a combination of fate and logistics worked against us. We found that Easter, as well as clashing with a number of other prominent domestic and international optical events, made it impossible for many key ABDO personnel to attend and, following numerous discussions, we found that April 2012 would also be a difficult time for most of our potential sponsors and exhibitors to be able to fully support the event. Therefore the ABDO Board made the decision to opt for more viable dates in September and thereby, for the time being, continuing the ABDO tradition of holding an autumn conference. Thanks to the efforts of and good relations with Event Exchange, negotiations ensued which meant that we could change the dates from April to September without penalties from either the hotel or dinner venue.

Sponsorship has been particularly hard to secure due to the current economic climate and increasing demands on sponsors' marketing budgets.

The programme for the 2012 conference has been carefully planned with the end of CET cycle in mind. Delegates will be able to enjoy a wide choice of workshops and lectures. There will be a mixture of clinical and business development based topics. Supervisors and students will also be catered for.

### Optrafair 2013

Elaine Grisdale and Michael Potter commenced discussions with the FMO to organise an ABDO CET event at Optrafair 2013. While this will not be an official ABDO conference, it will provide ABDO with a high profile presence at this major exhibition. An early evening reception event is also being planned, which will highlight the Presidential handover in 2013.

### Careers in Optics and other children's initiatives

The Careers in Optics Working Group, which has the goal of boosting the number of good quality students applying for optometry, dispensing and other allied careers in optics continued to meet. Mrs Grisdale represents ABDO on this group and attended a number of ambassador training meetings. She was also involved with presenting the initiative at Optrafair 2011 along with other members of the Careers in Optics Working Group and recruiting ambassadors around the country.

There are now a number of ambassador kits held by ABDO which will be made available to Areas that show an interest in linking up with secondary school students.



This will be coordinated by members' support manager, Barry Duncan.

Mrs Grisdale who is particularly interested in children's vision screening and promoting the skills of dispensing opticians, has lectured on this topic during the year and continues to press for DOs to have an active role in this area.

### Singapore

Due to the restructuring of the Singaporean Association and consequent meetings about future collaboration, progress has been temporarily halted.

We are worried that this will mean that only a few FBDO qualified opticians will go on to an optometry course unless a feeder FBDO course is confirmed. Trying to get a clear picture of the intentions of our associates in Singapore has been particularly difficult and confusing.

The OOB (the Singaporean equivalent of the GOC) has accredited the FBDO as a post graduate qualification, which means those with a qualification in practice can go on and acquire the FBDO qualification, but students coming directly from school cannot. The next step is to visit Singapore to find a reliable education partner.

### Romania

ABDO were chosen as overseas expert partner for a European Union funded initiative to upgrade the optician and optometry professions in Romania. Over the course of the year Mrs Grisdale visited Romania on a number of occasions to attend training launches, press conferences, tutor guidance meetings, project partner meetings, to lecture and animate workshops and attend trade fairs to

talk about 'up-skilling'. She had the pleasure of working alongside either Jo Underwood or Barry Duncan during some of these visits to Bucharest, Brasov and Cluj. Working in Eastern Europe has opened other doors and provided other leads which Mrs Grisdale is following up.

### Committee activities

Mrs Grisdale continued to represent ABDO on a number of different committees in 2011 including Education, Childrens' Vision, the Driving Working Group and the Careers in Optics Working Group. She stepped down from the GOC CET Advisory Committee handing back the responsibility to Paula Stevens. Within ABDO she sits on the Advice and Guidance Committee, Journal Advisory Committee, Refraction Working Group and on the CET Committee accompanied by Paula Stevens.

### Other activities

Mrs Grisdale spoke at a number of different events during the year both in the UK and overseas.

Mrs Grisdale also attended a number of ABDO Area events both as a speaker and an observer including successful meetings run by NES/ABDO.

She attended one GOC Council meeting as an observer.

Mrs Grisdale worked alongside Silmo with the aim of promoting ABDO courses in India at a Silmo India event. She was again invited by Silmo's President to join the judging panel for the Silmo d'Or trophy in the lens category. She also continued to be a key member of the Silmo Academy scientific committee where she represents ABDO and is the only non-French member of that committee.

Mrs Grisdale headed up extensive research and planning to look at creating an e-learning platform to widen ABDO's possibilities internationally. She has initiated talks to prepare a pilot project for 2012.

Mrs Grisdale continues to advise members on professional conduct issues and queries when necessary.

### Dispensing Optics Journal

Once again the Association had the benefit of an excellent magazine, providing a mix of high quality CET, informative and innovative articles and news of Area and other events. The circulation continued to expand as did the advertising revenue. The journal is now mailed to some 9,000 recipients monthly and it is anticipated that this is likely to rise even further over the coming years.

It is pleasing to have such a publication which is so widely read. As ever ABDO is most grateful to Sheila Hope and to Nicky Collinson, features and news editor, for producing such a popular journal.

# Education

## Examinations

The examination results in 2011 were again excellent. 338 students gained the level 6 Fellowship Diploma, over twenty students gained the level 6 Contact Lens Certificate and a number of students gained the Spectacle Lens Design and Low Vision Honours qualifications.

The Association's overseas examination activities continue to provide excellent success for overseas members, with dispensing practical examinations held twice a year in Kuala Lumpur, Malaysia at the Axismatics Professional Institute. Members from India also undertook dispensing examinations.

In 2011 over 120 students sat the level 6 Diploma in Ophthalmic Dispensing examinations linked to Axismatics Professional Institute in Kuala Lumpur, Malaysia.

At the Sankara Nethralaya Institute in Chennai, India, 12 optometrists from the Elite School of Optometry sat the Preliminary Qualifying Examination.

During the year, visits continued to support students at their teaching institutions and at their practice. These visits are linked to students undertaking their Pre-Registration and Preliminary Qualification Portfolio and also in preparation for their Contact Lens Practical Examination.

### Appreciation

ABDO would like to record its thanks to all the examiners, script markers and moderation team for their providing continued support to the Association.

Particular congratulations are extended to the students listed here who gained examination prizes in 2011.

# Awarding of prizes

### The Essilor Prize

Awarded for the highest mark in the combined PQE Examination: Luke Dunn

### The Stepper Prize

Awarded for the highest mark in the Preliminary Qualification Practical Examination: Peter Hurrell

### The J W Grieve Prize

Awarded for the highest mark in section C of the Final Qualifying Practical Examination: Jessica Parsons

### The ABDO PQP Prize

Awarded for the best presented Pre-Qualification Portfolio in the Final Qualifying Examination: Anne Shrimpton

### The Tony Griffiths Prize for Excellence

Awarded to the highest mark in section B of the Final Qualifying Examination: Timothy Shipway

### The Carl Zeiss Vision Prize

Awarded for the top distance learning course student: Brian Rodger

### The Rodenstock Prize

Awarded for the highest combined mark in sections D & E of the Final Qualifying Practical Examination: Brian Rodger

### The Worshipful Company of Spectacle Makers Prize

Awarded for the highest mark in the Final Qualifying Practical Examination: Brian Rodger

### The FMO Derek McLaren Memorial Prize

Awarded for the highest mark in the Final Qualifying Practical Examination: Brian Rodger

### Federation of Ophthalmic & Dispensing Opticians Prize

Awarded to the top day release course student: Noel Backhouse

### The Association of Optometrists Prize

Awarded for the highest mark in section A of the Final Qualifying Practical Examination: Laura Coates

### The MAPO Malaysian Examination Prize

Awarded to the highest mark in the Final Qualifying Examination: Tai Choon Yooch

### The British Contact Lens Association Prize

Awarded for the highest mark in the Aftercare section of the Practical Examination, Certificate in Contact Lens Practice: Anthony Blackman

### The Elsevier Prize

Awarded for a full pass, at the first attempt, in the combined theory and Practical Examinations, Certificate in Contact Lens Practice: Gemma Derbyshire

### The CIBA VISION Prize for Excellence

Awarded for the highest mark in the Practical Examination, Certificate in Contact Lens Practice: Gemma Derbyshire

### The Association of Contact Lens Manufacturers Prize

Awarded for the highest mark in sections 2, 3 & 4 in the Practical Examination, Certificate in Contact Lens Practice: Gemma Derbyshire

### The Johnson & Johnson Care Excellence Award

Awarded for the highest aggregate mark in the Theoretical Examination, Certificate in Contact Lens Practice: Kalpna Patel

### The T A Doyle Memorial Prize

Awarded for the highest mark in an honours paper: Suzanne Dobbs





## 2011 Annual Report of the ABDO - External matters

### Optical Confederation

The work of the Optical Confederation was consolidated during the year. More was achieved by the way of joint responses to Government and others and there is now growing recognition from the wider world, particularly at Government level and amongst parliamentarians, that the Confederation speaks for the sector. ABDO will continue to play its part in building upon this encouraging start.

The Confederation brings together both the strengths and resources of the member bodies to promote the cause of high quality eye care delivery on the high street. It does so without compromising the individual roles of the member bodies and that is a key factor in its growing reputation.

ABDO recognises the efforts made by all the member organisations to make the Confederation relevant and effective. In particular we appreciate the work of Don Grocott in his role acting as convenor of the various meetings which have been held to determine strategy for the group.

### Public Affairs

Working as part of the Optical Confederation, the public affairs team dedicated its time throughout the year to promote the work of dispensing opticians and optometrists to Parliament and Government. The Health and Social Care Bill and Protection of Freedoms Bill have dominated politics during 2011 with the team closely following each stage to make sure the views of the optical sector were reflected at every stage.

The highlight has to be the announcement just at the start of 2012 that, for the first time ever, an indicator on eye health has been included in the Government's public health outcomes framework. The inclusion of the indicator means that Local Authorities, who will soon take over responsibility for public health, will be called on to measure the number of people losing their sight from the three main causes of preventable sight loss: glaucoma, age-related macular degeneration (AMD) and diabetic retinopathy. This is a huge step forward and a clear sign that the Government are taking seriously the issue of avoidable sight loss.

The programme of practice visits for MPs continued around the country throughout 2011. The visits gave politicians the opportunity to see first-hand the many different enhanced eye care services offered in their constituencies as well as talk to members of their Local Optical Committee. These visits were also important in raising awareness of the importance of regular sight test to prevent avoidable sight loss, a message all MPs took away with them. Representatives from all political parties took part, including the Minister for Care Services Paul Burstow MP. Many more visits are planned throughout 2012.

Working jointly with colleagues in pharmacy and dentistry, the public affairs team produced a guide to help local authorities find good local sources of clinical information, even more important now in light of their new public health role. Engaging with primary healthcare professionals to improve the health of the local population introduces councillors to the work of the local representative committees, as well as acting as a sign post to locate their Local Optical Committees (LOCs). It's hoped this will

provide a valuable resource for members of the new Health and Wellbeing Boards.

The guide was launched at the 2011 party conferences, which the Optical Confederation attended as part of the Eye Health Alliance, via a series of round table events giving delegates the chance to question LOC members on the role they can play in developing local services. A member of each party's health team was also in attendance allowing the sector's message to get to the highest level. The events were well attended by councillors and party members alike.

The Driving and Vision campaign continued with the team highlighting the issues with the current number plate test for vision with the DVLA and Department for Transport. Support for the campaign has spread much wider than the optical sector with support coming from the insurance industry as well as many road safety organisations.

During 2011 26 Government department consultations and select committee enquiries were responded to on behalf of the Optical Confederation members on topics as varied as visual fitness to drive and NICE draft Guidance on Autism in Children and Adults.

### General Optical Council

There is no doubt that the GOC had endured a difficult time with considerable staff and Council changes in recent times. This has led at times to some difficult moments between the Association and the GOC. However we have both worked hard at restoring what has



historically been a close professional working relationship. We welcomed the appointment of Anna Bradley as Chair in January following a period as Interim Chair. This was followed by the appointment of Samantha Peters as the new CEO and Registrar and finally the appointment of Mandy Levin as the Interim Director of Regulation.

These appointments have brought a great measure of stability and continuity and are all widely welcomed. The President and general secretary have met regularly with both the Chair and CEO of the GOC and good and trusted working relations have been established. The GOC has been responsive on some key issues particularly around issues to do with retention fees and the new rules regarding fitness to practise. We warmly welcome the progress that has been made at the GOC and believe that relations between the two bodies will continue to be productive.

## LOC Support Unit (LOCSU)

LOCSU provides quality practical support to Local and Regional Optical Committees (LOCs/ROCs) in England and Wales. Over the past year, LOCSU has been focusing on supporting and equipping LOCs/ROCs with the knowledge and skills to help them to engage with the new NHS and to continue to raise the profile of eye health. This is a particularly exciting yet challenging time – the Health and Social Care reforms have meant that the commissioning of the majority of health services will move from PCTs to Clinical Commissioning Groups by 2013. The introduction of the health and wellbeing boards has also meant that there is a real opportunity to make the case for eye health in the context of local public health planning. ABDO and LOCSU

have been able to work even more closely this year to recognise the valuable input of dispensing opticians to their LOCs and ROCs, and will continue to encourage more DOs to get involved. The specific session ran for DOs at the National Optometric Conference 2011 was a successful example of our collaborative approach.

## Eyecare Trust

Throughout 2011 the Eyecare Trust launched a series of high-profile public eye health promotions tackling issues as diverse as smoking and vision, cosmetic contact lenses, screen fatigue, viewing 3D and glaucoma. These initiatives helped educate the public about the importance of regular sight tests and encouraged people to take positive steps to protect their sight and maintain healthy eyes.

The campaigns generated millions of opportunities for the public to see and hear positive eye care messages across hundreds of national and regional media outlets including: Radio 4's *You and Yours*, *Mail on Sunday*, *Good Housekeeping* magazine, BBC Wales, The BBC World Service and *The Guardian*.

The Trust continued its commitment to provide practitioners with tools and resources to help them promote the concept of regular eye care within their local communities. Practitioner resources published during this year included toolkits to help educate the public about the links between smoking and sight loss; the importance of protecting your eyes from UV and how a back to school sight test could help improve your child's ability to learn. The Trust also published new and updated fact sheets providing seasonal eye health

advice as well as information on preventing, diagnosing and treating cataracts. It also kept the profession up-to-date on key consumer issues with daily *Optics in the News* email alerts.

The charity's website at [www.eyecaretrust.org.uk](http://www.eyecaretrust.org.uk) and public information line provided valuable first ports of call for people seeking advice and information about a wide range of eye care topics.

In June 2011 the Trust launched a new charity plan which detailed its strategic priorities for the next three years (2011–2014) and outlined a clear framework for helping to raise the profile of optics and deliver a significant improvement in public eye health across the UK. Key objectives set out in the plan include encouraging one million more Brits to get their eyes examined regularly and forming a series of strategic alliances to help tackle issues such as sight loss caused by an ageing population and the burgeoning obesity crisis.

During the latter stages of this year the Trust has played a pivotal role in developing plans for the 2012 National Eye Health Week campaign which will run from 17–23 Sept 2012.

The Eyecare Trust occupies a unique space within optics and the tertiary sector as it is the only charity in the UK dedicated to providing public advice and information on all aspects of eye care. To continue its valuable work it requires support from both the public and the profession.

For more information about the charity's work and how it could support you in promoting positive eye care messages on a national, local or even individual (patient) level please visit [www.eyecaretrust.org.uk](http://www.eyecaretrust.org.uk).



# 2011 Annual Report of the ABDO Board of Management

## Optical Consumer Complaints Service (OCCS)

The Optical Consumer Complaints Service (OCCS) is funded by the General Optical Council and as the current contract is due to end on the 31 March 2013, the management committee is preparing to tender for a new contract. However, application has been made to the GOC for a further extension of the current contract, as the management committee believes that it is in the best interests of the GOC and the service to await completion of the Law Commission's review of the regulation of health care professionals. The consultation paper issued in March 2012 refers to the OCCS and asks whether all regulatory bodies should have the power to finance or establish a complaints service. The Law Commission's plan to introduce legislation in 2014 which will relate to all regulatory bodies and the management committee feels that there should be no change in the current arrangements pending that legislation.

The OCCS continues to provide an independent service for the benefit of members of the profession as well as the public.

## The Future

The Association entered 2012 in a strong and confident position. Our financial position is sound. We are debt free and with a substantial asset in our share of 199 Gloucester Terrace. Our membership continues to grow as the profession expands throughout the UK. Courses leading to our professional qualifications, both at home and abroad, continue to attract increasing numbers of students and our provision of CET continues to set the very highest of standards.

Your Board will seek to build on these achievements, to seek areas of growth in both Association activity and scope of practice for individual members. The Board is confident that the future for our members is exciting and we will be looking at ways in which the many talents of our members can be best used to serve both patients and practices in the years ahead.



## ABDO Board of Directors and Committees attendance

1 January to 31 December 2011

### ABDO Board - Met four times

Jennifer Brower (Chairman) .....	4
Fiona Anderson .....	3
Nick Atkins ..... 1 (out of 3)	1
Peter Black .....	4
Keith Cavaye .....	4
Ashton Galloway .....	4
Kevin Gutsell .....	3
Angela McNamee .....	4
Kevin Milsom .....	1 (out of 1)
Ted Moffatt .....	3

### Advisors to the Board

Barry Duncan .....	1
John Pugh .....	(non-attending)

### Academic Committee - Did not meet in 2011

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

### Contact Lens Committee - Met three times

David Goad (Chairman of 2) .....	2
Mark Alexander .....	2 (out of 2)
Keith Cavaye .....	3
Mark Chatham .....	0 (out of 2)
Gemma Derbyshire .....	1 (out of 2)
Wynne Morris .....	3
Angela McNamee (chair of 1) .....	3

### Advisor to the Contact Lens Committee

Rosemary Bailey .....	3
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### CET Committee - Met twice

Keith Cavaye (Chairman) .....	2
Sheila Hope .....	0
Stephen Golding .....	0
Jim Gordon (Vice Chairman) .....	1
Elaine Grisdale .....	2
Karen Mendoros .....	1
Kevin Milsom .....	1
Simon Poole .....	0
Paula Stevens .....	2
John Wright .....	1

### Journal Advisory Committee - Met three times

Tony Garrett (Chairman) .....	3
Nick Atkins (resigned in 2011) .....	0
Nicola Collinson .....	3
Richard Crook .....	1
Kim Devlin .....	1
Deanne Gray .....	1
Elaine Grisdale .....	1
Kevin Gutsell .....	2
Sheila Hope .....	3
Ros Kirk .....	1
Angela McNamee .....	2
Michael Potter .....	3
Paula Stevens .....	3
Gillian Twynning (resigned in 2011) .....	0

### Low Vision Committee - Met twice

Jennifer Brower (Chairman) .....	2
Annette Ball .....	1 (out of 1)
Nick Black .....	1
Anne Eyre .....	1
Martin Flower .....	0
Stephen Golding .....	1
Beverley Ricketts .....	0
Gil Smith .....	1
Sally Williams .....	2

## ABDO's representatives on the Optical Confederation Committees and Working Groups

### Contact Lens Working Group

David Goad (Chairman)  
Mark Chatham  
Lesley Parkinson

### Domiciliary Eyecare Committee

Katie Docker  
Richard Rawlinson

### Education Committee

Peter Black  
Keith Cavaye  
Tony Garrett  
Elaine Grisdale  
Alicia Thompson

### Information & IT Committee

Katie Docker  
Kevin Milsom

### Joint Low Vision Working Group

Gil Smith (Chairman)  
Jennifer Brower  
Sara Porter

### Primary Care Committee

Tony Garrett  
Kevin Gutsell  
Angela McNamee

# The Association of British Dispensing Opticians

Limited by guarantee - Registered number 2012484

## The Directors report year ended 31 December 2011

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 December 2011.

### 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 F Anderson BSc(Hons) FBDO R

Mr N Atkins FBDO (Hons) CL FBCLA (*Resigned 16 November 2011*)

Mr P Black MBA FBDO

Mrs J Brower FBDO (Hons) LVA Cert Ed

Mr K Cavaye FBDO (Hons) CL FBCLA

Mr A Galloway FBDO

Mr K Gutsell FBDO (Hons) SLD

Miss A McNamee BSc(Hons) MCOptom FBDO (Hons) FBCLA Cert Ed

Mr K Milsom FBDO R (*Appointed 16 November 2011*)

Mr E Moffatt FBDO

### Directors' responsibilities

The directors are responsible for preparing the directors' 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). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting 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 adequate accounting records that are sufficient to show and explain the company's transactions and 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

2006. 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.

### Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

*Registered office:*

199 Gloucester Terrace, London W2 6LD

Approved by the directors on 27 April 2012

*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 2011

We have audited the financial statements of The Association of British Dispensing Opticians (Limited by Guarantee) for the year ended 31 December 2011. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the 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 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

As explained more fully in the directors' responsibilities statement set out on page 14, the directors 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

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## Opinion of the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2011 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Opinion of other matters prescribed by the Companies Act 2006

In our opinion the information given in the directors' 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:

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

Colin Reid (Senior Statutory Auditor) For and on behalf of  
*Burgess Hodgson, Chartered Accountants & Statutory Auditor*  
Camburgh House, 27 New Dover Road  
Canterbury, Kent CT1 3DN

3 July 2012

## The Association of British Dispensing Opticians (Limited by guarantee)

### Profit and loss account

Year ended 31 December 2011	Note	2011 £	2010 £
<b>Turnover</b>		2,729,259	2,739,080
Cost of sales		811,504	900,606
<b>Gross profit</b>		1,917,755	1,838,474
Administrative expenses		1,902,669	1,780,713
Other operating income		(252,889)	(253,341)
<b>Operating profit</b>	2	267,975	311,102
Interest receivable		81	10
<b>Profit on ordinary activities before taxation</b>		268,056	311,112
Tax on profit on ordinary activities		-	-
<b>Profit for the financial year</b>		268,056	311,112

## The Association of British Dispensing Opticians (Limited by guarantee)

### Balance sheet

31 December 2011	Note	2011 £	2010 £
<b>Fixed assets</b>			
Tangible assets	4	443,832	454,775
Investments	5	500,000	500,000
		943,832	954,775
<b>Current assets</b>			
Debtors	6	509,013	485,782
Cash at bank		173,634	12,282
		682,647	498,064
<b>Creditors: Amounts falling due within one year</b>	8	350,546	424,962
<b>Net current assets</b>		332,101	73,102
<b>Total assets less current liabilities</b>		1,275,933	1,027,877
<b>Creditors: Amounts falling due after more than one year</b>	9	-	20,000
		1,275,933	1,007,877
<b>Reserves</b>	13		
Profit and loss account	14	1,275,933	1,007,877
<b>Members' funds</b>		1,275,933	1,007,877

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on 27 April 2012, and are signed on their behalf by: **Mrs J Brower FBDO (Hons) LVA Cert Ed**

## Notes to the financial statements Year ended 31 December 2011

### 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 April 2008).

#### 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 Profit

	2011	2010
	£	£
Operating profit is stated after charging:		
Staff pension contributions	52,814	36,303
Depreciation of owned fixed assets	56,455	58,480
Auditor's fees	6,500	6,500
	<u>          </u>	<u>          </u>

## 3. Directors' remuneration

	2011	2010
	£	£
The directors' aggregate remuneration in respect of qualifying services were:		
Aggregate remuneration	<u>25,600</u>	<u>25,150</u>

## 4. Tangible fixed assets

	Property Imp'ments	Fixtures & Fittings	Computer Hardware	Exam Equipment	Computer Software	Total
Cost	£	£	£	£	£	£
At 1 Jan 2011	360,919	21,501	50,814	74,241	308,542	816,017
Additions	8,530	667	7,108	1,000	28,207	45,512
At 31 Dec 2011	<u>369,449</u>	<u>22,168</u>	<u>57,922</u>	<u>75,241</u>	<u>336,749</u>	<u>861,529</u>
<b>Depreciation</b>						
At 1 Jan 2011	56,869	16,249	44,585	54,397	189,142	361,242
Charge for the year	7,283	2,693	4,581	11,223	30,675	56,455
At 31 Dec 2011	<u>64,152</u>	<u>18,942</u>	<u>49,166</u>	<u>65,620</u>	<u>219,817</u>	<u>417,697</u>
<b>Net book value</b>						
At 31 Dec 2011	<u>305,297</u>	<u>3,226</u>	<u>8,756</u>	<u>9,621</u>	<u>116,932</u>	<u>443,832</u>
At 31 Dec 2010	<u>304,050</u>	<u>5,252</u>	<u>6,229</u>	<u>19,844</u>	<u>119,400</u>	<u>454,775</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.

## 5. Investments

	<b>Total</b>
<b>Cost</b>	<b>£</b>
At 1 January 2011 and 31 December 2011	500,000
<b>Net book value</b>	
At 31 December 2011 and 31 December 2010	500,000

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

	<b>2011</b>	<b>2010</b>
<b>Aggregate capital and reserves</b>	<b>£</b>	<b>£</b>
Eusebius Limited	1,154,189	1,183,809
<b>Profit/Loss for the year</b>		
Eusebius Limited	(29,620)	(29,622)

## 6. Debtors

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade debtors	22,770	7,366
Amounts owed by undertakings in which the company has a participating interest	52,133	30,578
VAT recoverable	6,368	17,385
The ABDO College of Education	309,811	400,202
Other debtors	22,394	25,207
Prepayments and accrued income	95,537	5,044
	<u>509,013</u>	<u>485,782</u>

The debtors above include the following amounts falling due after more than one year:  
The ABDO College of Education

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
The ABDO College of Education	309,811	400,202

## 7. Debtors - The ABDO College of Education

The ABDO College of Education, 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 14th February 2011 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.

## 8. Creditors

	<b>2011</b>		<b>2010</b>	
<b>Amounts falling due within one year</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank loans and overdrafts		-		147,333
Trade creditors		167,424		109,840
Other creditors including taxation and social security: PAYE and social security	38,943		41,554	
Other creditors	93,269		70,099	
Accruals and deferred income	50,910		56,136	
	<u>183,122</u>		<u>167,789</u>	
		<u>350,546</u>		<u>424,962</u>

## 9. Creditors

	<b>2011</b>	<b>2010</b>
<b>Amounts falling due after more than one year</b>	<b>£</b>	<b>£</b>
Bank loans	<u>-</u>	<u>20,000</u>

## 10. Commitments under operating leases

At 31 December 2011 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Operating leases which expire: Within 2 to 5 years	<u>21,220</u>	<u>20,000</u>

## 11. Contingencies

The Association of British Dispensing Opticians entered into a deed of grant on 14 February 2011 to assist the ABDO College of Education to meet its debts as they fall due for a period of five years.

The board of the Association of British Dispensing Opticians agreed to review the deed of grant for a further five years from February 2011 on the 26 April 2010.

## 12. Related party transactions

The Association of British Dispensing Opticians, a company limited by guarantee, was controlled throughout the year by its members.

Charges of £83,800 (2010: £76,000) 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 (2010: £70,000) in respect of administrative salaries.

As at 31 December 2011 the ABDO College of Education owed the Association of British Dispensing Opticians £309,811 (2010: £400,202)

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.

At the year end the Association of British Dispensing Opticians owed £14,256 (2010: £6,764) to the ABDO Benevolent Fund, a connected charity.

The Association of British Dispensing Opticians owns 33.33 per cent of the ordinary issued share capital in Eusebius Limited. As at 31 December 2011 Eusebius Limited owed the Association of British Dispensing Opticians £52,133 (2010: £30,578).

## 13. 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 their membership ceasing.

## 14. Profit and loss account

	2011	2010
	£	£
Balance brought forward	1,007,877	696,765
Profit for the financial year	268,056	311,112
Balance carried forward	<u>1,275,933</u>	<u>1,007,877</u>

## Officers and professional advisors

### The board of directors

Mrs F Anderson BSc(Hons) FBDO R

Mr P Black MBA FBDO

Mrs J Brower FBDO (Hons) LVA Cert Ed

Mr K Cavaye FBDO (Hons) CL FBCLA

Mr A Galloway FBDO

Mr K Gutsell FBDO BSc(Hons) SLD

Miss A McNamee BSc(Hons) MCOptom  
FBDO (Hons) FBCLA Cert Ed

Mr K Milsom FBDO R

Mr E Moffatt FBDO

### Company secretary

Sir Anthony Garrett CBE

### Registered office

199 Gloucester Terrace  
London, W2 6LD

### Auditor

Burgess Hodgson  
Chartered Accountants &  
Statutory Auditor  
Camburgh House  
27 New Dover Road  
Canterbury, Kent, CT1 3DN

### Bankers

Barclays Bank Plc  
Level 27, 1 Churchill Place  
London, E14 5HP

### Solicitors

Hempsons  
40 Villiers Street  
London, WC2N 6NJ

# Annual Report and Financial Statements of the ABDO Benevolent Fund 2011

For the year ended 31 December 2011

## 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 Board of the Association of British Dispensing Opticians. The trustees during the year ended 31 December 2011 were:

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

### Management committee

Members who served on the committee during the year were:

Mrs J S Brower (Chairman)	
Mr D C Counter	Ms M Taylor
Mr D R Kirk	Mrs S Williams

### Principal address

199 Gloucester Terrace  
London  
W2 6LD

### Auditors

Burgess Hodgson  
Chartered Accountants  
and Registered Auditors  
Camburgh 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 give 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 21.

### 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 27 April 2012

## Management Committee report

For the year ended 31 December 2011

During 2011 the fund received total of £13,081 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 £6,182 in 2011.

## Report of the auditors to the trustees of the Association of British Dispensing Opticians Benevolent Fund

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

## Respective responsibilities of trustees and auditors

As described on page 20 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 2011 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.

Colin Reid (Senior Statutory Auditor)  
Burgess Hodgson 3 July 2012

*Chartered Accountants & Statutory Auditor,  
Camburgh House, 27 New Dover Road,  
Canterbury, Kent CT1 3DN*

## The Association of British Dispensing Opticians Benevolent Fund

### Statement of Financial Activities

Year ended 31 December 2011	2011	2010
	£	£
<b>Income and Expenditure</b>		
Subscriptions and Donations Received	290	355
Grant from ABDO	11,000	11,000
Affinity Card	1,791	2,003
	<hr/>	<hr/>
	13,081	13,358
<b>Investment Income</b>		
Bank Interest Received	168	214
	<hr/>	<hr/>
<b>TOTAL INCOMING RESOURCES</b>	13,249	13,572
<b>Direct Charitable Expenditure</b>		
Grants to Dependants or Beneficiaries	(6,182)	(11,167)
	<hr/>	<hr/>
<b>Other Expenditure</b>		
Bank interest payable	-	-
Commission	(28)	(27)
	<hr/>	<hr/>
<b>NET INCOME/EXPENDITURE FOR THE YEAR</b>	7,039	2,378
Fund Balance Brought Forward At 1 January 2011	56,894	54,516
	<hr/>	<hr/>
Unrestricted Fund Balance Carried Forward	63,933	56,894
	<hr/> <hr/>	<hr/> <hr/>

### Balance sheet

Year ended 31 December 2011	2011	2010
	£	£
<b>Current Assets</b>		
Cash at Bank	36,320	35,283
Debtors	13,357	17,067
Debtors - ABDO	14,256	4,544
Debtors - ABDO Loan	-	-
	<hr/>	<hr/>
	63,933	56,894
<b>Current Liabilities</b>		
Creditors	-	-
	<hr/>	<hr/>
Net Assets	63,933	56,894
	<hr/> <hr/>	<hr/> <hr/>
Financed By:		
<b>Accumulated/Unrestricted Fund</b>		
Balance Brought Forward	56,894	54,516
Excess of income over Expenditure for the year	7,039	2,378
	<hr/>	<hr/>
	63,933	56,894
	<hr/> <hr/>	<hr/> <hr/>
Approved by the Trustees on 27 April 2012		
<b>J Baker</b> Trustee <b>K Devlin</b> Trustee		



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**Association of British Dispensing Opticians**

199 Gloucester Terrace  
London W2 6LD

**Telephone** 020 7298 5100

**Fax** 020 7298 5111

**Email** [general@abdolondon.org.uk](mailto:general@abdolondon.org.uk)

**Website** [www.abdo.org.uk](http://www.abdo.org.uk)



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