



Annual report and accounts 2013





ABDO membership benefits and services 2014
A guide for ABDO members

Association of British Dispensing Opticians

Save 15% off your current car insurance

Save 15% off your current car insurance renewal premium. Includes legal expenses and foreign use at no additional cost. ABDO members can take advantage of these fantastic savings on motor insurance renewals without compromising on cover or service.

Travel insurance

We have partnered with Columbus Direct to bring you a fantastic discount on single or annual multi trip holiday insurance. ABDO members are able to save 30% on all Columbus Direct travel insurance policies.

STREETWISE

COLUMBUS

Association of British Dispensing Opticians

Section 2. Membership benefits and services

Page 14

Home insurance

Save 20% off your current home insurance

Save 20% off your current insurer's home insurance renewal premium. Includes free legal expenses. Members can take advantage of these fantastic savings on home insurance renewals without compromising on cover or service.

Access further details and additional benefits online via the ABDO website. Not applicable to benefits can be found on the 'Terms and conditions' page of this brochure.

STREETWISE

Page 8

Membership benefits:

For the current range of ABDO membership benefits and services refer to the 2014 guide for ABDO members or visit www.abdo.org.uk.

NEW MEMBER BENEFITS
MEMBER BENEFITS

The annual meetings

ABDO annual meeting

The twenty eighth annual meeting of the Association will be held at 5.00pm on Tuesday 13 May 2014, at the Pullman Hotel, 100 -110 Euston Road, London NW1 2AJ.

For the first time the meeting will be held at the Optical Confederation Conference and will take place at the same time as the AOP and FODO annual meetings.

Agenda

1. Welcome by the ABDO President, Peter Black
2. Presentation of the 2013 annual report and accounts
3. Questions to the ABDO President and Board
4. Close of meeting

ABDO Benevolent Fund annual meeting

The twenty sixth annual meeting of the ABDO Benevolent Fund will be held at 12.45pm on Wednesday 14 May 2014, at the Medical Society of London, Lettsom House, 11 Chandos Street, London W1G 9EB.

The meeting will take place during the spring President's Consultation Day meeting.

Agenda

1. Welcome by the Chairman of the Benevolent Fund Management Committee, Jennifer Brower
2. Presentation of the 2013 annual report and accounts
3. Questions to the Benevolent Fund Management Committee
4. Close of meeting





2013 annual report of the ABDO Board of Management

The Association

2013 proved to be both an exciting and challenging year for the Association and its members. The year started with a totally new CET cycle which had different rules and new opportunities to learn and acquire points. The peer review/discussion process was introduced which led to more ABDO Area activity, with more active involvement from Association staff. Barry Duncan, members' support manager, worked closely with the Areas and together they produced a plan for the year ahead. Early indications showed that Area events were proving more popular than anticipated and arrangements were put in place to increase locally provided CET. The situation was carefully monitored and we, as an Association, will be doing all we can to enable members to achieve their points, to provide a wide range of CET programmes and make provision as accessible as possible. The ABDO CET department worked extremely hard to ensure the new CET requirements were met and that suitable provision was made for ABDO members.

The Board limited subscription fee rises to well below inflation for full members and froze rates for all other categories. The Association is always conscious of the pressure on members and hold costs down whilst increasing income from non-membership sources. The cost of professional indemnity insurance was increased for the first time in nine years, this was done in the members' interest to increase the cover from £2m to £5m per person, this brought ABDO in-line with other organisations, whilst still offering an unbeatable rate. The number of fully qualified members continued to increase which continues to demonstrate the demand for dispensing opticians.

The Association continued to promote the skills of its members to the wider profession and public alike.

The Association's stand at Optrafair 2013 was the busiest ever with members seeking advice on the new CET arrangements, and others dropping by the stand to meet the President and members of staff. The show also saw a number of new innovations; ABDO held a two-day CET programme which was very well supported and ABDO College hosted a successful event entitled 'Supporting Academic Learning' organised in conjunction with Canterbury Christ Church University.

In May the Association launched a major new CET initiative on paediatric dispensing with the introduction of anatomically correct, life-size, paediatric model heads. The model heads, made by an expert in the field, were paid for with the support of NES (NHS Education for Scotland). It was clear from the reaction of members present at the launch and at subsequent events that this is a widely appreciated and exciting new development; which shows ABDO to be at the forefront of providing imaginative and relevant CET to its members.

At the end of 2013 ABDO was pleased to announce two new initiatives:

- The launch of a new Research Fund aimed at providing bursaries for members wishing to go on to complete a Masters level qualification in optics; the end result will be to fund the writing of research bids, help PhDs and grants for research.

- The Association established a partnership with ITN to create 'EYE TV News', a new programme that will provide a voice for the profession and promote the vital role of dispensing opticians within health care.

Special awards

David Goad, Clive Holloway, Richard Morris, Phil Quinby and Gil Smith were awarded Medals of Excellence. Richard Harsant was awarded Life Membership.

ABDO College

Colin Lee, chairman of the ABDO College Trustees stood down after serving a maximum of eight years as a trustee, he was succeeded by Huntly Taylor. The ABDO Board appointed two new trustees, Kim Devlin and John Hardman who joined the Board of Trustees for a four-year period.

In June ABDO College, in partnership with Canterbury Christ Church University, held a CET-approved webinar on public health which proved to be outstandingly successful attracting nearly 400 members and colleagues from other optical organisations and professions. It became apparent that ABDO need to embrace this exciting and efficient form of CET delivery and we continue to explore ways in which to deliver relevant and leading edge CET by this exciting new medium. Another new development following on from this was the three-day 'Introduction to Ophthalmic Public Health' course run by Professor Darren Shickle at the ABDO College.

ABDO Board

The President and Board conducted a review of the Association and concluded that one of the new policies for the Association to pursue would be the establishment a research fund to promote academic excellence in optics.

The Board continued to make a significant effort in promoting and protecting the profession. This in part was helped by the new relationship with ITN.

The Board would like to place on record its thanks to all those members who have so willingly given of their time to ensure that Area events have been well organised and successful. The continued support from Area officers and committee members is greatly appreciated.

Board members 2013

- Peter Black
President - appointed April 2013
- Kevin Gutsell
Vice President - appointed April 2013
- Fiona Anderson
- Anthony Blackman
appointed April 2013
- Jennifer Brower
handed-over presidency April 2013
- Keith Cavaye
- Ashton Galloway
- Angela McNamee
resigned April 2013
- Kevin Milsom
- Ted Moffatt

Annual meeting and presidential handover party

At the request of our Optical Confederation colleagues, the FMO, and in response to feedback from members, sponsors and exhibitors, the Association held its annual meeting at Optrafair 2013 in April. This was followed by a special ABDO Presidential Handover Party where the outgoing President, Jennifer Brower reflected on the past two and a half years during which time she worked to meet three overriding objectives, one of which was to raise the profile of dispensing opticians. In addition, she continued to champion the work of low vision opticians and campaigned strongly about the issues to do with supervision and the needs of vulnerable patients. She then handed over the chain of office to Peter Black, the new ABDO President and the new Vice President, Kevin Gutsell. Completing the changes, Anthony Blackman joined the Board, replacing Angela McNamee who retired from office.

Since the Companies Act of 2006 and following the adoption of the Association's Articles of Association in 2012 there is no longer an obligation to hold an AGM. However, the Board feels that it is important to formally present the annual report and give members an opportunity to ask questions. Therefore the



Board have agreed to join the Optical Confederation (OC) partners and hold the Association's annual meeting at a joint conference in 2014.

Finance

During the year under review turnover declined by 7.1 per cent to £2.73m, mainly due to decreased income from examinations and the absence of an annual conference. However, the Association made a surplus £25,921, after also providing £25,000 to setup the new ABDO Research Fund. The Association is continuing to strengthen its financial position as planned, by building reserves and by avoiding the need to seek any borrowing. As at 31 December 2013 the cash reserve was £407,700.

Marketing and Communications

Annual report

In March ABDO published its 2012 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 2012 report was also distributed at the ABDO AGM in April.

2013 NES optical training days

In March the ABDO marketing department produced a brochure/booking form to promote the 2013 NHS Education for Scotland (NES) training days; which were held in Edinburgh and Glasgow in May. Both events were successful and well attended.

Occupational dispensing

ABDO published a new brochure entitled '*Occupational dispensing*'; it is a useful reference guide to professional advice and solutions for the workplace. The guide outlines the

necessary requirements of eyesight and eyewear for those in the workplace and offers guidance for both corrective and non-corrective situations.

The guide is designed to assist members in providing relevant information to the public. It is also helpful for student DOs and staff training. A copy of the guide was enclosed with the April issue of *Dispensing Optics*.

ABDO at Optrafair 2013

As well as exhibiting at stand S60, ABDO ran a number of special events for its members at Optrafair 2013; which was held from 13 to 15 April at the NEC, Birmingham.

On Saturday 13 and Sunday 14 April there was a chance to obtain up to 5 CET points at a special ABDO CET event. The event lectures, held in the NEC Concourse Suites, were well attended and presented by a cast of international speakers; topics included spectacle lenses, contact lens materials, optimised prescriptions and fixation disparity.

The 2013 ABDO AGM was held at 5.00pm on Sunday 14 April, this was immediately followed by the ABDO Benevolent Fund AGM.

On Sunday 14 April ABDO also hosted a 'Presidential Handover Party', which attracted an attendance of approximately 400 people; where the retiring ABDO President, Jennifer Brower, handed over the presidency to Peter Black. Admission to all of these events was free-of-charge to ABDO members.

ABDO promoted its activities at Optrafair 2013 via the ABDO email newsletter and advertisements were published in the February, March and April issues of *Dispensing Optics*. Adverts also appeared in *Vision Now* and *Eyes*. A booking form was also produced and distributed to ABDO members.



2013 annual report of the ABDO Board of Management

Eye protection: safety and protective eyewear

ABDO published a new 2013 revised edition of its safety and protective eyewear guide entitled 'Eye Protection: safety and protective eyewear'. Intended as a useful and practical reference guide for ABDO members, this publication was enclosed with the May issue of *Dispensing Optics*.

More Patients, More Often

In May the Association sponsored a new toolkit which enabled ABDO members in independent practices to improve the effectiveness of their patient recall letters. The 'More Patients, More Often' toolkit was produced by Independent Marketing Partnership and copywriting experts to help practitioners generate more appointments and income. It covers key areas such as why many patients ignore recall letters, how to overcome their apathy about the benefits of regular eye care, the 11 essential techniques for writing better letters, and how to incorporate email and text messages successfully into a recall programme. It also provides an in-depth analysis of current patient letters, showing where they go wrong and how they could be improved. In June the availability of free copies of the 'More Patients, More Often' recall letters kit was extended following an unexpectedly high level of demand.

ABDO Area 12 (Scotland) gala dinner, CET event and exhibition

In July the ABDO marketing department produced a brochure/booking form to promote the Area 12 gala dinner, CET event and exhibition. The gala dinner was held at Edinburgh Castle and the CET event at Macdonald Holyrood Hotel in September. This Area 12 event was successful and well attended.

New ABDO website

On Friday 30 August the Association launched a new website. The new ABDO website was 'built from scratch', so it is completely new and has many useful features which include:

- A 'Search' facility
- A 'Sitemap'
- A 'Library'
- A 'Locations' section, featuring Google maps
- A new 'Forums' section
- A 'Gallery' section, that presents event pictures
- A new directory of 'Useful Links'
- A 'Subscribe to RSS Feed' link
- A 'Forthcoming Events' section on the 'Home' page
- A 'Latest Downloads' section on the 'Home' page
- A keyword search function for CET articles
- A new ABDO events online booking system

The 'Home' page acts a 'dashboard' so that navigation to all sections of the site is easy and information can be quickly accessed. The new website 'Home' page is 'News' and 'Events' driven, and features animation and graphical 'adverts' that are used to highlight important topics and information.

2014 ABDO conference and exhibition

In April, the Association announced that the 2014 ABDO conference and exhibition will take place on Sunday 30 and Monday 31 March 2014 at the Chesford Grange Hotel, Kenilworth, Warwickshire. Initial promotion of the event commenced in the ABDO email newsletter. A promotional A5 flyer was produced and an advertisement was published in the December issue of *Dispensing Optics*. Online booking went live on 1 November.

ABDO CET corporate templates

The ABDO marketing department instigated further development to the Association's corporate guidelines by producing a series of templates to meet the requirements of the ABDO CET department. ABDO CET has subsequently implemented the new templates for its new interactive distance learning modules and peer discussion materials.

Association Management Europe

A two-page interview feature with ABDO President, Peter Black, was published in the winter issue of *Association Management Europe*. In the article Peter Black explained how ABDO represents its members and works to promote good eye health. The magazine's circulation consists of the chief executives and association secretaries of the top 4,000 trade and professional groups. This means that the magazine is distributed to top decision-makers in the UK and mainland Europe.

2013 Graduation and Prize Giving Ceremony

Michael Potter, head of marketing and communications, assisted by Deanne Gray, organised the Association's annual graduation and prize giving ceremony. The event took place at Canterbury Cathedral on Wednesday 27 November with an overall attendance figure of just under 700 people. All those attending received a 28-page commemorative brochure. Special thanks go to the dedicated event team for making the occasion a great success.

EYE TV News with ITN

In November ABDO announced that it had joined forces with ITN to create a dedicated news programme to provide a unified voice for the sector. Newsreader Natasha Kaplinsky will present the programme from the national news studios at ITN



and the aim of the initiative is to develop eye health services and policy in a way that will serve all communities and show how vital it is that opticians are seen as members of the primary healthcare team. As part of ABDO's aims of strengthening the voice of members, the programme will also challenge perceptions of dispensing opticians and with that celebrate the success of innovative organisations that deserve recognition on such a platform.

2014 membership benefits and services brochure

In December ABDO members received a guide, produced by the ABDO marketing department, that outlines the 2014 membership benefits and services. This brochure contains details of the full range of benefits currently available.

ABDO email newsletter

During 2013 the ABDO marketing department produced 31 issues of the ABDO email newsletter *association news*.

Membership Services

The year saw ABDO membership thriving once again despite the economic downturn. The increase in full membership numbers continues 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.

ABDO members continue to receive a wide range of services and benefits in return for their subscription fees and the new

range of membership benefits, which include lifestyle benefits, proved to be very successful.

An online booking facility was launched to help members book for events after the demands for CET increased. 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.

	2008	2009	2010	2011	2012	2013
Full Members (inc. Reduced full)	5269	5394	5397	5595	5639	5732
UK Students	1744	1687	1731	1579	1613	1379
Associate Members	525	673	620	579	543	548
Overseas Members	800	793	696	613	693	819
Others	260	258	251	282	293	296
Total (all categories)	8610	8805	8695	8648	8781	8774

Members' Support

Without doubt the activity in 2013 was frantic from the outset yet fruitful in many ways. Throughout the course of the year, Barry Duncan, the members' support manager, was involved in many activities with various stakeholders, partners from industry and of course much engagement with ABDO members in the UK and overseas.

In January 2013, for the first time, ABDO published the dates for the majority of CET events being held within the Areas for the entire year. The objective, in light of the enhanced CET requirements, was to help members achieve CET requirements, ensure members were given ample notice about events so they can make provision in their diaries and to present

opportunities for members to access CET in other Areas if circumstances dictated it. Whilst it was widely anticipated that attendance at interactive CET would increase from previous cycles, it became clear very early on that numbers of attendees far exceeded expectation. On occasion the demand for attendance far exceeded capacity, which was a first for the Association. Clearly this presented several difficulties for ABDO, the local Areas and the members. Lessons were learnt on a number of fronts and as the year progressed the requirements of enhanced CET were becoming clearer and slightly easier to manage.

Pleasingly, the number of interactive points made available to members increased significantly across the board. All-in-all there was a tangible increase in Area activity which was very encouraging and necessary. In comparison to the first year of the previous CET cycle (2010), there was an increase from 64 points to 252 points which is a staggering increase. Great credit needs to go to all of the Area committees who worked tirelessly to ensure members could meet the CET requirements. In addition, events were held in certain Areas at the request of members who were concerned about meeting the requirements. ABDO duly delivered CET in Jersey, Norwich, Milton Keynes and Inverness.

The work to plan for 2014 began in May with Areas once again looking ahead to another successful and highly productive year of CET.

In February, ABDO was proud to host the 'four nations' meeting at the ABDO College in Godmersham. Representatives from Optometry Scotland, Optometry Wales, Optometry Northern Ireland and LOCSU along with colleagues from the Republic of Ireland attended for a two-day meeting to discuss activity in



2013 annual report of the ABDO Board of Management

each country. With optometry and optics ever-changing it is essential ABDO continues to have a presence at these events to convey the efforts made by dispensing opticians in each country and to identify opportunities for our members.

At the NES event held in Edinburgh in May, Peter Black and Barry Duncan signed an agreement which ensures funding to deliver CET to members practicing in Scotland until 2016. NES has been very supportive of dispensing opticians and this arrangement provides excellent opportunities to expand knowledge and develop exciting sessions for members. This is true of the initiative where the anatomically correct paediatric heads were produced. After consultation, six heads were created, one based on a twelve month old baby and the other a nine year old boy, for the purposes of raising the standards of paediatric dispensing. To date the workshops have been very well received by all those involved and ABDO has achieved plaudits from many who consider this an extremely necessary and highly important area to lead on. Phase two of the project, a Down's Syndrome child head, will be developed in the spring of 2014.

Continuing Education and Training (CET)

The excellent work of CET coordinator Paula Stevens and her team cannot be under-estimated and they are to be congratulated for providing another year of first class CET to members under challenging conditions.

This was the first year of the much-discussed and planned enhanced CET scheme. After a rather disorganised start by the GOC, the CET department moved into high gear in January to try to comply with a still-changing scheme, and to provide as

much support to members as was possible, given the rather confused CET climate. Whilst the CET department worked on plans to provide CET to address the demands of the GOC's CET Principles and Requirements, notably the compulsory '50% interactive' rule, the advice we gave was for members to compile their non-interactive points steadily via *Dispensing Optics* CET articles, and try to gain interactive points the most cost-effective way for them: by attending Area or other events which would carry several points per attendance.

The new CET scheme made it possible, for the first time, for registrants to generate their own CET via registrant-led peer discussion/review, reducing their reliance on GOC-approved CET providers. Points generated by Area CET increased from 103 in 2012, to a total of 272 provided in 2013. Peer discussion was made available in every Area.

To support this huge increase in CET provision, Joanne Abbott joined the ABDO CET staff in October 2013 to help with all aspects of CET delivery and administration. As members' support manager, Barry Duncan has delivered CET across the UK, and provided coordination of Area CET which has required exceptional dedication and hard work from Area committees. Our CET could not be provided without them.

A two-day CET event organised by ABDO and held at Optrafair 2013. The idea behind this was to help the FMO increase attendance of dispensing opticians at Optrafair by having a tailor made programme for them, along with an ABDO Presidential Handover Party. It would also allow ABDO to cement links with industry sponsors.

The aim was to highlight the R&D expertise in optics, for both ophthalmic lenses and contact lenses. High profile

international experts from industry were invited to join us to provide a diverse and informative programme of quality education, which allowed our members to engage with people who are usually inaccessible. The 'behind the scenes' opportunity the agenda offered, created a lot of interest. The programme was deemed a success both by ABDO and our hosts the FMO, with almost all of the sessions filled to capacity over the two days.

The ABDO CET committee met three times during the year to discuss all matters concerned with the provision of CET and the conference programme. Keith Cavaye, chair CET committee, would like to thank all members who gave their time free-of-charge to support the ABDO team and in particular those who submitted case studies for inclusion into the peer review packs.

Professional Relations

ABDO conference and exhibition

2013 was a year of intense preparation for the 2014 ABDO conference and exhibition. Five possible venues were visited, priorities were decided upon, negotiations took place and the short-list was presented to the ABDO Board by Elaine Grisdale and Event Exchange. Taking into account the increased attendance at Area meetings, it was anticipated that the established pattern of the year-on-year increase in delegates would be exceeded and this had to be factored into the choice of venue and CET programme. Budgets were devised and opinions considered, with the ABDO Board finally choosing Chesford Grange in Kenilworth for the 2014 conference and Dallas Burston Polo Club as the venue for the ABDO gala dinner.



A comprehensive five-stream, two-day conference programme has been designed with each modality of learning and every competency covered. High calibre speakers have been contacted and content/delivery discussed so that delegates will get the most out of their time at the conference. Over 10,500 points will be on offer over the two days making the administrative task the most ambitious we have ever had to deal with. The logistics in terms of booking capabilities, confirmations and CET management have been challenging, but will hopefully appear seamless to the delegates, industry partners and speakers attending. A new database and online booking system had to be developed and put in place. Scanners were also sourced, which will eventually read QR codes on ABDO membership badges, but to meet the March deadline delegate badge scanning will be employed instead.

The Association can again offer its members a quality event at prices in-line with those of the 2012 conference. This has been a monumental task since to do this we need the support of industry partners. The emergence of the new 100% Optical exhibition and the subsequent decision of the FMO to hold Optrafair London in April 2014, seriously compromised marketing budgets for our sponsors. At the beginning of 2014 we could at last confirm that all the stand space had finally been allocated and we are grateful to the exhibitors who are supporting us.

Other activities

Elaine Grisdale, head of professional services and international development, continued to sit on and represent ABDO on a number of different committees in 2013. They include multi-disciplinary committees liaising with other stakeholders from the world of optometry and optics, the Optical Confederation

Driving Working Group and the Careers in Optics Working Group. Within ABDO she sits on the Advice and Guidance Committee, Journal Advisory Committee, is involved with a working group dedicated to ABDO activities on public-facing websites, is a member of ABDO Area 3 Committee and she sits on the CET Committee accompanied by Paula Stevens, CET coordinator and Barry Duncan, members' support manager.

International development

E-Learning

The e-learning programme which has been coordinated by Elaine Grisdale to widen ABDO's possibilities internationally had a preview launch in Romania in November. Work has been intense and on-going with Kairos Vision, with web content and promotional activities being developed together. Elaine Grisdale and Professor Mo Jalie, one of the key contributors, presented the programme in Bucharest, meeting ophthalmologists and opticians interested in enhancing existing and developing new skills with ABDO.

Interest has also been shown from other Eastern European countries and in some countries as further afield as Africa and Asia. Examinations and assessments have to be carefully coordinated and planned for such a scheme for any qualification we offer. Interest is being carefully followed up in conjunction with Alicia Thompson, director of professional examinations. The programme's Romania pilot is now on track to start in spring 2014. It is hoped that this will expand ABDO's reach and help with development of the ABDO programme overseas.

Silmo

Elaine Grisdale worked alongside Silmo with the aim of promoting ABDO overseas. She was again invited by Silmo's President to join the judging panel for the Silmo d'Or trophy in the lens category. She continues 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. She is also a member of Club InterOptiques Franco-Britannique Bi-Lateral Optics conference exchanging information with colleagues from France which may impact us in the UK.

Lycee Fresnel students

A group of final year students from the Lycee Fresnel visited ABDO College in 2013 to find out more about the UK marketplace and academic demands. The trip was such a success that more students will be visiting in 2014.

Dispensing Optics

In 2013 the average circulation was 9,142 per issue. It is always pleasing to have such a publication which is so widely read and as ever ABDO is most grateful to the production editor, Sheila Hope, to the features and news editor Nicky Collinson and to Deanne Gray, administration manager, for producing such a popular journal.

Phil Gilbert won the *Dispensing Optics* readership prize for the 'Best CET article' for his article 'Colour vision and traffic signal recognition', which appeared in the June 2012 issue.

Michael Gilsean won the *Dispensing Optics* prize for the 'Best contribution from an ABDO member' for his article, 'Improving children's vision', which appeared in the September 2012 issue.

Education

Examinations

The examination results in 2013 were again excellent; 288 students gained the level 6 Fellowship Diploma, 22 students gained the level 6 Contact Lens Certificate and three students gained the Low Vision qualification.

The Association's overseas examination activities continue to provide excellent success for our overseas members. In 2013 just over 200 students sat the level 6 Diploma in Ophthalmic Dispensing examinations linked to Axismatics Professional Institute in Kuala Lumpur, Malaysia. Seven students in India attained the FBDO OS dispensing qualification.

During the year, visits continued to supervisors' practices; linked to students undertaking their Pre-Qualification Portfolio and also in preparation for their Contact Lens Practical Examination.

Miranda Richardson joined the ABDO Examinations team as assistant director of professional examinations.

Appreciation

ABDO would like to record its thanks to all the examiners and practice visitors for their continued support to the Association.

Particular congratulations to the students listed here who attained examination prizes in 2013.

Awarding of prizes

The Essilor Prize

Awarded for the highest mark in the combined Preliminary Qualification Examination:
Adam Small

The Stepper Prize

Awarded for the highest mark in the Preliminary Qualification Practical Examination:
Gareth Parker

The Association of Optometrists Prize

Awarded for the highest mark in section A of the Final Qualifying Practical Examination:
Luke Dunn

The Tony Griffiths Prize for Excellence

Awarded to the highest mark in section B of the Final Qualifying Examination:
Anastasia Driscoll

The J W Grieve Prize

Awarded for the highest mark in section C of the Final Qualifying Practical Examination:
Theresa McKeogh

The Rodenstock Prize

Awarded for the highest combined mark in section D of the Final Qualifying Practical Examination:
James Derrington

The Sue Southgate Prize

Awarded for the highest mark in section E of the Final Qualifying Practical Examination:
John Waterman

The National Eyecare Group Optinet Prize

Awarded for the best presented Pre-Qualification Portfolio in the Final Qualifying Examination:
Sarah Ray

The Carl Zeiss Vision Prize

Awarded for the top distance learning course student:
Therese McKeogh

Federation of (Ophthalmic and Dispensing) Opticians Prize

Awarded to the top day release course student:
Claire Anniston

The Worshipful Company of Spectacle Makers Prize

Awarded for the highest mark in the Final Qualifying Practical Examination:
Claire Anniston

The FMO Derek McLaren Memorial Prize

Awarded for the highest UK student mark in the Final Qualifying Practical Examination:
Julie Drummond

The MAPO Malaysian Examination Prize

Awarded to the highest international student mark in the Final Qualifying Examination:
Ng Yin Yoon

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:
Jennifer Kelly

The British Contact Lens Association Prize

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

The Alcon Prize for Excellence

Awarded for the highest mark in the Practical Examination, Certificate in Contact Lens Practice:
Hayley Swierkowski

The Bailey Prize

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

The Johnson & Johnson Excellence Award

Awarded for the highest aggregate mark in the Theoretical Examination, Certificate in Contact Lens Practice:
Hayley Butler

The Ted Watts Memorial Prize

Awarded for the highest mark in the LVA Examination:
Rose Mather

The Elvin Montlake Prize

Awarded for the highest combined mark in the LV Honours Theory Examination:
Alison Nicholls

The T A Doyle Memorial Prize

Awarded for the highest mark in an Honours paper:
Alison Nicholls





2013 annual report of the ABDO Board of Management

Optical Confederation

The Association continued to play a full part in the development of the Optical Confederation (OC). The OC continues to present a united front when speaking on behalf of the sector.

Public Affairs

The party conference season marked the highlight of 2013 for the Optical Confederations' Public Affairs team. Working with Pharmacy Voice and the National Community Hearing Association, the team organised events at the Liberal Democrat, Labour and Conservative conferences around the theme '*Does the key to your healthcare lie in the community?*' Tony Garrett represented the Confederation at both the Liberal Democrat and Conservative events, fielding questions from delegates and party members as part of the panel. Tony also took part in a private roundtable with Lib Dem health spokesperson Baroness Jolly as well as a 1-1 meeting with Care Services Minister Norman Lamb.

In addition to the conference, the team have been continuing to build relationships with MPs through their programme of optical practice visits. 18 visits took place in total throughout 2013 with a good geographical spread around the country. Highlights including visits with current Health Minister Daniel Poulter MP and former Secretary of State for Health, Andrew Lansley MP. The team supported Devon Local Optical Committee - who have now

arranged visits with every MP in the county – to hold an event in Parliament. Organised in conjunction with the Local Pharmaceutical Committee, the event resulting in a cross party group of the county's MPs all calling on the Clinical Commissioning Group to commission more enhanced eye care services.

Again working with Devon LOC, the Public Affairs team gave a well attended presentation at November's National Optical Conference outlining the importance of practice visits with MPs and encouraging more LOCs to support the initiative.

The team co-ordinated responses to 35 consultation and House of Commons select committee inquiries during the course of 2013. As ever, subject matters were varied covering issues as diverse as stroke rehabilitation, children's vision screening and cross border healthcare.

The online presence of the Optical Confederation continued to grow with new sections added on NHS IT Connectivity and the Domiciliary Eyecare Committee. The twitter account (@OpticalConfed) has also gone from strength-to-strength and now has over 400 followers.

LOC Support Unit (LOCSU)

The large scale reorganisation of the NHS in 2013 brought with it a host of opportunities and challenges for LOCs meaning that the LOCSU team has been busier than ever before.

Through consultation and liaison with NHS England, LOCSU has been able to ensure that the needs of LOCs, and the contractors and performers they represent, have been heard at the highest level on a range of matters. This ranges from co-production of the GOS contract assurance process to supporting the new Local Eye Health Networks (LEHNs), which were formally introduced in April 2013.

The LOCSU Optical Leads continued to work to increase the volume and breadth of services that are delivered in communities by optical practices in England. This resulted in over twenty new services being commissioned in 2013, including successful Any Qualified Provider (AQP) bids and other services provided by LOC companies. The LOC Company model has made sure that LOCs are well placed to respond to the needs of those commissioners who want a single provider, and is now being used as a contracting vehicle in some areas to enable a network of local practices to deliver community eye health services.

The programme LOCSU developed for the 2013 National Optical Conference featured keynote speakers from NHS England and across the eye health sector.

LOCSU funded a second cohort of ten practitioners to undertake the Leadership Skills for Optical Professionals course. Students of the LOCSU designed course have successfully taken up a variety of influential roles across the sector, including dispensing optician Abi Page, who was appointed as a member of the LOCSU Board in 2013.

Finally, LOCSU and ABDO have continued to work together



to encourage greater levels of participation and involvement of dispensing opticians in LOCs, to make sure the profession's views are fully represented.

Eyecare Trust

The Eyecare Trust is the only charity in the UK dedicated to providing public advice and information on all aspects of eyecare and plays a vital role in helping to raise optics up the public health agenda.

In 2013 the Trust's multi-channel approach to public health promotion ensured it continued to provide accessible advice and information where and when people needed it.

With over eighty per cent of the UK population using the internet to search for health advice the charity's website, www.eyecaretrust.org.uk, provided a valuable first port of call for people seeking advice about eye care issues. Commonly searched for terms on the Trust's website included: 'swollen eye lid', 'contact lenses', 'night time driving glasses', 'sight tests', 'cataract' 'dry eyes' and 'ocular rosacea'.

The Trust's public information line continued to provide direct advice to individuals and the Twitter account @EyecareTrust helped keep both the profession and the public up-to-date with the latest eye care news. The Trust's twitter feed has a high degree of interaction as many independent opticians and optical organisations retweet our tweets to their followers.

Public health promotions in the media

During the last year the charity has also worked on a series of media campaigns tackling issues as diverse as eye health and the menopause, nutrition and the eye, presbyopia, drivers' eyewear, dry eye, glaucoma and firework eye safety. These initiatives generated press coverage across the national and local media and helped educate the public about the importance of regular sight tests as well as advising people how to maximize their vision and keep their eyes healthy.

Practitioner resources

The Trust also continued its commitment to provide practitioners with tools and resources to assist them in the promotion of engaging eye care messages to their local communities. Practitioner resources published during this year included tools 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.

National Eye Health Week

In addition to its own campaigning the Trust was also responsible for delivering the 2013 National Eye Health Week (NEHW) campaign on behalf of the entire optical sector. The Week aimed to bring together eye health intermediaries from across the UK to communicate common messages that inspire people to take positive steps to protect their sight - actions that will ultimately improve eye health and contribute towards a reduction in avoidable sight loss.

Key facts and figures from NEHW 2013

- Almost a quarter of the UK population (23 per cent) were aware of National Eye Health Week 2013.
- The percentage of the UK population who understood they should have a sight test every two years (unless advised otherwise by their optometrist) rose 5 per cent during the Week to 53 per cent.
- The biggest rise came in the core target group of 45-54 year olds which rose ten percentage points to 62 per cent.
- There were also some significant increases in public understanding of the factors that can affect eye health: diet up 25 per cent, from 40 per cent to 65 per cent; smoking up 6 per cent, from 54 per cent to 60 per cent; UV exposure up 4 per cent, from 72 per cent to 76 per cent.
- More supporters than ever before (1,000+) participated in the campaign.
- The NEHW supporter base included large retailers such as Boots, UK national organisations like the DVLA, charities, independent opticians, GPs and schools.
- Supporters were provided with free resource packs to promote eye health. These included flyers about wearing and caring for contact lenses, *The A, B, See of Good Eye Health* - this included a section on eyewear - plus posters, balloons recipes cards and more.



2013 annual report of the ABDO Board of Management

- The NEHW media activity generated more than 135 million opportunities for people to see and hear important eye health advice. The publicity value of the 2013 campaign was in excess of £3 million.
- Coverage included the Chris Evans R2 Breakfast Show, The Steve Wright in the Afternoon Show on BBC R2, BBC News 24 plus supplements in the *Times* and the *Guardian*.
- Traffic to the NEHW website, www.visionmatters.org.uk, was up over 60 per cent year-on-year.
- Activity on the Week's social media platforms included a live cataract operation on Twitter.

The National Eye Health Week Steering Group members also held a photocall in Westminster where parliamentarians were briefed on the state of the nation's eye health.

Patronage

ABDO's patronage of the Trust makes a valuable contribution its work in raising awareness of eye health issues and to highlighting the benefits of wearing quality protective and corrective eyewear.

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 the Trust's website, www.eyecaretrust.org.uk, or call 0845 129 5001.

Optical Consumer Complaints Service (OCCS)

The OCCS is a well-established mediation service which has served the public and members of the profession for over 20 years. The public and the profession have confidence in the independence of the OCCS and the experience demonstrated in the handling of over 2,000 complaints received each year. Usually, if a complaint is

made to a practice it is sorted out with no need for the complainant to go elsewhere; but occasionally, for whatever reason, a solution is not found in the practice. In that event, the OCCS is available to discuss the problem with the practitioner and/or the complainant and try to find a solution acceptable to both parties. Being free of any optician or consumer interest, the OCCS can offer an independent service to guide the parties to the solution of a complaint about the service provided by a practice.

Last year it was reported that the GOC had agreed to extend the Optical Consumer Complaints Service (OCCS) contract to the 31 March 2014; and towards the end of last year the GOC advertised to invite tenders for a new contract for a period of three years from 1 April 2014. The OCCS therefore tendered for a new contract.

Unfortunately, the General Optical Council has subsequently appointed Nockolds Solicitors to run its independent mediation service for optical consumers from 1 April 2014.





The Association of British Dispensing Opticians

Limited by guarantee - Registered number 2012484

The Directors report year ended 31 December 2013

The directors present their report and the financial statements of the company for the year ended 31 December 2013.

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 SMC(Tech)

Mr P Black MBA FBDO

Mr A Blackman BSc(Hons) FBDO (Hons) SLD SMC(Tech)
Appointed 14 April 2013

Mrs J Brower FBDO (Hons) LVA Cert Ed

Mr K Cavaye FBDO (Hons) CL FBCLA

Mr A Galloway FBDO CL

Mr K Gutsell FBDO (Hons) SLD

Miss A McNamee BSc(Hons) MCOptom FBDO (Hons) FBCLA Cert Ed
Resigned 14 April 2013

Mr K Milsom FBDO R

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.

Each of the persons who is a director at the date of approval of this report confirm that:

- so far as each director is aware, there is no relevant audit information of which the company's auditor is unaware; and
- each director has taken all steps that they ought to have taken as a director to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Small company provisions

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

Registered office:

199 Gloucester Terrace, London W2 6LD

Approved by the directors on 24 March 2014

Signed by order of the directors

Sir Anthony Garrett CBE *Hon*FBDO

Company Secretary

Independent auditor's report to the members of the Association of British Dispensing Opticians

Limited by guarantee - Year ended 31 December 2013

We have audited the financial statements of The Association of British Dispensing Opticians (Limited by Guarantee) for the year ended 31 December 2013. 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 the directors; 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2013 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

Date: 24 March 2014

The Association of British Dispensing Opticians (Limited by guarantee)

Profit and loss account

Year ended 31 December 2013	Note	2013 £	2012 £
Turnover		2,730,716	2,941,582
Cost of sales		786,528	937,162
Gross profit		1,944,188	2,004,420
Administrative expenses		2,321,660	2,118,069
Other operating income		(402,838)	(258,946)
Operating profit	2	25,366	145,297
Interest receivable		1,056	663
Profit on ordinary activities before taxation		26,422	145,960
Tax on profit on ordinary activities	4	770	149
Profit for the financial year		25,652	145,811

The Association of British Dispensing Opticians (Limited by guarantee)

Balance sheet

31 December 2013

	Note	2013		2012	
		£	£	£	£
Fixed assets					
Intangible assets	5		75,396		52,425
Tangible assets	6		460,061		402,443
Investments	7		500,000		500,000
			1,035,457		954,868
Current assets					
Debtors	8	506,293		500,514	
Cash at bank and in hand		407,676		340,811	
		913,969		841,325	
Creditors: Amounts falling due within one year	10	502,030		374,449	
Net current assets			411,939		466,876
Total assets less current liabilities			1,447,396		1,421,744
Reserves	14				
Profit and loss account	15		1,447,396		1,421,744
Members' funds			1,447,396		1,421,744

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 24 March 2014 and are signed on their behalf by: **Mr P Black MBA FBDO**

Notes to the financial statements Year ended 31 December 2013

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 and examination fees. 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.

Amortisation

Amortisation 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:

Website - Straight line over useful economic life of asset

Fixed assets

All fixed assets are initially recorded at cost. Amortisation / Depreciation occurs once the asset is brought into use. Refer to note 6 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 per cent 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

	2013	2012
	£	£
Operating profit is stated after charging:		
Staff pension contributions	74,599	71,206
Amortisation of intangible assets	18,849	-
Depreciation of owned fixed assets	70,610	46,769
Auditor's fees	7,000	6,700
	<u> </u>	<u> </u>

3. Directors' remuneration

	2013	2012
	£	£
The directors' aggregate remuneration in respect of qualifying services were:		
Aggregate remuneration	<u>29,207</u>	<u>26,300</u>

4. Taxation on ordinary activities

Analysis of charge in the year

	2013	2012
	£	£
UK Corporation tax based on the results for the year at 20% (2012 - 20%)	480	133
Over/under provision in prior year	290	16
Total current tax	<u>770</u>	<u>149</u>

5. Intangible fixed assets

Cost

At 1 January 2013	£ 52,425
Additions	41,820
At 31 December 2013	<u>94,245</u>

Amortisation

Charge for the year	18,849
At 31 December 2013	<u>18,849</u>

Net book value

At 31 December 2013	75,396
At 31 December 2012	<u>52,425</u>

6. Tangible fixed assets

	Property Imp'ments	Fixtures & Fittings	Computer Hardware	Exam Equipment	Computer Software	Total
	£	£	£	£	£	£
Cost						
At 1 Jan 2013	369,449	22,168	63,302	75,241	336,749	866,909
Additions	-	10,844	5,384	112,000	-	128,228
At 31 Dec 2013	<u>369,449</u>	<u>33,012</u>	<u>68,686</u>	<u>187,241</u>	<u>336,749</u>	<u>995,137</u>
Depreciation						
At 1 Jan 2013	71,541	20,945	58,618	73,558	239,804	464,466
Charge for the year	7,389	1,383	5,176	37,738	18,924	70,610
At 31 Dec 2013	<u>78,930</u>	<u>22,328</u>	<u>63,794</u>	<u>111,296</u>	<u>258,728</u>	<u>535,076</u>
Net book value						
At 31 Dec 2013	<u>290,519</u>	<u>10,684</u>	<u>4,892</u>	<u>75,945</u>	<u>78,021</u>	<u>460,061</u>
At 31 Dec 2012	<u>297,908</u>	<u>1,223</u>	<u>4,684</u>	<u>1,683</u>	<u>96,945</u>	<u>402,443</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.

Website

£

52,425
41,820
<u>94,245</u>

18,849
<u>18,849</u>

75,396
<u>52,425</u>

7. Investments

	Total
Cost	£
At 1 January 2013 and 31 December 2013	<u>500,000</u>
Net book value	
At 1 January 2013 and 31 December 2013	<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.

	2013	2012
	£	£
Aggregate capital and reserves		
Eusebius Limited	1,094,959	1,124,576
Profit and (loss) for the year		
Eusebius Limited	(29,617)	(29,617)

8. Debtors

	2013	2012
	£	£
Trade debtors	179,020	78,166
Amounts owed by undertakings in which the company has a participating interest	38,607	37,001
VAT recoverable	13,338	11,753
The ABDO College of Education	97,739	235,474
Other debtors	41,949	42,918
Prepayments and accrued income	<u>135,640</u>	<u>95,202</u>
	<u>506,293</u>	<u>500,514</u>

	2013	2012
	£	£
The debtors above include the following amounts falling due after more than one year:		
The ABDO College of Education	<u>97,739</u>	<u>235,474</u>

9. 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 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.

10. Creditors

	2013		2012	
Amounts falling due within one year	£	£	£	£
Trade creditors		322,268		159,642
Other creditors including taxation and social security:				
Corporation tax	480		133	
PAYE and social security	25,622		44,502	
Other creditors	78,320		104,001	
Accruals and deferred income	<u>75,340</u>		<u>66,171</u>	
		<u>179,762</u>		<u>214,807</u>
		<u>502,030</u>		<u>374,449</u>

11. Commitments under operating leases

At 31 December 2013 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

	2013	2102
	£	£
Operating leases which expire: Within 2 to 5 years	<u>21,220</u>	<u>21,220</u>

12. 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.

13. Related party transactions

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

Charges of £92,200 (2012: £87,800) 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 (2012: £60,000) in respect of administrative salaries.

The Association of British Dispensing Opticians donated £12,000 (2012: £12,000) to the ABDO College of Education.

As at 31 December 2013 the ABDO College of Education owed the Association of British Dispensing Opticians £97,739 (2011: £235,474)

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 £22,759 (2012: £16,641) to the ABDO Benevolent Fund, a connected charity.

The Association of British Dispensing Opticians owns 33.33% of the ordinary issued share capital in Eusebius Limited. As at 31 December 2013 Eusebius Limited owed the Association of British Dispensing Opticians £38,607 (2012: £37,001).

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

	2013	2012
	£	£
Balance brought forward	1,421,744	1,275,933
Profit for the financial year	25,652	145,811
Balance carried forward	<u>1,447,396</u>	<u>1,421,744</u>

Officers and professional advisors

The board of directors

Mrs F Anderson BSc(Hons) FBDO R SMC(Tech)

Mr P Black MBA FBDO

Mr A Blackman BSc(Hons) FBDO (Hons) SLD SMC(Tech)
Appointed 14 April 2013

Mrs J Brower FBDO (Hons) LVA Cert Ed

Mr K Cavaye FBDO (Hons) CL FBCLA

Mr A Galloway FBDO

Mr K Gutsell FBDO

Miss A McNamee BSc(Hons) MCOptom FBDO (Hons) FBCLA Cert Ed
Resigned 14 April 2013

Mr K Milsom FBDO R

Mr E Moffatt FBDO

Company secretary

Sir Anthony Garrett CBE HonFBDO

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

For the year ended 31 December 2013

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 2013 were:

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

Management committee

Members who served on the committee during the year were:

Mrs J Brower (Chairman) Mrs J Holmes
Mr D Kirk Ms M Taylor
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 meeting that they be appointed as auditors to the Fund for the ensuing year.

J Baker, K Devlin

On behalf of the trustees 13 March 2014

Management Committee report

For the year ended 31 December 2013

During 2013 the fund received a total of £13,841 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 becomes appropriate. The beneficiaries received a total of £8,587 in 2013.

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 2013 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 24 March 2014

*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 2013

	2013	2012
	£	£
Income and Expenditure		
Subscriptions and Donations Received	1,500	845
Grant from ABDO	11,000	11,000
Affinity Card	1,341	1,454
	<u>13,841</u>	<u>13,299</u>
Investment Income		
Bank Interest Received	155	174
	<u>13,996</u>	<u>13,473</u>
TOTAL INCOMING RESOURCES		
Direct Charitable Expenditure		
Grants to Dependants or Beneficiaries	(8,587)	(11,351)
	<u>-</u>	<u>-</u>
Other Expenditure		
Bank interest payable	-	-
Commission	(27)	(29)
	<u>5,382</u>	<u>2,093</u>
NET INCOME/EXPENDITURE FOR THE YEAR		
Fund Balance Brought Forward At 1 January 2013	66,026	63,933
Unrestricted Fund Balance Carried Forward	<u>71,408</u>	<u>66,026</u>

Balance sheet

Year ended 31 December 2013

	2013	2012
	£	£
Current Assets		
Cash at Bank	36,634	36,450
Debtors	11,734	12,934
Debtors - ABDO	23,040	16,642
	<u>71,408</u>	<u>66,026</u>
Current Liabilities		
Creditors	-	-
Net Assets	<u>71,408</u>	<u>66,026</u>
Financed By:		
Accumulated/Unrestricted Fund		
Balance Brought Forward	66,026	63,933
Excess of income over Expenditure for the year	5,382	2,093
	<u>71,408</u>	<u>66,026</u>
Approved by the Trustees on 13 March 2014		
J Baker Trustee K Devlin Trustee		



abdo

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