



# Annual report 2020

Association of British Dispensing Opticians



# 2020 ANNUAL REPORT of the ABDO BOARD

## Highlights of the year



### JANUARY

The Association of British Dispensing Opticians (ABDO) attended 100% Optical with fresh new branding for both the organisation and the stand.

### FEBRUARY

Alistair Bridge joined ABDO to become Head of Strategy.

### MARCH

Objective Structured Clinical Examinations (OSCEs) took place at ABDO's National Resource Centre (NRC), allowing a further seven contact lens opticians (CLOs) to be qualified to take part in minor eye conditions schemes. This took place just before the first lockdown was announced in response to the Covid-19 pandemic.



### APRIL

Jo Holmes took over from Clive Marchant as ABDO President. Daryl Newsome became Vice President. With the postponement of Optrafair, the traditional presidential handover ceremony at the ABDO dinner did not take place so Clive Marchant handed over to Jo Holmes during a special video Zoom conference meeting of the board.

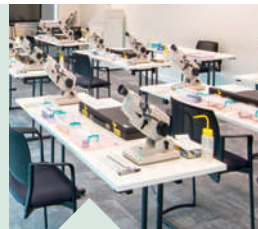


### MAY

Recently appointed vice president Daryl Newsome assumed the leadership of the NCC (ABDO National Clinical Committee) and chaired his first meeting.

### JULY

The ABDO board appointed Lynda Matthias as a trustee of the ABDO Benevolent Fund. At the same time the election of



The NRC reopened for essential meetings and examinations, taking over the third floor to allow for social distancing during theory exams, in addition to floors four and five.

### AUGUST

Dispensing practical and theory examinations and contact lens exams took place at the NRC.

### SEPTEMBER

Saima Begum was re-elected to serve on the ABDO board, along with Kevin Gutsell who re-joined the board after a short break.

The first external users returned to meetings at the NRC.



### NOVEMBER

Extended service days resumed at the NRC providing important hands on training for CLOs to allow them to take part in minor eye condition schemes and glaucoma repeat measures schemes.

Members logged in to ABDO's first ever online Consultation Day. As well as the chance to hear an update from ABDO president Jo Holmes and ABDO general secretary Sir Anthony Garrett, members were able to submit questions prior to and during the event.



The ABDO CPD department stepped up the delivery of online CET to continue to support members while face to face meetings were restricted.

Keith Cavaye and Heather Hows was confirmed.

The ABDO Examinations department held an online revision event to support students.

### OCTOBER

The ABDO Board agreed the sale of 199 Gloucester Terrace.

Further practical examinations continued at the NRC.



Association of British Dispensing Opticians



# WORKING HARDER THAN EVER

Sir Anthony Garrett - General Secretary



**T**he year 2020 was like no other we have ever experienced. The initial shock of the first lock down, coupled with the general uncertainty on the scale of the pandemic severely impacted on your Association.

ABDO took early and decisive action to reduce costs whilst continuing to provide all essential services and support for members. As the whole country came to terms with the financial and social consequences of Covid-19, our magazine *Dispensing Optics* went online only for the rest of the year and all face to face meetings and events were either cancelled or delivered virtually.

It soon became clear that the Association could do without a London Headquarters, especially when we had only recently invested in our outstanding facility in Birmingham, the National Resource Centre. We have therefore sold our London office which was jointly owned with FODO and the FMO (now OSA).

Whilst we were able to furlough some staff mainly by rotation within departments we have been able to continue to offer the full range of support to members. The membership department has remained open throughout the year dealing with many queries from members. The CPD department has run a successful series of popular online events. In addition, we have successfully launched our new management courses to members.

Despite having had to cope with all the problems of the pandemic, the GOC insisted on ploughing on with their Education Strategic Review. This put a huge strain on the organisation and it is pleasing to note that at the very last moment it was agreed that all dispensing optician qualifications should be at Level 6. In addition, the review has given us some cause for optimism regarding the future although whatever transpires is likely to be a more expensive and possibly less robust system.

**Sir Anthony Garrett** CBE HonFBD



# SUPPORTING our MEMBERS

## COVID-19 RESPONSE

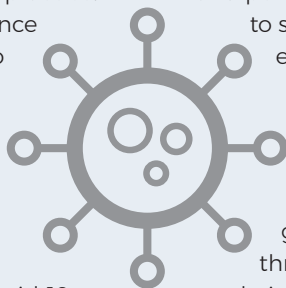


**Dispensing opticians (DOs) across the country stepped up to offer advice and guidance to patients about eyecare and supported patients both face to face and virtually to ensure their eye health and eye wear needs were met.**

**ABDO was able to support members with clinical advice and education to help members in dealing with this rapidly changing situation and work up to the limits of their scope of practice.**

The pandemic has shown that DOs are often the first clinician a patient interacts with on attending a practice. The clinical advice and guidance ABDO members were able to give can and did make the difference between a visit to a GP or a hospital eye service, thereby freeing up vital appointments in both primary and secondary care.

From the beginning of the Covid-19 pandemic ABDO's policy team worked to ensure that dispensing and contact lens opticians were recognised as key/essential workers throughout Scotland, England, Northern Ireland and Wales, to allow members who could still work to do so.



ABDO worked with public health on increased infection prevention control and personal protective equipment to support members to deliver eye health care and the provision of spectacles safely for them and their patients.

ABDO engaged with representative and government bodies throughout the four nations in relation to financial support due to the drop in footfall and advised on national financial support for members who had been made redundant. ABDO also consulted with internal and external stakeholders to enable the safe and effective delivery of remote eye care where necessary.

ABDO member queries and requests for support in response to the pandemic flooded in throughout 2020. ABDO Head of Membership Katie Docker says,

**“Queries covered a vast range of topics relating to the changing times. We dealt with calls from distressed members struggling with the lockdown conditions. Practice owners called, often worried about**

**money. This was a major concern for those experiencing reduced footfall.”**



The legal helpline received over 294 calls supplying help to situations such as employment issues, GOC fitness to practice and Covid-19 pandemic specific issues.

**With an increase of anxiety during the pandemic, ABDO's counselling helpline also saw a rise in calls.**

**The legal helpline received over 294 CALLS**







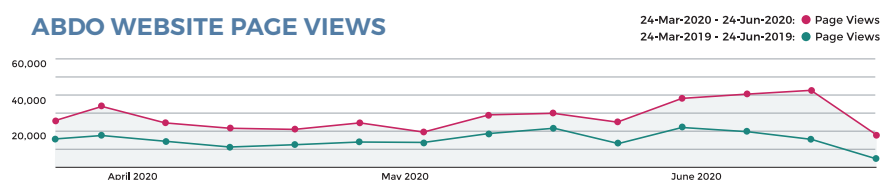
ABDO's Communications department worked with the policy team to focus on outreach to members throughout the pandemic. A new section of the website with information on Covid-19 was developed, with a reach to members of **over 65,000 page views** in the first three months of the outbreak, and a significant increase across the site compared to the same period last year.



**215 eNews emails** were sent to ensure members got access to information as soon as it was agreed and available to ABDO.

The government imposed social restrictions instigated in 2020 had a profound effect on the way CET was provided. In the spring of 2020 face to face CET events were cancelled. The CET team had already been exploring the possibility of online peer discussion, and within one week was able to commence a programme of online CET discussion-based workshops with up to 14 workshops a week throughout the day, into the evening and Sundays.

### ABDO WEBSITE PAGE VIEWS



### EFFECT OF COVID ON ABDO FINANCES

The Covid-19 pandemic had a significant impact on the operation of the Association. When the situation escalated, the directors took some immediate measures and received the Government job retention scheme's assistance to preserve liquidity and profitability.

During the year under review, turnover dropped to £3.3m from £4.15m in 2019, while the direct expenditure decreased to £989,000 from £1.41m. The net profit for the year was £6,500.

The ABDO Board agreed with partner organisations FODO and the FMO that the joint headquarters building at 199 Gloucester Terrace should be closed and sold.

The ABDO Board also agreed that for the foreseeable future the Association will no longer maintain an office in London.

The registered office and a number of activities transferred to Godmersham Park in Kent, with the remaining activities undertaken at ABDO's National Resource Centre (NRC) in Birmingham.

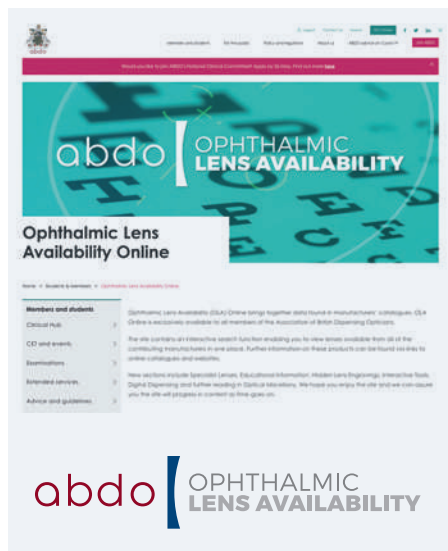
Throughout the year, the Association took a proactive interest in various issues considering redundancy and employment related matters and offered timely support to many.

# SUPPORTING our MEMBERS

## NEW MEMBER BENEFIT

### Ophthalmic Lens Availability

Ophthalmic Lens Availability (OLA) brings together data found in a range of manufacturers' catalogues in one handy location. In 2020, ABDO converted the annual print publication into a searchable online database of lenses. OLA Online is now available to all ABDO members as part of their membership.



## WEBSITE

Work took place on upgrading the ABDO website, completing the final CET and Exams integrations, putting it onto a new server to improve speed and reliability, and ensuring that the software will continue to be supported.



## TRADE SHOWS

The Association of British Dispensing Opticians (ABDO) attended 100% Optical with fresh new branding for both the organisation and the stand.

ABDO's presence at the trade shows gives a great opportunity for members and other people from the world of optics to interact with the Association, gain our support and understand how we work.

2020 saw the announcement that Optrafair had been bought by Media 10 and would be merged with 100% Optical into a single annual show.

## ABDO BENEVOLENT FUND

2020 was a busy year for the Benevolent Fund and a worrying year for many of our members who contacted the Fund with concerns relating to the impact of Covid-19.

ABDO continued to pay monthly grants to long term beneficiaries and one-off grants to members in need of immediate assistance.

We advised on a range of issues including entitlement to universal credit, council tax and housing benefits and we signposted members to the ABDO legal helpline and other organisations when further advice was needed.

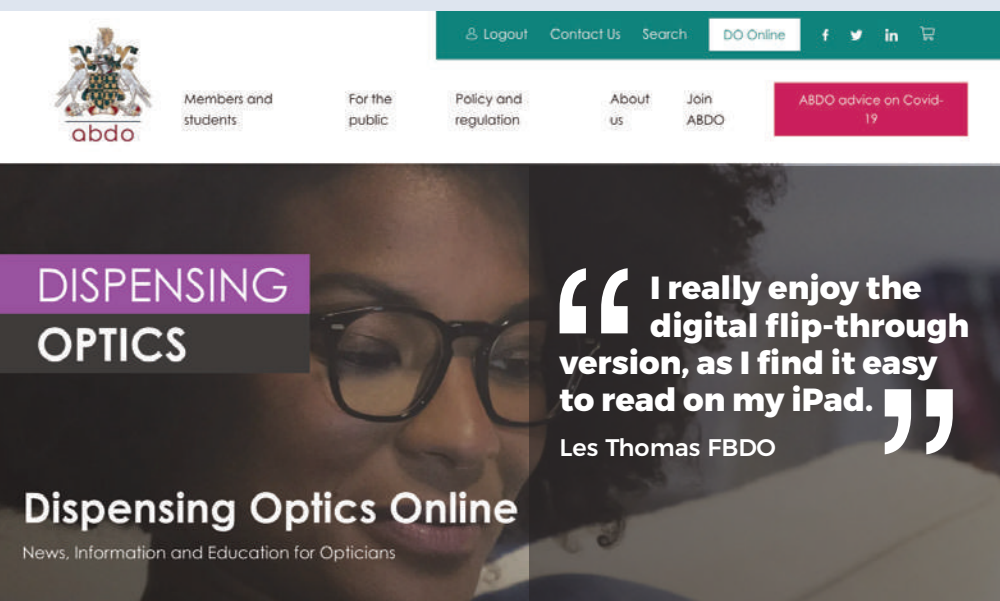


**A refreshed corporate branding style has been used successfully across ABDO through 2020**



**100% Optical January 2020 saw a fresh new look for ABDO**





## DISPENSING OPTICS

*Dispensing Optics (DO)* continued to be published monthly during 2020, with news, CET articles and features. Due to financial constraints caused by the Covid-19 pandemic, print production of *DO* was temporarily suspended in July 2020, conserving funds for vital member services.

The journal was published digitally from July to December 2020, with a new flip-through option via Issuu. Subscribers received an Issuu link direct to their inbox, in their monthly *DO* e-newsletter. *DO Online* is regularly updated with news and features.

**Average monthly circulation**  
**January to June 2020 – 8,848 COPIES**

## MANAGEMENT and LEADERSHIP TRAINING

2020 saw the launch of ABDO's Management & Leadership training courses, accredited by the Chartered Management Institute and leading to a level 5 qualification. The 2020 intakes saw 19 students studying a mix of certificates and the diploma.



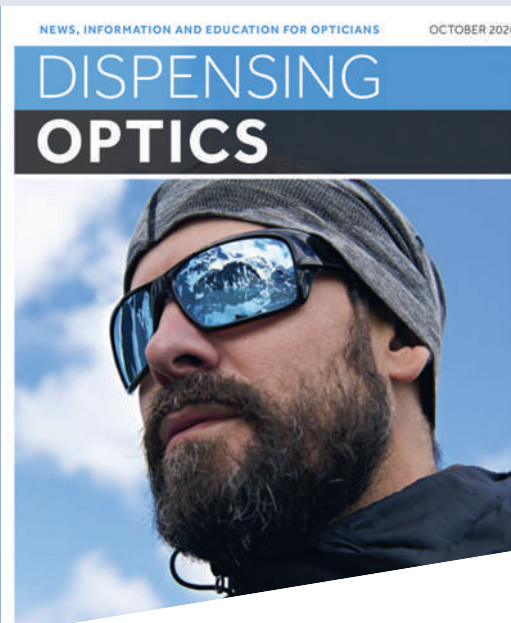
**ABDO**  
**MANAGEMENT**  
**TRAINING**



**“ Getting back into studying has been challenging, especially whilst being in full time employment. It has taught me the importance of effective time management as well as having to self-motivate and encourage myself. Setting myself targets, but also with the adaptability of the**

**ABDO tutors, I was able to complete the course even when life got in the way. ”**

**Sarah Sharpe FBDO**



## ABDO FULL MEMBERSHIP STILL GROWING DESPITE THE PANDEMIC

Membership	2015	2016	2017	2018	2019	2020
Full Members	5866	5974	6073	6171	6233	6336
<b>Total (all categories)</b>	<b>8874</b>	<b>8953</b>	<b>9096</b>	<b>9093</b>	<b>9137</b>	<b>8785</b>



## DEVELOPING our MEMBERS

### EXAMS

ABDO's Examinations department made several changes to support the progression of students through the Covid-19 pandemic.

The NRC adapted to accommodate theoretical and practical examinations. New social distancing and infection prevention and control procedures were introduced. Candidates were offered a choice of five theoretical assessment sittings. There was an open-ended practical examination session from August to December 2020. Portfolio case records could be submitted online.

The department allowed greater flexibility around supervisory arrangements. First and second year candidates progressed despite delayed assessments.



Temporary modification to the contact lens procedures were put in place.

Supplementary remote examination boards were held to ratify results as soon as feasible.

*ABDO's annual student revision event was successfully delivered in online format.*

**"Lovely place, beautifully arranged for our exams with all the social distancing in place."**



**"It was a huge relief to be back at the**

**NRC helping students finish their qualifications at such a difficult time. The procedures in place helped to reassure students and examiners, the COVID safe environment was appreciated by all that attended."**

*Ian Anderson FBDO  
ABDO Practical Examiner*



**"It has been a privilege to work with the students**

**who have all done so well at this time. As they left each day the students were relieved to have attended and often thanked us for supporting them throughout the day. Congratulations to all those that have gained their FBDO, particularly under these difficult circumstances."**

*Kevin Milsom FBDO  
ABDO Practical Examiner*





Covid brought significant changes to the NRC with the suspension of face to face training and meetings and the postponement of exams. This ultimately led to the team being furloughed for a period until Government guidance allowed essential events to safely resume.

The NRC team acted swiftly to assure that the venue was Covid secure with clear signage and markers, protective screens, PPE availability and increased infection control procedures amongst many other changes.

The third floor of the building was used in addition to floors four and five, to allow theory exams to resume safely in July with great feedback from numerous students.

Many positive enquiries also secured the return of face to face training and essential business meetings.

<b>PQE Theory</b> .....	162 students
<b>PQE Practical</b> .....	304 students
<b>FQE Theory</b> .....	225 students
<b>FQE Practical</b> .....	230 students
<b>Contact Lens Theory</b> .....	228 students
<b>Contact Lens Practical</b> .....	61 students

## 2020 Student Exams in numbers



“ I was greeted by friendly, encouraging staff who explained how my exam day was going to run. The NRC adhered to Covid-19 regulations and it felt like a clean, clinical working environment to sit the examinations in. The day was well organised and I was put at ease by the examiners and members of staff throughout the day. Overall, I felt reassured, safe and comfortable sitting my final exams at the NRC. ”

Georgia Bryant  
Recently qualified FBDO  
2020 cohort



## DEVELOPING our MEMBERS



### CET and CLINICAL

There have been many changes for ABDO CET in 2020, some of which could not have been anticipated, but others which were part of the long-term plan to increase access to CET and prepare members for the anticipated changes to the GOC CET scheme at the end of this cycle.

ABDO CET became ABDO CPD, helping members be more aligned with other healthcare professions in the UK.



Along with webinars and recorded lectures, new ways to access CET opened access for members to life-long learning without the time and expense of travel. ABDO hopes to see face to face events resume when possible, but online discussion based workshops are here to stay.

	Points
JANUARY	3,419
FEBRUARY	3,752
MARCH	3,101
APRIL	2,397
MAY	2,072
JUNE	1,679
JULY	874
AUGUST	890
SEPTEMBER	1,166
OCTOBER	1,408
NOVEMBER	1,040
DECEMBER	3,988
<b>TOTALS</b>	<b>25,786</b>

CET POINTS AWARDED IN 2020

Monthly CET lecture webinars soared in popularity with members.

CET recorded lectures provided an additional method for members to obtain non-interactive CET at a convenient time and place. Recorded lectures are a mixture of new lectures, recordings of face to face lectures and CET webinars.

ABDO CPD worked with industry partners to support initially our face to face workshops and lectures and also provided CET in association with 100%

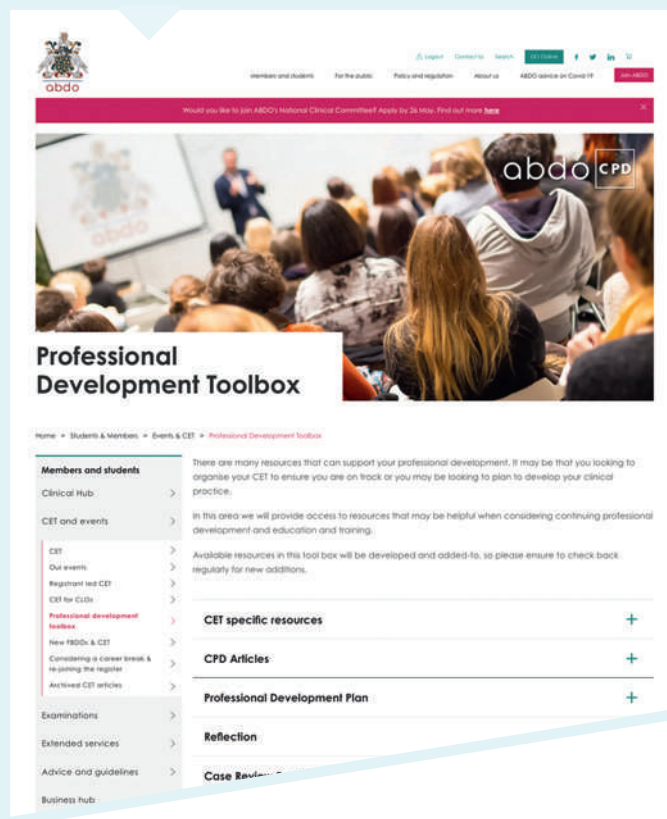


Optical and NHS Education for Scotland (NES).

The CPD series continued in *Dispensing Optics* magazine supporting members to reflect on their patient interactions through the development of patient cases.



To support members' lifelong learning ABDO CPD set up a Professional Development Toolbox on the ABDO website, which is full of resources.





## A YEAR OF CET IN NUMBERS

abdo CPD

### PRE-COVID-19 SOCIAL DISTANCING REGULATIONS

#### FACE TO FACE EVENTS

SESSIONS PROVIDED ..... 51  
DELEGATES ATTENDED ..... 879  
CET POINTS AWARDED ..... 4,863

#### 100%optical®

SESSIONS PROVIDED ..... 10  
DELEGATES ATTENDED ..... 449  
CET POINTS AWARDED ..... 1,347

**9,344**

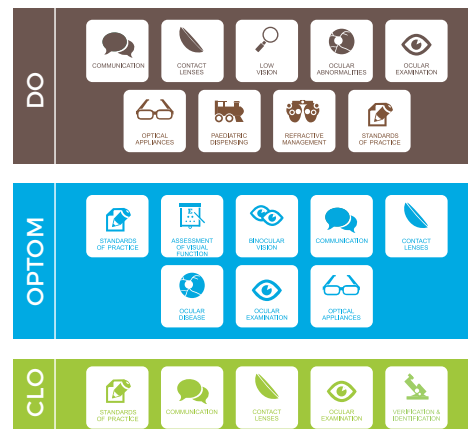
POINTS AWARDED THROUGH  
DISPENSING OPTICS



**25,786**

POINTS ISSUED IN 2020  
BOTH INTERACTIVE & NON-INTERACTIVE

### WE COVERED ALL COMPETENCIES



**464**

DELEGATES COMPLETING  
CHILD SAFEGUARDING COURSE



**12,191**

POINTS AWARDED THROUGH  
ONLINE WORKSHOPS



**179**

ONLINE WORKSHOPS  
SESSIONS PROVIDED



**4,421**

DELEGATES ATTENDED  
OUR TWELVE WEBINARS



**2,383**

CET POINTS AWARDED  
VIA RECORDED LECTURES

“Very enjoyable, I loved the interaction with my peers.”

“Felt like a safe environment; it was easy to take part and there were opportunities to answer and be involved.”

“I like this way of learning. It's so convenient.”

ABDO's CPD department would like to thank the team of experienced CET facilitators, ABDO Board, and ABDO NCC members who volunteered to help support online events in 2020, alongside some GOC registered ABDO staff members redeploying their time.

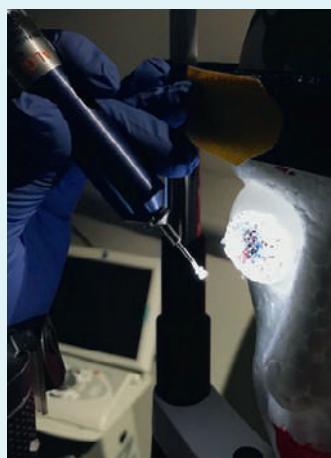
### OUR VOLUNTEERS

Fiona Anderson  
Ian Anderson  
Saima Begum  
Kevin Gutsell  
Lynda Matthias  
Kevin Milsom  
Diane Nash  
Daryl Newsome  
Lesley Parkinson  
Richard Rawlinson  
Brenda Rennie  
Ruth Shelton  
Liz Stringer  
Cheryl Swindells

## DEVELOPING our MEMBERS







**Covid-19 Urgent Eyecare Services**

### EXTENDED SERVICES

2020 was all about challenges - the challenge our Extended Services CLOs faced in caring for patients both within existing Minor Eye Conditions Services (MECS) and the newly created Covid-19 Urgent Eyecare Services (CUES) and the challenge of ensuring support and continuity for the cohort of CLOs who were undertaking the ABDO Extended Services Course and accreditation examinations.

The ABDO Extended Services course now has over 50 qualified Extended Services CLOs with 50 more waiting to attend a practical day leading to the final OSCE exams. So far over 330 CLOs have applied for codes to undertake the ABDO/WOPEC modules.

“ The experience and support from the ABDO lecturers was second to none. There was no such thing as a stupid question, lots of useful answers and a great opportunity to catch up with other CLOs. ”

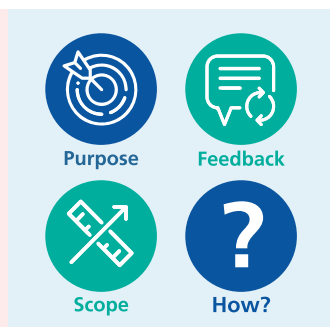
Rebekah Fielding

OVER 50 QUALIFIED EXTENDED SERVICES CLOs.

**330 CLOs**  
have applied for ABDO/  
WOPEC modules



## REPRESENTING our MEMBERS



### EDUCATION STRATEGIC REVIEW

ABDO successfully influenced the outcome of the General Optical Council's Education Strategic Review, heading off the risk of lower and inconsistent standards of education for student dispensing opticians. We ensured that the outcomes which students will need to achieve contain an appropriate level of detail about the clinical knowledge and skills necessary to practise safely on qualifying. ABDO argued successfully that the Level 6 Diploma in Ophthalmic Dispensing should provide the benchmark for qualifications in ophthalmic dispensing. In future all such qualifications will need to be at this level or above.

### EYECARE FAQ

eyecareFAQ social media channels reached

**821,021**  
people in 2020

helping to demystify eyecare jargon and share eyecare information and the importance of regular sight tests. eyecareFAQ took part in social media campaigns across the year including Eye Health Week, Road Safety Week, Glaucoma Week and Healthy Eating Week. In 2020 we continued to add new content to the website and eyecareFAQ graphics and material to the members' area.



### CAREERS IN EYECARE

ABDO won the 'Best Newcomer' award from Youth Employment UK (YEUK) for its Careers in Eyecare campaign. Careers in Eyecare promotes careers across the sector, highlighting the range of clinical, fashion, design, technical and retail roles available. It was launched in



2020 and maximises the use of social media to reach out to young people, parents and careers advisers, and those looking to change career.

**Find the Careers in Eyecare campaign on Facebook, Twitter and Instagram.**

### POLICY

The main part of ABDO's policy work in 2020 related to the Covid-19 pandemic, which assisted optical practices to maintain delivery of vital eye health and vision for patients through the four nations including the provision of England's Covid Urgent Eyecare Services (CUES) in areas that did not provide MECS. This ensured access to urgent eye care during the height of the pandemic.

Progress was made towards access for DOs to DOCET. A meeting has still to be held with the four nations' government reps to discuss the detail to facilitate inclusion of DOs on the DOCET IT platform, GOC approval regarding teaching materials linking to DO learning objectives and associated costs.

NHS England commissioned ABDO to deliver the training for the special schools' project which includes funding for ABDO to take forward the production of eight simulation heads to support this training.

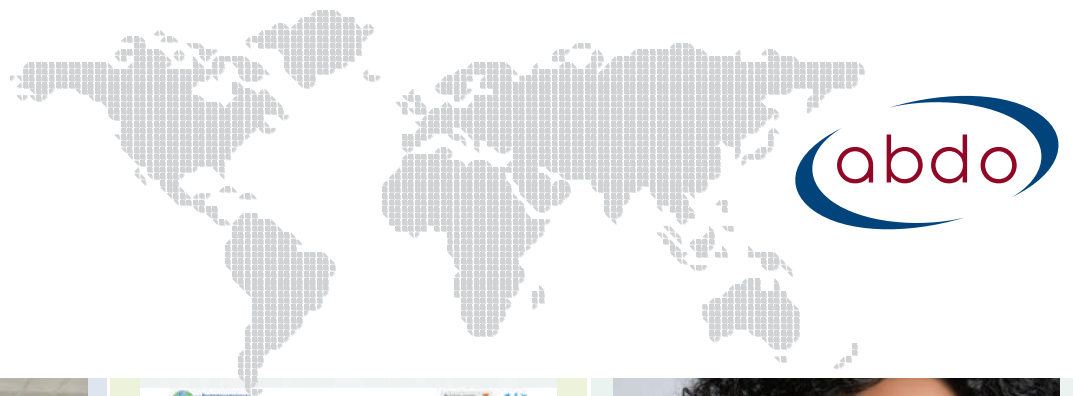
### IN 2020 ABDO'S WEBSITE HAD

**over 1.3 million**  
**page views**

**media coverage** 122 articles, reach 64,484,168

**social media reach** 3,085,412





## INTERNATIONAL

There was much disruption in 2020, which meant that the usual programme of international face to face engagements could not take place. All activities in China have been put on hold until the travel situation settles. Lines of communication are still open.

Elaine Grisdale and Fiona Anderson continue as Trustees of the European Academy of Optometry and Optics, working hard to ensure that optics and related subjects are on the European agenda. Elaine Grisdale took over from Tony Garrett as secretary of the Joint Optical Committee of the European Union. ABDO continues to work within the European Council of Optometry and Optics to ensure that optics has a voice.



## INTERNATIONAL OPTICIANS ASSOCIATION

The IOA had to cancel its Bangkok Summit, a biennial meeting bringing practitioners from all over the world. Fiona Anderson agreed to stay on as president and Donald Crichton as Vice President until a new date can be booked. The International Optician of the Year to be presented at Silmo 2020 was also cancelled but will go ahead in 2021. Discussions are ongoing to work with Silmo Academy to provide education at the next event.

The IOA launched a Spanish version of its website to extend outreach, with plans for further languages in the pipeline.



## DIVERSITY

Global awareness of the need for improved racial awareness and diversity meant that ABDO also needed to examine its activity in this area.

A survey of ABDO members in August 2020 demonstrated that:

**21% of respondents did not know whether their company had discrimination or harassment policies** and **12% reported that their companies do not have such policies.**

**47% of women who responded reported prejudice on grounds of gender** sometimes, a lot of the time or almost all of the time.

**32% of respondents reported prejudice on grounds of age** sometimes, a lot of the time or almost all of the time.

**24% of respondents reported prejudice on grounds of race** sometimes, a lot of the time or almost all of the time.

Many comments on the survey indicated that members did not report discrimination or harassment, due to concerns about being penalised, not being taken seriously, or having to report to their harasser. ABDO has published information for staff and employers to help address harassment and discrimination.

### Harassment, discrimination and prejudice questionnaire

1. Does your employer/your company/or the companies you work for as a locum, have a policy on harassment? [Harassment is any form of unwanted and unwelcome behaviour which may range from mildly unpleasant remarks to physical violence.]

Yes ☐ No ☐ Don't know ☐

2. Does your employer/your company/or the companies you work for as a locum, have a policy on discrimination? [Discrimination is when you are treated differently (e.g. less favourably) because of your gender, race or disability.]

Yes ☐ No ☐ Don't know ☐

3. Thinking about your personal experiences over the past year, how often has anyone shown prejudice against you or treated you unfairly for each of the following:

Because of your:	Almost all of the time	A lot of the time	Sometimes	Rarely	Never	Does not apply
Gender						

4. Have you reported harassment?

Yes ☐ No ☐ Not relevant ☐

Comment box: please add comments to explain your answer if you would like

5. Have you reported discrimination?

Yes ☐ No ☐ Not relevant ☐

Comment box: please add comments to explain your answer if you would like

6. If you have reported an incident do you feel it was taken seriously and dealt with in the correct manner?

Yes ☐ No ☐ Not relevant ☐

Comment box: please add comments to explain your answer if you would like

# The ASSOCIATION of BRITISH DISPENSING OPTICIANS

## Company Limited by Guarantee - Registered number 02012484

Year ended 31 December 2020

### Directors' report

The directors present their report and the financial statements of the company for the year ended 31 December 2020.

### Directors

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

- Jo Holmes - *President*
- Daryl Newsome - *Vice President*
- Saima Begum - *Re-appointed Sept 2020*
- Lorraine Bleasdale
- Kevin Gutsell - *Appointed Sept 2020*
- Gary Kousoulou
- Julie Lees
- Kevin Milsom
- Brenda Rennie

### Plus:-

- Clive Marchant - *Advisor to the Board (Until April 2020)*

### Directors' responsibilities statement

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 the profit or loss of the company for that period.

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

- select suitable accounting policies and then apply them consistently;
- make judgments 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.

### Auditor

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

- so far as they are aware, there is no relevant audit information of which the company's auditor is unaware; and
- they have 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.

This report was approved by the board of directors on 22 July 2021 and signed on behalf of the board by:

### J Holmes FBDO

Director

### Sir Anthony Garrett CBE HonFBDO

Company Secretary

### Registered office:

Unit 2 Court Lodges, Godmersham Park,  
Godmersham, Canterbury, England CT4 7DT

### Independent Auditors Report to the Members of the Association of Dispensing Opticians (Limited by Guarantee)

Year ended 31 December 2020

### Opinion

We have audited the financial statements of The Association of British Dispensing Opticians (Limited by Guarantee) (the 'company') for the year ended 31 December 2020 which comprise the statement of income and retained earnings, statement of financial position and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

### In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2020 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report.

We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

### Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.



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

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

We have nothing to report in respect of the following matters in relation to which 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' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

### **Responsibilities of directors**

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we have considered; the nature of the industry, control environment and business performance with particular reference to the Company's remuneration policies, key drivers for directors' remuneration, bonus levels and performance targets.

Throughout the audit testing we are considering the incentives that may exist within the organisation for fraud. Key areas include timing of recognising income around the year end, posting of unusual journals and manipulating the Company's performance measures to meet targets. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We ensure we have an understanding of the relevant laws and regulations and remain alert to possible non-compliance throughout the audit. Despite proper planning and audit work in accordance with auditing standards there are inherent limitations and unavoidable risk that we may not detect some irregularities and material misstatements in the financial statements. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the

circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Use of our report**

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.

### **Accounts prepared and audited by:**

Roderick Archibald  
Senior Statutory Auditor  
Burgess Hodgson LLP  
Chartered Accountants and Statutory Auditor  
Canterbury House, 27 New Dover Road  
Canterbury, Kent, CT1 3DN

**26 July 2021**

### **Bankers**

Barclays Bank, Churchill Place, London, E14 5HP

### **Solicitors**

Hempsons, 100 Wood Street, London EC2V 7AN

# The ASSOCIATION of BRITISH DISPENSING OPTICIANS

Company Limited by guarantee - Registered number 02012484

Year ended 31 December 2020

## STATEMENT of INCOME and RETAINED EARNINGS

31 December 2020

	Note	2020 £	2019 £
<b>Turnover</b>		3,393,571	4,151,327
Cost of sales		980,188	1,429,710
<b>Gross profit</b>		2,413,383	2,721,617
Administrative expenses		3,173,755	3,292,508
Other operating income		777,222	590,904
<b>Operating profit</b>		16,850	20,013
Other interest receivable and similar income		376	1,294
Other Interest payable and similar expenses		9,367	-
<b>Profit before taxation</b>	<b>7</b>	7,859	21,307
Tax on profit		71	261
<b>Profit for the financial year and total comprehensive income</b>		<u>7,788</u>	<u>21,046</u>
<b>Retained earnings at the start of the year</b>		1,839,938	1,818,892
<b>Retained earnings at the end of the year</b>		<u>1,847,726</u>	<u>1,839,938</u>

All the activities of the company are from continuing operations.

## STATEMENT of FINANCIAL POSITION

31 December 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Intangible assets	<b>8</b>	136,418	148,816
Tangible assets	<b>9</b>	1,492,472	1,615,709
Investments	<b>10</b>	500,000	500,000
		2,128,890	2,264,525
<b>Current assets</b>			
Debtors	<b>11</b>	574,788	686,578
Cash at bank and in hand		136,861	211,414
		711,649	897,992
<b>Creditors: Amounts falling due within one year</b>	<b>12</b>	876,318	1,322,579
<b>Net current liabilities</b>		164,669	424,587
<b>Total assets less current liabilities</b>		1,964,221	1,839,938
<b>Creditors: Amounts falling due after more than one year</b>	<b>13</b>	116,495	-
<b>Net assets</b>		<u>1,847,726</u>	<u>1,839,938</u>
<b>Capital and reserves</b>			
Profit and loss account		1,847,726	1,839,938
<b>Members' funds</b>		<u>1,847,726</u>	<u>1,839,938</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with Section 1A of FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

These financial statements were approved by the board of directors and authorised for issue on 22 July 2021 and are signed on behalf of the board by:

**J Holmes FBDO**



## 1. GENERAL INFORMATION

The company is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Unit 2 Court Lodges, Godmersham Park, Godmersham, Canterbury, CT4 7DT, England.

## 2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with Section 1A of FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

## 3. ACCOUNTING POLICIES

### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

### Going concern

The pandemic has created many challenges for the Association. Within a short period, many of the income sources wholly dried up. A substantial number of the optical practices are still closed and considering redundancy for many staff. Most of our CET sponsors and journal advertisers are experiencing a sharp drop in income. At this stage, we do not know when the regular operation will recommence; until the two meter distance guidance in place, routine activities are a remote possibility.

The directors are closely monitoring the situation and took the following actions to reduce the cost;

- 1) All domestic and international travel suspended and non-essential expenditures are on hold until further notice
- 2) Negotiated a new payment plan with lease providers
- 3) Association moved 40% of the staff to Coronavirus job retention scheme
- 4) Arranged facilities with the bank.

The directors are confident the above measures will help to preserve the cash reserves and keep the Association in an operational state to resume the activities upon relaxation of current lockdown rules.

### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and

judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### Revenue recognition

Turnover represents subscriptions and examination fees.

### Income tax

Current tax is recognised in profit or loss on taxable profit for the current and past periods. Current tax is measured at the amounts of tax expected to pay or recover using the tax rates and laws that have been enacted or substantively enacted at the reporting date.

### Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses. Amortisation occurs once the asset is brought into use.

### 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 development .....20% straight line*

If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

### Tangible assets

All fixed assets are initially recorded at cost. Depreciation occurs once the asset is brought into use. Refer to note 9 for further disclosure with respect to property improvements.

### Depreciation

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

*Land & buildings.....2% - 20% straight line*

*Aston Equipment .....10% straight line*

*Fixtures & fittings.....20% - 33% Straight line*

*Leasehold.....10% straight line*

*Computer Software.....20% straight line*

### Investments

Fixed asset investments are initially recorded at cost, and subsequently stated at cost less any accumulated impairment losses.

### Investments in associates

Investments in associates accounted for in accordance with the cost model are recorded at cost less any accumulated impairment losses.

### Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

### Government grants

Government grants are recognised using the accrual model and the performance model. Under the accrual model, government grants relating to revenue are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate. Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which it becomes receivable.

### Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into.

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the profit and loss account in other administrative expenses.

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value."

### Defined contribution plans

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.

## 4. 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.

# NOTES to the FINANCIAL STATEMENTS

Company Limited by guarantee - Registered number 02012484

Year ended 31 December 2020

## 5. AUDITOR'S REMUNERATION

	2020 £	2019 £
Fees payable for the audit of the financial statements	15,000	14,995

## 6. EMPLOYEE NUMBERS

The average number of persons employed by the company during the year amounted to 38 (2019: 38).

## 7. PROFIT BEFORE TAXATION

Profit before taxation is stated after charging:

	2020 £	2019 £
Amortisation of intangible assets	48,014	43,798
Depreciation of tangible assets	154,594	154,993

## 8. INTANGIBLE ASSETS

	Website £
<b>Cost</b>	
At 1 January 2020	337,576
Additions	35,616
<b>At 31 December 2020</b>	<u>373,192</u>
<b>Amortisation</b>	
At 1 January 2020	188,760
Charge for the year	48,014
<b>At 31 December 2020</b>	<u>236,774</u>
<b>Carrying amount</b>	
<b>At 31 December 2020</b>	<u>136,418</u>
At 31 December 2019	<u>148,816</u>

## 9. TANGIBLE ASSETS

	Land and Buildings £	Aston (NRC) Equipment £	Fixtures, Fittings and Equipment £	Leasehold £	Computer Software £	TOTAL £
<b>Cost</b>						
At 1 Jan 2020	403,852	543,195	106,676	7,492	974,151	2,035,366
Additions	1,008	-	3,481	-	26,868	31,357
<b>At 31 Dec 2020</b>	<u>404,860</u>	<u>543,195</u>	<u>110,157</u>	<u>7,492</u>	<u>1,001,019</u>	<u>2,066,723</u>
<b>Depreciation</b>						
At 1 Jan 2020	152,025	45,314	82,368	1,498	138,452	419,657
Charge for the year	12,079	27,160	14,504	749	100,102	154,594
<b>At 31 Dec 2020</b>	<u>164,104</u>	<u>72,474</u>	<u>96,872</u>	<u>2,247</u>	<u>238,554</u>	<u>574,251</u>
<b>Carrying amount</b>						
<b>At 31 Dec 2020</b>	<u>240,756</u>	<u>470,721</u>	<u>13,285</u>	<u>5,245</u>	<u>762,465</u>	<u>1,492,472</u>
At 31 Dec 2019	<u>251,827</u>	<u>497,881</u>	<u>24,308</u>	<u>5,994</u>	<u>835,699</u>	<u>1,615,709</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.



## 10. INVESTMENTS

### Cost

At 1 January 2020 and 31 December 2020

### Impairment

At 1 January 2020 and 31 December 2020

### Carrying amount

At 31 December 2020

At 31 December 2019

### Other investments other than loans

£

500,000

-

-

500,000

500,000

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

On 22 January 2021 the property held in Eusebius was sold for £3,200,000, resulting in a gain which was equally distributed amongst the owners of Eusebius Limited following the deduction of any relevant taxes, and will be recognised in the following accounting period.

## 11. DEBTORS

2020

2019

£

£

Trade debtors

232,667

193,862

Amounts owed by group undertakings and undertakings in which the company has a participating interest

67,952

62,474

Other debtors

274,169

430,242

574,788

686,578

## 12. CREDITORS

Amounts falling due within one year

2020

2019

£

£

Bank loans and overdrafts

109,061

-

Trade creditors

486,813

715,739

Corporation tax

317

246

Social security and other taxes

42,432

40,076

Other creditors

237,695

566,518

876,318

1,322,579

Loans and debentures are secured by way of fixed and floating charges against the company's assets and undertakings.

## 13. CREDITORS

Amounts falling due after more than one year

2020

2019

£

£

Bank loans and overdrafts

116,495

-

Loans and debentures are secured by way of fixed and floating charges against the company's assets and undertakings.

## 14. OPERATING LEASES

The total future minimum lease payments under non-cancellable operating leases are as follows:

2020

2019

£

£

Not later than 1 year

477,493

405,048

Later than 1 year and not later than 5 years

1,334,250

1,127,422

Later than 5 years

738,248

738,248

2,549,991

2,270,718

## 15. CONTINGENCIES

The Association of British Dispensing Opticians entered into a deed of grant in February 2016 to assist The ABDO College of Education to meet its debts as they fall due for a period of five years.

## 16. RELATED PARTY TRANSACTIONS

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

The Association of British Dispensing Opticians charged The ABDO College of Education £330,000 (2019: £370,000) in respect of administrative salaries.

As at 31 December 2019 the Association of British Dispensing Opticians owed the ABDO College of Education £22,694 (2019: £42,426).

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 was owed £4,676 (2019: owed £7,822) 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 2020 the Eusebius Limited participating shareholders owed The Association of British Dispensing Opticians £67,952 (2019: £62,474).

## ABDO Officers

### The ABDO board of directors

J Holmes FBDO - President

D Newsome FDDO R CL SMC (Tech) - Vice President

S Begum FBDO

L Bleasdale FBDO

K Gutsell FBDO (Hons) SLD

G Kousoulou FBDO

J Lees FBDO

K Milsom FBDO R FEA00

B Rennie FBDO

C Marchant FBDO - Advisor to the Board until April 2020

### Company secretary

Sir Anthony Garrett CBE HonFBDO

### Registered office

Unit 2 Court Lodges, Godmersham Park, Godmersham, Canterbury, England CT4 7DT

# ANNUAL REPORT and FINANCIAL STATEMENTS of the ABDO BENEVOLENT FUND

A registered charity governed by a Trust Deed - Charity Registration Number 299447

Year ended 31 December 2020

## ADMINISTRATIVE AND LEGAL 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 2020 were:

Jo Holmes (Acting Chair)

Lynda Matthias

Sally Williams

David Kirk

Heather Hows

Maureen Taylor

Keith Cavaye

### Principal address

Unit 2, Court Lodges,  
Godmersham Park,  
Godmersham, Canterbury,  
England CT4 7DT

### Auditors

Burgess Hodgson LLP  
Chartered Accountants  
and Registered Auditors

Camburgh House,  
27 New Dover Road,  
Canterbury, CT1 3DN

## TRUSTEES' REPORT

### Charitable objectives

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

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

### Statement of trustees' responsibilities

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

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Fund and enable that the financial statements comply with the requirements of the Charities Act and the trust deed. They are also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Review of the transactions and the financial position

The deed of trust places the administration of the fund with a management committee whose review of the transactions and the financial position is on page 22.

### 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 LLP, have indicated their willingness to continue in office and accordingly a resolution will be proposed at the fund's annual meeting that they be appointed as auditors to the fund for the ensuing year.

J.Holmes, K. Cavaye

On behalf of the trustees  
22 July 2021

## MANAGEMENT COMMITTEE REPORT

During 2020 the fund received a total of £11,387 which included the ABDO Grant for the year.

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 £14,840 in 2020.

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

We have audited the financial statements of the Association of British Dispensing Opticians Benevolent Fund for the year ended 31 December 2020. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's Trustees, as a body, in

accordance with Section 144 of the Charities Act 2011 and the regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees 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 Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of trustees and auditors

As explained more fully in the statement of Trustees' Responsibilities (set out on page 21), the Trustees are responsible for the preparation of the accounts which give a true and fair view.

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act. Our responsibility is to audit and express an opinion on the accounts 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 accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited accounts 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 on the accounts

In our opinion the accounts:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2020 and of its incoming resources and applications of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

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

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Roderick Archibald  
Senior Statutory Auditor

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

26 July 2021

## ABDO BENEVOLENT FUND Statement of Financial Activities

Year ended 31 December 2020

	2020	2019
£	£	£
<b>Income and Expenditure</b>		
Subscriptions and Donations Received	360	360
Grant from ABDO	11,000	12,423
	11,360	12,786
<b>Investment Income</b>		
Bank Interest Received	27	63
<b>TOTAL INCOMING RESOURCES</b>	<b>11,387</b>	<b>12,846</b>
<b>Direct Charitable Expenditure</b>		
Grants to Dependants or Beneficiaries	(14,840)	(33,702)
<b>Other Expenditure</b>		
Commission	(42)	(40)
<b>NET INCOME / EXPENDITURE FOR THE YEAR</b>	<b>(3,495)</b>	<b>( 20,896)</b>
Fund Balance Brought Forward at 1 January 2019	32,477	53,373
<b>UNRESTRICTED FUND BALANCE CARRIED FORWARD</b>	<b>28,982</b>	<b>32,477</b>

## ABDO BENEVOLENT FUND Balance sheet

Year ended 31 December 2020

	2020	2019
£	£	£
<b>Current Assets</b>		
Cash at Bank	37,658	38,377
Debtors	3,291	4,067
Debtors - ABDO	-	-
	40,949	42,444
<b>Current Liabilities</b>		
Creditors - ABDO	11,967	9,967
Net Assets	28,982	32,477
Financed by:		
<b>Accumulated / Unrestricted Fund</b>		
Balance Brought Forward	32,477	53,373
Deficit of income over Expenditure for the year	(3,495)	( 20,896)
<b>UNRESTRICTED FUND BALANCE CARRIED FORWARD</b>	<b>28,982</b>	<b>32,477</b>

Approved by the Trustees on 22 July 2021

J Holmes, K Cavaye Trustees



abdo

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**Association of British Dispensing Opticians**

**July 2021**