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British Thyroid Foundation

(Charity Number: 1006391)
(SC046037)

Trustees Annual Report & Financial Statements for the year ended

31st March 2020

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Charity accounts preparation &
independent examination service

British Thyroid Foundation

(Charity Number: 1006391)

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Trustees' Annual Report From: 1 April 2019 to 31 March 2020

Charity name

British Thyroid Foundation

Other name charity is known by

BTF

Registered charity number

1006391, SC046037

Charity's principal address

Suite 12, One Sceptre House

Hornbeam Square North

Hornbeam Park

Harrogate

HG2 8PB

Names of charity trustees

Trustee Name	Office	Dates acted if not for the whole year	Name of person entitled to appoint trustee
Mark Strachan	Treasurer		
Jeremy Davis	Ex-Officio BAETS		
Mary Newton			
Greta Lyons			
Joe Straw			
Anna Reavell			
Krishna Chatterjee	Ex-Officio BTA		
Nancy Prest	Chair		
Catherine Peters			
Anna Mitchell			

Name of chief executive(s) or senior staff members

Cheryl McMullan	CEO Operations
Julia Priestley	CEO Development

Structure, Governance and Management

Type of Governing Document: **Trust Deed dated 28 October 1991**

How the Charity is constituted: **Trust**

Trustee Selection Method: **Nominated and appointed by the Trustees**

Additional Governance Information

The Trustees present the BTF's Annual Report and Financial Statement for the period 1 April 2019 to 31 March 2020. The Trustees confirm that both comply with the current statutory requirements of the charity's governing document. The Board of Trustees is comprised of lay people (patients) and health professionals, from a wide range of backgrounds. Trustees hold a minimum of two meetings per year, but are in regular contact, via email and telephone conference, outside of the formal meeting. Trustees are required to declare any conflict at the start of each meeting.

The Trustees have taken appropriate steps to be compliant with the GDPR. The BTF Privacy Policy is available on the charity's website and we are registered with the Fundraising Regulator and the Information Commissioner's Office.

Objectives of the charity set out in its governing document

1. To promote the relief and treatment of persons suffering from thyroid disorders and related conditions or diseases and to provide advice and information and support both for such persons, their families, and the public generally.
2. To promote and support research and to disseminate for the public benefit the results of any such research, into the causes and possible cures (whether partial or complete) and the possible prevention of the said disorders and diseases.

Activities undertaken for public benefit in relation to these objectives

The BTF provides information and support to beneficiaries in the following ways:

- patient literature, covering all thyroid conditions, symptoms and treatment. Most of the patient leaflets are available to read in Urdu, Polish and Arabic, and all resources are available to download on the BTF website. English versions of the leaflets are sent out free of charge to patients, hospitals and clinics on request
- a series of patient experience films which are featured on the BTF YouTube channel
- a comprehensive website
- a 16-page newsletter that is sent to BTF members, medical professionals and fundraisers. Previous editions of the newsletter are available to read on the BTF website
- a medical query answering service available to all service users

- up to two £20,000 Annual Research Awards that are available to researchers and scientists in respect of a one-year research project on thyroid disorders
- two £500 Nurse Awards to be used towards conference/training expenses
- peer support offered by user led local support groups in five areas of the UK. The groups hold regular meetings and usually include talks by a professional medical and by other speakers who help people improve group members' understanding of thyroid disorders and provide strategies to manage them
- a network of volunteer telephone contacts who offer information, peer support and experience-based practical guidance
- closed Facebook groups which offer support to patients affected by Hyperthyroidism, Thyroid Eye Disease, Thyroid Cancer – another group is run for Parents and Carers of Children with Thyroid Disorders
- patient and public information events

We are grateful to all our volunteers who give up their time to support patients and their families affected by thyroid disease. We have produced BTF volunteer guidelines that assist them in their role and host regular training events to ensure they are kept up to date with medical information and best practice.

The BTF works in close partnership with the British Thyroid Association (BTA) and the British Association of Endocrine and Thyroid Surgeons (BAETS). All the BTF patient literature is endorsed by the BTA and BAETS.

The BTF also works in partnership with other patient support organisations, to avoid duplication of work and to provide the best support for people with thyroid disorders.

Achievements and performance

We began the year by reforming and modernising the BTF brand. Many hours were spent developing a new logo to depict a friendly, reliable and approachable organisation. After receiving a range of feedback from staff, volunteers, BTF members, and the general public we believe we have a modern brand which reflects what we do. The branding was then incorporated throughout the BTF literature, merchandise, stationery and other promotional material.

Our next goal was to develop an attractive and accessible website, which would provide information and support for as many people as possible, regardless of ages and ability.

Using feedback from a survey that went out to BTF members, members of the public and medical professionals, we strived hard to incorporate their suggestions into our new website design. The new user-friendly website has a clear, intuitive layout and contains many new features; including an area for medical professionals, a range of films for all ages and thyroid disorders, and patient leaflets translated into other languages.

The website incorporates a fundraising platform which enables fundraisers to set up their own personal fundraising page on the BTF website. In addition, members can

now join online and set up a direct debit. We hope to increase income by providing these methods of direct payment.

We received some very positive feedback from service users about the new website:

'The format of the new website is outstanding. A major problem of hypothyroidism is impaired memory and concentration, clarity in a website is really important. The visual appearance is excellent and will make it easy for new patients to get to grips with the content.'

Our social media platforms have continued to be a useful forum to inform, and engage with, patients and their families. In the 12 month period (February 2019-February 2020) we increased our page likes from 7,250 to 9,333 (+29%). Our Twitter followers grew from 4,000 to 4,895 (+22%) and we attracted more engagement with younger people via Instagram. Our followers in this period increased from 275 to 927 (+237%)

Our closed Facebook groups continue to grow as people find these a safe space to share patient experiences. Our BTF Parents and Carers Group expanded by 186 members to 685. And there was an almost 200% increase in interactions in this group. Our BTF Hyperthyroidism group more than doubled in size expanding from 279 to 581 members. The BTF Thyroid Eye Disease Group attracted 59 members to 319 and the BTF Thyroid Cancer Group almost doubled in size to 56 members.

This year the *BTF News* also took on a new look. It not only incorporated the new branding, but also introduced a new reader friendly format with a greater focus on patient stories and tips on managing thyroid disease. New regular features include 'Coping with...', which offers tips and advice on how to manage certain aspects of thyroid conditions, 'My story' where patients share their own experiences, and 'In brief', which provides up to date information about research and treatments in bitesize form. We had some wonderful comments on the new look newsletter:

'I wish to say how much I like the new look BTF newsletter. The layout feels easier to read, perhaps this may be due to the colours used'.

'Thank you to all the staff for a very informative and inspiring newsletter. The contents are still up to your usual high standards.'

With the help of our medical advisors we continued to provide a medical query answering service to members and the general public. This year we have replied to over 500 medical queries. We were pleased to offer this service as the BTF was the only thyroid support organisation to do so. We received many positive comments from enquirers:

'Thank you so much for taking the time to help me.'

'Thank you so much for taking the trouble to reply to my query, it is very much appreciated.'

'Thank you very much for your reply, it has been very helpful.'

This year we awarded a grant for £20,000 for the 2020 BTF Research Award. The awards went to Professor Marta Korbonits for her project: 'A novel genetic cause of medullary thyroid carcinoma. For further information on the research study please see: <https://www.btf-thyroid.org/btf-research-award-2020>.

BTF Children's conference

We were very pleased to welcome over thirty families from all over the UK to the third BTF Children's Conference which took place in Birmingham in June 2019. The families travelled from all over the UK and included over 25 children aged between a few months and 14-years old.

The event was offered free of charge thanks to a generous grant from the National Lottery Community Fund. During the day guests heard from a range of medical and other speakers, and from patients and young people affected by thyroid disease. Positive feedback received about the event included:

'The day was a really brilliant opportunity for our 7-year old to finally meet other kids with congenital hypothyroidism.'

'My daughter really enjoyed the children's session and having an opportunity to speak 'in her own space.'

'Really beneficial for my teenager to understand and take her condition more seriously.'

Highlights of our achievements this year

Over the last few years, we are proud to have developed resources for children and parents of young people affected by thyroid disease. However, we became aware from patients' feedback that there were no resources available specifically for teenagers and young adults and so we set out to fill this gap. We worked with a group of young people to develop our 'Young Person's Guide' and some of them volunteered to take part in a series of short films in which they each told their story. In October 2019 we launched the resources which are available to view and read on the BTF website or as hard copies to send to patients and medical professionals who care for young people.

We are very grateful to all the young people who took part in this project and to the medical professionals and psychologists, who contributed and reviewed the information. One young person wrote:

'I found this so interesting, as an eighteen-year-old who was diagnosed at the start of the year it's been quite a hard time getting used to the changes in my health. Often people don't understand so it really helps to hear people of a similar age talk of their experiences.'

NICE thyroid guideline information event

In November 2019 the National Institute of Health and Care Excellence (NICE) published the first guideline on the management of thyroid disease. BTF had been a stakeholder in the consultation process and since there was considerable interest we hosted a one day meeting in London as a follow up. The event was held in February 2020 and its aim was to help patients understand more about the guideline and its development. We welcomed over 90 delegates who had the opportunity to listen to the panel of expert speakers, comprising clinicians, scientists and patient representatives, most of whom had been on the NICE guideline committee. It was also an opportunity to ask questions to the panel and to share experiences with others living with thyroid conditions.

The event was filmed and is available for people to watch on the BTF website. We received a lot of positive feedback about the meeting and its value to patients:

'I was diagnosed in 2013 but today was the first time I really learnt about my condition through the speakers and information provided.'

'Best organised event I've been to. Superb speakers! Many thanks.'

'I enjoyed the panel sessions and being able to speak to other people with thyroid issues.'

'It was a very useful and interesting day. I learnt more about my hyperthyroidism today than over the last 18 years. Thanks so much to all the BTF team!'

COVID-19 pandemic

In response to the Covid-19 pandemic, we received a huge number of enquiries and website traffic from thyroid patients concerned about how the virus may affect them. To ensure continuity of service and support whilst our events were cancelled, we worked remotely, and we introduced new text message medical query service in addition to the email service we offer. We also introduced regular e-bulletins to update our members with the rapidly evolving situation regarding treatment availability. BTF patron, Dr Petros Perros kindly offered his time and expertise to support people by telephone and email who they were struggling to get hold of their medical professionals. Together with the British Thyroid Association (BTA), Society for Endocrinology (SfE) and Thyroid Cancer Forum UK, we developed and shared online resources, including a statement, frequently asked questions and a blogs and articles about thyroid disease and the immune system. During March 2020 alone, these resources were viewed 478,000 times by people across the globe and demonstrate our reputation for reliable, fact-based information.

Iodine Project

BTF continues to have a BTF representative on the Iodine UK group. To see some of the key activities that the group has achieved in the past year, please go to

www.ukiodine.org. Information for patients is also on the BTF website <https://www.btf-thyroid.org/iodine-and-thyroid>. Information includes FAQs for people with thyroid disorders, and FAQs on iodine for normal thyroid function.

Thyroid Eye Disease

BTF has now two representatives on the Thyroid Eye Disease Amsterdam Declaration (TEAMeD) project. TEAMeD-5 is a project initiated by TEAMeD. Our thyroid eye disease (TED) project – TEAMeD-5 – has evolved from the collaborative work carried out for several years by the BTF, TEDct and representatives of professional organisations with an interest in TED. Working with the British Oculoplastic Surgery Society (BOPSS) the group is rolling out the TEAMeD-5 across the UK with the aim of improving treatment and care for TED patients. Fifteen experienced endocrinologists have taken up the position of regional leads and are preparing to implement the plan in their hospitals, and subsequently to cascade the information to local hospitals in their trusts. Please see: <https://www.btf-thyroid.org/teamed-page> for further information of the 5-point programme to promote better care for patients with, or at risk of, TED.

Future objectives

Our partnerships with medical professionals at the BTA and BAETS will continue to grow, providing evidence-based and up to date information to all our service users.

We will also develop a new video resource that contains accurate, engaging, and memorable content for patients who may find the traditional patient information leaflets difficult to access.

Reserves Policy 2019-2020

The charity maintains reserves that are at a level adequate to conduct its activities and reviews of these reserves take place at trustee meetings (see annual accounts). The Foundation continues to build up a reserve to cover projects and Research Grants payable now and in the future.

The charity is very reliant on income from legacies, which cannot be budgeted for, therefore the charity holds funds in free reserves to cover the likelihood of no income from legacies. If this were the case, it would be inevitable the charity would run at a loss of around £40,000 per financial year.

We consider it important to hold reserves should BTF be forced to close for any reason. Winding down costs would include redundancy payments to staff, disposal of the leasehold property, refurbishment of property, disposal of all assets, accountancy and legal fees, taxes, insurance, and commitments to suppliers or service providers. There would also be the return of funds and allocated funds to benefactors or grant providers. It is prudent planning on our part to ensure funds for this scenario. The

security of an appropriate cash reserve coupled with the BTF's long-standing engagement with supporters and fundraisers, and our work to increase visibility of the service we provide, will ensure BTF's long-term future.

The charity holds £303,196 in free reserves at the end of this financial year. Based on the figures brought forward from last year, the BTF budgeted for funds needed, should the charity fold. The sum of £130,236 would come out of the free reserves of the BTF.

Funds needed based on 4 months' winding up costs

- **Wages** - 8 members of staff **£27,466**
- **Pensions** - 6 members of staff **£4,880**
- **Redundancy payment** - 8 members of staff **£21,540**
- **Rent** x 2-year contract **£20,000** no VAT
- **Service charges** 2-year contract **£5,000**
- **Service providers & postage** - estimate - **£2,600**
- **Accountancy and legal fees** - estimate - **£2,500**
- **Restricted funds** – **45,750**
- **Make good costs** - estimate - **£500**

TOTAL £130,236

Investment Policy 2019-2020

The BTF aims to have a robust investment policy that sets out our charity's goals and investment objectives along with a clear strategy for achieving them. (See BTF Business Plan)

The core elements of our policy are as follows:

- The BTF investment objective is to yield the best financial return within the level of risk considered to be acceptable. The trustees have been advised that they should be looking to invest funds for at least five years in order to achieve a better return. The funds will further the charity's aims both short term and long term and give the charity financial security for its long term future. In order to act within the law the trustees shall act within, the charity's powers to invest.
- The trustees or allocated person within the organisation will take advice from someone experienced in investment matters unless they have good reason for not doing so (legal requirement).
- The BTF will only associate itself with socially responsible investing (SRI) that seeks to consider both financial return and social good. We will avoid investments involved in alcohol, tobacco, fast food, gambling, pornography, weapons and areas of concern recognised by the SRI.
- The trustees will agree the balance between risk and return that is right for the BTF.
- The BTF will only use investment companies that are well recognised by the Charity Commission.

- The trustees or allocated person within the organisation will review the investments on a regular basis and give updates at trustees' meetings.
- The Investment Policy will be included in the BTF Trustees' Annual Return.

Savings and cash deposits

- Cash needed for the day to day running of the charity is held in three instant access accounts each with minimum return. Each amount is under £85k to protect them funds under the Financial Services Compensation Scheme.
- Savings accounts with higher rates of interest will be used by the charity to lock away cash for a slightly longer periods of time (fixed term deposits) but will usually have restrictions on easier access to the funds.
- Cash deposited in a bank or building society will be used by the charity to generate income until it is either needed to spend on the charity's aims and objectives in the short term or placed in a longer term investment. The trustees would restrict the period to a one year fixed term.
- The trustees will decide the maximum amount to be placed in one institution.
- Cash will only be deposited with reputable institutions, such as those authorised by the Financial Service Authority in the UK or by the relevant financial regulator in any other country.
- The amount invested into a savings account will, be protected under the Financial Services Compensation Scheme.

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the Charity trustees

Signature

Nancy Prest

Full Name

Nancy Prest

Position

Chair of Trustees

Date

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Independent examiner's report to the trustees of British Thyroid Foundation

I report on the accounts of: **British Thyroid Foundation (the Charity)**
for the year ended: **31st March 2020** which are set out on pages 13 to 16.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').
The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

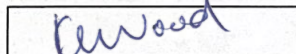
have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Karen Wood (ACMA)
Outsource independent examination
service
The Hiscox Building
Peasholme Green
York YO1 7PR

30/09/2020

Date:

British Thyroid Foundation
(Charity Number: 1006391)

Receipts & payments accounts for the year ending:		31st March 2020		
	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
Receipts	£	£	£	£
Grants	500	500	1,000	13,028
Subscriptions	53,864	-	53,864	52,656
Fundraising	26,532	-	26,532	26,236
Gift Aid	6,642	-	6,642	23,820
Donations & legacies	111,030	-	111,030	23,820
Salary contribution	-	-	-	1,207
Bank interest	1,327	-	1,327	52
Teamed project	-	-	-	1,079
Information events	1,221	-	1,221	-
Sale of Christmas cards, books etc.	5,160	-	5,160	5,020
Total receipts	206,276	500	206,776	146,918
Payments				
Salaries & NI	103,507	-	103,507	99,092
Staff training & costs	495	-	495	-
Premises costs	15,822	-	15,822	16,340
Public awareness & publicity	33,320	14,118	47,438	33,890
Office & computer costs	13,702	-	13,702	7,196
Insurance	849	-	849	2,487
Fundraising costs	6,030	-	6,030	9,581
Nurse & research award	-	44,950	44,950	10,000
Governance costs	1,165	-	1,165	1,702
Payroll & administration costs	1,273	-	1,273	541
Independent examination fee	550	-	550	550
Membership & subscriptions	159	-	159	-
Total payments	176,872	59,068	235,940	181,379
Net of receipts/(payments)	29,404	(58,568)	(29,164)	(34,461)
Transfers between funds	(14,656)	14,656	-	-
Balance brought forward	288,448	47,308	335,756	370,217
Balance carried forward	303,196	3,396	306,592	335,756

British Thyroid Foundation
(Charity Number: 1006391)

Statement of assets and liabilities at:

31st March 2020

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Assets				
Lloyds bank account	73,196	3,396	76,592	100,806
RBS bank account	-	-	-	149,950
Unity Trust	85,000	-	85,000	85,000
Charity Bank	85,000	-	85,000	
Virgin Charity Bank	60,000	-	60,000	0
	<u>303,196</u>	<u>3,396</u>	<u>306,592</u>	<u>335,756</u>

	Cost	Current value
	£	£
Investment assets		
M&G Charifund	120,000	102,858
M&G Charibond	120,000	125,189
	<u>240,000</u>	<u>228,047</u>

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Liabilities				
Independent examination fee	550	-	550	550
	<u>550</u>	<u>-</u>	<u>550</u>	<u>550</u>

British Thyroid Foundation
(Charity Number: 1006391)

Notes to the accounts for the year ended:	31st March 2020
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1. Basis of accounts

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

2. Restricted income funds

Fund name	Purpose
Research Award	For research into hypothyroidism assay methods and their application in individual medication. Research is ongoing and expenditure will be incurred at a future date.
Iodine Project	To ensure optimal iodine nutrition in all sectors of the UK population in order to avoid the adverse effects of iodine deficiency.
Cancer Group	Grant towards cost of producing a Thyroid Cancer booklet.
TED Group	Funding towards work on the Thyroid Eye Disease project.
Anonymous Donor Fund	Funding towards cost of leaflets
Children's Project	Funding for a Children's conference to be held in May 2019
Sanofi Language Leaflets	Funding to translate thyroid cancer and surgery leaflets into different languages
SfE Training & Travel	Grant towards cost of volunteer training and travel.

	Balance b/fwd	income received	Resources expended	Transfers	Balance c/fwd
	£	£	£	£	£
Research Award	30,294	-	44,950	14,656	-
Iodine Project	3,062	-	604	-	2,458
Cancer Group	480	-	60	-	420
TED Group	1,079	-	1,079	-	-
Anonymous Donor Fund	3,000	-	3,000	-	-
Children's Project	8,871	-	8,871	-	-
SfE Training & Travel	522	500	504	-	518
Restricted funds	47,308	500	59,068	14,656	3,396
Unrestricted funds	288,448	206,276	176,872	(14,656)	303,196
Total funds	335,756	206,776	235,940	-	306,592

There was a transfer from unrestricted funds to The Children's Project as this was treated as unrestricted last year and that was the balance attributed to the Children's fund within then unrestricted funds.

Approval of accounts for the year ended:

31st March 2020

The report and accounts were approved at a
meeting of the Trustees held on:

15/09/20

Date

Nancy Prest

Signed for and on behalf of the trustees

20/09/2020

Date

Nancy Prest

Print name

Chair of Trustees

Position (e.g. Chair etc)