

**Report of the Directors and  
Financial Statements  
for the period ended 31st March 2018  
for  
British Thoracic Oncology Group**

**Contents of the Financial Statements  
for the period ended 31st March 2017**

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**British Thoracic Oncology Group**

**Legal and Administrative Information  
for the period ended 31st March 2018**

<b>TRUSTEES:</b>	Dr M D Peake Mr D Dunlop Mr J Edwards Mr C Mulatero - resigned 6/10/17 Mr A M Grange Mr C Kerr Mrs S Hiom
<b>COMPANY NUMBER:</b>	9816385
<b>CHARITY NUMBER:</b>	1166012
<b>PRINCIPAL ADDRESS:</b>	Unit 116 Greenacres The Sidings Leicester LE4 3BR
<b>REGISTERED OFFICE:</b>	The Old Barn 1815 Melton Road Rearsby Leicester LE7 4YS
<b>ACCOUNTANTS:</b>	Adam Longley Accountants Limited The Old Barn 1815 Melton Road Rearsby Leicester LE7 4YS

## Objectives and Activities

### The charitable objects are:

- (1) The promotion and advancement of health or the saving of lives by way of improving the care of patients with thoracic malignancies through multi-disciplinary education and clinical and scientific research for the benefit of the public;
- (2) To advance public education and research into lung cancer and mesothelioma, in particular but not exclusively by facilitation of exchange of information on thoracic oncology including disseminating results of research and other news related to lung cancer and mesothelioma;
- (3) Such other charitable purposes beneficial to the community consistent with the objects as above as the trustees shall in their absolute discretion determine.

### Vision and Mission

The vision of British Thoracic Oncology Group ("BTOG") is to ensure equitable access to optimal care for patients with all thoracic malignancies in the UK and Ireland.

The mission of BTOG is to support and educate healthcare professionals, creating a professional community to exchange ideas, information and innovation and to foster the development of research. The overall aim is to represent the needs of patients and improve their outcomes. All healthcare professionals involved in any aspect of lung cancer or mesothelioma research, care or treatment are eligible to become members of BTOG.

### BTOG's Values

We are committed to achieving our mission and vision.

- We are proud to be an important part of the thoracic oncology professional community.
- We work collaboratively with other groups who in their own ways are also striving to improve outcomes for this group of patients or reduce the prevalence of lung cancer e.g. relating to smoking cessation.
- We listen to our stakeholders to ensure what we do is relevant and effective.
- We maintain a highly professional level of independence from any single external commercial organisation.
- We hold patients at the centre of everything we do.

### Activities for achieving objectives for the public benefit

The Board of Trustees ("Trustees") has had regard to the Charity Commission's guidance on public benefit. The main activities undertaken to further the charitable purposes for the public benefit are as below:

#### Education:

- Provides an annual CPD education programme of value to the whole multi-disciplinary team (MDT).
- Provides access to events for advocates who sit on thoracic oncology clinical studies or trial management groups, advisory boards/groups or other related groups.
- Ensures registration fees are accessible to members of the MDT.
- Provides an education bursary for the annual conference and other events where possible.
- Provides a membership for thoracic oncology health care professionals including access to useful resources (regular BTOG E-News; a website member only on-line resource; opportunity to participate in relevant research studies/questionnaires and provide an up-to-date calendar of thoracic oncology events).

#### Research:

- Provides networking opportunities at educational events and foster a professional community through its membership for the research community to develop clinical trials and other research.
- Provides workshops or stand-alone events for the sole purpose of research development.
- Circulates research surveys and questionnaires that support relevant research.

- Is a member of relevant research groups (e.g. European Thoracic Oncology Platform, Thoracic Alliance for Cancer Trials, International Association for the Study of Lung Cancer).

#### Representation:

- Reviews NICE appraisals for new drug therapies/technologies.
- Reviews appropriate guidelines/policy documents.
- Develops BTOG-own guidelines/position documents.
- Participates in other groups, sub-groups, committees and boards.
- Represents patients in any capacity it deems appropriate with the overall aim to improve outcomes or reduce the prevalence of lung cancer e.g. relating to smoking cessation.

## Achievements and Performance

### Review of Activities

During this year BTOG held a Continuing Professional Development (CPD) education programme for the thoracic oncology multi-disciplinary team. Advocates who sit on thoracic oncology clinical studies or trial management groups, advisory boards/groups or other related groups were welcome to register for any of these educational events. All programmes were accredited by recognised and relevant bodies, attendees were encouraged to give feedback on the content, organisation etc and any feedback was recorded and analysed to ensure continuous improvement.

- BTOG Postgraduate Thoracic Oncology Course on 8<sup>th</sup> and 9<sup>th</sup> May 2017 - The 5<sup>th</sup> BTOG postgraduate course brought together over 20 national experts with a range of expertise including nursing, respiratory medicine, pathology, surgery, oncology and palliative care. Mixing lectures, group seminars and informal Q&A sessions, delegates were able to gain a new level of knowledge and understanding of the increasingly complex landscape of lung cancer and mesothelioma. This biennial course is aimed at thoracic oncology healthcare professionals entering the speciality or those seeking an update on current treatment, care and research.
- American Society of Clinical Oncology (ASCO) 2017 National Update in collaboration with Roy Castle Lung Cancer Foundation on 9<sup>th</sup> June 2017. The ASCO meeting is an annual meeting where current oncology research and data is premiered, and this update provided a valuable review relating to thoracic oncology. Topics covered included Metastatic Non-Small Cell Lung Cancer, Early Lung Cancer, Small Cell Lung Cancer, Mesothelioma and Thymic Cancers. Registrations were free of charge for healthcare professionals.
- The Lung Trials Meeting was held in collaboration with the National Cancer Research Institute (NCRI) on 16<sup>th</sup> June 2017 to look at the gaps and challenges in lung cancer trials, examine the changing face of therapeutics and the funding and design of lung cancer trials. Trial Workshops provided the opportunity for researchers to present and discuss their draft trial design in systemic treatments, radiotherapy, early diagnosis and supportive care. Registrations were free of charge for healthcare professionals.
- BTOG Immunotherapy 2017 – The Essential Update on 24<sup>th</sup> November 2017  
The BTOG Essential Update events programme provides up-to-date information on relevant specialities and areas of research, treatment and care. This Essential Update reviewed the science and pathology of immunotherapy, updated and showcased advances in radiology and radiotherapy and updated on supporting patients on immunotherapy. Registrations were free of charge for healthcare professionals.
- BTOG 2018 – 16<sup>th</sup> Annual BTOG Conference 2018 on 24<sup>th</sup> to 26<sup>th</sup> January 2018 – this is the premier thoracic oncology educational event of the year and 2018 was the biggest conference to date with 852 attendees and a faculty from 11 countries covering topics including Translational Oncology, Respiratory Medicine, Radiotherapy, Radiology, Nursing, Screening, Surgery, Patient Information, Immunotherapy, Neuroendocrine Tumours, Mesothelioma and the Optimal Lung Cancer Pathway. The poster abstracts from BTOG 2018 were published in a supplement to the Lung Cancer journal published by Elsevier. Registration fees for healthcare professionals were not increased on the previous year and in addition BTOG provided a Scholarship which funded the registration fees or equivalent for 68 thoracic oncology healthcare professionals at BTOG 2018. BTOG provided fully

funded places at BTOG 2018 for up to 10 advocates who sit on thoracic oncology clinical studies or trial management groups, advisory boards/groups or other related groups.

During this year BTOG developed and launched a new logo, website and member resources. The original logo was created in 2002 and BTOG tried to remain sympathetic to the original whilst bringing it up to date and creating a strong visual identity. Improved member services include an on-line document and video library with presentations and videos from BTOG educational events and regular E-News bulletins to keep members informed about upcoming educational events as well as articles of interest, thoracic oncology guidance and reports and the chance to participate in relevant research and therefore to influence treatment and care. The introduction of the General Data Protection Regulation (GDPR) on 25 May 2018 provided an excellent opportunity for BTOG to update the membership information held, to get permission to contact members, to implement and advertise BTOG's privacy policy and to work to ensure compliance to this Regulation.

During this year BTOG provided networking opportunities at all educational events for the professional community to collaborate to develop clinical trials and other research. BTOG continues to work collaboratively with many other organisations, societies and groups and to build close and enduring relationships and to have mutual memberships to ensure representation. BTOG's links with the British Thoracic Society, European Thoracic Oncology Platform, International Association for the Study of Lung Cancer, Mesothelioma UK, National Cancer Research Institute, National Lung Cancer Forum for Nurses, Roy Castle Lung Cancer Forum, Thoracic Alliance for Cancer Trials and UK Mesothelioma Alliance.

During this year BTOG actively participated in guideline and publication working groups and consultations as follows:

- BTS Guideline for the Investigation and Management of Pleural Mesothelioma
- Molecular Testing Guideline for Selection of Lung Cancer Patients for EGFR and ALK Tyrosine Kinase Inhibitors - The College of American Pathologists (CAP), the International Association for the Study of Lung Cancer (IASLC) and the Association for Molecular Pathology (AMP)
- The Royal College of Pathologists' Dataset for Histopathological Reporting of Lung Cancer
- The Royal College of Pathologists' Dataset for Thymic Epithelial Tumours
- The Royal College of Pathologists' Dataset for Mesothelioma
- 11 scoping and full appraisals undertaken by National Institute for Health and Care Excellence (NICE).

## **Finance Review**

### **Going Concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that BTOG has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

### **Finance Overview**

Total income for the year to 31 March 2018 was £488,960 being from sponsorship fees and registration fees. In the previous and first extended period 8 October 2015 to 31 March 2017 total income amounted to £652,753. Total expenditure for the year to 31 March 2018 was £338,841 including charitable activities costs of £248,091 and raising funds £56,653.

Net income for the year to 31 March 2018 was £150,119 compared to £237,268 in the previous extended period. This is in line with the trustees' aim to have enough reserves to support BTOG in times when income to the charity may be reduced due to cashflow or other reasons such as external sponsor budget restrictions.

### **Reserves Policy**

BTOG is committed to demonstrate good stewardship and active financial management and to identifying through risk assessment and budgeting any uncertainty in future income streams. A major risk to BTOG is the reliance on registration fees and external sponsorship to provide enough funding for

BTOG to deliver its aims and objectives. Therefore, the Trustees have agreed that at any one time the charity can hold a maximum of 2 years' operating expenditure in reserve. Operating expenditure is identified in annual budgets which are approved by the Trustees.

The amount held in reserves will be monitored during the year as part of BTOG's financial processes.

This reserve will ensure that the current service provided by BTOG is secure in times when income to the charity may be reduced due to cashflow or other reasons such as external sponsor budget restrictions. When reserves exceed the agreed level (2 years' operating expenditure) BTOG will take immediate steps to reduce the level of those reserves either by increasing expenditure on charitable activities or by reducing its income (or a combination of both). The time frame for this reduction will be within 2 years of discovery of the excess and during that time the Trustees will consider whether some or all the reserves can be invested to obtain a financial return for the charity.

## **Structure, Governance and Management**

### **Constitution**

British Thoracic Oncology Group (BTOG) registered as a company (9816385) on 8<sup>th</sup> October 2015 and as a charity (1166012) on 11<sup>th</sup> March 2016. The company is limited by guarantee and has no share capital. Every member of the company undertakes to contribute to the assets of the company, in the event of winding up, such an amount as may be required not exceeding £1. The governing document is the Memorandum of Association.

### **Method of Appointment or Election of Trustees**

The management of the charity is the responsibility of the trustees elected under the Memorandum of Association of BTOG. Trustees set the policies for the recruitment, induction and training of new trustees.

### **Pay Policy for Staff**

BTOG does not employ its own staff. An NHS Trust employs the staff and recharges the associated salary costs to the charity. Pay levels for posts supported by the charity are determined through standard NHS procedures.

### **Organisational Structure and Decision Making**

The Trustees are responsible for BTOG; safeguard the values and purpose of BTOG and check activities contribute to achieving the objects and ensure BTOG follows its legal obligations.

Trustees are Non-Executive Directors of BTOG. The current Trustees includes a thoracic surgeon, a medical oncologist, a respiratory physician, a retired senior pharmaceutical professional, a senior policy figure from Cancer Research UK and a retired tax inspector. The Trustees and Steering Committee Chair decide the policies which provide the framework for the work of BTOG; decide overall aims and objectives, priorities and strategy; monitor and evaluate progress and delegate day-to-day work to the BTOG Business Manager and other appointed staff/agents. The Trustees meet in person 4 times/year and communicate by email at all other times.

The Steering Committee Chair is an Executive Officer of BTOG, accountable to the Trustees.

The Steering Committee supports BTOG's aims and objectives; take an active role in the delivery of the BTOG educational programme; comments and advises on thoracic oncology guidelines for care or treatment; represents BTOG on other thoracic oncology boards/committees/groups and recognises their affiliation to BTOG in their work. The Steering Committee are Executive Officers of BTOG, accountable to the SC Chair. The Steering Committee meet in person 4 times/year and communicate by email at all other times. The Steering Committee members represent the thoracic oncology multi-disciplinary team. In addition, BTOG recognises the importance of input from advocates in improving outcomes for lung cancer and mesothelioma patients and therefore the Steering Committee includes two advocate members. BTOG defines advocates as those who sit on clinical studies or trial management groups, advisory boards/groups or other related groups related to lung cancer or mesothelioma.

The Business Manager carries out the work of BTOG; reports regularly on achievements and progress; makes decisions (where the power to do this has been delegated); provides information on issues, problems and policy matters and makes recommendations; draws up plans for the future development of BTOG's work for the Trustees and Chair Steering Committee to decide upon; advises and informs the Trustees so that it is able to carry out its governing role and recruits and appoints staff/agents. The Business Manager is reportable to UHL Line Manager and Steering Committee Chair and accountable to the BoT.

The relationship of the BTOG Executive is based on a shared vision for BTOG; a commitment to achieving the objectives of BTOG; clear and understood trustee roles to not interfere inappropriately with the day-to-day running of BTOG; confidence in the abilities of the Business Manager and willingness to back the judgement of the Business Manager in the event of problems (providing they have been kept informed); the provision of good information to enable informed decisions to be made and a clear management framework and lines of accountability.

The Business Manager is a paid role employed by University Hospitals of Leicester NHS Trust, who recharge the associated salary costs to the charity. Communications/website, conference and accountancy services were contracted out to external commercial providers. All other roles in the BTOG Executive are unpaid.

For 15 years BTOG was provided with office space by University Hospitals of Leicester NHS Trust and was based at Glenfield Hospital in Leicester. The office space allocated to the team was no longer enough to accommodate recruitment plans and space in a hospital is at a premium. Continued provision of office space was at considerable risk and therefore BTOG moved to offices (with Mesothelioma UK) in August 2017.

BTOG recognised the need for appropriate governance to ensure transparent working and therefore during this year has focussed on developing a comprehensive portfolio of policies covering charity structure, roles and responsibilities of trustees and the steering committee, conflict of interest, finance, procurement, reserves, endorsement, media and privacy. Where relevant BTOG has developed policy taking account of Charity Commission guidance. The policies will be issued during the 2018/19 year and will be available in the Governance section of the BTOG website.

### **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks. A major risk to BTOG is the reliance on registration fees and external sponsorship to provide enough funding for BTOG to deliver its aims and objectives. A significant reduction in income would limit the development of the charity and the achievement of its objectives. Therefore, the BTOG Trustees have agreed that at any one time the charity can hold a maximum of 2 years' operating expenditure in reserve (at the time of writing the charity has not yet reached this level of reserve). Operating expenditure is identified in annual budgets which are approved by the BoT. The amount held in reserves will be monitored during the year as part of BTOG's financial processes. This reserve will ensure that the current service provided by BTOG is secure in times when income to the charity may be reduced due to cashflow or other reasons such as external sponsor budget restrictions. A Policy for Risk including Operational/Threats is currently in development.

### **Plans for Future Periods**

The charity plans to continue the activities outlined above in the section entitled "Activities for achieving objectives for the public benefit" in the forthcoming years subject to satisfactory funding arrangements.

**Directors – Trustees who held office during this period**

Dr D Dunlop

Mr J Edwards

Mr A Grange

Mrs S Hiom

Mr C Kerr

Dr C Mulatero

Prof Michael Peake

**Appointed**

08/10/2015

08/10/2015

13/09/2016

20/10/2016

20/04/2016

08/10/2015

08/10/2015

**Resigned**

06/10/2017

**Charity Registered Number**

**1166012**

**Company Registered Number**

**9816385**

**Principal Office:**

Unit 116, Greenacres

The Sidings

Leicester

LE4 3BR

**BTOG Business Manager**

**Ms D E Mckinley**

**BTOG Steering Committee Chair**

**Dr S Popat**

**Registered Office:**

**Adam Longley Accountants Ltd**

**Statement of Financial Activities**  
for the period ended 31st March 2018

Recommended categories by activity	Note	Unrestricted	Restricted	Endowment funds	Total	2017
		funds	income	funds	funds	funds
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Income</b>	2					
<b>Income and endowments from:</b>						
Donations and legacies		-	-	-	-	-
Charitable activities		481,127	-	-	481,127	993,803
Other trading activities		-	-	-	-	-
Investments		-	-	-	-	-
Separate material item of income		-	-	-	-	-
Other		-	-	-	-	-
<b>Total</b>		481,127	-	-	481,127	993,803
<b>Expenditure</b>	3					
<b>Expenditure on:</b>						
Raising funds		56,653	-	-	56,653	91,856
Charitable activities		248,091	-	-	248,091	566,814
Separate material expense item		-	-	-	-	-
Other		34,096	-	-	34,096	97,865
<b>Total</b>		338,840	-	-	338,840	756,535
<b>Net income/(expenditure) before tax for the</b>		142,287	-	-	142,287	237,268
Tax payable		-	-	-	-	-
<b>Net income/(expenditure) after tax before</b>		142,287	-	-	142,287	237,268
Net gains/(losses) on investments		-	-	-	-	-
<b>Net income/(expenditure)</b>		142,287	-	-	142,287	237,268
<b>Extraordinary items</b>		-	-	-	-	-
<b>Transfers between funds</b>		-	-	-	-	-
<b>Other recognised gains/(losses):</b>		-	-	-	-	-
Gains and losses on revaluation of fixed assets		-	-	-	-	-
Other gains/(losses)		-	-	-	-	-
<b>Net movement in funds</b>		142,287	-	-	142,287	237,268
<b>Reconciliation of funds:</b>						
Total funds brought forward		237,268	-	-	237,268	-
<b>Total funds carried forward</b>		379,555	-	-	379,555	237,268

Balance Sheet  
31st March 2018

	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowmen t funds £ F03	Total this year £ F04	2017 £ F05
Fixed assets						
Intangible assets		-	-	-	-	-
Tangible assets		-	-	-	-	-
Heritage assets		-	-	-	-	-
Investments		-	-	-	-	-
<b>Total fixed assets</b>		-	-	-	-	-
Current assets						
Stocks		-	-	-	-	-
Debtors	5	40,677	-	-	40,677	57,150
Investments		-	-	-	-	-
Cash at bank and in hand	6	635,590	-	-	635,590	512,816
<b>Total current assets</b>		<b>676,267</b>	<b>-</b>	<b>-</b>	<b>676,267</b>	<b>569,966</b>
Creditors: amounts falling due within one year	7	296,712	-	-	296,712	332,698
<b>Net current assets/(liabilities)</b>		<b>379,555</b>	<b>-</b>	<b>-</b>	<b>379,555</b>	<b>237,268</b>
<b>Total assets less current liabilities</b>		<b>379,555</b>	<b>-</b>	<b>-</b>	<b>379,555</b>	<b>237,268</b>
Creditors: amounts falling due after one year	7	-	-	-	-	-
Provisions for liabilities		-	-	-	-	-
<b>Total net assets or liabilities</b>		<b>379,555</b>	<b>-</b>	<b>-</b>	<b>379,555</b>	<b>237,268</b>
Funds of the Charity						
Endowment funds		-	-	-	-	-
Restricted income funds		-	-	-	-	-
Unrestricted funds		379,555	-	-	379,555	237,268
Revaluation reserve		-	-	-	-	-
Fair value reserve		-	-	-	-	-
<b>Total funds</b>		<b>379,555</b>	<b>-</b>	<b>-</b>	<b>379,555</b>	<b>237,268</b>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

These accounts were approved by the trustees on ..... and were signed by:

.....  
Trustee

.....  
Trustee

**Notes to the Financial Statements  
for the period ended 31st March 2018**

**1. ACCOUNTING POLICIES**

**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at The accounts have been prepared in accordance with:

the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)

- and with the Charities Act 2011.

**Recognition of income** These are included in the Statement of

- the charity becomes entitled to the
- it is more likely than not that the
- the monetary value can be measured

**Offsetting** There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

**Grants and donations** Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

**Legacies** Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

**Tax reclaims on donations and gifts** Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**Contractual income and performance related** This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

**Support costs** The charity has incurred expenditure on support costs.

**2.1 EXPENDITURE AND LIABILITIES**

**Liability recognition** Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Governance and support costs** Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Grants with performance conditions** Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

**Notes to the Financial Statements  
for the period ended 31st March 2018**

<b>Grants payable without performance conditions</b>	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date
<b>Basic financial instruments</b>	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.
<b>2.2 ASSETS</b>	
<b>Debtors</b>	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Notes to the Financial Statements  
for the period ended 31st March 2018**

**2. INCOME**

	Analysis of income	Unrestricted funds	Restricted Income funds	Endowment funds	Total funds £	2017 £
<b>Donations and legacies:</b>						
Donations and gifts	-	-	-	-	-	-
Gift Aid	-	-	-	-	-	-
Legacies	-	-	-	-	-	-
General grants provided by government/other charities	-	-	-	-	-	-
Membership subscriptions and sponsorships which are in substance donations	-	-	-	-	-	-
Donated goods, facilities and services	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>						
<b>Charitable activities:</b>						
Sponsorship fees	279,693	-	-	-	279,693	544,746
Registration fees	201,434	-	-	-	201,434	449,057
Other	-	-	-	-	-	-
<b>Total</b>	481,127	-	-	-	481,127	993,803
<b>Other trading activities:</b>						
	-	-	-	-	-	-
	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>						
<b>Income from Investments:</b>						
Interest income	-	-	-	-	-	-
Dividend income	-	-	-	-	-	-
Rental and leasing income	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>						
<b>Separate material item of Income</b>						
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>						
<b>Other:</b>						
Conversion of endowment funds into income	-	-	-	-	-	-
Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-	-
Gain on disposal of a programme related investment	-	-	-	-	-	-
Royalties from the exploitation of intellectual property rights	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>						
<b>TOTAL INCOME</b>		481,127	-	-	481,127	993,803

**Notes to the Financial Statements  
for the period ended 31st March 2018**

**3. EXPENDITURE**

Analysis of expenditure		Unrestricted funds	Restricted Income funds	Endowment funds	Total funds	2017
					£	£
Expenditure on raising funds:	Incurring seeking donations	-	-	-	-	-
	Incurring seeking legacies	-	-	-	-	-
	Incurring seeking grants	-	-	-	-	-
	Operating membership schemes and social lotteries	-	-	-	-	-
	Staging fundraising events	-	-	-	-	-
	Fundraising agents	-	-	-	-	-
	Operating charity shops	-	-	-	-	-
	Operating a trading company undertaking non-	-	-	-	-	-
	Advertising, marketing, direct mail and publicity	7,577	-	-	7,577	26,576
	Start up costs incurred in generating new source of	-	-	-	-	-
	Database development costs	-	-	-	-	-
	Other trading activities	-	-	-	-	-
	Investment management costs:	-	-	-	-	-
	Portfolio management costs	-	-	-	-	-
	Cost of obtaining investment advice	-	-	-	-	-
	Investment administration costs	-	-	-	-	-
	Intellectual property licencing costs	-	-	-	-	-
	Rent collection, property repairs and maintenance	4,473	-	-	4,473	-
	Wages recharged	44,603	-	-	44,603	65,280
	<b>Total expenditure on raising funds</b>	<b>56,653</b>	<b>-</b>	<b>-</b>	<b>56,653</b>	<b>91,856</b>
Expenditure on charitable activities	Annual Event	236,970	-	-	236,970	551,137
	Bursary	362	-	-	362	14,027
	Posters	1,755	-	-	1,755	1,650
	Donations	9,004	-	-	9,004	-
	<b>Total expenditure on charitable activities</b>	<b>248,091</b>	<b>-</b>	<b>-</b>	<b>248,091</b>	<b>566,814</b>
Separate material item of expense		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other	Travel expenses	17,504	-	-	17,504	82,732
	Insurance	3,488	-	-	3,488	2,592
	Training	5,052	-	-	5,052	4,449
	Accountancy fees	3,033	-	-	3,033	4,883
	Legal fees	-	-	-	-	1,406
	Bank charges	165	-	-	165	95
	Sundry expenses	678	-	-	678	1,708
	Subscriptions	1,612	-	-	1,612	-
	Bad debts written off	1,500	-	-	1,500	-
	Telephone	1,064	-	-	1,064	-
	<b>Total other expenditure</b>	<b>34,096</b>	<b>-</b>	<b>-</b>	<b>34,096</b>	<b>97,865</b>
<b>TOTAL EXPENDITURE</b>		<b>338,840</b>	<b>-</b>	<b>-</b>	<b>338,840</b>	<b>756,535</b>

**4. DETAILS OF CERTAIN TYPES OF EXPENDITURE**

**Fees for examination of the accounts**

Independent examiner's fees  
Assurance services other than independent examination  
Tax advisory fees  
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner

2018 £	2017 £
3,033	4,883
-	-
-	-
-	-

**5. DEBTORS AND PREPAYMENTS**

**Analysis of debtors**

Trade debtors  
Prepayments and accrued income  
Other debtors

2018 £	2017 £
40,677	57,150
-	-
-	-
<b>Total</b>	<b>40,677</b>

Notes to the Financial Statements  
for the period ended 31st March 2018

6. CASH AT BANK AND IN HAND

Short term cash investments (less than 3 months maturity date)  
Short term deposits  
Cash at bank and on hand  
Other

	2018 £	2017 £
	-	-
	-	-
	635,590	512,816
	-	-
Total	635,590	512,816

7. CREDITORS AND ACCRUALS

Analysis of creditors

Accruals for grants payable

Bank loans and overdrafts  
Trade creditors

Payments received on  
account for contracts or  
performance-related grants  
Accruals and deferred  
income

Taxation and social security  
Other creditors

Amounts falling due within one year		Amounts falling due after	
2018 £	2017 £	2018 £	2017 £
-	-	-	-
-	-	-	-
253,070	253,070	-	-
-	-	-	-
3,621	33,766	-	-
40,021	45,862	-	-
-	-	-	-
296,712	332,698	-	-

Total

8. TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

9. TRUSTEES' EXPENSES

Type of expenses reimbursed	2018 £	2017 £
Travel		2259
Subsistence		
Accommodation		
Other (please specify):		
TOTAL		

Please provide the number of trustees reimbursed for expenses or who had

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**Independent Examiners Report to the Trustees of  
British Thoracic Oncology Group**

**On the accounts for the period ended 31st March 2018 set out on pages 1 to 11**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians.

It is our responsibility to:

Examine the accounts under section 145 of the Charities Act

To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and

To state whether particular matters have come to our attention.

**Basis of Independent Examiner's statement**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking 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 no opinion is given to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

**Independent Examiner's statement**

In connection with our examination, no matter has come to our attention:

- 1) Which gives us reasonable cause to believe that in, any material respect, the requirements:  
to keep accounting records in accordance with section 130 of the Charities Act;  
to prepare accounts which accord with the accounting records and comply with the the accounting requirements of the Charities Act have not been met; or
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Adam Longley Accountants Limited  
The Old Barn  
1815 Melton Road  
Rearsby  
Leicester  
LE7 4YS

Date: .....