THE NATIONAL FEDERATION OF PROSTATE CANCER SUPPORT GROUPS

REPORT OF THE DIRECTORS AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 DECEMBER 2018

Registered Charity No. (England and Wales): 1163152 A company limited by guarantee. Registered in England and Wales: 9672970 Registered office: Kemp House, 152 City Road, London, EC1V 2NX

The National Federation of Prostate Cancer Support Groups (operating as Tackle Prostate Cancer) Legal & Administrative Details

Board of Directors

Roger Wotton	Chairman
Robert Banner	
Keith Cass MBE	
Frank Chinegwundoh MBE	
John Coleman	
Erik Friis-Scheel	
Hugh Gunn	(deceased 18 June 2018)
Ken Mastris	Secretary
	-

Charity Registration Number 1163152

Company Registration Number 9672970

Registered Office

Kemp House 152 City Road London EC1V 2NX

Independent Examiner

TGFP Fulford House Newbold Terrace Leamington Spa CV32 4EA

Bankers

CAF Bank Kings Hill West Malling ME19 4TA

Solicitors

AJ Lutley Springfield Rookery Hill Ashtead KT21 1HY

The Trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 December 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the charity's Memorandum and Articles of Association, and the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The National Federation of Prostate Cancer Support Groups (Tackle Prostate Cancer) is a charitable company limited by guarantee, incorporated on 6 July 2015 and registered as a charity on 14 August 2015. On 1 January 2016, The National Federation of Prostate Cancer Support Groups acquired the whole of the assets and liabilities of the unincorporated association Prostate Cancer Support Federation (PCSF). PCSF had been formed in September 2007 and was dissolved in February 2016.

The company was established under a Memorandum and Articles of Association which established the objects, powers, and governance of the company. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment, induction and training of Trustees

The Board consists of not less than three nor more than ten Trustees made up as follows:

- Up to seven Trustees elected by the members at the Annual General Meeting, including the Chairman and Secretary;
- Up to three Trustees appointed by the Board who have a specific expertise e.g. finance or marketing; and
- Up to three further co-opted Trustees selected by the Board as required.

Upon appointment to the Board, in order to help facilitate their understanding of the current issues concerning the organisation, each new Trustee is provided with a copy of the Charity Commission publication entitled "*The Essential Trustee: What you need to know*" which gives guidance on what is expected of them. New Trustees are also provided with briefings from the Chairman on the history, structure and ambitions of the charity. A self-study training guide is also offered to all new Trustees. Directors are also trustees of the charity.

Organisation

The activities of the charity are governed by the Board of Trustees ('the Board'), all of whom are Directors. The Board meets four times a year and devolves responsibility for overseeing the day-to-day running of the organisation to the Chairman, Secretary and the Trustee responsible for overseeing financial matters – Erik Friis-Scheel.

Related Parties

Tackle Prostate Cancer has established a Clinical Advisory Board (CAB) composed of leading prostate cancer specialists and lay people. The CAB advises us on medical matters, including clinical aspects of campaigns the charity engages in and the medical content on our website. Membership of the CAB is by invitation and comprises:

Prof Frank Chinegwundoh MBE – Consultant Urologist (Chairman) Mr Chris Booth – Consultant Urologist Mr Keith Cass MBE – Patient Representative Prof Nick James – Consultant Oncologist Prof Stephen Langley – Consultant Urologist Prof Heather Payne – Consultant Oncologist Dr Jonathan Rees – General Practitioner

We are most grateful for their support.

The purpose of the charity

The charity is a federation, whose member organisations ("members") are mainly patient-led prostate cancer support organisations. The purpose of the charity is to co-ordinate, focus and strengthen the efforts of prostate cancer patients in general, and its member organisations specifically, in their cause to alleviate the plight of those affected by prostate cancer.

Objectives and activities for the public benefit

As set out in its governing document, the objects of the charity are to relieve the sickness, physical and mental distress of persons affected by prostate cancer in the UK, in particular but not exclusively by:

- assisting and strengthening the activities in support of people affected by prostate cancer, including encouraging and supporting the formation of new local prostate support organisations throughout the UK;
- 2. encouraging the improvement of health services available to prostate cancer patients; and
- 3. acting as a focus for and expressing the views of patient-led support groups concerning a. raising awareness of prostate cancer;
 - b. improving the health services available to prostate cancer patients; and
 - c. priorities for research into the diagnosis and treatment of prostate cancer.

Our mission is to be the voice of prostate cancer patients and their families. To achieve this, there are three main aims:

- 1. Supporting Patients;
- 2. Raising awareness; and
- 3. Campaigning on issues.

Achievements

Supporting Patients

 We held our annual conference in June in Birmingham. The theme was "Healthy Mind, Healthy Body" and 65 delegates representing 26 support groups attended to hear very interesting presentations from Professor Robert Thomas, Consultant Oncologist at Bedford and Addenbrooke's Cambridge University Hospitals, Dr. Stéphanie McArdle, Senior Researcher in Tumour Immunology Nottingham Trent University, Sue Cooper, Integrative Health and Well-being Advisor and Ambassador to Nottinghamshire Hospice and Connell McNelis about his personal battle with terminal cancer.

- We held workshops in London and Manchester to identify Best Practice for how to run a prostate cancer support group. 38 delegates attended the workshops representing 22 support groups. Feedback from delegates was very positive.
- We were very pleased to welcome two new members this year maintaining the total number of prostate cancer support groups in the membership at over 90.
- We produced our quarterly newsletter providing information and advice for our Members, patients and clinicians. We also produced our quarterly update for our Members.
- We gave financial assistance of £7,831 to 17 groups. This covered items such as producing posters and leaflets, buying exhibition stands and banners, printing newsletters and holding awareness and PSA screening events.
- We continued to provide our telephone Helpline. The number of calls in the year increased by 29% to 775. Our Helpline is manned by Volunteers who have all been prostate cancer patients and are therefore able to discuss the effect the treatment they had had on them and any short or long-term side effects that may occur after treatment. We are very grateful for the support they provide.
- We welcomed one new user of our template website which allows support groups to set up a website for themselves using the Tackle template without incurring any costs other than time and registering a domain name. Full training and instruction is included. Seven groups are now using this facility.
- We visited 12 of our support groups to meet with members locally and to present Tackle's overall strategy and activities, as well as holding Q & A sessions on their members' specific interests and concerns.

Raising Awareness

- We continued to support and promote PSA testing events as part of our early detection campaign. Screening for prostate cancer is still not provided by the NHS but, as Chris Booth of our Clinical Advisory Committee says, we believe that "the benefits of PSA-based screening now clearly outweigh the harms. We therefore conclude that the quickest way to reduce the UK's unacceptable prostate cancer death rate is to adopt standards that are the norm in our Western European neighbours and introduce a PSA screening programme now rather than delay any longer in the hope of finding some ideal marker at some indeterminate point in the future after many more men have died unnecessarily from this most pernicious of cancers". It is particularly important for men in the higher risk group those of black ethnicity or men who have a close relative with prostate cancer or breast cancer to be tested. Regular monitoring (or, active surveillance) of PSA levels can highlight any significant or gradual increase so that even when the PSA is within the 'normal' range, one may be alerted to the need for further investigation.
- We started our Cycle to the Moon and Save a Dad fundraising campaign to raise awareness of prostate cancer. We were very grateful to our members who supported us by "getting on their bikes" and also to Saga Cruises who adopted us as one of their charities.
- We made a presentation at the Prison Officers Association Annual Conference in Southport.
- We continued to provide leaflets and booklets to our membership and to health professionals.
- We represented patients' interests at the Department of Health's Prostate Cancer Advisory Group, NICE evaluation committees, the Cancer Campaigning Group and Europa Uomo (the European Coalition of Prostate Cancer Support Groups).
- We worked with Prof. Nick James of QEH Birmingham, the UNITE Trades Union and associated male charities to support the introduction of the "Man Van" a Mobile Men's Health Clinic. This facility will offer significant wider awareness across all areas of the community and it is hoped will go into operation in 2019.
- At their invitation, we made presentations to several pharmaceutical companies on the value of patient-led support groups and issues arising from patients living with prostate cancer.

Campaigning on Issues

- We contributed to the proposals made by the Cancer Campaigning Group (of which Tackle is a member) to the NHS England Cancer Plan for the 2020s and secured three key points:
 - the plan should help ensure that the NHS is in the position to adopt a screening programme for prostate cancer as the evidence base grows;
 - a cancer education programme being made part of the school curriculum would lead to a better understanding of cancer risks; and
 - the long-term plan should promote the importance of awareness around the psychological and emotional impact of cancer.
- Through our membership of the Access to Cancer Medicines Coalition, we were signatories to a letter sent to NHS England and the Department of Business, Energy and Industrial Strategy concerning the move of the European Medicines Agency from London to Amsterdam. We asked for reassurances on two fronts: continuity of the UK influence on regulatory approvals for new drugs and continued access to clinical trials. We still await a response.
- We co-signed a letter with Prostate Cancer UK to NHS England about the reduced availability of bicalutamide in certain parts of the country. We knew of patients for whom restricting access to this important drug was causing real problems. This issue was resolved.
- We made a Freedom of Information request to find out about psychological support for men with prostate cancer in England and Wales. The results are expected to be available in early 2019.
- We were involved in setting up the All Party Parliamentary Group on male cancer. The inaugural meeting will be held in January 2019.

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

Risk management

The Board has overall responsibility for ensuring that risk is managed in a constructive and considered manner and mitigated (where possible).

The principal risk identified during the financial year continued to be the impact of the present economic climate on the charity's ability to generate sufficient income. As highlighted last year, we implemented a new fundraising event "Cycle to the Moon – Save a Dad" which was effective in terms of awareness and we will build on that in 2019. In addition, it was decided to make an application to the Big Lottery to fund resource to develop new support groups and support existing ones.

The overall risk was mitigated by regular review of cash flow forecasts and management accounts ensuring that expenditure remained within budgeted levels and we achieved some cost savings.

The Board will continue to assess risk in a constructive manner to safeguard the efficacy of the charity.

FINANCIAL REVIEW

Financial Performance

Our income this year at £114K was 31% up on 2017. Our expenditure of £85K was up 57% but we finished the year with a surplus of £29K.

As recognised by the Board in their risk assessment, fundraising remains a serious challenge for the Charity as we receive no government funding. We are extremely grateful to all our members and supporters for their generosity in donating funds to cover the work that we do to support prostate cancer patients and their families. In line with ABPI guidelines, we were able to benefit from financial support from the pharmaceutical companies we work closely with as patient advocates.

Reserves Policy

In line with the guidance issued by the Charity Commission, the Trustees have considered the future needs of the charity and believe that unrestricted general funds, that is funds which are neither restricted nor designated, should be at least three months' forward operating expenditure. Such funds are needed in order to safeguard the charity's activity against an unexpected shortfall in fundraising income, emergency or unforeseen expenditure and to ensure its financial stability over the longer term.

Future Plans

During 2019 we will continue to build on the work we have been doing for our members, consulting and working with them to improve our support to them. Our activities will support our three aims of raising awareness, supporting patients and campaigning on issues. The priorities for 2019 will be:

Supporting Patients

- Grow our organisation to cover more areas of the UK, particularly where urology/oncology centres exist, so that all men receive better support. In support of this, we will make an application to the Big Lottery.
- Continue to provide small grants to new groups for good ideas
- Maintain a strong web and social media presence
- Run an annual conference and regional workshops on topics of interest to members
- Produce our two quarterly newsletters
- Speak at conferences and corporate events as invited. Currently we have invitations to speak at a pharmaceutical gathering in January, a screening debate at the House of Commons in February and a Warwickshire patient-led support group in April 2019.

Raising Awareness

- Encourage further PSA testing by local support groups
- Develop our "Save a Dad" campaign
- Continue to lobby for a move towards prostate cancer screening
- Research the best way to raise awareness in primary care
- Assist with the implementation of the Man Van.

Campaigning on issues

- Continue to participate in NICE consultations, alone or with other charities
- Participate in the National Prostate Cancer Audit as the patient's voice
- Work closely with coalition partners to ensure equitable treatment and support for diagnosed men

Statement of Trustees' Responsibilities

The Trustees (who are also the Directors of the charitable company for the purposes of company law) are responsible for preparing the Annual Report and financial statements in accordance with applicable laws and United Kingdom Generally Accepted Accounting Practice.

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources

and application of resources including the income and expenditure of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Board of Trustees and signed on its behalf by:

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Roger Wotton Chairman

12/3/2019

Date:

The National Federation of Prostate Cancer Support Groups (operating as Tackle Prostate Cancer)

Independent Examiner's Report to the Trustees of The National Federation of Prostate Cancer Support Groups

I report on the accounts of the company for the year ended 31 December 2018, which are set out on pages 10 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility:

- to examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My 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 presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 as 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 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice;

have not been met; or

The National Federation of Prostate Cancer Support Groups (operating as Tackle Prostate Cancer)

Independent Examiner's Report to the Trustees of The National Federation of Prostate Cancer Support Groups - continued

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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BEN R REYNOLDS BSc (Hons) FCA. TGFP Chartered Accountants & Statutory Auditors Fulford House Newbold Terrace Leamington Spa CV32 4EA

Date: 2) Mard 2019

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INCOME AND EXPENDITURE	Note	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Incoming Resources		£	£	£	£
Voluntary income	2	111,547	2,000	113,547	87,204
Other activities		-	-	-	-
Total Income		111,547	2,000	113,547	87,204
Expenditure on:					
Raising funds	3	20,436	7,187	27,623	8,279
Charitable activities	4	56,100	1,292	57,392	45,665
Total Expenditure		76,536	8,479	85,015	53,944
Net Income/(Expenditure)		35,011	(6,479)	28,532	33,260
Net Movement in Funds for the Year		35,011	(6,479)	28,532	33,260
Reconciliation of Funds					
Total funds b/f at 1 Jan 2018		82,554	11,129	93,683	60,423
Total funds c/f at 31 Dec 2018	8/9	117,566	4,650	122,216	93,683

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

	Note	2018 £	2017 £
Fixed Assets			-
Current Assets Debtors Cash at bank and in hand	6	2,750 <u>122,155</u> 124,905	<u>95,844</u> 95,844
Creditors: Amounts falling due within one year	7	2,689	2,161
Net Current Assets		122,216	93,683
Net Assets		122,216	93,683
Represented by: Restricted Funds General funds		4,650 117,566	11,128 82,554
Total Funds	8/9	122,216	93,683

The notes on pages 13 to 16 form part of these financial statements.

The financial statements were approved by the Board on 12 March 2019 and signed on its behalf by:

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Roger Wotton Chairman

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Erik Friis-Scheel Director

	Note	2018 £	2017 £
Cash Flows from Operating Activities	А	26,310	33,184
Increase/(Decrease) in Cash and Cash Equivalents in the Year		26,310	33,184
Cash and Cash Equivalents at the Beginning of the Year		95,844	62,660
Cash and Cash Equivalents at the End of the Year		122,155	95,844
NOTES TO CASH FLOW STATEMENT			
Note A			
Net Income/(Expenditure) for the Year Adjustment for:		28,532	33,260
Decrease/(Increase) in Debtors		(2,750)	-
Increase/(Decrease) in Creditors	-	528	(76)
Net Cash from/used in Operating Activities	=	26,310	33,184

1 Accounting Policies

The following principal accounting policies have been consistently applied in preparing these financial statements.

a. Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), and the Companies Act 2006.

The National Federation of Prostate Cancer Support Groups meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at cost value.

The financial statements are prepared in sterling, which is the functional currency of the charity and rounded to the nearest \pounds .

b. Income

Voluntary income and donations are included in the financial period to which they relate where it is certain that monies will not be repayable. Voluntary income is recognised together with the associated reclaim of tax where appropriate.

During the year there were donated services totalling £1,200 (2017:£1,200) based upon valuations at a fair market value.

c. Resources expended

All expenditure is accounted for on an accruals basis and is directly classified under the expenditure category to which it relates. Support costs have been allocated to the charitable activity to which they relate.

Expenditure on raising funds comprises those costs relating to activities where the primary aim is to raise funds, along with an apportionment of support costs.

Expenditure incurred in connection with the specific objects of the charity is included under the heading Charitable Activities and includes an apportionment of support costs.

d. Fixed assets

The charity does not have any fixed assets. The Trustees consider the provision of all office equipment to be part of the running costs of the organisation and it is written off in the year of purchase.

e. Taxation

No charge to taxation arises on the result for the year because the company is able to take advantage of the tax exemptions available to charities.

The charity does not operate a pension scheme.

f. Operating leases

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1 Accounting Policies (continued)

e. Funds

Unrestricted funds - these are unrestricted funds which can be used for the charitable objects at the discretion of the Trustees and which have not been designated for other purposes.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds - these are unrestricted funds which have been set aside by the Trustees for specific purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

2	Voluntary income	Unrestricted 2018	Restricted 2018	Total 2018	Total 2017
	Donations received from:	£	£	£	£
	Members	10,073	2,000	12,073	8,605
	Individuals and Community	35,827	-	35,827	8,110
	Trusts and Foundations	-	-	-	1,000
	Companies	65,647		65,647	69,489
		111,547	2,000	113,547	87,204
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3	Fundraising Activities	Unrestricted	Restricted	Total	Total
		2018 £	2018 £	2018 £	2017
	Fundraising Costs	د 18,067	≭ 7,187	ء 25,254	£ 6,813
	Support Costs	2,369	7,107	2,369	1,465
	Governance Costs	2,009	_	2,509	
		20,436	7,187	27,623	8,279
4	Charitable Activities	Unrestricted	Restricted	Total	Total
		2018	2018	2018	2017
		£	£	£	£
	Campaigning & Awareness	25,622	-	25,622	12,032
	Groups Support	19,781	1,292	21,073	23,590
	Support Costs	6,576	-	6,576	6,599
	Governance Costs	4,122	<u> </u>	4,122	3,444
		56,100	1,292	57,392	45,665

5 Support and Governance Costs	Support Costs £	Governance Costs £	Total 2018 £	Total 2017 £
Other Costs	8,833	-	8,833	8,272
Bank Charges	111	-	111	60
Trustee Meetings and Expenses	-	3,600	3,600	3,073
Audit	-	-	-	-
Legal & Professional Fees		522	522	371
	8,944	4,122	13,066	11,776
				Basis of Allocation
Allocated to fundraising costs	2,369	-	2,369	18.1%
Allocated to charitable activities	6,576	4,122	10,697	81.9%
	8,944	4,122	13,066	100.0%
6 Debtors			2018	2017
			£	£
Trade debtors			2,750	
			2,750	
7 Creditors: amounts falling due within or	ne year		2018	2017
—			£	£
Trade creditors			1,661	1,133
Accruals			1,028	1,028
			2,689	2,161

8 Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Total assets	120,255	4,650	124,904
Current liabilities	(2,689)	-	(2,689)
Total Funds	117,566	4,650	122,216

9 Movements in Funds

	1 Jan 2018 £	Incoming Resources £	Outgoing Resources £	Fund Transfers £	31 Dec 2018 £
Unrestricted Funds:					
Unrestricted general funds	82,554	111,547	(76,536)	-	117,566
Restricted Funds:					
Cycle to the Moon	7,187	2,000	(7,187)	-	2,000
Tackle Bus	2,500	-	-	-	2,500
Other restricted funds	1,442	-	(1,292)		150
Total Restricted Funds	11,129	2,000	(8,479)		4,650
Total Funds	93,683	113,547	(85,015)		122,216

10 Related Party Transactions

The Trustees do not receive any remuneration for their duties but during the year the charity paid aggregate expenses totalling £4,284 (2017:£4,526) relating to 6 (2017: 7) trustees in respect of travel, accommodation and subsistence costs.

The charity includes Trustees' Liability Insurance in its combined insurance policy.