

British Thyroid Foundation

(Charity Number: 1006391)

(SC046037)

Trustees Annual Report & Financial Statements for the year ended

31st March 2019

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Charity accounts preparation &
independent examination service

British Thyroid Foundation

(Charity Number: 1006391)

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**British Thyroid
Foundation**

Trustees Annual Report From: 1 April 2018 to 31 March 2019

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
Richard Bliss	Chair	End of term June 2018	
Mark Strachan	Treasurer		
Mark Lansdown	Ex-Officio BAETS	Stepped down March 2019	
Mary Newton			
Greta Lyons			
Joe Straw			
Anna Reavell			
Krishna Chatterjee	Ex-Officio BTA		
Nancy Prest			
Catherine Peters			
Anna Mitchell		Commenced November 2018	

Name of chief executive(s) or senior staff members

Structure, Governance and Management

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 2018 to 31 March 2019. 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 treatments, 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
- £20,000 Annual Research Award that is 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 professional medical and other speakers who help people improve their 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 and 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.

Achievements and performance

The BTF was fortunate this year to receive a generous legacy from one of its members. The trustees agreed that some of the funds would be assigned to

develop a new website combined with the restructuring and modernising of the BTF brand. The trustees believed that in order to drive the charity's objectives, patients would benefit from a fresh looking, more user friendly, informative new website. The website would also include a variety of platforms, including ones that would enable users to join, donate, and set up secure fundraising and events pages.

In January 2019 the BTF conducted a patient feedback survey (in accordance with the BTF Business Plan) and took the opportunity to include questions regarding what our beneficiaries required from the BTF website. The survey went out to BTF members, members of the public and medical professionals. The survey closed on 31 March 2019 after collecting over 500 responses. The results will be analysed and recommendations incorporated into the new website design.

An analysis of website use confirms that the BTF continues to be a valuable resource for people looking for information about thyroid disorders. Each day there were more than 5,500 users. Over the last 12 months there have been over 1.25m new unique users which is an increase of 6.6% from the previous period. We hope that the introduction of the new, more user-friendly website will make it easier for all service users to access information and support.

Our social media platforms were a useful forum for patients and their families. We have 499 members using the BTF parent and carers of children with thyroid disorders closed Facebook group, 284 people using the BTF Hyperthyroidism Facebook group, 279 using BTF thyroid eye disease Facebook group and 28 using BTF Cancer closed Facebook group. We have over 4,160 followers on Twitter.

Social media was an effective way for the organisation to communicate details of recent developments in thyroid research, news in the media, local group information, BTF events and conferences and fundraising opportunities. In February 2019, BTF employed a member of staff to take on the role of Newsletter Editor and Communications Officer. It was hoped that a member of staff managing communications via social media and other means will further meet the aims and objectives of the organisation by promoting our information and support services to people affected by thyroid disease and raising awareness to the public generally.

In partnership with our medical advisors and a group of patients who assisted with the process, all fourteen BTF information leaflets were revised and updated this year. The new leaflets, which were endorsed by the BTA and BAETS, incorporate the membership form and are available to patients and hospitals to order in bulk, free of charge. In addition, the BTF translated all the information leaflets in Urdu, Arabic and Polish. The translated leaflets are available to download from the BTF website. We received very positive feedback regarding both the leaflets and translated leaflets.

From a patient:

'I received your leaflets, they are so much better than I had ever expected, thank you so much. It means the world to see my symptoms listed in the leaflets, I feel I have proof in how I am feeling. Thanks again'.

From medical professionals:

'The leaflets are an essential part of my practice. I make sure ALL and EVERY thyroid patient leaves the initial appointment with a BTF leaflet and continue to ask them if they have read it in follow up appointment. The language leaflets are very patient friendly. They can at last see useful reliable info in their own language'.

'I think they are clearly written and very relevant and patients have given positive feedback on them'.

We were delighted to be able to present two £20,000 grants for the 2019 BTF Research Award. The awards went to Dr Hannah Nieto (University of Birmingham) for her research project 'Nanopore sequencing of FNA samples in thyroid cancer' and Dr Nadia Schoenmakers (University of Cambridge) for her research project 'Measurement of environmental modulators of thyroid hormone biosynthesis, and investigation of their aetiological role in congenital hypothyroidism.'

The BTF believed that both projects would result in improving diagnosis and treatment in congenital hyperthyroidism and thyroid cancer. One of the judging panel stated of Dr Nieto's research: *'If this project identified a method of differentiating benign from malignant thyroid nodules, it has the potential to revolutionise the way we investigate and manage such nodules in the UK (and worldwide). It could help prevent many thousands of unnecessary thyroid surgical procedures per year.'* Another member of the judging panel commented of Dr Schoenmaker's research: *'This project has unique potential to determine how environmental factors interact with genetic susceptibility to cause congenital hypothyroidism in a UK childhood context.'*

As mentioned in the last annual report the BTF, in partnership with two medical professionals who were experts in this field, produced and published some new guidelines for pregnancy and thyroid disorders. We also designed a pocket-sized 'Pregnancy Alert Card' that set out key messages for women planning a pregnancy or newly pregnant. The cards were supplied to health care professionals who distributed them to thyroid patients.

In September 2018 the BTF was thrilled to hear that the BTF 80-page booklet 'Thyroid Cancer: For Patients, By Patients' (third edition) was awarded Highly Commended at the British Medical Association, Patient Information Awards in 2018. The judging panel commented: *'This is an excellent resource and is likely to be of considerable value to patients facing a thyroid cancer diagnosis'*. The booklet is available to read online and is sent out free to hospitals and patients. Last year

we were delighted to send out 443 booklets to hospitals to give to newly diagnosed patients.

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) we are now rolling out 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.

The BTF is part of the UK Iodine Group (UKI www.ukiodine.org). It is chaired by Professor John Lazarus, Cardiff and holds regular teleconferences and meetings. UKI members conduct research, give presentations and provide articles for publication in professional journals and the media. For people with a normal functioning thyroid UKI advocates dietary sources of iodine, the use of iodised salt, and iodine supplementation during pregnancy.

Tata Chemicals Europe, with whom we have engaged, are nearing the production stage of their iodised salt product.

Our local groups played a large part in delivering the charity's aims in supporting patients with thyroid disorders. This year the groups held around ?? local meetings with a range of professional speakers. The topics ranged from helping with psychological, nutritional and lifestyle wellbeing to providing information on thyroid function tests. The groups, on average, were attended by 40-60 people per meeting. We were very keen to support the local groups who were all user led. One of the group attendees commented: *'When I was first diagnosed with thyroid cancer it came as a shock. Joining my local thyroid community was hugely supportive and helped me feel less isolated. Although we all had different conditions we were all in this together, trying to understand how to cope. Especially during those initial confusing months having access to information and sharing experiences was a great help.'*

In response to the ever-increasing number of medical queries from patients, the trustees decided to employ an experienced member of staff who would be responsible for responding to all medical queries that were received. Over the past twelve months, with the help of our thirteen specialist medical advisors, the BTF replied to over 700 medical queries. Two of our service users stated:

'Thanks so much for getting back to me so quickly. It has reassured me a lot! I think since my thyroid disorder took a long time to be diagnosed, it made me a bit concerned about things being missed. This service is really valuable, with all the different information online and the difficulties in seeing a GP, it can be easy to get confused about thyroid related issues'.

'Since I've been attending the meetings (six years ago) people say that I have become much more confident and outgoing. I always look forward to the meetings and have many more friends.'

Our 18 telephone contacts were a valuable source of support for patients who were wanting to share concerns and experiences. One of our busier telephone contacts took on average 90 call per week over the past 12 months. Patients were also able to telephone Head Office for help and information. We gave personal support to each of our callers. If we were unable to give them the advice there required, we were able to seek the information needed from our medical advisors. One caller said: *'Thank you for sending me the information yesterday. I have cognitive impairment so it was very helpful sending the information via my email and highlighting the bit I needed to show my GP in red ...many thanks'*.

In June 2018 the BTF invited all its fantastic volunteers to attend a training day in London. We asked the volunteers what they felt would be of benefit to them and they agreed that having a training session with a thyroid expert would be the most useful. Responding to their feedback we invited Dr Mark Vanderpump to come along and speak to the volunteers about thyroid disorders, followed by a session on the new volunteer guidelines written to help them in their role. We received some positive feedback from the volunteers, which included: *'Sessions were very different and all useful. I was glad to have Dr Vanderpump's session to begin. He was very informative'*.

On 19 July 2018 the BTF was invited, along with other thyroid patient groups and the President of the BTA, to take part in a meeting at the House of Lords. The discussion followed debates in both Houses of Parliament about the high cost of one of the thyroid medications (liothyronine) and the impact this was having on patients who relied on it to feel well. Following the discussion, the patient groups collaborated on a dossier evidencing the problems that had arisen with regard to availability of Liothyronine throughout the England. The document was presented to the Government Health Minister in January 2019.

It was hoped that by working together to develop a research strategy which highlights priorities of need, researchers would be in a stronger position to attract funding that would otherwise not be available.

Future objectives

Going forward, the BTF would like to provide more direct information and support to adults and children with thyroid conditions. Therefore, we will be planning two information events in the coming year. Firstly, the third BTF Children's Conference, which will be held in Birmingham in June 2019 and a

Hyperthyroidism/Thyroid Eye Disease Conference in Leeds in October 2019. In February 2020 we will be arranging a Patient Information Event in London on all aspects of hypothyroidism.

We will also be producing a series of short films for teenagers with thyroid disorders, which will be available on the BTF website and on our YouTube channel. The BTF will also develop accompanying literature for teenagers, to include information on the period of transition from paediatric to adult care.

We will continue to work in partnership with the BTA and BAETS to provide evidence-based and up to date information to all our service users.

Reserves Policy

The charity maintains reserves that are at an adequate level to conduct its activities and in accordance with this Reserves Policy. The policy is reviewed each year by the trustees. The Foundation continues to build up a reserve to cover project and research awards payable now and in the future.

We are very grateful for some generous legacies which have given the charity financial security. However, we are aware that legacies cannot be relied on and therefore the charity holds funds in free reserves to cover the possibility of no future income from legacies.

We recognise it is important to hold reserves should the BTF be forced to close for any reason. Winding up costs would include redundancy payments to staff, refurbishment and disposal of the leasehold 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 however with a cash reserve, continued work to raise the profile of the charity's activities, and the development and growth of the fundraising strategy, we are confident that BTF's long term future is sustainable.

Reserves – based on 4 months' winding up costs - £130,236

Further financial information

To ensure a sustainable future for the charity the trustees decided to invest £240,000 in accordance with the BTF Investment Policy. The core elements of this 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.
- 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.

In addition, the trustees decided to invest £85,000 into a higher savings accounts which should ensure a better return for BTF funds.

Declaration

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

Signed on behalf of the Charity trustees

Signature

N 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 2019** 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.

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 understanding of the accounts to be reached.

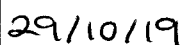
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 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



Date:

British Thyroid Foundation
(Charity Number: 1006391)

Receipts & payments accounts for the year ending:			31st March 2019	
	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£
Receipts				
Grants & donations	18,820	13,028	31,848	26,198
Subscriptions	52,656	-	52,656	53,430
Fundraising	24,755	1,481	26,236	13,937
Gift Aid	23,820	-	23,820	118
Legacies	5,000	-	5,000	136,097
Salary contribution	1,000	207	1,207	1,306
Bank interest	52	-	52	712
TeamedD project	-	1,079	1,079	1,317
Sale of Christmas cards, books etc.	5,020	-	5,020	5,233
Total receipts	131,123	15,795	146,918	238,348
Payments				
Salaries & NI	99,092	-	99,092	99,254
Premises costs	16,340	-	16,340	16,439
Public awareness & publicity	30,539	3,351	33,890	29,477
Office & computer costs	6,114	1,082	7,196	6,997
Insurance	2,487	-	2,487	2,619
Fundraising costs	9,581	-	9,581	3,957
Nurse & research award	-	10,000	10,000	34,606
Governance costs	1,682	20	1,702	2,483
Payroll & administration costs	541	-	541	201
Independent examination fee	550	-	550	600
Recruitment costs	-	-	-	393
Total payments	166,926	14,453	181,379	197,026
Net of receipts/(payments)	(35,803)	1,342	(34,461)	41,322
Transfers between funds	(1,155)	1,155	-	-
Balance brought forward	325,406	44,811	370,217	328,895
Balance carried forward	288,448	47,308	335,756	370,217

British Thyroid Foundation
(Charity Number: 1006391)

Statement of assets and liabilities at:

31st March 2019

	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
Assets	£	£	£	£
Lloyds bank account	53,498	47,308	100,806	240,370
RBS bank account	149,950	-	149,950	129,844
High interest account	85,000	-	85,000	-
Petty cash	-	-	-	3
	<u>288,448</u>	<u>47,308</u>	<u>335,756</u>	<u>370,217</u>

	Cost	Current value
	£	£
Investment assets		
Charifund fixed interest	120,000	122,540
Charifund equities	120,000	125,613
	<u>240,000</u>	<u>248,153</u>

	Unrestricted funds	Restricted funds	2019 Total funds	2018 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 2019

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

Hypothyroidism Research

Purpose

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
	£	£	£	£	£
Hypothyroidism Research	40,314	-	10,020	-	30,294
Iodine Project	3,316	207	461	-	3,062
Cancer Group	-	480	-	-	480
TED Group	-	1,079	-	-	1,079
Anonymous Donor Fund	-	3,000	-	-	3,000
Children's Project	-	7,506	(210)	1,155	8,871
Sanofi Language Leaflets	-	1,500	1,500	-	-
SfE Training & Travel	1,181	2,023	2,682	-	522
Restricted funds	44,811	15,795	14,453	1,155	47,308
Unrestricted funds	325,406	131,123	166,926	(1,155)	288,448
Total funds	370,217	146,918	181,379	-	335,756

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 2019

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

1/10/19
Via Email

Date



Signed for and on behalf of the trustees

1/10/19

Date

MARK STACHAJ

Print name

TREASURER

Position (e.g. Chair etc)