

**Charity Registration No. 1166012**

**Company Registration No. 9816385 (England and Wales)**

**BRITISH THORACIC ONCOLOGY GROUP**

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 MARCH 2019**

# BRITISH THORACIC ONCOLOGY GROUP

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Professor M D Peake Dr D Dunlop Mr J G Edwards (Chairman) Mr A M Grange Mr C Kerr (Treasurer) Ms S Hiom
<b>Senior Executive Officer</b>	Ms D E McKinley
<b>Steering Committee Chair</b>	Professor S Popat
<b>Steering Committee Vice-Chair</b>	Dr T Newsom-Davis
<b>Charity number</b>	1166012
<b>Company number</b>	9816385
<b>Principal address</b>	Unit 118 Greenacres The Sidings Leicester LE4 3BR
<b>Registered office</b>	West Walk Building 110 Regent Road Leicester LE1 7LT
<b>Independent examiner</b>	P T Barnett FCCA Newby Castleman LLP West Walk Building 110 Regent Road Leicester LE1 7LT
<b>Bankers</b>	Santander UK plc Bridle Road Bootle Merseyside L30 4GB

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# BRITISH THORACIC ONCOLOGY GROUP

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# BRITISH THORACIC ONCOLOGY GROUP



## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2019

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The trustees, who are the directors of the charitable company, present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Accounting and Reporting by Charities: Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The legal and administrative information forms part of this report.

### **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.

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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### **OBJECTIVES AND ACTIVITIES (continued)**

#### **Activities for achieving objectives for the public benefit**

The Board of 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 set out 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 including films and presentations from BTOG educational events and access to an online lung cancer journal; 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 fosters 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, and 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.

#### **Criteria to measure success in the reporting period;**

We measure our success in achieving our objectives in a number of ways:

- By providing an annual CPD education programme of value to the whole multi-disciplinary team and receiving good feedback from attendees and consistent or increased attendance to the events.
- By providing networking opportunities at all educational events for the professional community to collaborate to develop research.
- By listening to our stakeholders to ensure what we do is relevant and effective through feedback and surveys.
- By working collaboratively with other groups to improve patient outcomes.
- By ensuring that BTOG represents patients in relevant guideline and drug development.

#### **Longer term aims and objectives**

BTOG is currently working on a 5-year Strategy after consulting with our multi-disciplinary members and steering committee.



#### 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 also welcomed 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.



The BTOG Essential Update events programme provides up-to-date information on relevant specialities and areas of research, treatment and care. Registrations at BTOG Essential Updates and at the ASCO Update were free of charge for healthcare professionals.

- Neuroendocrine/SCLC Essential Update 2018 was held on 18th April 2018.
- American Society of Clinical Oncology (ASCO) 2018 National Update in collaboration with Roy Castle Lung Cancer Foundation was held on 8th June 2018. 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 Early Lung Cancer, Radiotherapy, Metastatic Non-Small Cell Lung Cancer, Immunotherapy, Mesothelioma, Small Cell Lung Cancer and Thymic Tumours.
- Stage III Lung Cancer Essential Update 2018 was held on 23rd November 2018.
- BTOG & Mesothelioma UK Mesothelioma Essential Update 2019 was held on 11th March 2019 in collaboration with Mesothelioma UK.



## **BTOG 2019 Annual Conference** **Dublin 23-25 January**

- BTOG 2019 – the 17th Annual Conference was the largest conference to date. BTOG provided a scholarship which funded the registration fees or equivalent for 109 thoracic oncology healthcare professionals at BTOG 2019, an increase of 41 on the previous year. BTOG provided fully funded places at BTOG 2019 for 15 advocates who sit on thoracic oncology clinical studies or trial management groups, advisory boards/groups or other related groups. BTOG 2019 attracted 921 attendees; 90 faculty from 8 countries; 230 posters; 25 exhibition stands with over 200 exhibitors; 170 first time attendees; over 3.3m twitter impressions; 2,065 tweets using #BTOG2019. Topics included Pathology; Early Diagnosis; Clinical Trials; Thymic Malignancies; Diagnostics; Translational Oncology; Respiratory Medicine; Radiotherapy; Radiology; Nursing; Screening; Surgery; Immunotherapy; Mesothelioma and Optimal Practice. BTOG welcomed The Association of Pulmonary Pathologists and hosted the BTOG/APP specialist symposium and their annual APP meeting at BTOG 2019 – this encouraged pathology attendees to the annual conference.

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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### **ACHIEVEMENTS AND PERFORMANCE (continued)**

During this year BTOG continued to provide improved member services including an on-line document and film library with presentations and films from BTOG educational events, access to an online lung cancer journal 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. BTOG circulated blogs by E-News and published on the website on the NICE approval of a NSCLC treatment; Immunotherapy for Locally Advanced Lung Cancer; Highlights from World Conference on Lung Cancer 2018; Discussing the Results of the PACIFIC Trial; Treating Tobacco Addiction in Lung Cancer Patients; The NELSON study - 'huge impetus to calls to introduce a national screening programme'; Mesothelioma Essential Update and four blogs produced by first-time attendees to BTOG 2019. Membership of BTOG during this year was free of charge.

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. In order to ensure compliance to GDPR, BTOG contact members annually to renew and opt-in to receive information from BTOG.

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 including British Thoracic Society, Cancer Chemotherapy Interest Group, European Association for Cardio-Thoracic Surgery (EACTS), European Thoracic Oncology Platform, International Association for the Study of Lung Cancer, Mesothelioma UK, National Cancer Research Institute, National Lung Cancer Audit, National Lung Cancer Forum for Nurses, Public Health England Implementation Board for Tobacco, Roy Castle Lung Cancer Forum, Royal College of Physicians Tobacco Advisory Board, Society for Cardiothoracic Surgery, Thoracic Alliance for Cancer Trials, UK Mesothelioma Alliance and UK Lung Cancer Coalition.

The Video Journal of Oncology – Steering committee members made films on relevant topics at BTOG 2019 and recognised their affiliation to BTOG.

LungCancer.med – Steering committee members participated in films and commented at BTOG 2019 and recognised their affiliation to BTOG.

Practice in Stage III NSCLC survey - Conducted on behalf of BTOG and the UK Society for Cardiothoracic Surgery (SCTS). The survey aimed to map the perspectives and opinions of MDT specialists involved in the treatment of Stage III NSCLC in the UK. The results will be published in early 2020.

NICE Representation - NICE appraisals review and make recommendations on the clinical and cost-effectiveness of medicines and treatments in the NHS. During this period Steering Committee Members have represented BTOG on 15 NICE appraisals to review the use of new and existing medicines and treatments within the NHS to ensure clinical and cost effectiveness. 5 NICE appraisals were represented by non-steering committee members – co-opted to represent BTOG. There were a further 8 NICE appraisals that commenced during this period but did not need representation in place. Participating in a NICE appraisal involves attending appraisal meetings, reviewing lengthy and detailed documents and making comment and recommendations in order to improve access to treatment for patients. BTOG also nominates and provides clinical experts. NICE guidelines and other consultations during this year included Lung cancer: diagnosis and management and tobacco prevention cessation/harm reduction.

A member of the BTOG Steering Committee and the Tobacco Advisory Group of the Royal College of Physicians (RCP) was one of the contributors to a major new report by the RCP. The RCP calls for a radical change in the way the NHS treats smoking, by providing opt-out cessation services as a routine component of all hospital care. The report "Hiding in plain sight": Treating tobacco dependency in the NHS says that giving smokers the help they need to quit smoking while in hospital will save lives, improve quality of life as well as increasing life expectancy, and help to reduce the current £1 billion per year cost to the NHS of smoking by patients and staff.

# BRITISH THORACIC ONCOLOGY GROUP



## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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### **FINANCIAL REVIEW**

#### **Finance Overview**

Total income for the year ended 31 March 2019 amounted to £527,451 (2018 - £481,127). The principal funding sources were sponsorship fees which accounted for 55% of total income and registration fees which accounted for 40% of total income. The Trustees were pleased to secure 2 sponsorship add-ons during the year in the sum of £25,000 towards the Scholarship Education Fund. Scholarship funding was awarded to 109 successful health care professionals who submitted an abstract and attended the annual conference.

Total expenditure for the year ended 31 March 2019 amounted to £459,235 (2018 - £407,061) and this sum was split between charitable activities costs in the sum of £429,416 and costs of raising funds in the sum of £29,819. The major items of expenditure for BTOG continue to be conference costs and staff salaries. Staff working for the charity are employed by the University Hospitals of Leicester NHS Trust and their salary costs are recharged to BTOG.

Net income for the year ended 31 March 2019 was £68,216 compared to £74,066 in the previous year. This is in line with the trustees' aim to have enough reserves to support BTOG in times when income for the charity may be reduced due to cash flow 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' normal operating expenditure in reserves. Normal operating expenditure is identified in annual budgets which are approved by the trustees. This reserve level will ensure that the current service provided by BTOG is secure in times when income to the charity may be reduced due to cash flow or other reasons such as external sponsor budget restrictions.

Total reserves as at 31 March 2019 amounted to £632,620 of which £nil are restricted. As at 31 March 2019 free reserves (total unrestricted reserves less unrestricted tangible fixed assets) amounted to £631,254 which is currently below the target level of reserves. The trustees are considering measures to try and build up free reserves going forward and they will monitor the level of reserves as part of BTOG's financial processes. When reserves exceed the agreed level (2 years' normal 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 the 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.

#### **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.

#### **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. As detailed above, 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 and as a result a robust reserves policy has been introduced.

A Risk Policy and a detailed Risk Register have been produced. The Risk Register covers governance, external, financial, operational and regulatory risk and the review of the Risk Register is a standing item at every Trustee meeting.



# BRITISH THORACIC ONCOLOGY GROUP



## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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### **STRUCTURE GOVERNANCE AND MANAGEMENT**

#### **Constitution**

British Thoracic Oncology Group registered as a company (9816385) on 8th October 2015 and as a charity (1166012) on 11th 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. In selecting individuals for appointment as new trustees, the trustees will consider the skills, knowledge and experience needed for the effective running of the charity. Upon appointment, trustees are provided with an induction pack which includes various items such as the governing document, the latest financial statements, policy documents and Charity Commission guidance.

#### **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. They 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 include 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 the day-to-day work to the BTOG Senior Executive Officer and other appointed staff/agents. The trustees meet in person 4 times a year and communicate by email at all other times. One trustee also attends Steering Committee meetings as an observer (subject to availability).

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 a 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.

BTOG is a member of the National Council for Voluntary Organisations (NCVO) and trustees have access to online resources and information for charities. The trustees are required to update their trustee knowledge and training regularly to ensure they understand their role and responsibilities. 5 out of the 6 trustees attended group training covering trustee refresher training and high performing board training provided by NCVO on 6th September 2018. John Edwards attended "Charity Trustees Induction and refresher training" in December 2017.

The Senior Executive Officer (SEO) 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 Steering Committee Chair to decide upon; advises and informs the trustees so that they are able to carry out their governing role and recruits and appoints staff/agents. The SEO is reportable to University Hospitals of Leicester NHS Trust (UHL) Line Manager and Steering Committee Chair and is accountable to the trustees.

# BRITISH THORACIC ONCOLOGY GROUP



## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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### **STRUCTURE GOVERNANCE AND MANAGEMENT (continued)**

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 SEO and willingness to back the judgement of the SEO 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 SEO and Executive Assistant (EA) are paid roles employed by UHL, 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 UHL 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. In August 2017, BTOG moved to external offices (with Mesothelioma UK) and in December 2018 the BTOG executive team moved into a dedicated office space for BTOG. A formal Service Level Agreement exists between BTOG and UHL and BTOG and Mesothelioma UK (for use of IT equipment). BTOG works collaboratively with many organisations including Mesothelioma UK (a related party) in the pursuit of its charitable activities. An Essential Update on mesothelioma was organised by BTOG with Mesothelioma UK in Birmingham on 11th March 2019.

BTOG recognised the need for appropriate governance to ensure transparent working and therefore has 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 developed taking account of Charity Commission guidance. The policies are reviewed as per the review dates and new policies are developed as needed and identified and are available in the Governance section of the BTOG website.

The Trustees confirm that the major risks relating to BTOG have been reviewed and systems and procedures have been established to manage those risks.

### **PLANS FOR THE FUTURE**

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.

The trustees will endeavour to sustain the level of income generated from sponsorships and registration fees whilst monitoring both core and operational costs to ensure that the service offering constitutes value for money. Furthermore, the trustees are looking at ways to identify new sources of income and this includes consideration to introducing an annual membership fee.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Board of Trustees on 11 December 2019 and signed on its behalf by:

Mr J G Edwards  
**Chair of the Board of Trustees**

# BRITISH THORACIC ONCOLOGY GROUP

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF BRITISH THORACIC ONCOLOGY GROUP

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I report to the trustees on my examination of the accounts of the company for the year ended 31 March 2019.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 charity as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

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.

**P T Barnett FCCA (Independent Examiner)**

Newby Castleman LLP  
West Walk Building  
110 Regent Road  
Leicester  
LE1 7LT

Dated: 11 December 2019

# BRITISH THORACIC ONCOLOGY GROUP

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

		Unrestricted funds	Restricted funds	Total 2019	Total 2018 as restated
	Notes	£	£	£	£
<b>Income from:</b>					
Donations and legacies	3	200	25,000	25,200	15,000
Charitable activities	4	210,001	-	210,001	201,434
Other trading activities	5	292,250	-	292,250	264,693
<b>Total</b>		502,451	25,000	527,451	481,127
<b>Expenditure on:</b>					
Raising funds	6	29,819	-	29,819	25,993
Charitable activities	7	429,416	-	429,416	381,068
<b>Total</b>		459,235	-	459,235	407,061
<b>Net income</b>		43,216	25,000	68,216	74,066
Transfers between funds	12	25,000	(25,000)	-	-
<b>Net income for the year/ Net movement in funds</b>		68,216	-	68,216	74,066
Total funds brought forward		564,404	-	564,404	490,338
<b>Total funds carried forward</b>		632,620	-	632,620	564,404

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BRITISH THORACIC ONCOLOGY GROUP

## BALANCE SHEET

AS AT 31 MARCH 2019

		2019		2018 as restated	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		1,366		-
<b>Current assets</b>					
Debtors	15	169,959		213,420	
Cash at bank and in hand		540,335		462,847	
		<u>710,294</u>		<u>676,267</u>	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	16	(79,040)		(111,863)	
<b>Net current assets</b>			631,254		564,404
<b>Net assets</b>			<u>632,620</u>		<u>564,404</u>
<b>Total funds of the charity</b>					
Designated funds		113,422		-	
General funds		519,198		564,404	
		<u></u>		<u></u>	
Total unrestricted funds	19		632,620		564,404
<b>Total charity funds</b>			<u>632,620</u>		<u>564,404</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the accounts.

The financial statements were approved and authorised for issue by the Board of Trustees on 11 December 2019 and are signed on its behalf by:

Mr C Kerr  
Trustee and Treasurer

Company Registration No. 9816385

# BRITISH THORACIC ONCOLOGY GROUP

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2019

		2019		2018 as restated	
	Notes	£	£	£	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	24		79,262		(49,969)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(1,774)		-	
<b>Net cash used in investing activities</b>			(1,774)		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			77,488		(49,969)
Cash and cash equivalents at beginning of year			462,847		512,816
<b>Cash and cash equivalents at end of year</b>			540,335		462,847

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies

#### Charity information

British Thoracic Oncology Group ("BTOG") is a private company limited by guarantee incorporated in England and Wales. The address of the registered office and place of business is given in the legal and administrative information page of these financial statements.

The members of the charity include the trustees named within the legal and administrative information. In the event of the trust being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### 1.1 Basis of preparation

The charity is a Public Benefit Entity as defined by FRS 102. The financial statements have been prepared in accordance with: the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Accounting and Reporting by Charities: the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Comparative amounts have been reclassified to ensure consistency with the current year's presentation.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds of the charity which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### 1.4 Income recognition

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from charitable activities primarily includes income received for conference and course registration fees. Such income is recognised at fair value when the charity has entitlement after any performance conditions have been met, if it is probable that the income will be received and the amount can be measured with reliability. If entitlement is not met, then the amounts are deferred.

Income from trading activities includes income earned from sponsorship.

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Expenditure is recognised when there is legal or constructive obligation to make the payment to a third party, if it is probable that settlement will be required and the amount of the obligation can be measured reliably. It is recognised under the following headings:

- Expenditure on raising funds - this includes costs for advertising, marketing, direct mail and publicity.
- Expenditure on charitable activities - this includes services to further the delivery of the objectives of the charity.

Irrecoverable VAT is charged against the category of resources expensed for which it was incurred.

#### Support costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and costs of raising funds and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity. Support costs are allocated to costs of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

The analysis of these costs is included in note 9.

#### 1.6 Tangible fixed assets

Tangible fixed assets are measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Fixtures & fittings	15% of cost
Computer equipment	33.33% of cost

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

#### 1.8 Financial instruments

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Debtors and creditors with no stated interest rate and receivable or payable within one year are measured at transaction price. Any losses arising from impairment are recognised in the SOFA.

#### 1.9 Taxation

British Thoracic Oncology Group is a registered charity and no taxation provision is required as its income from charitable activities falls within the various exemptions available to registered charities.

#### 1.10 Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.



# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 1 Accounting policies

(Continued)

#### 1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to the SOFA on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not consider there to be any key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

### 3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Donations	200	-	200	-
Scholarship Education Fund grant	-	25,000	25,000	15,000
	<u>200</u>	<u>25,000</u>	<u>25,200</u>	<u>15,000</u>
Unrestricted funds				-
Restricted funds				15,000
				<u>15,000</u>

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Conference and course registration fees	210,001	-	210,001	201,434
Unrestricted funds				201,434
Restricted funds				-
				201,434

### 5 Income from other trading activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Sponsorship	292,250	-	292,250	264,693
Unrestricted funds				264,693
Restricted funds				-
				264,693

### 6 Expenditure on raising funds

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Advertising, marketing, direct mail and publicity	10,928	-	10,928	8,152
Support costs	18,891	-	18,891	17,841
	29,819	-	29,819	25,993
Unrestricted funds				25,993
Restricted funds				-
				25,993

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 7 Expenditure on charitable activities

	Activities undertaken directly Note 8 £	Support Costs Note 9 £	Total 2019 £	Total 2018 £
Conference and courses	340,737	88,679	429,416	381,068
Unrestricted funds			429,416	381,068
Restricted funds			-	-
			429,416	381,068

### 8 Expenditure on activities undertaken directly

	2019 £	2018 £
<b>Conference and courses</b>		
Venue and accommodation management	299,800	280,128
Abstract publication	22,308	25,063
Speakers expenses	15,722	9,004
Prizes and bursaries	1,750	1,755
Course accreditation	1,157	-
	340,737	315,950

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 9 Expenditure on support costs

	Basis of allocation	2019 £	2018 £
Staff costs	Raising funds and charitable activities	61,621	44,603
Depreciation	Charitable activities	408	-
Travel	Charitable activities	22,044	17,866
Training	Charitable activities	5,985	5,052
Subscriptions	Charitable activities	768	1,037
Rent	Charitable activities	2,475	1,500
Insurance	Charitable activities	3,261	3,488
Office costs	Charitable activities	2,774	2,964
Software costs	Charitable activities	1,386	1,073
Bad debts	Charitable activities	2,040	1,500
Governance	Charitable activities	4,133	3,033
Sundry	Charitable activities	675	843
		<u>107,570</u>	<u>82,959</u>
Analysed between:			
Raising funds		18,891	17,841
Charitable activities		<u>88,679</u>	<u>65,118</u>
		<u>107,570</u>	<u>82,959</u>

Support costs have been allocated to raising funds and charitable activities on a basis consistent with the use of the resource. Support costs include governance costs totaling £4,133 (2018: £3,033).

The amount charged to the SOFA in respect of the independent examiner's remuneration is as follows:  
Independent examination £3,500 (2018 - £3,000)  
Other financial services £600 (2018 - £Nil)

### 10 Trustees

The trustees neither received nor waived any emoluments during the year (2018: £Nil).

Subsistence expenses were reimbursed to 4 trustees (2018: 0) in the sum of £1,467 during the year (2018: £Nil).

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 11 Employees

#### Number of employees

The average monthly number employees during the year was:

	2019 Number	2018 Number
Total	2	1

#### Employment costs

	2019 £	2018 £
Wages and salaries	61,621	44,603

Staff working for the charity are employed directly by the University Hospitals of Leicester NHS Trust and their salary costs are recharged to the charity, as shown in these accounts. The amount recharged was £61,621 (2018 - £44,603).

There were no employees whose annual remuneration was £60,000 or more.

### 12 Transfers

The transfer in the sum of £25,000 represents amounts deducted from conference registration fees following successful applications to the Scholarship Education Fund.

### 13 Tangible fixed assets

	Fixtures & fittings £	Computer equipment £	Total £
<b>Cost</b>			
Additions	1,000	774	1,774
At 31 March 2019	1,000	774	1,774
<b>Depreciation and impairment</b>			
Depreciation charged in the year	150	258	408
At 31 March 2019	150	258	408
<b>Carrying amount</b>			
At 31 March 2019	850	516	1,366

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

<b>14 Financial instruments</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	169,057	213,420
	<u>          </u>	<u>          </u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	12,328	71,842
	<u>          </u>	<u>          </u>
Financial assets measured at amortised cost comprise trade and other debtors.		
Financial liabilities measured at amortised cost comprise trade creditors and accruals.		
<b>15 Debtors</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	55,635	40,677
Other debtors	113,422	172,743
Prepayments and accrued income	902	-
	<u>          </u>	<u>          </u>
	169,959	213,420
	<u>          </u>	<u>          </u>
<b>16 Creditors: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	36,437	40,021
Deferred income (see note 17)	30,275	-
Trade creditors	8,828	68,221
Accruals	3,500	3,621
	<u>          </u>	<u>          </u>
	79,040	111,863
	<u>          </u>	<u>          </u>
<b>17 Deferred income</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Arising from advanced registration fees and training fees	30,275	-
	<u>          </u>	<u>          </u>

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 18 Restricted funds

The funds of the charity include restricted funds comprising the following unexpended balances of grants held on trust for specific purposes:

	Balance at 1 April 2018 £	Movement in funds		Transfers £	Balance at 31 March 2019 £
		Income £	Expenditure £		
Scholarship Education Fund	-	25,000	-	(25,000)	-
	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>

#### Scholarship Education Fund

This fund represents amounts donated by sponsors to financially support applicants attending the conference.

### 19 Unrestricted funds

The unrestricted funds of the charity include a designated fund which has been set aside out of unrestricted funds by the trustees for a specific purpose:

	Balance at 1 April 2018 £	Movement in funds		Transfers £	Balance at 31 March 2019 £
		Income £	Expenditure £		
General funds	564,404	502,451	(459,235)	(88,422)	519,198
Designated funds - wages fund	-	-	-	113,422	113,422
	<u>564,404</u>	<u>502,451</u>	<u>(459,235)</u>	<u>25,000</u>	<u>632,620</u>

The wages fund represents funds held by the University Hospitals of Leicester NHS Trust as Custodian Trustee on behalf of British Thoracic Oncology Group for the payment of wages to staff working for the charity but who are employed by the NHS Trust.

### 20 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Total £
Fund balances at 31 March 2019 are represented by:			
Tangible assets	1,366	-	1,366
Current assets/(liabilities)	517,832	113,422	631,254
	<u>519,198</u>	<u>113,422</u>	<u>632,620</u>

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 21 Operating lease commitments

At 31 March 2019 the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Within one year	3,000	-
Between two and five years	5,750	-
	<u>8,750</u>	<u>-</u>

Lease payments totalling £1,000 (2018 - £nil) have been recognised as an expense during the year.

### 22 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2019 £	2018 £
Aggregate compensation	<u>47,229</u>	<u>44,603</u>

During the year rent and office expenses in the sum of £3,833 (2018 - £4,473) were invoiced by Mesothelioma UK to the British Thoracic Oncology Group. Professor M D Peake and Ms D E McKinley are trustees of both these organisations. At the balance sheet date there was an outstanding balance of £717 (2018 - £nil) for these services.

Further, travel expenses were due to be reimbursed to the following trustees at the year end:

J Edwards £116 (2018 - £nil)

D Dunlop £182 (2018 - £nil)

There have been no further related party transactions in the reporting period that require disclosure in the financial statements, other than those noted in note 10 to the financial statements.

### 23 Controlling party

British Thoracic Oncology Group is a company limited by guarantee and not having a share capital; it is incorporated under the Companies Act and governed by the Memorandum and Articles of Association of the charity. The trustees of the charity are elected members and act as directors of the charity who are deemed to be the controlling party of the charity.



# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

24 Cash generated from operations	2019 £	2018 £
Surplus for the year	68,216	74,066
Adjustments for:		
Depreciation of tangible fixed assets	408	-
Movements in working capital:		
Decrease/(increase) in debtors	43,461	(156,270)
(Decrease)/increase in creditors	(63,098)	32,235
Increase in deferred income	30,275	-
<b>Cash generated from/(absorbed by) operations</b>	<u>79,262</u>	<u>(49,969)</u>

## 25 Financial commitments, guarantees and contingent liabilities

A detailed review of the company's VAT affairs is currently being undertaken with respect to the place of supply of services and partial exemption.

In the opinion of the trustees, at this stage of the review process there is insufficient information to enable them to make a reliable estimate of any accrued VAT which may ultimately arise in this regard. Accordingly, no provision has been included in the financial statements in respect of this review.

The trustees have sought expert VAT advice from their professional advisors to help them with the review process and they will act accordingly based on the findings following the completion of this process.

# BRITISH THORACIC ONCOLOGY GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 26 Prior period adjustment

The prior period adjustments relate to the restatement of the previously reported SOFA and Balance Sheet to reflect the following:

- 1 An understatement of charitable expenditure in the sum, of £68,221 as a result of the failure to recognise trade creditors for conference costs and abstract publication costs for the year ended 31 March 2018.
- 2 The impact of the misclassification of charitable funds in the sum of £253,070 held by the University Hospitals of Leicester NHS Trust on behalf of British Thoracic Oncology Group. On incorporation as a limited company and in subsequent years these funds were accounted for as being repayable to the NHS Trust whereas the NHS Trust are actually holding the funds in their capacity as custodians for the British Thoracic Oncology Group.

### Changes to the balance sheet

	At 31 March 2018		
	As previously reported	Adjustment	As restated
	£	£	£
<u>Liabilities</u>			
Creditors due within one year	296,712	(184,849)	111,863
	<u>          </u>	<u>          </u>	<u>          </u>
<u>Total funds of the charity</u>			
Unrestricted funds	379,555	184,849	564,404
	<u>          </u>	<u>          </u>	<u>          </u>

### Changes to the SOFA

	Period ended 31 March 2018		
	As previously reported	Adjustment	As restated
	£	£	£
Expenditure on charitable activities	312,847	68,221	381,068
	<u>          </u>	<u>          </u>	<u>          </u>
Net movement in funds	142,287	(68,221)	74,066
<u>Reconciliation of funds</u>			
Total funds brought forward	237,268	253,070	490,338
	<u>          </u>	<u>          </u>	<u>          </u>
Total funds carried forward	379,555	184,849	564,404
	<u>          </u>	<u>          </u>	<u>          </u>