

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

**31<sup>ST</sup> MARCH 2021**

REGISTERED CHARITY NO. 1065026

# THE BRITISH ONCOLOGY PHARMACY ASSOCIATION

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# THE BRITISH ONCOLOGY PHARMACY ASSOCIATION

## TRUST INFORMATION

Registered Charity No. 1065026

Trustees Robert Duncombe  
Emma Foreman  
Seonaid McLachlan

Treasurer Dharmisha Chauhan

Independent Examiner Barry Fine

Address c/o Dharmisha Chauhan  
39 Oakley Road, Luton, LU4 9PT

Bankers National Westminster Bank plc

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)**

I report on the Accounts of the Association for the year ended 31<sup>st</sup> March 2021 which are set out on pages 10 - 11.

## **Respective Responsibilities of the Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the Charities Act,

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

to state whether particular matters have come to my attention.

## **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given 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
  - a. to keep accounting records in accordance with Section 130 of the Charities Act, and
  - b. to prepare Accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.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.

Name. B. Fine FCA  
Address Parkgates  
Bury New Road  
Prestwich  
Greater Manchester  
M25 0JW

Signed.....  
Dated.....

## **BRITISH ONCOLOGY PHARMACY ASSOCIATION (BOPA)**

BOPA is an unincorporated organisation governed by its constitution.

Charity Number 1065026

### **Administrative Details**

Principal address: 39 Oakley Road, Luton, Bed, LU4 9PT

<u>Committee Members</u>	<u>Office</u>	<u>Dates acted if not whole year</u>
Emma Foreman	Co-Chair	
Seonaid McLachlan	Co-Chair	
Netty Cracknell	Secretary	Ended October 2020
Joseph Williams	Secretary	Started October 2020
Rob Duncombe	Treasurer	Ended October 2020
Dharmisha Chauhan	Treasurer	Started October 2020
Pinkie Chambers		
Richard Allen		
Islam Konaissi		
Alkesh Patel		
Melanie Lowe		
Clare Geoghegan		Started October 2020
Lynn Ansell		Started October 2020
Bastiaan Buijtenhuijs		Started October 2020
Shereen Nabhani-Gebara		Started October 2020
Rebecca Devine		Started October 2020
Emma Groves		Ended October 2020
Olga Crehan		Ended October 2020
Susanna Daniels		Ended October 2020

### **Structure**

Members of the committee are elected for a three year term of office by the voting members through an electronic ballot. Each candidate provides a written statement in support of their application. These statements are electronically submitted to the members. The results of the election are announced at the Annual Symposium. Members can serve a maximum of two consecutive terms of office on the committee.

This committee then votes for the officers of Chair and Treasurer between themselves.

The association does not require any fundraising or grant-making activities. It is self-funding by members subscriptions, with additional sponsorship from the pharmaceutical industry for key projects such as e-Learning.

Decisions are made at the monthly committee meetings on behalf of the membership. The committee have several sub committees which feed back to the committee their decisions and ideas on behalf of the membership.

Sub committees:

1. Annual Symposium
2. Education and Training
3. Audit and Research
4. Community Pharmacy
5. Digital
6. Guidelines, Advocacy and Publications

## **Governance**

Due to the nature of this charity no policies are in place to recruit and train trustees. Generally those people elected by the members of the association are then responsible for the maintenance and safe handling of the Charity on behalf of the members.

Any decisions that require the membership to be involved in, such as national consultation documents, the document is placed on the BOPA website and emailed throughout the membership for comments to be received by the reference sub-committee who will then collate the response and return it.

The association works closely with the NHS England Cancer Area Team Pharmacists, and other relevant (oncology) pharmacy groups.

## **Objectives**

The stated aim of BOPA is to promote excellence in the pharmaceutical care of patients with cancer through education, communication, research and innovation by an alliance of hospital, community and academic pharmacists, pharmacy technicians, those in the pharmaceutical industry and other healthcare professionals.

## **Public Benefit**

These activities are undertaken to further the charitable purposes for the public benefit and the trustees believe that these activities satisfy the charity commissions general guidance on public benefit.

## **Achievements and performance**

In April 2020 we were in the peak of the COVID-19 pandemic and activities which we initially set out to do, changed. Focus was directed on how best to serve our members during an incredibly unprecedented and difficult time. Our members were faced with redeployment, increased clinical activities caring for COVID-19 patients and developing new services that had to be adapted to the government “stay at home” message, in addition to the anxieties and challenges presented at home e.g., home schooling. To support our members during this difficult and uncertain times, the committee agreed to provide free membership and access to the BOPA resources for 3 months. This was for both new and existing BOPA members. Resources on COVID-19 updates could be freely accessed during this time and members could also access the forums for clinical advice and support. Therefore, a reduction in membership fees can be seen between April to June/July 2020.

The BOPA committee adapted to the times by developing more webinar courses. For example, the Statistics Without Tears course, consisting of 6 modules, was well attended and hugely popular. Our regular Introduction to Oncology Day, normally a face-to-face event was presented to members virtually in the Summer of 2020, as we were determined not to disrupt our long-standing educational sessions. One of our highlights of the year was a collaborative webinar held in association with The Canadian Association of Pharmacy in Oncology (CaPhO) and the International Society of Oncology Pharmacy

Practitioners (ISOPP) presenting the evidence to support COVID vaccination in cancer patients and to share UK best practice guidelines with colleagues from around the world.

Other courses such as specialist haematology sessions were also provided virtually and we are pleased to say that members engaged positively and as more sessions were available via a live stream, more members were able to attend from the comfort of their home.

The annual BOPA symposium is our biggest face-to-face educational event of the year. However, it was not possible to continue with a face-to-face format due to the ongoing COVID-19 restrictions. This event was held 9-11<sup>th</sup> October virtually and for all paid BOPA members, the symposium was free to attend. The event was attended by over 800 members, and we attracted international participation. Overall, we were able to provide a high quality and educational conference, with the event be rated very positivity from our members.

The community pharmacy sub-committee continued to work tirelessly on a new educational resource for community pharmacists. A grant was obtained from Pfizer, a pharmaceutical company, and the project was fully underway in April 2020. Now completed, this new educational resource will enable community pharmacists to engage with cancer patients with confidence and enable them to further develop their skill set, in particular developing a knowledge base around cancer and its treatments.

BOPA continued to be an active member of the UK chemotherapy board and collaborated on key national documents e.g. The Management of Glycaemic Control in Patients with Cancer. BOPA supported several virtual conferences and meetings during 2020-2021, for example, the Clinical Pharmacy Congress and the Oncology Forum Conference.

Due to the COVID-19 pandemic a decision was made to roll over BOPA grants for research funding to the next financial year. However, we were able to launch national data collection research project to assess the hypersensitivity risk of anti-cancer chemotherapy regimen, with and without a commonly prescribed drug called ranitidine, which is used to prevent hypersensitivity reactions. In total 30 hospital Trusts signed up including some private hospitals, to help with data collection. An interim analysis has started and the results will be published in a peer-reviewed journal once completed.

The digital sub-committee team worked incredibly hard to engage with our BOPA members in a new virtual world. The virtual educational presentations were placed on our BOPA website for members for on-demand viewing.

Despite the challenges faced in 2020, the BOPA committee found innovative ways to continue to engage with our members, ensuring that we continued to offer high-quality educational and training resources throughout the year. Additionally, we were aware that paying for educational resources during a turbulent time would be challenging for our members and by providing 3 months free membership and a free virtual 2020 symposium was another way in which we were able to support our members.

### **Benefit to the public**

As an organisation promoting excellence in the pharmaceutical care of patients with cancer, BOPA provides up-to-date resources for academic pharmacists, pharmacy technicians, those in the pharmaceutical industry and other healthcare professionals. Thereby promoting up-to-date safe and efficient practice through education, training and through participating in collaborative research both nationally and at a global level.

## **Activities undertaken to benefit the public**

1. Let's Communicate Cancer project. The aim of the project is to educate and up-skill community pharmacists to engage with the public in the community setting with confidence and developing a knowledge base around cancer and its treatments.
2. The Management of Glycaemic Control in Patients with Cancer, a collaborative piece of work to ensure the public are prescribed with cancer treatment and have diabetes are managed safely.
3. Annual BOPA symposium: Providing educational sessions to our members, on areas such as clinical management in cancer, good practice research methods (e.g., engaging with patients, public and carers) and scientific updates. This ensures our members have the knowledge, skills, and confidence to manage and work with cancer patients at their place of work.

## **Financial review**

- The association monies are provided and maintained by the membership subscription. However, to support our members during this difficult and uncertain times, the committee agreed to provide free membership and access to the BOPA resources for 3 months. This was for both new and existing BOPA members.
- BOPA de-registered for VAT during 2020 following advice received from expert VAT advisors as all HMRC payments and rebates were made and BOPA is now back to being a non-profit charitable organisation.
- With the surplus generated after the ISOPP 2019 conference we were able to provide all paid members free access to the BOPA 2020 virtual conference.

## **Trustees/members expenses for services**

As a charitable organisation members and trustees are eligible for travel expenses, team building exercises and hotel accommodation. In this financial year the total cost is stated below:

Team building exercise at £434.72

In this financial year, no travel or hotel expenses were made, as all meetings were held virtually due to the government advice and regulations surrounding "stay at home" measures due to the COVID-19 pandemic. Therefore, to ensure the committee members had a chance to interact in a non-formal way, a team building exercise was held.

## **Grant – Let's Communicate Cancer**

On the 24<sup>th</sup> of December 2019, BOPA received a restricted grant of £90,400 from Pfizer, a pharmaceutical company. This grant was provided to the community pharmacy sub-committee to produce educational on-line course for community pharmacists. The project was titled Let's Communicate Cancer. The aim of the project is to educate and up-skill community pharmacists to engage with cancer patients with confidence and developing a knowledge base around cancer and its treatments.

During this financial year £78,976 (2020 £6,300) was spent of the £90,400.

## **Reserve accounts**

The Charity holds cash funds of £216,374 split between a Nat West Bank account and a Scottish Widows account of which £5,124 are restricted.

The reason for holding these reserves is:

1. In the event of a reduction in income the charity will be able to continue to provide its core functions and cover all existing fixed costs and commitments e.g., website maintenance.
2. The charity provides an annual educational event. In the normal course of events these meetings are at least “break even”. However, there is the risk that the income for this meeting may be below the costs associated with running the meeting, and BOPA will be liable for this shortfall.

## **Summary of accounts**

The total income received was £71,725 and the total payments made were £166,135

This giving BOPA a deficit for the year of £94,410 and total assets/funds of £216,374 split between unrestricted of £211,250 and restricted funds of £5,124.

## **Plans for the future**

1. To continue to collaborate with national and international (oncology) pharmacy groups to maintain and consolidate its professional and advocacy role.
2. During 2021-2022 BOPA will continue to develop and provide high quality education and training materials for all their members.
3. BOPA is also keen to develop educational scholarships for its members and to fund research into Pharmacy Practice Research where there is a focus on cancer.
4. The BOPA 2021 symposium will be delivered virtually, with the aim that the 2022 symposium will be held back to its original face-to-face format.

**Declaration**

Signed on behalf of the charity’s trustees

Signature .....

Full Name Ms Emma Foreman .....

Position Chair .....

Date .....

Signature .....

Full Name Ms Seonaid McLachlan .....

Position Chair .....

Date .....

Signature .....

Full Name Mr Rob Duncombe .....

Position BOPA Trustee .....

Date .....

**THE BRITISH ONCOLOGY PHARMACY ASSOCIATION**  
**Receipts and Payments Account 2020-2021**

	Unrestricted	Restricted	Total	Total
	Funds 2021	Funds 2021	2021	2020
<b>Receipts</b>				
	£	£	£	£
Members Subscriptions	58,632		58,632	83,537
Interest Receivable	70	0	70	120
Grants	0	0*	0	102,020
Symposium/ISOPP attendance	2,035		2,035	600
Donation (surplus from Isopp)	10,988		10,988	69,302
<b>GROSS INCOME</b>	<b>71,725</b>	<b>0</b>	<b>71,725</b>	<b>255,579</b>
*.2020 Donation from Pfizer for the Community Pharmacy Education Project.				
<b>Payments</b>				
Executive Travel	4,35	0	435	4,206
ISOPP 2020	808	0	808	0
Digital	25,623	0	25,623	47,039
Data Protection Charge	0	0	0	35
Symposium Costs	36,050	0	36,050	0
Audit / Accountancy	1,200	0	1,200	3,780
Professional Indemnity Insurance	740	0	740	1,296
Study days	0	0	0	23,557
On-line banking	28	0	28	41
ISOPP HMRC Net VAT Expense	13,678	0	13,678	0
HMRC VAT Interest	843	0	843	0
Secretariat	0	0	0	18,000
Research Grants	0	0	0	7497
Community Pharmacy project		78,976	78,976	6,300
Advertising materials	169		169	3,277
Educational Audit	7,385		7,385	6,588
Donation	200		200	
<b>TOTAL EXPENDITURE</b>	<b>87,159</b>	<b>78,976</b>	<b>166,135</b>	<b>121,616</b>
<b>Net Surplus</b>				
<b>(Payments) - Receipts</b>	<b>£(15,434)</b>	<b>£(78,976)</b>	<b>£(94,410)</b>	<b>£133,963</b>
<b>Cash funds last year end</b>	<b>226,684</b>	<b>84,100</b>	<b>310,784</b>	<b>176,821</b>
<b>Cash funds this year end</b>	<b>£211,250</b>	<b>£5,124</b>	<b>£216,374</b>	<b>£310,784</b>

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION		
STATEMENT OF ASSETS & LIABILITIES		
Current Assets	2020/21	2019/20
	£	£
Current Account	115,543	210,023
Business Reserve Account	18,487	18,479
Scottish Widows Deposit Account	82,344	82,282
	£216,374	£310,784
Creditors	0	
Current Liabilities	0	
<b>Net Current Assets</b>	<b>£216,374</b>	<b>£310,784</b>

The Accounts were approved by the Committee on

.....Chair

.....Chair

.....Treasurer