

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2022

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 31st March 2022 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	Ending October 2022
Joseph Williams	Co-Chair	Started October 2021
Jessica Pealing	Secretary	Started October 2021
Dharmisha Chauhan	Co-Treasurer	Ending October 2022
James Clark	Co-Treasurer	Started October 2021
Colm Doody		Started October 2021
Nisha Shaunak		Started October 2021
Melanie Lowe		Ending October 2022
Clare Geoghegan		
Lynn Ansell		
Bastiaan Buijtenhuijs		
Shereen Nabhani-Gebara		
Rebecca Devine		
Seonaid McLachlan	Co-Chair	Ended October 2021
Richard Allen		Ended October 2021
Islam Elkonaissi		Ended October 2021
Alkesh Patel		Ended October 2021

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
7. Pharmacy Technician
8. Workforce and Capacity

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 2021 we continued to work around COVID-19 restrictions however some of our events started to revert to its face-to-face format as restrictions started to lift over time. We were pleased to host our annual Introduction to Oncology Day as a face-to-face event bringing back some normality to our educational sessions. However, some events remained virtual, allowing people to access training in their comfort of their homes. To ensure a more strategic implementation of educational sessions for our members in partnership with MEC to develop electronic cancer modules which can be routinely updated as new developments within cancer treatments occurs. Additionally, with the Bone Marrow Transplant specialist interest group the educational sub-committee organised new bone marrow transplant learning modules.

The educational subcommittee have been developing ways to provide educational content in different ways and within this financial year podcasts have been developed with more on the way for the 2022-2023.

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. Therefore, this event was held in October as a virtual event for all paid BOPA members. The event was well attended, and we continued to attract international participation. Overall, we were able to provide a high quality and educational conference, with the event being rated very positively by our members.

Building on the success of the launch of Let's Communicate Cancer developed from the Pfizer grant the community pharmacy subcommittee were able to obtain accreditation for the eLearning modules. This educational resource will enable community pharmacists to engage with cancer patients with confidence and enable them to further develop their skill set, developing a knowledge base around cancer and its treatments. Now accredited, the learning modules can be used as an official training resource.

The digital sub-committee team worked incredibly hard to engage with our BOPA members in a new hybrid world. The team increased social and media posts throughout the year, sharing educational resources and information, with increasing number of Twitter followers (3,047), over 1000 forum posts, sharing 161 job vacancies and 853 educational and training resources. The BOPA website continues to be updated to improve usability and functionality, for example all members can register for educational webinars via the website and view the recorded sessions if unable to attend the live session.

The research and audit sub-committee continue to host research webinars to ensure more pharmacy professionals engage and feel confident to conduct their own research projects, and to build upon this a new research mentor support programme has been created.

Despite the challenges faced during COVID-19, the BOPA committee found innovative ways to continue to engage with our members by continuing to offer high-quality educational and training resources throughout the year. Additionally, plans are now underway to host the next symposium as a face-to face event in Liverpool and to kick-start educational and research grants which were rolled over due to the COVID-19 restrictions.

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. 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

- 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 a non-profit charitable organisation.

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 £3,377

In this financial year meetings were held both virtually and with one face-to-face event in December.

Reserve accounts

The Charity holds cash funds of £21,679 split between a Nat West Bank account and a Scottish Widows account of which £2,520 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 £71,991 and the total payments made were £71,596

This giving BOPA a surplus for the year of £395 and total assets/funds of £216,769 split between unrestricted of £214,249 and restricted funds of £2,520.

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 2022-2023 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 2022 symposium will be delivered as a face-to-face in Liverpool.

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 2021-2022

	Unrestricted	Restricted	Total	Total
	Funds 2022	Funds 2022	2022	2021
<u>Receipts</u>				
	£	£	£	£
Members Subscriptions	55,405		55,405	58,632
Interest Receivable	86	xx	86	70
Grants				0
Ipsen -Day in the life		7,500	7,500	
Oxford University -training		2,500	2,500	
Pfizer- Watson research		6,500	6,500	
Symposium/ISOPP attendance				2,035
Donation (surplus from Isopp)				10,988
GROSS INCOME	55,491	16,500	71,991	71,725
*.2020 Donation from Pfizer for the Community Pharmacy Education Project.				
<u>Payments</u>				
Executive Travel	759	0	759	435
Expenses	3,377		3,377	
ISOPP 2020		0		808
Digital	16,370	0	16,370	25,623
Data Protection Charge	0	0	0	0
Symposium Costs	18,484	0	18,484	36,050
Audit / Accountancy	,	0		1,200
Professional Indemnity Insurance	817	0	817	740
Study days	0	0	0	0
On-line banking	110	0	110	28
ISOPP HMRC Net VAT Expense		0		13,678
HMRC VAT Interest		0		843
Secretariat	0	0	0	0
Research Sage Publication	4,320	0	4,320	0
Community Pharmacy project		5,104	5,104	78,976
Advertising materials				169
Educational Audit				7,385

Donation			200	
Educational	5,481		5,481.	
Day in the life	1,544	7,500	9,044.	
Pfizer Watson research		6,500	6,500	
Administration costs	1,230		1,230	
Merchandise	.			
TOTAL EXPENDITURE	52,492.	19,104.	71,596.	166,135
Net Surplus				
(Payments) - Receipts	£2,999	£(2,604)	£395	£(94,410)
Cash funds last year end	211,250	5,124	216,374	310,784
Cash funds this year end	£214,249	£2,520	£216,769	£216,374

THE BRITISH ONCOLOGY PHARMACY ASSOCIATION		
STATEMENT OF ASSETS & LIABILITIES		
Current Assets	2021/22	2020/21
	£	£
Current Account	115,852	115,543
Business Reserve Account	18,489	18,487
Scottish Widows Deposit Account	82,428	82,344
	£216,769	£216,374
Creditors	0	
Current Liabilities	0	
Net Current Assets	£216,769	£216,374

The Accounts were approved by the Committee on

.....Chair

.....Chair

.....Treasurer