



Somerset Unit for Radiotherapy Equipment.

Charity Registration No. 1102299.

surecharity.org.uk

44 Calder Crescent, Taunton, Somerset, TA1 2NH

ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2021

Sections

1. Charity Information
2. Report of the Executive Committee
3. Internal Financial Controls policy
4. Financial Reserves policy
5. Report of the Independent Examiner

Section 1. S.U.R.E. CHARITY INFORMATION

For Year Ending 31st December 2021

TRUSTEES

Paul Alway
Roy Hole
Vanessa Marchmont
Barrie Palmer

EXECUTIVE COMMITTEE

P W Alway (Chairman)
B Palmer (Founder)
V.H.R.Hole (Vice Chair & Hon.Financial Director)
V Marchmont. (Secretary)
C Summerfield (Treasurer)
S Miller
G Wills

REGISTERED OFFICE

44 Calder Crescent
Taunton, Somerset, TA1 2NH

BANKERS

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent, ME19 4JQ

Lloyds/TSB
31 Fore St, Taunton, TA1 1HN

Bath Building Society
c/o MJC Financial Planning Ltd
22 South Street
Wellington TA21 8NS

Scottish Widows
67 Morrison Street
Edinburgh, EH3 8YJ

Shawbrook
Lutea House
The Drive, Great Warley
Brentwood, CM13 3BE

Skipton Building Society
1 Cheapside
Taunton, TA1 3LG

INDEPENDANT EXAMINER

Brian Mogford
40 Stonegallows
Taunton, TA1 5JP

Section 2. Report of the Executive Committee

The members of the Executive Committee, including all Trustees, present their Annual Report, Financial Statement of the Charity, and Independent Examiners Report for the year ended 31st December 2021.

STRUCTURE, GOVERNANCE & MANAGEMENT

S.U.R.E. is a fund raising charity and was founded in the year 2000. It became a Registered Charity in 2004 and the registered number is 1102299. S.U.R.E. is constituted under a model Declaration of Trust deed dated 6th February 2004, Registered 25th February 2004.

The charities Management Committee consists of the 4 current Trustees plus 2 volunteer fundraisers. New trustees are appointed by the existing trustees and serve for 3 years after which they can put themselves forward for reappointment. The Trust Deed, as amended by Supplementary Trust Deed at a Special Committee Meeting held on 5th September 2013, provides for at least 3 Trustees.

The Management Committee meet at least 4 times a year, at which they review and agree the broad strategy for the charity and areas of activity for the coming months, including considering any significant funding applications exceeding £5,000. Smaller funding requests, under £5,000 are generally considered by email outside of the main Management Committee meetings and need approval by all members of the Management Committee to go ahead. The Management Committee also review monitoring of performance of approved projects, outstanding invoices, committed funds, overall current financial position and funds available for future projects.

PRINCIPAL ACTIVITY

The principal activity of the charity is to raise funds for radiotherapy equipment used in the treatment of cancer patients at the Beacon Centre, Musgrove Park Hospital, Taunton.

REVIEW OF THE YEAR

The ability of SURE to fund new projects in 2021 continued to be severely restricted by the impact of the ongoing Covid-19 pandemic on NHS resources and the focus of the Beacon Centre during 2021 remained to continue delivering patient treatment, at the expense of planning for significant new equipment to be provided with SURE funding.

As a result the SURE Committee and Trustees took the decision for a second year not to actively promote fundraising for the charity during 2021 as this would have impacted on wider NHS fundraising to combat Covid-19. Even with this restriction in activity and the Covid-19 related restrictions imposed by UK government during the year, SURE fundraisers and supporters continued to give support to the charity.

Total donations received in 2021 was **£71,500** made up of: Donations **£60,580**; Legacies **£8,806**; Gift Aid **£1,142**; Interest Received **£972**.

Whilst funding of projects in 2021, outlined in the SURE Vision 2020 and Beyond roadmap, continued to be affected by the impact of Covid-19, S.U.R.E. has been able to pass to the Beacon Centre and Musgrove Park Hospital the sum of **£126,234** to fund the purchase of equipment and services in the year, whilst expenses have been kept to a minimum at **£922** for the year. General expenses also included Liability Insurance, postage, licenses, professional fees and bank charges. Total expenditure was **£127,156**, resulting in negative net income for the year of **£55,656**.

The projects funded by SURE in 2021 are as listed in the following pages of this section titled 'SURE-Equipment Provided during 2021, which also includes a look at the way ahead in 2022 where SURE expects to fund additional equipment to ensure the Beacon Centre is able to make best use of the

advanced treatment capabilities offered by the 3 new Linacs to the benefit of patients.

In recent years the SURE AGM/Annual Supporters Meeting has taken place at the Beacon Centre and include a detailed tour of the Radiotherapy Department to show supporters where their donations have been used to the benefit of patients. SURE was unable to hold any meetings at the hospital in 2021, as a result the AGM/Annual Supporters Meeting could not take place. It is hoped that the 2022 Annual Supporters meeting will be able to be held at the Beacon Centre later in the year. To compensate for this the Annual Report has been highlighted on the SURE website including the extract from the Annual Report detailing the Equipment Provided each year.

All SURE Committee and Trustees meetings in 2021 took place online over Zoom, with meetings with the Beacon Centre management taking place using Microsoft Teams meetings.

This whole report was compiled by Chairman Paul Alway, with a major contribution from Treasurer Carole Summerfield, and help as needed from Roy Hole.

SURE – Equipment Provided during 2021

During 2021 SURE committed funding of **£126,234** to the Radiotherapy Department at the Beacon Centre at Musgrove Park Hospital to further improve patient diagnosis, treatment and outcomes. The focus of the Radiotherapy Department in 2021 during the ongoing Covid-19 pandemic continued to be on delivering patient treatment alongside the introduction of Stereotactic Ablative Radiotherapy treatment (SABR).

Projects Funded by SURE in 2021:

1. In 2018 SURE allocated funds to the maintenance contract of the replacement SURE funded CT Scanner/Simulator in the Radiotherapy department at the Beacon Centre to cover 2 years maintenance. In 2021 SURE provided funds of Year 1 £14,704.66 and Year 2 £54,241.55; a total cost to SURE in 2021 of **£68,946.21**
2. SURE fully funded the development and launch of a new Radiotherapy App, known as the Beacon Buddy, to provide tailored support information to patients receiving radiotherapy treatment, at a cost to SURE of **£31,425**. All patients receiving radiotherapy at the Beacon Centre are now offered the app as part of their support package during treatment.
3. In 2017 SURE funded the purchase of 2 ultrasound scanners to enable bladder volume scanning in relation to certain radiotherapy treatments. In 2021 demand for bladder volume scanning increased and SURE funded the purchase of an additional 2 ultrasound scanners, at a cost to SURE of **£13,990**.
4. SURE funded the purchase of 2 Spirobal Incentive Spirometers to be used by patients following breast cancer treatment, as encouraging them to breathe deeply can reduce pain and improve movement following treatment, at a cost to SURE of **£141.60**.
5. SURE allocated **£2,064** to fund the purchase of additional Immobilisation Devices.
6. SURE approved funding for the purchase of additional Valley Cushions and disposable covers as replacements to SURE funded cushions, due to wear and tear, and to provide additional cushions. The Valley cushions are used to provide comfort to patients during travel to/from the Beacon Centre, 5 cushions and 15 disposable covers provided at a cost to SURE of **£826.35**.
7. SURE funded the purchase of Gafchromic Film to enable Quality Assurance testing relating to the introduction of Stereotactic Ablative Radiotherapy treatment (SABR) in 2021 at a cost to SURE of **£3,297.15**
8. SURE allocated funds for the purchase of higher spec memory (RAM) and graphics cards required for the 25 PCs in the Radiotherapy and Radiotherapy Physics departments being replaced as part of a Trust wide replacement programme, the higher spec being required to view and manage

patient imaging as image analysis moves into the Mosaic software, funded at a cost to SURE of **£5,543.70**.

The Way Ahead for 2022

SURE is committed to ensuring cancer services at Musgrove Park Hospital, and the Beacon Centre in particular, continues to offer high quality cancer care to internationally recognised standards, as SURE continues to provide equipment and support not otherwise available within the NHS budget that is assessed to be of real benefit to patients, including enabling participation in national cancer treatment trials, leading to more patients being able to be treated locally at the Beacon Centre.

In November 2020 the SURE management committee and Trustees agreed a new Vision and Roadmap paper for the future development of advanced radiotherapy services with the Radiotherapy management team, outlining where SURE support and funding might best be used to the benefit of patients, an extract of which is available to download from the SURE website. The Vision & Roadmap is not set in stone, it is a living document setting out an agreed pathway for key areas of development, it will continue to evolve as these new projects move forward. In December 2021 SURE and the Beacon Centre management reviewed the roadmap, the revised table shows how some projects have been moved/revisited and are likely to be revised further.

YEAR	PROJECT	DELIVERY DATE	Approx Cost (£K)
2020	RT App	Feb-21	£40
2020	Staff room	Jan-21	£10
2021	SABR – ArcCheck and MapCheck	Sep-22	£150-200
2021	Space Conversions	2022	£30
2022	Ra223/Lu177	Under Review	£150
N/A	Training Needs	Annual	£20
2021	ePROMS	TBC	
2022	SABR – gating and immobilisation	Sep-22	£200
2022	SGRT	Jan-23	£650
2022	Hexapods	Mar-23	£150
2023	MRI planning software	May-24	£60
2023	MRI planning scanner	2024	£1m
2023	SXR	Dec-24	£500
2024	BiGART	not yet commercialised	
2025	AI planning system	not yet commercialised	£750
2025	Linac 4	2025	£1.5m

As a result we still have an ambitious programme of projects for 2022. Already in the first quarter of 2022 SURE funding has been approved for:

- Funding of **£2,700** to enable support/ changes/ updates to the Radiotherapy Beacon Buddy App as and when required in 2022.
- Funding of **£25,877** to purchase immobilisation devices in support of expansion of operationalising the next part of the SABR programme to include Oligometastases 1 (simple

non-vertebral bone and nodes), required to restrict movement during treatment of sites in the abdomen.

- SURE has given outline approval (subject to receiving final request paper and final quotes) to funding the replacement of the Superficial X-Ray (SXR) machine that was originally funded by SURE in 2009. The SXR is being relocated as part of the building plans at Musgrove Park and moved to a purpose built modular building close to the Beacon Centre and the opportunity is being taken to replace the SXR at the same time, at an expected cost to SURE of **£153,000**
- SURE has given outline commitment to funding the equipment required to implement Surface Guided Radiotherapy Treatment (SGRT), a major project to implement this advanced treatment expected to require **£650,000** of SURE funding.
- Stereotactic Ablative Radiotherapy treatment (SABR) – split into two elements: ArcCheck and MapCheck, followed by SABR Gating and immobilisation, awaiting proposal.

Whilst the Covid pandemic continues to impact the NHS we are unable to confirm how many of the projects proposed will be able to be delivered in 2022, but the overall Vision Roadmap remains our joint view of how SURE funding can continue to help deliver world class treatment for patients.

Section 3. Internal Financial Controls Policy

The charities trustees are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. To that end the trustees have reviewed and updated the internal financial controls policy which is set out below.

Management of the charities bank accounts

- No payments are authorised for payment without an accompanying invoice or receipt.
- Where the charity holds more than one account with the same bank, the Treasurer is authorised to move funds electronically between those accounts but cannot authorise payments out of the accounts in that way.
- All payments made by the charity are made by cheque requiring two signatures, those of the Treasurer and the Hon. Finance Director.
- For all online donation activity, eg. Just Giving, the charity uses a bank account into which you can deposit funds but not make outgoing payments.
- All payments and receipts are logged manually.
- A receipt is issued for all cash donations received from donors by any member of the charities management committee.

Working with the Somerset NHS Foundation Trust.

- All requests to SURE for consideration for funding must be accompanied by a paper outlining the needs and patient benefits together with final quotes for all equipment required.
- All projects approved by the Management Committee and Trustees are given a unique SURE project number when authorised and a ceiling funding amount which cannot be exceeded without seeking further authority from the SURE management committee.
- Invoices are received electronically from the Trust. No invoice will be accepted for payment unless it includes the SURE project number.
- Approved invoices are then paid within 5 working days.

Donations for SURE made at the Beacon Centre Musgrove Park Hospital

Up until March 2022 donations were able to be left for SURE at the Beacon Centre reception desk where they were held in a safe until collected by a nominated SURE volunteer. However, following a suspected theft of a donation, reported to the police who after an investigation concluded the evidence was not likely to lead to a conviction, the Management Committee and

trustees worked with the hospital management and fraud prevention officer to change how donations are to be handled in future. The incident was reported to the Charity Commission (Incident No.514570) who are satisfied that the trustees have dealt with the matter appropriately and responsibly and that the matter is now closed.

The agreed procedure for donations for SURE at the hospital is:

- No donations can be left at the Beacon Centre reception
- All donors are directed to the hospital's Main Office where the donation will be counted and a receipt issued to the donor.
- All cash received is paid by the Trust into the nominated SURE bank account via BACS.
- All cheques and accompanying letter or other information received along with any donations is held by the Main Office until collected by a nominated SURE volunteer, fortnightly.
- All donations received by the Main Office are recorded in a spreadsheet, regularly passed to the charities Treasurer.
- A new poster at the Beacon Centre reception includes the charities registered phone number if the donor would prefer us to arrange collection from them.

Section 4. Financial Reserves Policy

The S.U.R.E. Financial Reserves Policy is based upon a number of factors:

1. Forecast and historic annual income levels from fundraising activities, excluding legacy donations.
2. Historic underlying funding expenditures on equipment and services to maintain the treatment capabilities of the Radiotherapy Department at the Beacon Centre, Musgrove Park Hospital, excluding major funding undertakings such as replacing the S.U.R.E. funded CT Scanner/Simulator.
3. S.U.R.E. Does not commit to funding equipment unless the funds are readily available in S.U.R.E.'s bank accounts, the exception being for major undertakings such as replacing the S.U.R.E. CT Scanner where given the high cost an individual fundraising campaign is run.
4. The need to hold reserves against committed expenditure forecasts for future years, such as the ongoing maintenance of equipment funded by S.U.R.E. where a commitment has been made to fund multiple years maintenance costs, such as where S.U.R.E. committed to pay the first 3 years maintenance costs for the S.U.R.E. CT scanner.
5. S.U.R.E.'s Reserves Policy is to maintain reserves of a minimum of **£100,000** in the charities bank accounts
6. S.U.R.E. will not commit expenditure of any portion of the £100,000 financial reserve without the unanimous agreement of the Management Committee and the authority of ALL Trustees confirmed in writing to the Secretary.
7. This will enable S.U.R.E. to fund the provision of equipment urgently required by the Radiotherapy Department to ensure patient treatment is maintained at current levels of excellence.

Section 5. Report of the Independant Examiner

S.U.R.E. Somerset Unit for Radiotherapy Equipment
110229
Report and Accounts for the Year ended 31st December 2021

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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Somerset Unit for Radiotherapy Equipment

**On accounts for the year
ended**

31 December 2021

**Charity no
(if any)**

1102299

Set out on pages

**Respective responsibilities
of 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 statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

Signed:

Date:

25 March 2022

Name:

Brian Mogford

**Relevant professional
qualification(s) or body (if
any):**

Address:

40 Stoneallows

Taunton

TA1 5JP

S.U.R.E

Somerset Unit for Radiotherapy Equipment

1102299

INCOME & EXPENDITURE ACCOUNT

for the Year ended 31 December 2021

<u>INCOMING RESOURCES</u>	2021	2020
	£	£
Donation	60580	60012
Legacies	8806	868279
Gift Aid	1142	0
Interest Received	972	3915
Total Incoming Resources	<u>71500</u>	<u>932206</u>
<u>RESOURCES EXPENDED</u>		
Equipment Purchases	126234	37092
Sundry Expenses	825	482
Bank Charges	97	60
Total Resources Expended	<u>127156</u>	<u>37634</u>
NET INCOME	-55656	894572
FUND BALANCES BROUGHT FORWARD	1527311	632739
FUND BALANCES CARRIED FORWARD	1471655	1527311

Represented by:	£
Charities Aid Foundation	1011699
Lloyds Bank	43776
Skipton Building Society	86956
Bath Building Society	89565
CAF/Shawbrook	157031
Scottish Widows	82611
Cash in hand	<u>17</u>
Total	<u>1471655</u>

These Financial Statements were approved by the Executive Committee signed on behalf by:

V.H.R. Hole Vice Chairman

C. Summerfield, Treasurer

Paul Alway, Chairman

S.U.R.E.

NOTES TO THE FINANCIAL STATEMENT Year Ended 31st December 2021

1. CONSTITUTION

The Charity is a fund raising organisation to provide equipment for the treatment of cancer patients and therefore is cash based with no assets of its own. It operates as a focal receiving point for the cash generated by a variety of fund raising events and has only miniscule amount of operating expenditure. It was founded in the year 2000 and became a registered charity in 2004.

2. OPERATING RESULTS (Since its inception)

<u>Year</u>	<u>Donations</u>	<u>Interest</u>	<u>Total Income</u>	<u>Less Expenses</u>	<u>Equipment</u>	<u>Net Income</u>	<u>Cash balance</u>
	£	£	£		£	£	£
2000	6818	0	6818	0	0	6818	
2001	34739	104	34843	0	0	34843	
2002	49250	593	49843	0	0	49843	
2003	64617	2065	66682	(127)	0	66555	
2004	93768	3688	97456	(244)	0	97212	
2005	159074	8427	167501	(363)	0	167138	
2006	153839	15301	169140	(235)	0	168905	
2007	165952	21255	187207	(476)	0	186731	
2008	255044	66348	321392	(197)	(14339)	306856	
2009	301289	6260	307549	(314)	(532907)	(225672)	859229
2010	174774	3344	178118	(2190)	(93053)	82875	942104
2011	154930	5272	160202	(175)	(244657)	(84630)	857474
2012	161165	3587	164752	(432)	(439403)	(275083)	582391
2013	117111	1824	118935	(664)	(244152)	(125881)	456510
2014	135035	1093	136128	(528)	(121168)	14432	470942
2015	294892	1486	296378	(1077)	(110145)	185156	656098
2016	297267	2278	299545	(1000)	(70774)	227771	883869
2017	130564	2454	133018	(1158)	(112082)	19778	903647
2018	192623	3772	196395	(1649)	(494162)	(299416)	604231
2019	521201	2990	524191	(1370)	(494313)	(28507)	632739
2020	928291	3915	932206	(542)	(37092)	894572	1527311
2021	70528	972	71500	(922)	(126234)	(55656)	1471655

Note Donations include Gift Aid and Legacies.

Independent Examiner's Notes
SURE 2021

Small Adjustment as under

Error in Interest Received in the 2020 Accounts

Shawbrook understated by	12.00
Bath B Soc overstated	565.61

2021 Interest reduced by	553.61
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Difference in Cash

Donations increased by £156 to £60580

bgmoford@gmail.com.

These Financial Statements were approved by the SURE Executive Committee & Trustees 2021 on **XXth** May 2021 and signed on behalf by:

Paul Alway, Chairman;

Carole Summerfield, Treasurer;

V.H.Roy Hole, Vice Chairman.

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