



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 2022

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 2022

TRUSTEES

Paul Alway
Roy Hole
Vanessa Marchmont
Barrie Palmer

EXECUTIVE COMMITTEE

P W Alway (Chair)
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

TaxAssist Accountants
24 Bridge Street
Taunton
TA1 1UB

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 2022.

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 Treasurer and 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. The Management Committee also meet 4 times a year with the Beacon Centre Radiotherapy Department management and finance team to review performance of current projects, outstanding invoices, review the Vision & Roadmap and to discuss potential future projects for SURE funding.

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 (Somerset NHS Foundation Trust). Alongside this the charity considers funding requests for equipment associated with cancer diagnosis, treatment planning, treatment delivery and patient care which will benefit cancer patients across Somerset.

REVIEW OF THE YEAR

The ability of SURE to fund major new projects in 2022 continued to be impacted by the recovery from the Covid-19 pandemic and the focus of the Beacon Centre during 2022 remained delivering patient treatment at the expense of planning for significant new equipment to be provided with SURE funding.

In 2022 SURE fundraisers and supporters continued to give their generous support to the charity. Supporters leaving SURE a Gift in their will as a legacy has become significant in recent years in enabling the charity to fund major innovations in radiotherapy treatment that would not have been possible without them.

Total donations received in 2022 was **£509,157** made up of: Donations **£72,900**; Legacies **£430,000**; Gift Aid **£613**; Interest Received **£5,644**.

Whilst funding of projects in 2022, 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 **£162,935** to fund the purchase of equipment and services in the year, whilst expenses have been kept to a minimum at **£851** for the year. General expenses also included Liability Insurance, postage, licenses, professional fees and bank charges. Total expenditure was **£163,786** resulting in net income for the year of **£345,370**.

The projects funded by SURE in 2022 are as listed in the following pages of this section titled 'SURE-Equipment Provided during 2022', which also includes a look at the way ahead in 2023 where SURE expects to begin funding delayed major new projects planned in the 2020 Vision & Roadmap, to ensure the Beacon Centre is able to make best use of the advanced treatment capabilities 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 and 2022, as a result the AGM/Annual Supporters Meeting could not take place. It is planned that the 2023 Annual Supporters meeting will go ahead at the Beacon Centre later in the year. The Annual Report is 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 2022 took place online over Zoom, with meetings with the Beacon Centre management taking place using Microsoft Teams meetings. It is hoped that in 2023 there will be a return to face to face meetings before the end of the year.

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

SURE – Equipment Provided during 2022

During 2022 SURE committed funding of **£162,935** to the Radiotherapy Department at the Beacon Centre at Musgrove Park Hospital to further improve patient diagnosis, treatment and outcomes.

The focus of the Beacon Centre and Radiotherapy Department in 2022 continued to be on delivering patient treatment as the hospital focussed on recovering from the Covid-19 pandemic, alongside the introduction of Stereotactic Ablative Radiotherapy treatment (SABR), as a consequence there were no major new projects delivered in 2022.

Projects Funded by SURE in 2022:

1. Pinnacle Treatment Planning System Software Update: SURE approved funding in 2019 for the upgrade of the Pinnacle Treatment Planning System software to include AutoPlanning & Plan IQ upgrade with automatic upgrade entitlement to Pinnacle Evolution when launched. Final invoice cost paid by SURE in 2022 of **£135,240.06**
2. Oligomets Immobilisation Devices: In March 2022 SURE approved funding to purchase immobilisation devices in support of expansion of 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, at a final cost to SURE of **£25,452.20**
3. Monitor Rails: In 2019 SURE approved funding for monitor rails to better hold the monitors in the radiotherapy control room. Final invoice paid by SURE in 2022 of **£1,940.60**
4. Power Chargers for apple iPads: In 2019 SURE approved funding of replacement power chargers for the Apple iPads used by the radiotherapy team. Final invoice paid by SURE in 2022 of **£302.72**

The Way Ahead for 2023

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 had 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	Dec-21/Jan22	£30
2022	Ra223/Lu177	Under review	£150
N/A	Training Needs	Annual	£20
2021	ePROMS	Mar-22	
2022	SABR – gating and immobilisation	Sep-22	£200
2022	SGRT	Jan-23	£500
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

Unfortunately the two big projects that were planned for delivery in 2022, Surface Guided Radiotherapy Treatment (SGRT) and Radium 223, were not able to move forward during the year. However planning has continued with the expectation they will both now be delivered in 2023.

Also the planned SURE funding of the replacement of the Superficial X-Ray (SXR) machine was not taken up as the overall project costs escalated and the Trust funded the entire project, releasing ring-fenced SURE funds of £153,000 for other future projects.

As a result we now have an ambitious programme of projects underway for 2023.

- In August 2022 SURE gave final approval and committed funding for the delivery of **Surface Guided Radiotherapy Treatment (SGRT)** on all 3 Linac treatment machines plus the SURE provided CT Scanner/Simulator, at a cost to SURE of **£650,600**. Installation is expected to be completed and service start with patients by September 2023.
- SURE also committed to funding SGRT service and maintenance costs for year 2 and year 3, which will now be ring-fenced awaiting future invoices, at a cost to SURE of **£158,632**
- In March 2023 SURE approved funding for licences from Elekta for the implementation of SGRT on

the 3 Linac radiotherapy treatment machines, at a cost to SURE of **£56,449**

- SURE is also expecting to fund additional room works to enable the installation of SGRT equipment for the CT Scanner, awaiting final quotes for approval.
- **Stereotactic Ablative Radiotherapy treatment (SABR)** – split into two elements: ArcCheck and MapCheck, awaiting proposal and quotes.
- **Radium 223 treatment.** This project had been impacted by difficulty in identifying a suitable location, this has been resolved and Radium 223 is now planned to go ahead within the new SXR modular building. SURE has given outline approval of funding up to £150,000 for this project, planning for delivery in 2023 is now underway, awaiting final proposal and quotes for approval.

Whilst the delivery timescales of individual projects cannot be guaranteed, the overall Vision Roadmap remains our joint view of how SURE funding will continue to help deliver world class treatment for patients. The Vision Roadmap will be reviewed in 2023 to ensure the proposed projects for the next 2-3 years will deliver the best outcomes 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 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 the SURE Treasurer, as soon as possible after being notified, within the next 7 days.
- 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, and reviewed annually:

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 2022

This page left blank

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
110229

REPORT OF THE TRUSTEES

for the Year ended 31st December 2022

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 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	6,818	-	6,818	-	-	6,818	6,818
2001	34,739	104	34,843	-		34,843	41,661
2002	49,250	593	49,843	-		49,843	91,504
2003	64,617	2,065	66,682	(127)		66,555	158,059
2004	93,768	3,688	97,456	(244)		97,212	255,271
2005	159,074	8,427	167,501	(363)		167,138	422,409
2006	153,839	15,301	169,140	(235)		168,905	591,314
2007	165,952	21,255	187,207	(476)		186,731	778,045
2008	255,044	66,348	321,392	(197)	(14,339)	306,856	1,084,901
2009	301,289	6,260	307,549	(314)	(532,907)	(225,672)	859,229
2010	174,774	3,344	178,118	(2,190)	(93,053)	82,875	942,104
2011	154,930	5,272	160,202	(175)	(244,657)	(84,630)	857,474
2012	161,165	3,587	164,752	(432)	(439,403)	(275,083)	582,391
2013	117,111	1,824	118,935	(664)	(244,152)	(125,881)	456,510
2014	135,035	1,093	136,128	(528)	(121,168)	14,432	470,942
2015	294,892	1,486	296,378	(1,077)	(110,145)	185,156	656,098
2016	297,267	2,278	299,545	(1,000)	(70,774)	227,771	883,869
2017	130,564	2,454	133,018	(1,158)	(112,082)	19,778	903,647
2018	192,623	3,772	196,395	(1,649)	(494,162)	(299,416)	604,231
2019	521,201	2,990	524,191	(1,370)	(494,313)	28,508	632,739
2020	928,291	3,915	932,206	(542)	(37,092)	894,572	1,527,311
2021	70,528	972	71,500	(922)	(126,234)	(55,656)	1,471,655
2022	503,513	5,644	509,157	(851)	(162,935)	345,370	1,817,025

Note Donations include Gift Aid and Legacies

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
110229

INCOME & EXPENDITURE ACCOUNT

for the Year ended 31st December 2022

<u>INCOMING RESOURCES</u>	2022	2021
	£	£
Donations	72,900	60,580
Legacies	430,000	8,806
Gift Aid	613	1,142
Interest Received	5,644	972
Bank Adjustment	-	-
Total Incoming Resources	509,157	71,500
 <u>RESOURCES EXPENDED</u>		
Equipment Purchased	162,935	126,234
Sundry Expenses	-	825
Fundraising costs	235	-
Postage	67	-
Stationery	36	-
Website	24	-
Insurance	332	-
Licenses	70	-
Bank Charges	87	97
Total Resources Expended	163,786	127,156
 NET INCOME	345,370	- 55,656

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
110229

BALANCE SHEET

for the Year ended 31st December 2022

	2022 £	2021 £
CURRENT ASSETS		
Cash at Bank and in Hand	<u>1,817,025</u>	<u>1,471,655</u>
NET ASSETS	<u>1,817,025</u>	<u>1,471,655</u>
Balance brought forward	1,471,655	1,527,311
Income & Expenditure Account	<u>345,370</u>	<u>- 55,656</u>
Balance carried forward	<u>1,817,025</u>	<u>1,471,655</u>

These financial statements were approved by the Executive Committee on
its behalf by:

and signed on

V.H.R. Hole, Vice Chairman

C. Summerfield, Treasurer

Paul Alway, Chairman

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
110229

Statement of Cashflows

as at 31st December 2022

	2022	2021
	£	£
Cashflow from operating activities	339,726	- 56,628
Cashflow from investment activities	<u>5,644</u>	<u>972</u>
Movement in cash	345,370	- 55,656
Balance brought forward	1,471,655	1,527,311
Balance carried forward	1,817,025	1,471,655

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
110229

NOTES TO THE FINANCIAL STATEMENTS

as at 31st December 2022

Accounting Policies

(a) Basis of preparation

The financial statements have been prepared under the historic cost convention.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

(b) Funds structure

All funds are unrestricted.

(c) Incoming resources

All incoming resources are recognised upon receipt.

(d) Incoming resources from legacies

Legacies are accounted for as incoming resources upon receipt.

(d) Resources expended and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Income & Expenditure Account. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
110229

INDEPENDENT EXAMINER'S REPORT **on the accounts for the year ended 31st December 2022**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2022 as set out on pages 1 - 6.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Financial Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:



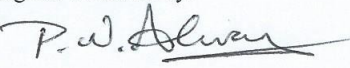
Date:

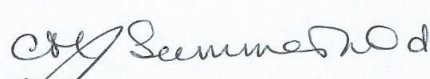
24th May 2023

Name:

Edward Coton LTCL AFA/MIPA

These Financial Statements were approved by the SURE Executive Committee & Trustees 2022 on ~~XXth~~ June 2022 and signed on behalf by:

Paul Alway, Chair;  13/7/23.

Carole Summerfield, Treasurer;  13⁷/23

V.H.Roy Hole, Vice Chair;  13/07/23

Left Blank