



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 2023

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 2023

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
15 Queen Square
Bath
BA1 2HN

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 2023.

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 aim to 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.

SURE is registered with the Fundraising Regulator (fundraisingregulator.org.uk) and follows its Code of Fundraising Practice.

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

During 2023 SURE committed funding of **£604,074.64** to the Radiotherapy Department at the Beacon Centre at Musgrove Park Hospital to further improve patient diagnosis, treatment and outcomes.

In 2023 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, 2023 was no exception.

Total donations received in 2023 was **£390,151** made up of: Donations **£102,853**; Legacies **£256,000**; Gift Aid **£0**; Interest Received **£31,291**; and Bank Adjustment **£7**.

Following recovery from the impact of the Covid-19 pandemic 2023 saw us able to return to the delivery of major new projects within the Radiotherapy Department as outlined in the SURE Vision 2020 and Beyond roadmap, including the delivery of Surface Guided Radiotherapy Equipment (SGRT), S.U.R.E.'s biggest funding project to date.

S.U.R.E. has been able to pass to the Beacon Centre and Musgrove Park Hospital the sum of **£604,074.64** in 2023 to fund the purchase of equipment and services in the year, whilst expenses have been kept to **£1,327** for the year. General expenses also included Liability Insurance, postage, licenses, professional fees and bank charges.

Total SURE expenditure was **£605,402** resulting in net income for the year of **-£215,250**.

The projects funded by SURE in 2023 are as listed in the following pages of this section titled 'SURE-Equipment Provided during 2023', which also includes a look at the way ahead in 2024, 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. These were unable to take place in 2021 and 2022 due to the impact of Covid-19. The 2023 Annual Supporters meeting was able to go ahead at the Beacon Centre in September 2023 when supporters were able to see the SGRT equipment in place and demonstrated by the supplier and the radiotherapy team.

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 were again able to take place face to face, with Zoom available for those not able to attend. Meetings with the Beacon Centre management were also able to resume in person at the Beacon Centre, with Microsoft Teams available for those not able to make the meeting.

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 2023

During 2023 SURE committed funding of **£604,074.64** to the Radiotherapy Department at the Beacon Centre at Musgrove Park Hospital to further improve patient diagnosis, treatment and outcomes.

With the relocation of the Superficial X-Ray machine to a new bespoke building eventually being funded in full by the Somerset Foundation Trust, SURE was not requested to contribute funding (expected to be £153k in 2021 and at one point in 2020 up to £500k) towards the building or the new SXR machine.

SURE had also held ring-fenced £150,000 against the Radium 223 project in the joint Vision and Roadmap, Somerset Foundation Trust concluded in 2023 that it would not go ahead, resulting in the funds being freed for other new projects in the future.

Projects Funded by SURE in 2023:

1. **Radiotherapy App (Beacon Buddy) Support Bucket.** A bucket of funding to allow the app developers to fix bugs/operational issues affecting patients use of the app as they occur, without waiting for funding approval. Funding approved by SURE in 2022 at a cost of **£2,700**, invoice paid in February 2023.
2. **Superficial X-Ray (SXR) Unit Applicators,** With the new SXR machine located in its own bespoke shielded building it is able to deliver treatments to the full extent of its capabilities including higher energy/deeper x-ray treatments. To enable this SURE approved funding in July 2022 for a range of three new applicators that cover all field sizes with higher x-ray energy, allowing an expected additional 50 patients a year to be treated using SXR.. Funded by SURE at a cost of **£8,597.64** invoiced and paid in June 2023.
3. **Feasibility Study for Building Works** planned for the Radiotherapy Department.. The department

has remained unchanged since the Beacon Centre opened in May 2009, with the growth in number of patients being treated the feasibility study is to confirm the feasibility and associated costs to rearrange areas of the department to improve the use of space to the benefit of both patients and staff teams. It is expected that the works will be undertaken in 2024. Invoice paid in November 2023 at a cost to SURE of **£7,237**

4. **Surface Guided Radiotherapy Equipment (SGRT)** 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 and the SURE provided CT Scanner/Simulator. This is the biggest single project SURE has undertaken to fund to date. SGRT uses sophisticated 3D camera technology to give therapeutic radiographers a real-time visualisation of the patient's skin surface, monitoring physical movements and calculating any differences from the planned treatment position. This ensures the precision required for patient specific radiotherapy treatments. Invoice for SGRT equipment for **£585,540** paid by SURE in December 2023.

The Way Ahead for 2024

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 a living document setting out an agreed pathway for key areas of development and will continue to evolve as new projects move forward.

1. SURE has committed to funding **SGRT service and maintenance** costs for year 2 (due July 2024) and year 3, held ring-fenced awaiting invoices, at a total cost to SURE of **£158,632**
2. In 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** Invoice expected for payment in 2024.
3. In October 2023 SURE approved funding of **£14,401** for the purchase and installation of **Air Conditioning & Heating system** in the former Radiotherapy Planning Room as part of a wider project being investigated to convert back office spaces in the Radiotherapy department to improve the use of space for patients and staff.
4. **Stereotactic Ablative Radiotherapy treatment (SABR)** – split into two elements: **ArcCheck and MapCheck QA Equipment**. Following a detailed product evaluation process by the Radiotherapy Physics team the final funding proposal and quotes are expected mid 2024. £175,000 is held ring-fenced by SURE to fund this project.

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 is reviewed at each joint SURE/SFT meeting, held 4 times a year, 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 SURE 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 correct SURE project number.
- Approved invoices are then paid within 5 working days.

Donations for SURE made at the Beacon Centre Musgrove Park Hospital

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 and passed to the charities Treasurer monthly.
- 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 2023

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S.U.R.E.

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CHARITY INFORMATION

for the Year ended 31st December 2023

TRUSTEES:

Paul Alway
Roy Hole
Barrie Palmer
Vanessa Marchmont

ADDRESS:

44 Calder Crescent
Taunton
Somerset
TA1 2NH

REGISTERED CHARITY NUMBER:

1100229

INDEPENDENT EXAMINER:

TaxAssist Accountants
24 Bridge Street
Taunton
Somerset
TA1 1UB

S.U.R.E.

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REPORT OF THE TRUSTEES for the Year ended 31st December 2023

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	1,817,024
2023	358,860	31,291	390,151	(1,327)	(604,075)	(215,250)	1,601,774

Note Donations include Gift Aid and Legacies

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
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INCOME & EXPENDITURE ACCOUNT

for the Year ended 31st December 2023

<u>INCOMING RESOURCES</u>	2023		2022	
	£	£	£	£
Donations	102,853		72,900	
Legacies	256,000		430,000	
Gift Aid	-		613	
Interest Received	31,291		5,644	
Bank Adjustment	7		-	
Total Incoming Resources		390,151		509,157
 <u>RESOURCES EXPENDED</u>				
Equipment Purchased		604,075		162,935
Fundraising costs	825		235	
Postage	69		67	
Stationery	2		36	
Website	24		24	
Insurance	341		332	
Licenses	-		70	
Bank Charges	66		87	
		1,327		851
Total Resources Expended		605,402		162,935
NET INCOME		- 215,250		346,221

S.U.R.E.

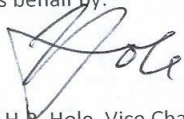
Somerset Unit for Radiotherapy Equipment
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BALANCE SHEET

for the Year ended 31st December 2023

	2023 £	2022 £
CURRENT ASSETS		
Cash at Bank and in Hand	<u>1,601,774</u>	<u>1,817,024</u>
NET ASSETS	<u>1,601,774</u>	<u>1,817,024</u>
Balance brought forward	1,817,024	1,471,655
Income & Expenditure Account	<u>- 215,250</u>	<u>345,369</u>
Balance carried forward	<u>1,601,774</u>	<u>1,817,024</u>

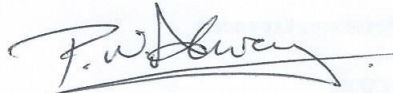
These financial statements were approved by the Executive Committee on 12/9/2024 and signed on its behalf by: 12/9/24.



V.H.R. Hole, Vice Chairman



C. Summerfield, Treasurer



Paul Alway, Chairman

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
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Statement of Cashflows

as at 31st December 2023

	2023 £	2022 £
Cashflow from operating activities	- 246,543	339,726
Cashflow from investment activities	<u>31,291</u>	<u>5,644</u>
Movement in cash	- 215,250	345,370
Balance brought forward	1,817,024	1,471,654
Balance carried forward	1,601,774	1,817,024

S.U.R.E.

Somerset Unit for Radiotherapy Equipment
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NOTES TO THE FINANCIAL STATEMENTS

as at 31st December 2023

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
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INDEPENDENT EXAMINER'S REPORT **on the accounts for the year ended 31st December 2023**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2023 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:

25th June 2024

Name:

Edward Coton LTCL AFA/MIPA