

UK Oncology Nursing Society

Registered in England and Wales - Company number: 06996552

Registered Office:

FRANCIS CLARK LLP  
Sigma House  
Oak View Close  
Edginswell Park  
Torquay  
TQ2 7FF

UK Oncology Nursing Society  
First Floor  
10 Queen Street Place  
LONDON  
EC4R 1BE

Dear Sirs

**Financial Statements of UK Oncology Nursing Society for the year ended 31 March 2022**

The following representations are given to you in connection with your review of the charitable company's financial statements for the year ended 31 March 2022.

We confirm that the following representations are made on the basis of enquiries of management and staff of the charitable company with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you.

**1. Responsibility for the Financial Statements**

We acknowledge as trustees our responsibility for the financial statements which you have prepared on our behalf for the charitable company and in particular confirm that we have selected suitable accounting policies and applied them consistently and made judgements and estimates that are reasonable and prudent.

We also acknowledge our responsibilities for:

- a. Keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable us to ensure that the financial statements comply with the Companies Act 2006, UK Generally Accepted Accounting Practice (UK GAAP) and Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)).
- b. Safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**2. Assets**

We confirm that all assets have been included in the balance sheet and exist.

We confirm that the charitable company has satisfactory title to all assets, and there are no liens or encumbrances on the assets except for those disclosed in the financial statements

We confirm that the cost (or value) of all the assets in the balance sheet is fairly stated.

We confirm that depreciation has been provided on all fixed assets with a limited economic life in accordance with the stated accounting policy. In our opinion, the rates of depreciation are reasonable.

**3. Liabilities**

All liabilities of the charitable company of which we have knowledge are included in the appropriate classifications and we have no knowledge of any pending litigation or other claims against the charitable

company, or any contingent liabilities or capital commitments. No liabilities are 'secured' by reason of suppliers restricting the transfer of title to goods supplied.

The charitable company has no charitable commitments at the balance sheet date, other than as included or disclosed in the financial statements.

**4. Income and expenditure**

We confirm that all income and expenses have been fully recorded and correctly classified in the correct fund

We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purpose, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.

**5. Transactions with trustees**

The charitable company has not at any time during the year had any transactions with trustees or connected or related parties other than as disclosed in the financial statements.

The charitable company has had at no time during the year any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for trustees, nor to guarantee or provide security for such matters, except as disclosed in note to the financial statements.

**6. Related parties**

We confirm that we are aware that a related party of the charitable company is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charitable company or vice versa and as a result will include: trustees, other key management, close family and other business interests of the previous. We confirm that we have disclosed to you the identity of all related parties and all the related party relationships and transactions of which we are aware.

**7. Completeness of Information**

All the accounting records have been made available to you for the purpose of preparing the financial statements and all the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and trustees' meetings (held during the year and up to the date of this letter) have been made available to you.

**8. Going Concern**

We confirm that, in our considered opinion, the charitable company is able to continue trading for the foreseeable future and for at least one year from the date of this letter. In arriving at this opinion, the trustees have considered the charitable company's current financial position, its current level of activity and all other relevant information.

**9. Post balance sheet events**

There has been no event since the balance sheet date which requires disclosure or which would materially affect the amounts in the accounts, other than those already disclosed or included in the financial statements.

**10. Laws and Regulations**

We confirm that there are no Laws or Regulations that are central to the charitable company's ability to conduct its business that may have an impact on amounts or disclosures in the financial statements.

**11. Reporting to regulator**

We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.

Yours faithfully

A handwritten signature in black ink, consisting of several loops and strokes, positioned above a dotted line.

..... [Signed on behalf of the Board]

18th December 2022

..... [Date]

**The UK Oncology Nursing Society**

**Unaudited Financial Statements**

**Year Ended 31 March 2022**

**Company Registration Number 06996552**

**Charity Registration Number 1136972**

# **The UK Oncology Nursing Society**

## **Financial Statements**

Year Ended 31 March 2022

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# **The UK Oncology Nursing Society**

## **Trustees' Report (continued)**

**Year Ended 31 March 2022**

The trustees have pleasure in presenting their report and the unaudited financial statements of the charitable company for the year ended 31 March 2022.

### **Status**

The charitable company is limited by guarantee, having no share capital. Under the provisions of Section 60 of the Companies Act 2006, the company is entitled to omit the word "Limited" from its name. The governing document of the charitable company is its Memorandum and Articles of Association.

The charitable company is also known as UKONS.

### **Objects and Activities of the Charity**

The objects of the charitable company are, for the public benefit:

1. To advance health and to relieve those in need by reason of ill-health, including without limitation people affected by cancer; and
2. To advance the education of the public in the subjects of health, medical and nursing care, including without limitation the causes, effects and treatments of cancer.

### **Aims of the charity**

- To promote excellence in the nursing care and management of all those directly and indirectly affected by cancer.
- To encourage and facilitate the personal and professional development of nurses engaged in cancer care throughout the UK and overseas through education, research and policy.
- To share information about research, learning and development opportunities with UKONS members.
- To contribute to the development of cancer policy, clinical practice and service delivery nationally and internationally.
- To foster alliances and develop UK and international networking opportunities.

### **Activities and achievements of the charity's aims for the year 2021/22**

- Continuation of the Members Interest Groups: Living with and Beyond Cancer; Acute Oncology Services; Systemic Anti-cancer Treatments; Radiotherapy; Haemato-oncology; Lead Cancer Nurses; Research
- Addition of a further Members Interest Group- 'Young and Early Career Cancer Nurses'
- Continuation of our provision of the UKONS website ([www.ukons.org](http://www.ukons.org)), catering to the needs of members and the members interest groups
- Continued to develop our presence on social media with continuing interest in the UKONS Twitter Feed.
- Continued publication of fortnightly editions of UKONS 'Breaking News' bulletin, supporting practice development and career progression, which is sent to all members via e-mail. This includes cancer-nurse job advertisements for UKONS members. These advertisements are now provided free of charge to advertisers.
- During 2021/22 Breaking News was delivered jointly between UKONS and Macmillan Cancer Care due to an ongoing and developing partnership.
- In November 2021, we held the second annual conference delivered via a virtual conference platform. This choice was due to continued restrictions placed upon us by the COVID-19 pandemic with 325 delegates registering, focusing on a theme of 'Caring Connections'. This provided opportunity for cancer nurses to discuss educational standards in cancer nursing, personalised care, support and innovations in cancer nursing. The conference abstract booklet made available to delegates for an eighth consecutive year.

# The UK Oncology Nursing Society

## Trustees' Report (continued)

### Year Ended 31 March 2022

- This year the conference booklet was in electronic format it is likely that it will continue to be produced in electronic format going forward
- UKONS membership continued to grow across all four nations during 2021/22, reaching nearly 7200 members in November 2021
- Continued to work with the Global Power of Oncology Nursing to facilitate a conference session due to be presented during their 2022 conference
- Carried out a successful tender for a partner to create a web-based version of the UKONS Systemic Anti-cancer Therapy (SACT) Competency Passport. The chosen partner is Tefogo Ltd. During early 2022 work commenced to deliver the digital version of the passport free to UKONS members
- Supported Kidney Cancer UK in their bid for NICE to provide clear guidelines for the treatment of renal cancers. This bid was ultimately successful
- In early 2022 UKONS provided the chair for the UK Chemotherapy Board, delivering guidelines across all four nations for the delivery of systemic anti-cancer therapies
- Provided a grant to call for research examining the perception of risk in nurses delivering systemic anti-cancer therapies. This call was successful, the chosen research organisation being Edinburgh Napier University.
- UKONS was a pivotal organisation in developing and building the ACCEND (Aspirant Cancer Career and Education Development) programme. This will be a major piece of work providing a career framework and guidance for all health care professionals wishing to develop a career in cancer care across the UK. The programme will provide this structure from pre-registration through to clinical and strategic levels.
- Reviewed and shared research and survey participant invitations with UKONS members including a response to a call for input into the 10-year Cancer Plan
- The Research MIG delivered a Nursing research workshop in February 2022
- Approved Swedish and Italian translations of the UKONS Acute Oncology Triage Tool as well as some electronic versions of the triage tool
- UKONS reviewed and updated our corporate partnership arrangements amalgamating corporate and bronze level sponsorship to a single level (Bronze)
- A founder member of the National AO Standardised Education, Training and Assessment working group – aiming to develop UK standardised multi-professional AO competency passports
- The UKONS/Macmillan Position Statement on Staff who administer SACT drugs in the UK was formally endorsed and badged by the Royal College of Nursing
- Launched and successfully published the book 'Fundamentals of Cancer Care' in partnership with EBN Healthcare Publishers
- Organised and presented virtual/online education and training sessions and symposia at virtual masterclasses and conference events for both UKONS and other organisations throughout the year, including the UK Oncology Forum and the Oncology Professional care Conference.
- Developed a webpage and published education resources on Sexual Health and Wellbeing and Cancer
- Continued to deliver editorials and content for the British Journal of Nursing Oncology Supplement
- Further developed the activities of UKONS Champions, including a champions buddy system with Young and Early Career Cancer Nurse MIG and input into ACCEND programme and a wide range of oncology events and webinars
- Continued to work with a wide range of industry partners and develop further relationships.
- Collaborated with: UK Oncology Forum; British Journal of Nursing; Cancer Nursing Practice; Nursing Times; European Oncology Nursing Society (EONS); International Society of Nurses in Cancer Care (ISNCC); Oncology Nursing Society; Springer Press, Tefogo Ltd. Kidney Cancer UK, Royal College of Nursing; Cancer and Breast Care Forum, Trekstock, Evidence-based Networks Ltd (EBN Health) and Oncology Professional Care.

# **The UK Oncology Nursing Society**

## **Trustees' Report (continued)**

Year Ended 31 March 2022

- Representation at the UK Chemotherapy Board; National Acute Oncology Steering Group; Macmillan Cancer Support/HEE PROSPER Steering Group; NHSE/I Oncology Workforce and Cancer Alliance Workforce Working Groups, ACCEND Programme, UK Acute Oncology Society, UK Association Supportive Cancer Care, Late Effects Community of Practice, Independent Sector Cancer Network. Mark Foulkes presented evidence to the UK Government Parliamentary Select Committee on Health with regard to Cancer and COVID-19 recovery.

### **Organisational Structure**

The Board has four executive officers: President, Past President, Secretary and Treasurer. It has an additional ten full Board members who are all Trustees. New Trustees received induction into their role on the Board.

### **Assessment of going concern**

The charity's income is reliant on sponsorship from UKONS Partners, and ongoing membership from corporate members. Despite some uncertainty post pandemic, income from our partners has been maintained and improved during this financial year. This income has been considered in budgeting and spending plans for the next financial year.

### **Directors and Trustees**

The directors and trustees who served the company during the year and up to the date of this report were as follows:

Helen Roe

Verna Lavender

Nalayini Kumaralingam

Karen Campbell

Kay Bell

Lisa Barrott

Mark Foulkes

Una Cardin

Deborah Wightman

Mary Tanay

Sam Wigfall

Libby Potter

Jo Bird

Tracy Wilson

Rosemary Roberts (appointed 10 December 2021)

Naomi Clatworthy (appointed 10 December 2021)

Ruth Hammond (appointed 10 December 2021)

Constance Rowell (appointed 10 December 2021)

Helen Roe and Una Cardin completed their terms on the Board in November 2021

### **Reserves**

The trustees planned to retain a modest level of reserves as a contingency fund against future demands on the charity's resources. We have been able to adjust our spending plans upwards in order to spend some of these reserves following exceeding our income target in 21/22.



# **The UK Oncology Nursing Society**

Trustees' Report (continued)

Year Ended 31 March 2022

## **Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the directors

  
Mark Foulkes

Mark Foulkes  
Director

Approved on 18/12/2022 .....

# **The UK Oncology Nursing Society**

## **Independent Examiner's Report to the Trustees**

**Year Ended 31 March 2022**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

### **Martin Hobbs BSc ACA**

Francis Clark LLP  
Chartered Accountants  
Sigma House  
Oak View Close  
Edginswell Park  
Torquay  
TQ2 7FF

Date: .....

# The UK Oncology Nursing Society

## Statement of Financial Activities (incorporating an Income and Expenditure Account)

Year Ended 31 March 2022

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                     |                            |                          |                    |                    |
| Partnership income                      | 109,000                    | -                        | 109,000            | 80,000             |
| Corporate membership                    | 2,000                      | -                        | 2,000              | 3,400              |
| EBN book grant                          | -                          | -                        | -                  | -                  |
| Other grant income                      | -                          | -                        | -                  | -                  |
| Advertising                             | -                          | -                        | -                  | 5,500              |
| Champions' workshop                     | -                          | -                        | -                  | 7,500              |
| Board activity                          | 200                        | -                        | 200                | 500                |
| Donations                               | 10                         | -                        | 10                 | 246                |
| Other income                            | -                          | -                        | -                  | 12,500             |
| <b>Total</b>                            | <b>111,210</b>             | <b>-</b>                 | <b>111,210</b>     | <b>109,646</b>     |
| <b>Expenditure on:</b>                  |                            |                          |                    |                    |
| EONS membership fee                     | 756                        | -                        | 756                | 1,671              |
| ISNCC membership fee                    | -                          | -                        | -                  | 458                |
| EBN Health book                         | -                          | 6,122                    | 6,122              | 12,600             |
| Board meetings – Travel and subsistence | 1,270                      | -                        | 1,270              | -                  |
| Entertaining/other meetings             | 1,862                      | -                        | 1,862              | 121                |
| MIGs                                    | 3,735                      | -                        | 3,735              | 8,690              |
| Administrative support                  | 17,053                     | -                        | 17,053             | 17,495             |
| Secretarial services                    | 1,388                      | -                        | 388                | 12,500             |
| Legal and professional                  | 250                        | -                        | 250                | 125                |
| Annual conference                       | 9,710                      | -                        | 9,710              | 2,410              |
| Other conferences                       | 2,475                      | -                        | 2,475              | 3,741              |
| Stationery and admin                    | 513                        | -                        | 513                | 721                |
| Website and social media                | 14,988                     | -                        | 14,988             | 7,207              |
| Accounting fees                         | 4,225                      | -                        | 4,225              | 3,032              |
| Insurance                               | 933                        | -                        | 933                | 421                |
| SACT passport project                   | -                          | -                        | -                  | (300)              |
| Champions' workshop                     | -                          | -                        | -                  | 9,695              |
| Irrecoverable VAT                       | 1,420                      | -                        | 1,420              | -                  |
| Grants                                  | 20,000                     | -                        | 20,000             | -                  |
| Purchases                               | 4,010                      | -                        | 4,010              | -                  |
| <b>Total</b>                            | <b>84,588</b>              | <b>6,122</b>             | <b>90,710</b>      | <b>80,587</b>      |
| <b>Net income/(expenditure)</b>         | <b>26,622</b>              | <b>(6,122)</b>           | <b>20,500</b>      | <b>29,059</b>      |
| Total funds brought forward             | 205,450                    | 11,297                   | 216,747            | 187,688            |
| Total funds carried forward             | <b>232,072</b>             | <b>5,175</b>             | <b>237,247</b>     | <b>216,747</b>     |

All of the incoming resources of the charity for the comparative year are unrestricted. All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The result for the year for Companies Act purposes is equivalent to the net incoming resources.

# The UK Oncology Nursing Society

## Balance Sheet

31 March 2022

|  | Notes | 2022<br>£       | 2021<br>£ |
|--|-------|-----------------|-----------|
| <b>Current assets</b>                        |       |                 |           |
| Cash at bank and in hand                     |       | <b>283,078</b>  | 226,685   |
| Debtors                                      | 4     | -               | 36,884    |
|  |       | <b>283,078</b>  | 263,569   |
| <b>Liabilities</b>                           |       |                 |           |
| Creditors falling due within one year        | 5     | <b>(45,831)</b> | (46,822)  |
| <b>Total assets less current liabilities</b> |       | <b>237,247</b>  | 216,747   |
| <br>   |       |                 |           |
| Unrestricted funds                           | 6     | <b>232,072</b>  | 205,450   |
| Restricted funds                             | 6     | <b>5,175</b>    | 11,297    |
| <b>Total funds</b>                           |       | <b>237,247</b>  | 216,747   |

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as is applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act.

These financial statements were approved and signed by the trustees and authorised for issue on .....18/12/222....., and are signed on their behalf by:

  
.....  
Mark Foulkes  
Director

Company Registration Number: 06996552

# The UK Oncology Nursing Society

## Notes to the Financial Statements

Year Ended 31 March 2022

### 1 Accounting Policies

#### Basis of accounting

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### a) Basis of preparation of financial statements and assessment of going concern

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The UK Oncology Nursing Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The functional and presentational currency of these financial statements is sterling.

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

#### b) Income

Income is recognised when the charity has entitlement to funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Capital grants receivable are credited to the SOFA as they become receivable and are treated as restricted funds. The depreciation on the assets to which the grants relate is charged against these funds.

#### c) Fund accounting

Unrestricted funds are funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds received which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

#### d) Expenditure

Expenditure is recognised once there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes irrecoverable VAT.

#### e) Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities. The company holds the following financial instruments, all of which are considered to be basic:

- Short term debtors and creditors
- Cash and bank balances

# The UK Oncology Nursing Society

## Notes to the Financial Statements

Year Ended 31 March 2022

### 2 Related Party Transactions

During the year travel expenses of £1,606 were reimbursed to 10 trustees (2021: £363 to 1 trustee).

### 3 Company Limited by Guarantee

The company is limited by guarantee and has no share capital. In the event of a winding-up, the liability of the members is limited to £1 each. The Charity is incorporated in England and Wales. The address of its registered office is: Legalinx, 14-18 City Road, Cardiff, Wales, CF24 3DL.

### 4 Debtors

|                                | 2022<br>£ | 2021<br>£     |
|--------------------------------|-----------|---------------|
| Trade debtors                  | -         | 35,950        |
| Prepayments and accrued income | -         | 934           |
|                                | <b>-</b>  | <b>36,884</b> |

### 5 Creditors: amounts falling due within one year

|                              | 2022<br>£     | 2021<br>£     |
|------------------------------|---------------|---------------|
| Accruals and deferred income | <b>21,955</b> | 38,763        |
| VAT payable                  | <b>3,020</b>  | 8,059         |
| Other creditors              | <b>20,856</b> | -             |
|                              | <b>45,831</b> | <b>46,822</b> |

### 6 Analysis of movement on funds

|                          | Balance at<br>1 April<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at<br>31 March<br>2022<br>£ |
|--------------------------|------------------------------------|----------------------------|----------------------------|-------------------------------------|
| Total unrestricted funds | 205,450                            | 111,210                    | (84,588)                   | <b>232,072</b>                      |
| Restricted funds:        |                                    |                            |                            |                                     |
| AOS education grant      | 2,230                              | -                          | -                          | <b>2,230</b>                        |
| EBN book grant           | 9,067                              | -                          | (6,122)                    | <b>2,945</b>                        |
|                          | <b>216,747</b>                     | <b>111,210</b>             | <b>(90,710)</b>            | <b>237,247</b>                      |

The AOS education grant represents funds raised for the development of a digital friendly format for UKONS guidance for assessment of patients.

The EBN book grant represents funds raised for the writing and publication of a reference book entitled "Fundamentals of Cancer Care".

The restricted funds are all held as cash at bank and in hand.

**The UK Oncology Nursing Society**

**Unaudited Financial Statements**

**Year Ended 31 March 2022**

**Company Registration Number 06996552**

**Charity Registration Number 1136972**

# **The UK Oncology Nursing Society**

## **Financial Statements**

Year Ended 31 March 2022

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# **The UK Oncology Nursing Society**

## **Trustees' Report (continued)**

**Year Ended 31 March 2022**

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- To encourage and facilitate the personal and professional development of nurses engaged in cancer care throughout the UK and overseas through education, research and policy.
- To share information about research, learning and development opportunities with UKONS members.
- To contribute to the development of cancer policy, clinical practice and service delivery nationally and internationally.
- To foster alliances and develop UK and international networking opportunities.

### **Activities and achievements of the charity's aims for the year 2021/22**

- Continuation of the Members Interest Groups: Living with and Beyond Cancer; Acute Oncology Services; Systemic Anti-cancer Treatments; Radiotherapy; Haemato-oncology; Lead Cancer Nurses; Research
- Addition of a further Members Interest Group- 'Young and Early Career Cancer Nurses'
- Continuation of our provision of the UKONS website ([www.ukons.org](http://www.ukons.org)), catering to the needs of members and the members interest groups
- Continued to develop our presence on social media with continuing interest in the UKONS Twitter Feed.
- Continued publication of fortnightly editions of UKONS 'Breaking News' bulletin, supporting practice development and career progression, which is sent to all members via e-mail. This includes cancer-nurse job advertisements for UKONS members. These advertisements are now provided free of charge to advertisers.
- During 2021/22 Breaking News was delivered jointly between UKONS and Macmillan Cancer Care due to an ongoing and developing partnership.
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# The UK Oncology Nursing Society

## Trustees' Report (continued)

### Year Ended 31 March 2022

- This year the conference booklet was in electronic format it is likely that it will continue to be produced in electronic format going forward
- UKONS membership continued to grow across all four nations during 2021/22, reaching nearly 7200 members in November 2021
- Continued to work with the Global Power of Oncology Nursing to facilitate a conference session due to be presented during their 2022 conference
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- In early 2022 UKONS provided the chair for the UK Chemotherapy Board, delivering guidelines across all four nations for the delivery of systemic anti-cancer therapies
- Provided a grant to call for research examining the perception of risk in nurses delivering systemic anti-cancer therapies. This call was successful, the chosen research organisation being Edinburgh Napier University.
- UKONS was a pivotal organisation in developing and building the ACCEND (Aspirant Cancer Career and Education Development) programme. This will be a major piece of work providing a career framework and guidance for all health care professionals wishing to develop a career in cancer care across the UK. The programme will provide this structure from pre-registration through to clinical and strategic levels.
- Reviewed and shared research and survey participant invitations with UKONS members including a response to a call for input into the 10-year Cancer Plan
- The Research MIG delivered a Nursing research workshop in February 2022
- Approved Swedish and Italian translations of the UKONS Acute Oncology Triage Tool as well as some electronic versions of the triage tool
- UKONS reviewed and updated our corporate partnership arrangements amalgamating corporate and bronze level sponsorship to a single level (Bronze)
- A founder member of the National AO Standardised Education, Training and Assessment working group – aiming to develop UK standardised multi-professional AO competency passports
- The UKONS/Macmillan Position Statement on Staff who administer SACT drugs in the UK was formally endorsed and badged by the Royal College of Nursing
- Launched and successfully published the book 'Fundamentals of Cancer Care' in partnership with EBN Healthcare Publishers
- Organised and presented virtual/online education and training sessions and symposia at virtual masterclasses and conference events for both UKONS and other organisations throughout the year, including the UK Oncology Forum and the Oncology Professional care Conference.
- Developed a webpage and published education resources on Sexual Health and Wellbeing and Cancer
- Continued to deliver editorials and content for the British Journal of Nursing Oncology Supplement
- Further developed the activities of UKONS Champions, including a champions buddy system with Young and Early Career Cancer Nurse MIG and input into ACCEND programme and a wide range of oncology events and webinars
- Continued to work with a wide range of industry partners and develop further relationships.
- Collaborated with: UK Oncology Forum; British Journal of Nursing; Cancer Nursing Practice; Nursing Times; European Oncology Nursing Society (EONS); International Society of Nurses in Cancer Care (ISNCC); Oncology Nursing Society; Springer Press, Tefogo Ltd. Kidney Cancer UK, Royal College of Nursing; Cancer and Breast Care Forum, Trekstock, Evidence-based Networks Ltd (EBN Health) and Oncology Professional Care.

# **The UK Oncology Nursing Society**

## **Trustees' Report (continued)**

Year Ended 31 March 2022

- Representation at the UK Chemotherapy Board; National Acute Oncology Steering Group; Macmillan Cancer Support/HEE PROSPER Steering Group; NHSE/I Oncology Workforce and Cancer Alliance Workforce Working Groups, ACCEND Programme, UK Acute Oncology Society, UK Association Supportive Cancer Care, Late Effects Community of Practice, Independent Sector Cancer Network. Mark Foulkes presented evidence to the UK Government Parliamentary Select Committee on Health with regard to Cancer and COVID-19 recovery.

### **Organisational Structure**

The Board has four executive officers: President, Past President, Secretary and Treasurer. It has an additional ten full Board members who are all Trustees. New Trustees received induction into their role on the Board.

### **Assessment of going concern**

The charity's income is reliant on sponsorship from UKONS Partners, and ongoing membership from corporate members. Despite some uncertainty post pandemic, income from our partners has been maintained and improved during this financial year. This income has been considered in budgeting and spending plans for the next financial year.

### **Directors and Trustees**

The directors and trustees who served the company during the year and up to the date of this report were as follows:

Helen Roe

Verna Lavender

Nalayini Kumaralingam

Karen Campbell

Kay Bell

Lisa Barrott

Mark Foulkes

Una Cardin

Deborah Wightman

Mary Tanay

Sam Wigfall

Libby Potter

Jo Bird

Tracy Wilson

Rosemary Roberts (appointed 10 December 2021)

Naomi Clatworthy (appointed 10 December 2021)

Ruth Hammond (appointed 10 December 2021)

Constance Rowell (appointed 10 December 2021)

Helen Roe and Una Cardin completed their terms on the Board in November 2021

### **Reserves**

The trustees planned to retain a modest level of reserves as a contingency fund against future demands on the charity's resources. We have been able to adjust our spending plans upwards in order to spend some of these reserves following exceeding our income target in 21/22.

# **The UK Oncology Nursing Society**

Trustees' Report (continued)

Year Ended 31 March 2022

## **Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the directors

  
Mark Foulkes

Mark Foulkes  
Director

Approved on 18/12/2022 .....

# **The UK Oncology Nursing Society**

## **Independent Examiner's Report to the Trustees**

**Year Ended 31 March 2022**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

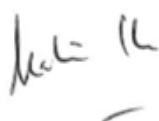
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



### **Martin Hobbs BSc ACA**

Francis Clark LLP  
Chartered Accountants  
Sigma House  
Oak View Close  
Edginswell Park  
Torquay  
TQ2 7FF

**Date: 19 December 2022**

# The UK Oncology Nursing Society

## Statement of Financial Activities (incorporating an Income and Expenditure Account)

Year Ended 31 March 2022

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                     |                            |                          |                    |                    |
| Partnership income                      | 109,000                    | -                        | 109,000            | 80,000             |
| Corporate membership                    | 2,000                      | -                        | 2,000              | 3,400              |
| EBN book grant                          | -                          | -                        | -                  | -                  |
| Other grant income                      | -                          | -                        | -                  | -                  |
| Advertising                             | -                          | -                        | -                  | 5,500              |
| Champions' workshop                     | -                          | -                        | -                  | 7,500              |
| Board activity                          | 200                        | -                        | 200                | 500                |
| Donations                               | 10                         | -                        | 10                 | 246                |
| Other income                            | -                          | -                        | -                  | 12,500             |
| <b>Total</b>                            | <b>111,210</b>             | <b>-</b>                 | <b>111,210</b>     | <b>109,646</b>     |
| <b>Expenditure on:</b>                  |                            |                          |                    |                    |
| EONS membership fee                     | 756                        | -                        | 756                | 1,671              |
| ISNCC membership fee                    | -                          | -                        | -                  | 458                |
| EBN Health book                         | -                          | 6,122                    | 6,122              | 12,600             |
| Board meetings – Travel and subsistence | 1,270                      | -                        | 1,270              | -                  |
| Entertaining/other meetings             | 1,862                      | -                        | 1,862              | 121                |
| MIGs                                    | 3,735                      | -                        | 3,735              | 8,690              |
| Administrative support                  | 17,053                     | -                        | 17,053             | 17,495             |
| Secretarial services                    | 1,388                      | -                        | 388                | 12,500             |
| Legal and professional                  | 250                        | -                        | 250                | 125                |
| Annual conference                       | 9,710                      | -                        | 9,710              | 2,410              |
| Other conferences                       | 2,475                      | -                        | 2,475              | 3,741              |
| Stationery and admin                    | 513                        | -                        | 513                | 721                |
| Website and social media                | 14,988                     | -                        | 14,988             | 7,207              |
| Accounting fees                         | 4,225                      | -                        | 4,225              | 3,032              |
| Insurance                               | 933                        | -                        | 933                | 421                |
| SACT passport project                   | -                          | -                        | -                  | (300)              |
| Champions' workshop                     | -                          | -                        | -                  | 9,695              |
| Irrecoverable VAT                       | 1,420                      | -                        | 1,420              | -                  |
| Grants                                  | 20,000                     | -                        | 20,000             | -                  |
| Purchases                               | 4,010                      | -                        | 4,010              | -                  |
| <b>Total</b>                            | <b>84,588</b>              | <b>6,122</b>             | <b>90,710</b>      | <b>80,587</b>      |
| <b>Net income/(expenditure)</b>         | <b>26,622</b>              | <b>(6,122)</b>           | <b>20,500</b>      | <b>29,059</b>      |
| Total funds brought forward             | 205,450                    | 11,297                   | 216,747            | 187,688            |
| Total funds carried forward             | <b>232,072</b>             | <b>5,175</b>             | <b>237,247</b>     | <b>216,747</b>     |

All of the incoming resources of the charity for the comparative year are unrestricted. All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The result for the year for Companies Act purposes is equivalent to the net incoming resources.

# The UK Oncology Nursing Society

## Balance Sheet

31 March 2022

|  | Notes | 2022<br>£       | 2021<br>£ |
|--|-------|-----------------|-----------|
| <b>Current assets</b>                        |       |                 |           |
| Cash at bank and in hand                     |       | <b>283,078</b>  | 226,685   |
| Debtors                                      | 4     | -               | 36,884    |
|  |       | <b>283,078</b>  | 263,569   |
| <b>Liabilities</b>                           |       |                 |           |
| Creditors falling due within one year        | 5     | <b>(45,831)</b> | (46,822)  |
| <b>Total assets less current liabilities</b> |       | <b>237,247</b>  | 216,747   |
| <br>   |       |                 |           |
| Unrestricted funds                           | 6     | <b>232,072</b>  | 205,450   |
| Restricted funds                             | 6     | <b>5,175</b>    | 11,297    |
| <b>Total funds</b>                           |       | <b>237,247</b>  | 216,747   |

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as is applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act.

These financial statements were approved and signed by the trustees and authorised for issue on ....18/12/222....., and are signed on their behalf by:

  
.....  
Mark Foulkes  
Director

Company Registration Number: 06996552

# The UK Oncology Nursing Society

## Notes to the Financial Statements

Year Ended 31 March 2022

### 1 Accounting Policies

#### Basis of accounting

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### a) Basis of preparation of financial statements and assessment of going concern

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The UK Oncology Nursing Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The functional and presentational currency of these financial statements is sterling.

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

#### b) Income

Income is recognised when the charity has entitlement to funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Capital grants receivable are credited to the SOFA as they become receivable and are treated as restricted funds. The depreciation on the assets to which the grants relate is charged against these funds.

#### c) Fund accounting

Unrestricted funds are funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds received which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

#### d) Expenditure

Expenditure is recognised once there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes irrecoverable VAT.

#### e) Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities. The company holds the following financial instruments, all of which are considered to be basic:

- Short term debtors and creditors
- Cash and bank balances



# The UK Oncology Nursing Society

## Notes to the Financial Statements

Year Ended 31 March 2022

### 2 Related Party Transactions

During the year travel expenses of £1,606 were reimbursed to 10 trustees (2021: £363 to 1 trustee).

### 3 Company Limited by Guarantee

The company is limited by guarantee and has no share capital. In the event of a winding-up, the liability of the members is limited to £1 each. The Charity is incorporated in England and Wales. The address of its registered office is: Legalinx, 14-18 City Road, Cardiff, Wales, CF24 3DL.

### 4 Debtors

|                                | 2022<br>£ | 2021<br>£     |
|--------------------------------|-----------|---------------|
| Trade debtors                  | -         | 35,950        |
| Prepayments and accrued income | -         | 934           |
|                                | <b>-</b>  | <b>36,884</b> |

### 5 Creditors: amounts falling due within one year

|                              | 2022<br>£     | 2021<br>£     |
|------------------------------|---------------|---------------|
| Accruals and deferred income | <b>21,955</b> | 38,763        |
| VAT payable                  | <b>3,020</b>  | 8,059         |
| Other creditors              | <b>20,856</b> | -             |
|                              | <b>45,831</b> | <b>46,822</b> |

### 6 Analysis of movement on funds

|                          | Balance at<br>1 April<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at<br>31 March<br>2022<br>£ |
|--------------------------|------------------------------------|----------------------------|----------------------------|-------------------------------------|
| Total unrestricted funds | 205,450                            | 111,210                    | (84,588)                   | <b>232,072</b>                      |
| Restricted funds:        |                                    |                            |                            |                                     |
| AOS education grant      | 2,230                              | -                          | -                          | <b>2,230</b>                        |
| EBN book grant           | 9,067                              | -                          | (6,122)                    | <b>2,945</b>                        |
|                          | <b>216,747</b>                     | <b>111,210</b>             | <b>(90,710)</b>            | <b>237,247</b>                      |

The AOS education grant represents funds raised for the development of a digital friendly format for UKONS guidance for assessment of patients.

The EBN book grant represents funds raised for the writing and publication of a reference book entitled "Fundamentals of Cancer Care".

The restricted funds are all held as cash at bank and in hand.