

# **The UK Oncology Nursing Society**

## **Trustees' Report**

Year Ended 31 March 2023

The trustees have pleasure in presenting their report and the unaudited financial statements of the charitable company for the year ended 31 March 2023.

### **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 aligned to the charity's aims for the year 2022/23**

- 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 and our newest 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 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 provided free of charge to advertisers.
- During 2022/23 Breaking News continued to be delivered jointly between UKONS and Macmillan Cancer Care due to an ongoing and developing partnership. This was underpinned by an MOU agreed and signed by both parties, renewed in 2022.
- In November 2022 we held our first face to face annual conference since the COVID pandemic in 2020. This was held in Belfast UK and was very successful with a record number of delegates registering and attending with the highest number of poster submissions ever received in UKONS history. The event focussed on a theme of 'Cancer Care in the Digital Age'. This provided the opportunity for cancer nurses to discuss, and present posters on supportive cancer

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## Trustees' Report

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year it was again presented in electronic format and it is likely that it will continue to be produced in in this form annually.

- UKONS continued to work with the Global Power of Oncology Nursing to support and facilitate their conference during 2023.
- Work continued to produce a web-based version of the UKONS Systemic Anti-cancer Therapy (SACT) Competency Passport together with our partner is Tefogo Ltd. We aim to deliver this enhancement free to UKONS members during late 2023.
- During 2022/23 UKONS continued to chair the UK SACT Board (formally UK Chemotherapy Board) delivering guidelines across all four nations for the delivery of systemic anti-cancer therapies
- UKONS continued to be a central organisation in developing and delivering the ACCEND (Aspirant Cancer Career and Education Development) programme. This career framework provides guidance and structure or all health care professionals wishing to develop a career in cancer care.
- Continued to approve translations of the UKONS Acute Oncology Triage Tool as well as working to formalise and deliver electronic versions of the tool.
- UKONS worked in partnership with the UK Acute Oncology Society and Macmillan to standardise AO education, training and assessment and advanced work on multi-professional AO competency passports, these will be piloted in mid-2023.
- Work commenced and continued on a book on the impact of the COVID pandemic in cancer care across Europe in partnership with Springer Press.
- Organised and presented education, training sessions and symposia at virtual and face-to-face events for both UKONS and other organisations throughout the year, including the UK Oncology Forum and the Oncology Professional Care Conference.
- Further developed the activities of UKONS Champions, with Young and Early Career Cancer Nurse input into a wide range of programmes and events. The champions worked to establish a sub-groups for both UKONS board alumni and Cancer Information Nurses.
- In 2023 UKONS hosted the European Cancer Nursing Day in Edinburgh, Scotland in partnership with the European Oncology Nursing Society (EONS).
- Continued to work with a wide range of industry partners and develop further relationships, extending our numbers of partners to more than 20.
- Collaborated with: NHS England, UK Oncology Forum; British Journal of Nursing; Cancer Nursing Practice, The European Oncology Nursing Society (EONS); International Society of Nurses in Cancer Care (ISNCC); and Oncology Professional Care
- Representation at the UK Chemotherapy Board; various NHS Working Groups (including those on SACT Capacity and Workforce); Macmillan Cancer Support/HEE.

### 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 receive induction into their role on the Board.

### Assessment of going concern

The charity's income is reliant on sponsorship from UKONS Partners, Income has been maintained despite ongoing uncertainty related to the UK and global economy and the COVID-19 pandemic. The board maintain a cautious approach and these factors have been considered in budgeting resources for the next financial year.

# **The UK Oncology Nursing Society**

## **Trustees' Report**

**Year Ended 31 March 2023**

### **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:

Mark Foulkes (President)  
Karen Campbell (President Elect)  
Lyndel Moore (Treasurer)  
Deborah Wightman (Secretary)  
Verna Lavender (Past President)  
Nalayini Kumaralingam  
Kay Bell  
Lisa Barrott  
Mark Foulkes  
Mary Tanay  
Libby Potter  
Joanne Bird  
Tracy Wilson  
Rosemary Roberts  
Naomi Clatworthy  
Ruth Hammond  
Constance Rowell

### **Reserves**

The Trustees plan to retain a modest level of reserves as a contingency fund against future demands on the charity's resources whilst using available funds to further our charitable aims.

### **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

A handwritten signature in black ink, appearing to be 'Mark Foulkes', written over a light grey background.

Mark Foulkes  
Director

Approved on .....31<sup>st</sup> August 2023

**The UK Oncology Nursing Society**

**Unaudited Financial Statements**

**Year Ended 31 March 2023**

**Company Registration Number 06996552**

**Charity Registration Number 1136972**

# **The UK Oncology Nursing Society**

## **Financial Statements**

Year Ended 31 March 2023

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- A further Members Interest Group- 'Young and Early Career Cancer Nurses' was added in 2021 and continues to develop.
- 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
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# **The UK Oncology Nursing Society**

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

**Year Ended 31 March 2023**

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# **The UK Oncology Nursing Society**

Trustees' Report (continued)

Year Ended 31 March 2023

## **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:

Mark Foulkes (President)  
Karen Campbell (President Elect)  
Lyndel Moore (Treasurer) (Appointed 11 November 2022)  
Deborah Wightman (Secretary)  
Verna Lavender (Past President)  
Nalayini Kumaralingam  
Kay Bell  
Lisa Barrott  
Mark Foulkes  
Mary Tanay  
Sam Wigfall  
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## **Reserves**

The Trustees plan to retain a modest level of reserves as a contingency fund against future demands on the charity's resources.

## **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  
Director

  
Mark Foulkes

Approved on 17/11/2023



# **The UK Oncology Nursing Society**

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

**Year Ended 31 March 2023**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

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

As the charity's trustees (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").

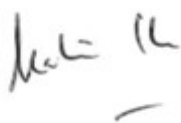
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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: 28 November 2023

# The UK Oncology Nursing Society

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

Year Ended 31 March 2023

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>Income from:</b>				
Partnership income	80,833	-	80,833	109,000
Corporate membership	-	-	-	2,000
Board activity	14,691	-	14,691	200
Donations	4,100	-	4,100	10
Other income	1,025	-	1,025	-
<b>Total</b>	<b>100,649</b>	<b>-</b>	<b>100,649</b>	<b>111,210</b>
<b>Expenditure on:</b>				
EONS membership fee	893	-	893	756
ISNCC membership fee	244	-	244	-
EBN Health book	-	28	28	6,122
Palliative care booklet	2,450	-	2,450	-
Board meetings – Travel and subsistence	8,970	-	8,970	1,270
Entertaining/other meetings	11,055	-	11,055	1,862
MIGs	7,629	-	7,629	3,735
Administrative support	15,760	-	15,760	17,053
Secretarial services	330	-	330	1,388
Legal and professional	2,601	-	2,601	250
Annual conference	22,500	-	22,500	9,710
Other conferences	11,084	-	11,084	2,475
Stationery and admin	17	-	17	513
Website and social media	7,013	-	7,013	14,988
Accounting fees	5,475	-	5,475	4,225
Insurance	848	-	848	933
SACT passport project	20,000	-	20,000	-
Champions' workshop	31	-	31	-
Irrecoverable VAT	6,931	-	6,931	1,420
Grants	15,000	-	15,000	20,000
Purchases	10,230	-	10,230	4,010
<b>Total</b>	<b>149,061</b>	<b>28</b>	<b>149,089</b>	<b>90,710</b>
<b>Net income/(expenditure)</b>	<b>(48,412)</b>	<b>(28)</b>	<b>(48,440)</b>	<b>20,500</b>
Total funds brought forward	232,072	5,175	237,247	216,747
Total funds carried forward	<b>183,660</b>	<b>5,147</b>	<b>188,807</b>	<b>237,247</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 income / (expenditure).

# The UK Oncology Nursing Society

## Balance Sheet

31 March 2023

	Notes	2023 £	2022 £
<b>Current assets</b>			
Debtors	4	22,120	-
Cash at bank and in hand		252,811	283,078
		<u>274,931</u>	<u>283,078</u>
<b>Liabilities</b>			
Creditors falling due within one year	5	(86,124)	(45,831)
		<u></u>	<u></u>
<b>Total assets less current liabilities</b>		<u>188,807</u>	<u>237,247</u>
Unrestricted funds	6	183,660	232,072
Restricted funds	6	5,147	5,175
		<u></u>	<u></u>
<b>Total funds</b>		<u>188,807</u>	<u>237,247</u>

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 17 November 2023, 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 2023

### 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 2023

### 2 Related Party Transactions

During the year travel expenses of £12,164 were reimbursed to 15 trustees (2022: £1,606 to 10 trustees).

### 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

	2023 £	2022 £
Trade debtors	20,005	-
Prepayments and accrued income	2,115	-
	<u>22,120</u>	<u>-</u>

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

	2023 £	2022 £
Accruals and deferred income	62,059	21,955
VAT payable	3,709	3,020
Other creditors	20,356	20,856
	<u>86,124</u>	<u>45,831</u>

### 6 Analysis of movement on funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Total unrestricted funds	232,072	100,649	(149,061)	183,660
Restricted funds:				
AOS education grant	2,230	-	-	2,230
EBN book grant	2,945	-	(28)	2,917
	<u>237,247</u>	<u>100,649</u>	<u>(149,089)</u>	<u>188,807</u>

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.

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## Trustees' Report

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Karen Campbell (President Elect)  
Lyndel Moore (Treasurer)  
Deborah Wightman (Secretary)  
Verna Lavender (Past President)  
Nalayini Kumaralingam  
Kay Bell  
Lisa Barrott  
Mark Foulkes  
Mary Tanay  
Libby Potter  
Joanne Bird  
Tracy Wilson  
Rosemary Roberts  
Naomi Clatworthy  
Ruth Hammond  
Constance Rowell

### **Reserves**

The Trustees plan to retain a modest level of reserves as a contingency fund against future demands on the charity's resources whilst using available funds to further our charitable aims.

### **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

A handwritten signature in black ink, appearing to be 'Mark Foulkes', written over a light grey background.

Mark Foulkes  
Director

Approved on .....31<sup>st</sup> August 2023