

CHARITY COMMISSION



# Lung Cancer Nursing UK

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ANNUAL REPORT AND ACCOUNTS FINANCIAL YEAR ENDING  
JANUARY 2021

Charitable Incorporated Organisation number: 1160011

LUNG CANCER NURSING UK | MIRIA HOUSE, 1683B HIGH STREET, KNOWLE, SOLIHULL, B93 0LL

## About LCNUK

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Lung Cancer Nursing UK was established in 1998 to support the advancement of health by providing nurses who specialise in the treatment of patients with lung cancer or mesothelioma with support, education and the opportunity to communicate and network with peers; and to provide a national voice on clinical and strategic issues for specialist lung cancer nurses. The organisation became a charitable incorporated organisation (CIO) in 2015.

Membership is open to any specialist nurse who spends more than 50% of their working week or clinical activities in caring for patients with lung cancer and or mesothelioma. Associate membership is open to those who do not meet this criteria. The experience and clinical background of the members working environments are very diverse, including, palliative care, oncology (cancer centres or units) respiratory medicine, community and others, this affords the organisation a wealth of knowledge in to which members can access.

The activities of the CIO fall into four distinct categories, these are as follows:

### Clinical

- Improving the care lung cancer patients receive.
- Disseminating best practice and sharing information and knowledge

### Developmental

- Keeping members up-to-date with the latest lung cancer news through our e-bulletins
- Highlighting new developments in the UK.
- Encouraging regional participation within LCNUK

### Education

- Providing a forum to disseminate new developments, skills, treatments and practice through educational programmes, annual conference, resources and publications
- Sharing clinical updates and best practice with members
- Supporting and fostering audit and research in lung cancer and within the role of the LCNS

### Professional

- Providing support and networking, infrastructure and opportunities.
- Campaigning for and supporting the role of the lung cancer nurse specialist
- Providing a voice on clinical and strategic issues.
- Highlighting the specialist role of nurses in caring for people with lung cancer and mesothelioma
- Representing lung cancer nurse specialists on national and international bodies and organisations



## 2020 Business Priorities

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The Trustees present their annual report together with the financial statements of the Company for the year 1 February 2020 to 31 January 2021. The Annual Report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual Report and Financial Statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

The Trustees have complied with the duty in part 1 section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. A detailed report of the activities undertaken and achievements by the Charity to further its charitable purposes for the public benefit is given below<sup>1</sup>.

In 2020 LCNUK had the following business priorities:

### Professional

To act as advocates for patients with lung cancer on professional bodies such as NICE/SMC

To represent the lung cancer nurse specialist on professional bodies and committees and provide a voice on strategic issues at a regional and national level

To promote the lung cancer nurse specialist role and its benefits on the international platform

### Developmental

To ensure production and circulation of a monthly e-bulletin to share best practice and highlight lung cancer and relevant nursing news and events

To maintain the LCNUK website creating, sharing and signposting to relevant news and events

### Education and Clinical

Annual Conference November 2020 – Following the success of the 20<sup>th</sup> anniversary conference in 2019 which achieved its greatest number of delegates ever LCNUK had ambitious plans to foster and harness this growth in delegates to increase the conference impact.

Annual Workshop – Spring and Autumn 2020 – LCNUK had ambitious plans to develop a series of programmes to explore innovative ways to enhance the emotional care and psychological support for people with lung cancer by exploring best practice around the UK in this area and developing innovative programmes to share this widely for local adoption

### Research

Research Workshop – Summer 2020 – LCNUK aimed to undertake a second Promoting Research in Oncology Nursing workshop to promote research in lung cancer nursing care for the benefit of patients and their carers.

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<sup>1</sup> Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Like many organisations, business priorities were affected by COVID-19. We adapted activity to ensure continued service delivery. We supported our members throughout the pandemic through the provision of COVID-19 resources, bespoke guidance, pastoral support.

## 2020 Impact report

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### Our Response to COVID-19

2020 was dominated globally by the impact of COVID-19. As a professional society representing lung cancer nurse specialists, COVID-19 would affect our strategic and operational activity. The pandemic had a substantive impact on our professional membership and the people with lung cancer for whom they care and advocate. Many of our members were deployed to front line COVID-19 support and those who were not were left covering colleagues who had been redeployed. Many were also impacted directly by COVID-19 either themselves or their families or were having to cover sick leave for colleagues or having to live away from their families to protect loved ones.

Services were transformed overnight with lung cancer nurse specialists being required to deliver care remotely and sometimes using technology with which they were neither trained nor comfortable in using as a way to communicate with patients. The perception by some that remote consultations are easier and less time consuming than face-to-face consultations has not been the experience of our members with many expressing concern over how news is delivered to patients particularly given that the majority of patients are over 60 years old, unfamiliar with technology and often requiring multiple conversations with family members to overcome misunderstandings.

The pandemic has impacted LCNUK members harshly both from a personal and professional perspective and LCNUK set out to transform its own services to meet the needs of its members and adjust its priorities acknowledging that many members would be unable to dedicate time for additional professional development and programmes such as research and audit.

Our response to the pandemic was as follows:

- We undertook a survey of members to ascertain the impact of the pandemic on the lung cancer nurse specialist across the UK. The results of the survey (see <https://www.lcnuk.org/news/impact-covid-19-lung-cancer-care-views-lung-cancer-specialist-nurses>) which revealed that more than half of members who responded had been themselves or had team members redeployed or unable to work due to COVID-19. LCNUK developed a set of recommendations as a result of the survey which were disseminated widely
- We collated and curated appropriate regional and national advice to rapidly create a webpage and disseminate information for members on COVID-19 and its impact on lung cancer care
- We collated and curated support from a wide range of sources to provide comfort and promote positive mental health for our members
- Recognising that our members would be unable to attend in-person meetings we cancelled all face-to-face events and moved to an online platform to deliver short bite-size educational webinars which could be accommodated within our members daily lives and workload. Our webinars included keynote speakers and experts in the field. All webinars were recorded and also made available to members on-demand allowing them to learn at their own pace.



The topical webinars introduced and delivered during this financial year included:-

|  |            |   |
|--|------------|---|
| Mesothelioma in the shadow of Covid-19   | 17/09/2020 | Liz Darlison & Ann Moylan/<br>Lorraine Creech |
| Indwelling Pleural Catheters in Modern Day Thoracic Oncology Care                                | 14/10/2020 | Matt Evison & Jen Jones/<br>Karen Clayton     |
| The future & current impact of COVID-19 and the pandemic on lung cancer CNS services             | 22/10/2020 | Alison Leary/ Jackie<br>Fenemore              |
| The role of pathology in lung cancer management  | 06/11/2020 | Matt Evans/ Sandra Wakelin                    |
| Mindful Compassion – An Approach for Finding the Balance   | 12/11/2020 | Ann Burgoyne/ Karen<br>Clayton                |
| Advanced brain metastases management: a practical guide to treatment options and symptom control | 27/11/2020 | Cath McBain/ Julia McAdam                     |
| Breaking bad news over the telephone   | 03/12/2020 | Lorrain Dunn/ Josie Roberts                   |

Operationally and financially LCNUK adapted well to impact of the pandemic, continuing to operate effectively throughout.

We were able to transfer all internal committee meetings, trustee meetings to take place virtually. LCNUK has operated on a virtual basis for many years and as such the organisation's business operations were well placed to cope well with the social distancing restrictions brought on by the pandemic. Lower costs associated with introducing virtual meetings, helped the charity to make savings during this financial year and also supported committee members in being able to attend by reducing the need to travel and allowing them to attend LCNUK meetings from work or home.

Because of the redeployment of staff to front line services and the pressure on those remaining to cover for colleagues a decision was made not to host events beyond short webinars. This did impact significantly on the ability to raise funds for the organisation during 2020 but we were able to raise £19,979 through corporate support and webinar sponsorship.

The pandemic inevitably had an impact on membership and this dropped by approximately 67 members during the year. This was mainly due to the reduction in activity by LCNUK and other personal and professional priorities of LCNUK members. A new scheme was introduced to support retention of members by offering a 2 years for one fee and this has seen improvements in membership figures more recently.

| Membership          | 2020 | 2019 | 2018 |
|---------------------|------|------|------|
| New                 | 50*  | 82   | 52   |
| Renewed             | 156* | 180  | 158  |
| Expired / Cancelled | 113  | 71   | 67   |

\*Any member who paid for a membership in 2020, has had their membership end date extended to 2022



## Professional

### Influencing and contribution to national policy

LCNUK works alongside numerous organisations across the UK to inform lung cancer policy, promote best practice and act as the patients advocate for people with lung cancer.

In 2020, national healthcare policy and service provision focused on coping with the consequences of the COVID-19 pandemic. As a result, many activities and initiatives were placed on hold or delayed until the latter part of the year. LCNUK also shifted its attention to supporting the informing of national policy on the pandemic and supporting colleagues in translating this policy into practice. A key concern for members and patients alike is the delays in diagnosis of new cases of lung cancer, late presentation of lung cancer, managing the nursing care of people with lung cancer and adapting to new ways of working many of which have proved challenging such as remote consultations.

LCNUK continues to undertake collaborative work with other organisations such as The UK Lung Cancer Coalition (UKLCC) where LCNUK contributed to the development of the widely disseminated report, [COVID Matters](#)

On March 4<sup>th</sup> 2020, before the pandemic took hold in the UK, LCNUK collaborated with UKLCC, the Ruth Strauss Foundation, Roy Castle Lung Cancer Foundation and MSD Ltd to undertake a reception at the House of Commons hosted by the then MP, The Right Honourable James Brokenshire at which its workforce report was shared highlighting the overwhelming caseload of lung cancer nurse specialists. The workforce report was the results of a survey of the membership of LCNUK which highlighted that nearly half of the members who responded care for more than 200 patients at any one time with more than three quarters of respondents stating that they felt there were insufficient lung cancer nurse specialists to meet and deliver national guidance such as the Lung Cancer Optional Pathway. The event was a huge success and served to raise awareness of the value and importance of the lung cancer nurse specialist in ensuring the appropriate and timely delivery of care for lung cancer and the important role that the lung CNS plays in acting as the patient advocate and providing psychological support.

### Representation

- British Thoracic Oncology Group
- Global Lung Cancer Coalition
- International Thoracic Oncology Nurses Forum
- Lung Cancer Europe
- Mesothelioma UK
- National Lung Cancer Audit
- National Institute for Health and Care Excellence
- Roy Castle Lung Cancer Coalition
- Scottish Medicines Consortium
- Scottish Lung Cancer Nurses Forum

## Developmental

### Communicating with our members

During COVID-19 the key to communicating effectively with our members was to be able to provide bite-size news and information that could be easily digested in the short window of time available to our members. To do this we resorted to social media to push out key messages, updating the content on our website with direct links from the home page to key COVID related information and other important lung cancer and nursing news. We also prepared and disseminated to members a monthly, and where the situation warranted, twice monthly electronic newsletter featuring bite size news and signposting members to educational and professional development information as well as updates on key lung cancer news.

## Education and clinical

As mentioned previously, LCNUK transformed all of its educational opportunities into structured webinars available for members to watch live online and interact with speakers or watch on demand at their leisure.

It was agreed not to undertake any face-to-face events or longer digital events given the pressure on the workforce and recognising the contribution of our members on the front line.

## Research

All research activity was postponed in 2020 due to the COVID-19 pandemic. Likewise, activity of the thoracic oncology group was also delayed due to the pandemic.

## Plans For Future Periods

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In 2021 LCNUK will be undertaking a strategic review of its activities to develop a structured business plan to agree a series of programmes and high value activities that will support the membership lung cancer nurse specialist. These will include the restoration and promotion of research programmes, the appointment of a new research lead, programmes to support the restoration of lung cancer services and psychological support.

We also plan to resume our annual conference albeit recognising that it may have to be held virtually. We will continue with our regular webinar educational programme which is now an established feature and benefit of membership.

Our thoracic surgical group will also continue to develop programmes and resources to support thoracic surgical lung cancer care and we will be collaborating with Mesothelioma UK to develop a series of resources on Mesothelioma for lung cancer nurse specialists.

LCNUK recognises that the world will have changed as a result of COVID-19 and LCNUK will be required to adapt to continue to be able to serve its membership, meet its charitable objectives and thrive as an organisation. This is likely to include adapting to a more modern digital environment to support learning and peer support.

LCNUK have had 28 new members join to date in 2021, which is over half of the total number of new members in 2020. If this trend continues, LCNUK can hope for approximately 57 new members this year. As



we have automatically renewed anyone with a membership payment in 2020, we already have seen 259 renewals year to date. This number may continue to grow if previous members (who didn't renew in 2020) chose to renew in 2021 to take advantage of the conference or webinar offer for members.

We also have ambitious plans to develop a service framework for Lung Cancer Nurse specialists which will support the LCNS in their professional development whilst also supporting Hospital Trusts to ensure that the nurses they are recruiting have the appropriate skills, knowledge and training to deliver the role and are remunerated appropriately. This should also help to reduce inequity of care/services across the country.

## Structure, Governance & Management

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### Constitution

The company is registered charitable incorporated organisation, company number 1160011. Formal membership is open to any lung cancer nurse specialist who spends more than 50% of their working week or clinical activities in caring for patients with lung cancer or mesothelioma. In addition, membership is open to nurse specialists in a lung cancer/mesothelioma academic or lung cancer/mesothelioma research role. Such membership is subject to approval by the LCNUK Committee. Associate membership is open to those who do not meet the criteria for formal membership.

### Method of appointment and election of trustees

The management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the constitution. During this period the LCNUK was managed by nine\* trustees, led by Lorraine Creech. The trustees, or any member of LCNUK can recommend a trustee for appointment. One third of the trustees retire each year and may be re-appointed. The chair of the committee changed in 2018 and the new chair was elected to the board of trustees for the duration of her term of office as chair of the committee. Applicants are asked to provide a CV and covering statement. A shortlist is drawn up and interviewed by a panel appointed by the Board of Trustees.

\* In December 2020 David Parish and Jackie Fenemore resigned as trustees of the organisation leaving seven remaining trustees.

### Policies adopted for the induction and training of trustees

In December 2020, solicitor Mr Phillip Norton undertook a trustee training update where he reminded trustees of their roles and responsibilities in governing the organisation and highlighted case studies where governance had failed and the actions required to address the failings.

The results of the trustee skills audit conducted in 2020 showed that there is a lack of financial knowledge and experience across the trustees. It was acknowledged that it is difficult to identify individuals with appropriate experience willing to act as trustees. To mitigate this, LCNUK invites the accountants to support the trustees in preparing, presenting, and understanding the accounts and financial issues. LCNUK also has appropriate financial controls in place and a financial controls policy to which it adheres. The trustees discussed recruitment of new individuals with appropriate experience and agreed that any recruitment of individuals should refer the skills audit outcomes and not necessarily be a rite of passage for ex-chairs of the committee to be invited to be trustees.

A new trustee induction manual is in development in 2021 for launch later in 2021 alongside a series of new policies. These will be reviewed at the June 2021 trustee meeting.



## Organisation structure and decision making

The Trustees are assisted by the LCNUK Committee. The chair of the LCNUK committee attends trustee meetings to ensure continuity and good communications. During 2020 the committee was comprised of 11 elected members of LCNUK and two co-opted members, Jenny Mitchell and Janelle Yorke. The LCNUK committee formulates recommendations on the aims, strategies and activities of the charity for approval by the trustees.

An agency, Red Hot Irons Limited (RHI), is contracted to run the day-to-day business administration and operations of the organisation.

## Pay Policy for key management

There are no paid staff, all work undertaken by the committee and trustees is done so voluntarily. The support agency is contracted to run the operational day-to-day activities and business administration.

## Application and adherence to the Charity Governance Code

LCNUK recognise good governance is essential to our effectiveness, reputation and credibility. The Board of Trustees regularly review activities, policies and processes to ensure the charity is delivering against its mission and charitable objectives. We have robust measures in place to ensure effective and clear overview of financial controls. The board undertakes a regular review (every two years) of its effectiveness, assessing competencies, skills gaps and training needs through a process of external audit and facilitated discussion.

In 2020, LCNUK adopted two new policies on code of conduct and equality and diversity to add to its portfolio of existing policies – see <https://www.lcnuk.org/Documents>

We operate a robust conflicts of interest policy, and all Trustees and Committee members complete declarations of interest each year. Conflict of interests form a standing item on all committee/board agendas. The Board aims to continuously improve its governance processes and is currently working through the new [Charity Governance Code](#) to ensure its governance structures adhere to the principles of the code and recommended practice.

## Risk management

The Trustees analyse and undertake a review of the risks the Charity is exposed to as part of an annual business planning process and in accordance with Charity Commission guidance (CC26), scoring the risks according to likelihood and impact. The systems and actions established to mitigate those risks are also reviewed by Trustees at each Board meeting and updated and adjusted accordingly, with the net risk in each area agreed. High risks closely monitored by the Trustees are:

- High level of dependency on too few income streams puts LCNUK at risk of sudden and/or long-term loss of funding – efforts continue to diversify income streams to include more Trusts and Foundation as well as funding from non-pharmaceutical companies.
- Potential for a sudden drop in income and the need to dip into accumulated reserves
- The risk that LCNUK could be perceived as being unduly influenced by sponsors/pharmaceutical industry. LCNUK has adopted a stringent endorsement policy and ensures where possible that there is a balance of sponsors from across the industry spectrum with no one sponsor having significant influence or control. Sponsors are not permitted to have any form of editorial control or influence over the content and development of new LCNUK branded materials

## Volunteers

The Society is heavily reliant on the time, expertise and energy of its committee and other members. Much of the work of the charity is conducted virtually via email and teleconference and is undertaken on a voluntary basis.



## Trustees, executive committee & senior management

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### Trustees

Lorraine Creech (Chair of the Board)  
George Bate  
Diana Borthwick  
Alison Leary  
Isobel Lovett  
Michael Peake  
John White  
Jackie Fenemore (Resigned 7<sup>th</sup> December 2020)  
David Parish (Resigned 18<sup>th</sup> January 2021)

### Registered office

Miria House  
1683b High Street  
Knowle  
Solihull  
B93 0LL

Charity Registered Number  
1160011

### Bankers

Unity Trust bank plc  
Nine Brindley Place  
Birmingham  
B1 2HB

Nationwide Building Society  
Nationwide House  
Pipers Way  
Swindon  
SN38 1NW

### LCNUK Committee

Jackie Fenemore (Chair)  
Peter Barton  
Karen Clayton  
Carol Davies  
Lucy Heycock  
Lavinia Magee  
Julia McAdam  
Josie Roberts  
Paula Shepherd  
Rachel Thomas  
Sandra Wakelin

### Accountants

Dodd & Co Chartered Accountants  
FIFTEEN Rosehill  
Montgomery Way  
Rosehill Estate  
Carlisle  
CA1 2RW

## Financial Review

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### Principal Funding

The principal funding sources for the Charity in 2020 as in previous years were:

- Voluntary income from the pharmaceutical industry (fees from the LCNUK Corporate Membership)
- Income from sponsorship of charitable activities by pharmaceutical companies and/or solicitors
- Membership fees

The total funding secured in 2020 (£32,794) was 84% lower than 2019 (£203,783). This was due to the fact that LCNUK was not able to undertake its annual conference which is its main source of income generation for the organisation.

LCNUK was able to introduce a sponsorship scheme to support the delivery of its webinar programme and secured over £15,000 to deliver this.

MSD committed to corporate membership in November 2020 with Amgen also committing to Corporate membership at the end of this financial reporting period and, as such, LCNUK was able to secure more than £4,000 in corporate membership.

Membership fees comprised £6,840.

LCNUK received gift in kind from MSD Ltd through their facilitation and funding of the Parliamentary event to mark the 20<sup>th</sup> anniversary of LCNUK and to promote the campaign #nursesmatter and the WHO Year of the Nurse. At this event LCNUK reported on its member survey highlighting the workload of the LCNS and the impact of the workload in being able to deliver high quality lung cancer nursing services. MSD funded the room hire charges and catering and communications agency support costs to produce high quality materials from the LCNUK survey and documents. The value of this gift in kind is estimated at £6,120.

### Principal Expenditure

Total expenditure in 2020/2021 (£50,860) which was significantly lower than 2020/2019 (£192,783). This was a direct result of the COVID-19 pandemic which resulted in cancellation of face to face events and meetings, as well as reduced claims for travel and accommodation and reduced overall activity due to members being redeployed to the front line without the ability to participate in LCNUK programmes. Despite the substantial savings in expenditure LCNUK recognises that it operated the year with a deficit of £18,066.

The largest item in support costs was secretariat, membership and administration costs, which includes fees paid to Red Hot Irons. Red Hot Irons is contracted to run the day to day operations of the charity, including maintenance and upkeep of our website, membership management and communications, committee management, events, IT, webinars, analytics and database.

### Reserves Policy

LCNUK has no regular guaranteed sources of income and the long-term funding of the charity is uncertain. The charity however does have fixed operating costs in terms of the activities required to maintain its presence and further its charitable objectives. The charity's work is planned one year in advance with financial commitments made up to two years in advance on some programmes such as the annual conference.



The Trustees have therefore decided that to see programmes through to completion in the event of a serious reduction in funding, an optimal reserve equivalent to twelve months fixed operating costs plus the annual cost of the conference should be held. This level of reserve also supports the charity in working to a long-term strategy without the need to make short term adjustments forced on it by temporary deficits in funding. Moreover, it allows the charity to take advantage of opportunities that may present and require a relatively small or moderate investment upfront. Minimum and maximum levels of reserves have been agreed as 6 months costs and 18 months costs respectively. The Trustees will be guided only to take drastic action if they see the charity falling below its minimum level of reserves and to only make significant long-term investments from reserves if the Charity is above its ideal level of reserves.

The optimum level of reserve based on the 2022 budget amounts to £200k with a minimum of £100k. The level of unrestricted reserves held by the Society at the end of the accounting period (Jan 2021) was £255k, which is above the optimal level but substantially above the minimum level.

The Board undertakes an annual review of the reserves policy to ensure it reflects current activities of the charity and amounts held in reserve are sufficient meet the financial and charitable obligations should funding significantly diminish for any reason.

### Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

### Financial Review Conclusion

The Society ended the year with a deficit of £18,066 in 2020/21 – a significant downturn when compared to 2019/2020. The charity continues to hold healthy reserves (just over 12 months of our anticipated operating costs for 2022). However, sponsorship and funding remain a significant challenge and cutting further costs will be difficult. 2020 was an unprecedented year and many savings were made due to an inability to travel and hold face to face events, but like many organisations, it is likely that we will revert back to some level of travel and face to face events in the future which will inevitably see some costs rise. The Trustees continue to recognise that the funding situation remains challenging, and will continue to be innovative in our approach to fundraising, cost savings and ensuring value for money.

The resumption of our national conference albeit possibly in virtual format will allow us the opportunity to seek conference sponsorship and we are also exploring new income generating options such as sponsored web pages and digital advertising.

The impact of COVID-19 on our finances has been significant. The charity has incurred lower costs due to less expenditure on travel, venue hire and accommodation. However, income from the exhibitions and events which usually attract funding due to the benefits derived from sponsorship (i.e. face to face interaction with key clinical audiences), has fallen dramatically. It remains uncertain whether, once restrictions ease, companies will return to events and exhibitions or if they will find alternative ways of reaching their audiences.

Meanwhile LCNUK continue to explore other opportunities for funding programmes of activity and will be further exploring grant opportunities during 2021.

### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

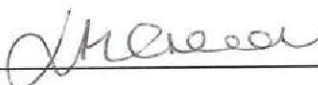
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant information of which the charity's accountant and independent examiner are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant information and to establish that the charity's accountants are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:



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Lorraine Creech

Chair of the Board of Trustees

Date: 28/06/2021



**Independent Examiner's Report to the Trustees of  
Lung Cancer Nursing UK**

I report on the accounts of the charity for the year ended 31 January 2021, which are set out on pages 5 to 13.

Your attention is drawn to the fact that the Charity has prepared the financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Joanne Thomlinson FCA  
Dodd & Co Limited  
Chartered Accountants

28 June 2021

FIFTEEN Rosehill  
Montgomery Way  
Rosehill Estate  
CARLISLE  
CA1 2RW

**Lung Cancer Nursing UK  
known as  
LCNUK**

**Statement of Financial Activities for the Year Ended 31 January 2021**

|  |      | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2021 | Total Funds<br>2020 |
|--|------|-----------------------|---------------------|---------------------|---------------------|
|  | Note | £                     | £                   | £                   | £                   |
| <b>Income and endowments from:</b>                 |      |                       |                     |                     |                     |
| Donations and legacies                             | 2    | 26,099                | -                   | 26,099              | 154,275             |
| Charitable activities                              | 3    | 6,695                 | -                   | 6,695               | 49,508              |
| Total income                                       |      | <u>32,794</u>         | <u>-</u>            | <u>32,794</u>       | <u>203,783</u>      |
| <b>Expenditure on:</b>                             |      |                       |                     |                     |                     |
| Charitable activities                              |      | 50,860                | -                   | 50,860              | 192,783             |
| Total expenditure                                  |      | <u>50,860</u>         | <u>-</u>            | <u>50,860</u>       | <u>192,783</u>      |
| Net (outgoing)/incoming resources before transfers |      | (18,066)              | -                   | (18,066)            | 11,000              |
| <b>Transfers</b>                                   |      |                       |                     |                     |                     |
| Gross transfers between funds                      |      | 266                   | (266)               | -                   | -                   |
| Net movements in funds                             |      | (17,800)              | (266)               | (18,066)            | 11,000              |
| <b>Reconciliation of funds</b>                     |      |                       |                     |                     |                     |
| Total funds brought forward                        |      | 273,136               | 266                 | 273,402             | 262,402             |
| Total funds carried forward                        |      | <u>255,336</u>        | <u>-</u>            | <u>255,336</u>      | <u>273,402</u>      |

The notes on pages 7 to 13 form an integral part of these financial statements.



**Lung Cancer Nursing UK  
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**Balance Sheet as at 31 January 2021**

|   |      | 2021           |                 | 2020           |                 |
|---|------|----------------|-----------------|----------------|-----------------|
|   | Note | £              | £               | £              | £               |
| <b>Current assets</b>                                 |      |                |                 |                |                 |
| Debtors   | 9    | 41,730         |                 | 22,739         |                 |
| Cash at bank and in hand                              |      | <u>253,689</u> |                 | <u>317,171</u> |                 |
|   |      |                | 295,419         |                | 339,910         |
| <b>Creditors: Amounts falling due within one year</b> | 10   |                | <u>(40,083)</u> |                | <u>(66,508)</u> |
| <b>Net current assets</b>                             |      |                | <u>255,336</u>  |                | <u>273,402</u>  |
| <b>Net assets</b>                                     |      |                | <u>255,336</u>  |                | <u>273,402</u>  |
| <b>The funds of the charity:</b>                      |      |                |                 |                |                 |
| <b>Restricted funds</b>                               |      |                | -               |                | 266             |
| <b>Unrestricted funds</b>                             |      |                |                 |                |                 |
| Unrestricted income funds                             |      |                | <u>255,336</u>  |                | <u>273,136</u>  |
| <b>Total charity funds</b>                            |      |                | <u>255,336</u>  |                | <u>273,402</u>  |

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board on 28 June 2021 and signed on its behalf by:



L Creech  
Trustee

**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2021**

**1 Accounting policies**

**Statement of compliance**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 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) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**Basis of preparation**

The charity 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.

**Going concern**

The charity has considered whether the use of the going concern basis for accounting is appropriate. To do this, they have considered whether there are any material uncertainties as to the Charity's ability to continue as a going concern.

Following the COVID-19 outbreak the Charity was able to generate alternative revenue streams in the form of webinars in order to soften the impact of the cancellation of the annual conference, of which the bulk of the Charity's revenue has been historically derived via sponsorship.

The annual conference is expected to go ahead in 2021 and the trustees remain confident that there are financial resources available to see the charity through until normal operations resume and are satisfied that there are no material uncertainties about the charity's ability to continue as a going concern.

**Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 12.

**Income and endowments**

Donations and legacies including gifts are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.



**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2021**

..... continued

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

- (i) Those donated for resale produce income when they are sold. They are valued at the amount actually realised.
- (ii) Those donated for onward transmission to beneficiaries are included in the statement of financial activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.
- (iii) Those donated for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them.

Where facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity where this can be quantified.

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the Trustees' Annual Report.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Membership income is recognised on receipt.

**Expenditure**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2021**

..... continued

**Cash and Cash Equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**2 Donations and legacies**

|                               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ | Total Funds<br>2020<br>£ |
|-------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Donations and legacies</b> |                            |                          |                          |                          |
| Gifts in kind                 | 6,120                      | -                        | 6,120                    | -                        |
| Donations                     | 112                        | -                        | 112                      | -                        |
| Representation income         | -                          | -                        | -                        | 650                      |
| Conference sponsorship        | -                          | -                        | -                        | 137,625                  |
| Webinar Sponsorship           | 15,700                     | -                        | 15,700                   | -                        |
| Corporate sponsorship         | 4,167                      | -                        | 4,167                    | 16,000                   |
|                               | <u>26,099</u>              | <u>-</u>                 | <u>26,099</u>            | <u>154,275</u>           |

Of the donations and legacies income in 2020 £154,275 related to unrestricted funds.

**3 Charitable activities**

|                                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ | Total Funds<br>2020<br>£ |
|--------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Membership and research</b> |                            |                          |                          |                          |
| Membership subscriptions       | 6,840                      | -                        | 6,840                    | 8,855                    |
| <b>Annual conference</b>       |                            |                          |                          |                          |
| Conference exhibition only     | -                          | -                        | -                        | 13,474                   |
| Delegate registration          | (145)                      | -                        | (145)                    | 27,179                   |
|                                | <u>(145)</u>               | <u>-</u>                 | <u>(145)</u>             | <u>40,653</u>            |
|                                | <u>6,695</u>               | <u>-</u>                 | <u>6,695</u>             | <u>49,508</u>            |

Of the income from charitable activities in 2020 £49,508 related to unrestricted funds.



**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2021**

..... continued

**4 Total resources expended**

|  | <b>Membership<br/>and<br/>research</b> | <b>Annual<br/>conference</b> | <b>Online<br/>Education</b> | <b>Total<br/>2021</b> | <b>Total<br/>2020</b> |
|--|--|------------------------------|-----------------------------|-----------------------|-----------------------|
|  | <b>£</b>                               | <b>£</b>                     | <b>£</b>                    | <b>£</b>              | <b>£</b>              |
| <b>Direct costs</b>                      |  |                              |                             |                       |                       |
| Grants payable - individuals             | (1,043)                                | -                            | -                           | (1,043)               | 3,502                 |
| Webinar costs                            | -                                      | -                            | 9,165                       | 9,165                 | -                     |
| Membership administration costs          | 11,000                                 | -                            | -                           | 11,000                | 10,337                |
| Brand redevelopment costs                | -                                      | -                            | -                           | -                     | 4,160                 |
| Website costs                            | 4,050                                  | -                            | -                           | 4,050                 | 11,000                |
| Conference bursaries                     | -                                      | -                            | -                           | -                     | 717                   |
| World Conference on Lung<br>Cancer costs | 68                                     | -                            | -                           | 68                    | 2,686                 |
| Annual workshop                          | 2,603                                  | -                            | -                           | 2,603                 | 7,599                 |
| Parliamentary fly in costs               | 8,942                                  | -                            | -                           | 8,942                 | -                     |
| Conference audio visual costs            | -                                      | -                            | -                           | -                     | 7,414                 |
| Venue costs                              | -                                      | -                            | -                           | -                     | 64,964                |
| Speaker costs and tokens                 | -                                      | -                            | -                           | -                     | 1,076                 |
| Management fees                          | -                                      | -                            | -                           | -                     | 26,278                |
| Conference costs - materials             | -                                      | -                            | -                           | -                     | 10,384                |
| Conference costs - other                 | -                                      | 739                          | -                           | 739                   | 7,127                 |
| Online education training<br>modules     | -                                      | -                            | -                           | -                     | 9,950                 |
| Bad debts written off                    | -                                      | -                            | -                           | -                     | 2,250                 |
| PRON research training<br>programme      | -                                      | -                            | -                           | -                     | 143                   |
| Irrecoverable VAT                        | 1,319                                  | -                            | -                           | 1,319                 | 306                   |
|  | <u>26,939</u>                          | <u>739</u>                   | <u>9,165</u>                | <u>36,843</u>         | <u>169,893</u>        |
| <b>Support costs</b>                     |  |                              |                             |                       |                       |
| Insurance                                | 210                                    | -                            | 211                         | 421                   | 361                   |
| Office management                        | 2,756                                  | -                            | 2,757                       | 5,513                 | 4,923                 |
| Committee costs                          | 721                                    | -                            | 721                         | 1,442                 | 7,673                 |
| Representation costs                     | (314)                                  | -                            | -                           | (314)                 | 2,380                 |
| Sundry expenses                          | 46                                     | -                            | 46                          | 92                    | 91                    |
| Cost of trustee meetings                 | 192                                    | -                            | 193                         | 385                   | 1,801                 |
| Accountancy and bookkeeping<br>fees      | 2,482                                  | -                            | 2,483                       | 4,965                 | 3,868                 |
| Independent examiner's fee               | 325                                    | -                            | 325                         | 650                   | 650                   |
| Bank charges                             | 431                                    | -                            | 432                         | 863                   | 1,143                 |
|  | <u>6,849</u>                           | <u>-</u>                     | <u>7,168</u>                | <u>14,017</u>         | <u>22,890</u>         |
|  | <u>33,788</u>                          | <u>739</u>                   | <u>16,333</u>               | <u>50,860</u>         | <u>192,783</u>        |

Of the total expenditure in 2020 £192,783 related to unrestricted funds.

**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2021**

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**5 Grantmaking**

|                         | <b>Grants to<br/>individuals<br/>£</b> |
|-------------------------|--|
| Membership and research | <u>(1,043)</u>                         |

**6 Governance costs**

|                                  | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|----------------------------------|-------------------|-------------------|
| Cost of trustee meetings         | 385               | 1,801             |
| Accountancy and bookkeeping fees | 4,965             | 3,868             |
| Independent examiners fee        | 650               | 650               |
|                                  | <u>6,000</u>      | <u>6,319</u>      |

**7 Trustees' remuneration and expenses**

Committee meeting and travel expenses totalling £1,214 (2020: £1,831) were paid to 5 (2020: 8) of the trustees during the year.

**8 Taxation**

The registered charity is exempt from taxation on income and gains.

**9 Debtors**

|                                | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|--------------------------------|-------------------|-------------------|
| Trade debtors                  | 20,029            | 16,736            |
| Other debtors                  | 1,772             | 6,003             |
| Prepayments and accrued income | 19,929            | -                 |
|                                | <u>41,730</u>     | <u>22,739</u>     |

**10 Creditors: Amounts falling due within one year**

|                              | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|------------------------------|-------------------|-------------------|
| Trade creditors              | 15,432            | 24,683            |
| Other creditors              | 566               | 566               |
| Accruals and deferred income | 24,085            | 41,259            |
|                              | <u>40,083</u>     | <u>66,508</u>     |



**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2021**

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**11 Related parties**

**Controlling entity**

The charity is controlled by the trustees.

**12 Analysis of funds**

|                                  | At 1<br>February<br>2020 | Incoming<br>resources | Resources<br>expended | Transfers | At 31<br>January 2021 |
|----------------------------------|--------------------------|-----------------------|-----------------------|-----------|-----------------------|
|                                  | £                        | £                     | £                     | £         | £                     |
| <b>Designated Funds</b>          |                          |                       |                       |           |                       |
| Educational income fund          | -                        | (145)                 | -                     | 145       | -                     |
| <b>General Funds</b>             |                          |                       |                       |           |                       |
| Unrestricted income fund         | 273,136                  | 32,939                | (50,860)              | 121       | 255,336               |
| <b>Restricted Funds</b>          |                          |                       |                       |           |                       |
| PRON research training programme | 266                      | -                     | -                     | (266)     | -                     |
|                                  | <u>273,402</u>           | <u>32,794</u>         | <u>(50,860)</u>       | <u>-</u>  | <u>255,336</u>        |

Educational income fund - the trustees have established this fund to ringfence the portion of the annual conference income that will be reinvested in education.

PRON research training programme - funded by a grant from Boshringer Ingelheim with the aim of promoting research in oncology nursing by nurses.

|  | At 1<br>February<br>2019 | Incoming<br>resources | Resources<br>expended | Transfers | At 31<br>January 2020 |
|--|--------------------------|-----------------------|-----------------------|-----------|-----------------------|
|  | £                        | £                     | £                     | £         | £                     |
| <b>Designated Funds</b>                |                          |                       |                       |           |                       |
| Educational income fund                | -                        | 27,079                | (64,964)              | 37,885    | -                     |
| <b>General Funds</b>                   |                          |                       |                       |           |                       |
| Unrestricted income fund               | 249,193                  | 176,704               | (114,876)             | (37,885)  | 273,136               |
| <b>Restricted funds</b>                |                          |                       |                       |           |                       |
| ONIP Online Education Learning Modules | 12,800                   |                       | (12,800)              | -         | -                     |
| PRON research training programme       | 409                      |                       | (143)                 | -         | 266                   |
|  | <u>13,209</u>            | <u>-</u>              | <u>(12,943)</u>       | <u>-</u>  | <u>266</u>            |
|  | <u>262,402</u>           | <u>203,783</u>        | <u>(192,783)</u>      | <u>-</u>  | <u>273,402</u>        |

**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2021**

..... continued

**13 Transfers**

There were no transfers in the period.

**14 Net assets by fund**

|   | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2021 | Total Funds<br>2020 |
|---|-----------------------|---------------------|---------------------|---------------------|
|   | £                     | £                   | £                   | £                   |
| Current assets                                    | 295,419               | -                   | 295,419             | 339,910             |
| Creditors: Amounts falling due<br>within one year | (40,083)              | -                   | (40,083)            | (66,508)            |
| Net assets  | <u>255,336</u>        | <u>-</u>            | <u>255,336</u>      | <u>273,402</u>      |
|   | Unrestricted<br>funds | Restricted<br>funds | Total funds<br>2020 | Total funds<br>2019 |
|   | £                     | £                   | £                   | £                   |
| Current assets                                    | 339,644               | 266                 | 339,910             | 281,732             |
| Creditors: Amounts falling due<br>within one year | (66,508)              | -                   | (66,508)            | (19,330)            |
| Net assets  | <u>273,136</u>        | <u>266</u>          | <u>273,402</u>      | <u>262,402</u>      |