

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED

30 SEPTEMBER 2020

FOR

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

| | Page |
|---|---------------|
| Legal and Administrative Information | 1 |
| Trustees' Report | 2 - 5 |
| Independent Examiner's Report | 6 |
| Statement of Financial Activities | 7 |
| Balance Sheet | 8 |
| Notes to the Financial Statements | 9 - 10 |

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

| | |
|--------------------------|--|
| Trustees: | Kate Absolom Sarah Dickinson Emma Nicklin Brooke Swash Stephanie Archer Ruth Tarrant Hanna Skrobanski Lydia Briggs Carol Rivas Claire Foster Patricia Holch Sara MacLennan Jo Armes Lynn Calman Ruaidhri McCormack |
| Acting Treasurer: | Sarah Gelcich |
| Contact Address: | c/o Sarah Gelrich Patient Reported Outcomes Group Level 06 Bexley Wing St Jame's Institute of Oncology Beckett Street Leeds LS9 7TF |
| Accountants: | Temporal Lennon & Company Limited Chartered Accountants Suite 1 1 The Crescent Adel Leeds LS16 6AA |
| Bankers: | National Westminster Bank plc Leeds University Branch 24 Blenheim Terrace Woodhouse Lane Leeds LS2 9HH |

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

The Trustees present their Report and the unaudited financial statements for the year ended 30 September 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS 102) in preparing the annual report and financial statements of the charity.

Introduction

British Psychosocial Oncology Society (BPOS) was founded in 1983 after a conference at King's College Hospital in the UK and the first official conference was held in 1984.

BPOS welcomes new members from any professional group interested in the psychological and social factors associated with cancer. It is a multi-disciplinary organisation with members drawn from many specialities. Membership of the Society is helpful to anyone concerned with psychosocial aspects of cancer.

Structure, Governance and Management

The charity is a registered charity, reference number 294303 governed by a constitution adopted on 6 December 1985, as amended on 12 December 1995 (name only).

The Society is administered by the executive committee and admits members who meet the criteria set in the constitution.

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- ☐ Select suitable accounting policies and then apply them consistently.
- ☐ Make judgements and estimates that are reasonable and prudent.
- ☐ State whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 accounting records which 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 Charities Act 2011 and Charity (Accounts and Reports) regulations 2008. 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.

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure constant quality of delivery needs of the charity and are explained in the review of financial controls in this report.

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

TRUSTEES' REPORT CONTINUED....

Objectives and Activities

The objectives of the Society are as follows:

1. To provide a forum for professionals to meet, present research, and to discuss new ideas and developments in psychosocial oncology;
2. To encourage research, education and higher standards of training in psychosocial oncology;
3. To improve the quality of care of people with cancer by promoting better information giving, communication and psychosocial support;
4. To promote knowledge and implementation of the principles of psychosocial oncology amongst those working with people with cancer and their families.

BPOS organises an annual conference with international speakers, where developments in psychosocial oncology are reviewed and research findings are presented. Specialist one-day meetings are also held once or twice a year.

Financial Controls and Review

All monies raised by or on behalf of the Society shall be applied to further the object of the Society and for no other purpose provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Society (provided he/she is not a member of the Executive Committee) or the repayment of reasonable out-of-pocket expenses.

It is the policy of the charity to maintain unrestricted funds which are the free reserves of the charity.

The Honorary Treasurer shall keep proper accounts of the finances of the Society.

The Society may appoint one or more qualified auditors if necessary and may determine their remuneration (if any). Where it is not necessary to appoint an auditor an independent examiner should be appointed to comply with the Charity Act 2011.

The Committee shall authorise in writing the Chair, Membership, Secretary/Treasurer, the Secretary of the Society and one other full member of the Society appointed by the Committee to approve payments on behalf of the Society.

Funds shall be raised by annual subscription, voluntary contributions, fees paid by members or non-members for participation in activities organised by the Society and from any publications, appearing under the auspices of the Society, for which it has been agreed that any profits will be paid to the Society by those holding copyright to the published materials.

Expenditure of up to £1,000 can be authorised by the Treasurer and the Chair however expenditure from the general fund of the Society in excess of £1,000 is to be authorised jointly by the Treasurer, Chair and Secretary.

Review of the Activities and Future Developments

Over the 1st October 2019 – 30th September 2020 period the BPOS Executive Committee (EC) held teleconference/video meetings on the following dates 15th January 2020, 24th April 2020 (a third meeting was held just outside this reporting period in early October 2020). The Annual General Meeting was conducted in Edinburgh in March 2020 as part of the Society conference.

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

TRUSTEES' REPORT CONTINUED....

Review of the Activities and Future Developments (Continued....)

The following changes to the executive committee membership occurred:

Terms completed:

- ☐ Emma Nicklin, Conference and events organiser
- ☐ Helen Bulbeck, Consumer representative
- ☐ Trish Holch, Open position
- ☐ Brooke Swash, Newsletter editor
- ☐ Carol Rivas, Online media
- ☐ Hanna Skrobanski/Lydia Briggs- Student representatives

New appointments:

- ☐ Rachel Starkings and David Wright, Media representatives (combining newsletter and online media activities)
- ☐ Lucy King and Sara Matthews, Student representatives

We were fortunate that our Annual conference '*Personalisation, Policy and Practice*' was able to go ahead prior to lockdown restrictions brought about by the covid-19 pandemic. The conference took place on Thursday 27th and Friday 28th February 2020 at the MacDonald Holyrood Hotel, Edinburgh. Dr Richard Kyle, Jenny Young and Dr Debbie Cavers from the Universities of Edinburgh and Edinburgh Napier were our local hosts. Around 100 delegates attended the event and the programme included keynote presentations from: Liz O'Riordan (Breast surgeon and patient) and Professor Gerry Humphries (University of St Andrews). Over 25 oral and 40 poster presentations were given. The programme included two workshops, the first was hosted by Dr Alex and Dr Milton Mermikides: *Accessing patients' perspectives of acute lymphoblastic leukaemia (ALL) through the arts*. Chrissie Lane delivered the second: *The Great Outdoors – a therapeutic intervention for people affected by cancer*. Event sponsorship was provided by Macmillan Cancer Care who funded an NCRI session on attracting large scale funding for research into living with and beyond cancer. We were also thanks Wiley, University of Edinburgh, Edinburgh Napier and Maggie's for their support.

Through this year, we continued to communicate with our membership via the Society newsletter, [@BPOSUK](#) Twitter account and our BPOS website (www.bpos.org). EC members maintained national and international collaborative links with wider cancer organisations such as the National cancer research Institute (NCRI), United Kingdom Oncology Nursing Society (UKONS), The British Psychological Society (BPS) Faculty for Oncology and Palliative Care and the International Psycho-Oncology Society (IPOS). The BPOS Chair continues to represent the society on the *Psycho-Oncology* Journal Editorial Board. During the year, the EC supported an application to host the 2021 International Psycho-Oncology Society (IPOS) World Congress in Glasgow. However, due to the uncertainties brought about by covid-19 pandemic the decision was made to withdraw the application and to consider hosting the congress in the UK at a later point. In light of the pandemic, the Society executive planned to host a range of virtual events in the subsequent year (2021) rather than commit to the usual face-to-face meeting.

During May-June 2020 the EC led a survey of UK professionals to explore the impact of the covid-19 pandemic on psycho-oncology research and practice. The results of which were published in *Psycho-Oncology* and available open access here: <https://onlinelibrary.wiley.com/doi/full/10.1002/pon.5486>

The Society's contract with Wiley (which commenced in 2019) continues to work effectively. The contract commits BPOS to paying Wiley an annual fee entitling members to subscription to the online *Psycho-Oncology* journal. The contract also outlines Wiley's continued sponsorship of the BPOS annual conference (including publication of abstracts/proceedings in an online supplemental issue of the journal).

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

TRUSTEES' REPORT CONTINUED....

Review of the Activities and Future Developments (Continued....)

At the end of the 2020 period, the overall BPOS membership totalled 112 members; 86 full; 20 student and 6 international members. We also had 5 honorary life members (Dame Lesley Fallowfield, Professor Galina Velikova, Professor Irene Higginson, Professor Peter Selby and Dr Maggie Watson).

- Jonathan Koffman was appointed to the Palliative representative vacancy
- Sarah Gelcich replaced Lorraine Warrington as Society Treasurer

This report was approved by the Trustees on 21 July 2021

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'S Gelcich', with a large, stylized initial 'S'.

Ms S Gelcich

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 September 2020 which are set out on pages 7 to 10.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

J M G Richardson FCA
Temporal Lennon & Company Limited
Suite 1
1 The Crescent
Adel
Leeds
LS16 6AA

21 July 2021

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

| | Unrestricted Funds 2020 £ | Unrestricted Funds 2019 £ |
|---|--|--|
| <u>Income from:</u> | | |
| Donations, membership fees and advertising | 3,024 | 3,772 |
| Conference registration fees and sponsorship | 28,457 | 28,611 |
| Interest receivable | 31 | 45 |
| Total income | <u>31,512</u> | <u>32,428</u> |
| <u>Expenditure on:</u> | | |
| Costs of generating funds | | |
| Fundraising and publicity | 128 | 194 |
| Charitable activities | | |
| Costs in furtherance of charitable objectives | 22,785 | 21,960 |
| Management and administration | 3,045 | 1,228 |
| Total expenditure | <u>25,958</u> | <u>23,382</u> |
| Movement in total funds for the year – | | |
| Net income for the year | 5,554 | 9,046 |
| Total funds brought forward | 25,223 | 16,177 |
| Total funds carried forward | <u>£30,777</u> | <u>£25,223</u> |


BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY

**BALANCE SHEET
AS AT 30 SEPTEMBER 2020**

| | <u>2020</u> £ | <u>2019</u> £ |
|---|--------------------------------|--------------------------------|
| Current Assets: | | |
| Prepayments | - | 650 |
| Cash at bank and in hand | 31,209 | 25,005 |
| | <u>31,209</u> | <u>25,655</u> |
| Creditors: amounts falling due within one year | (432) | (432) |
| Net Current Assets | <u>30,777</u> | <u>25,223</u> |
| Net Assets | <u><u>£30,777</u></u> | <u><u>£25,223</u></u> |
| Accumulated Fund | | |
| Unrestricted funds | | |
| Opening balance | 25,223 | 16,177 |
| Surplus for the year | 5,554 | 9,046 |
| | <u><u>£30,777</u></u> | <u><u>£25,223</u></u> |

The accounts were approved and authorised for issue by the Board on 21 July 2021.

Signed on behalf of the board of trustees



Ms S Gelcich

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY
NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 30 SEPTEMBER 2020

1 Summary of significant accounting policies

1.1 General information and basis of preparation

The British Psychosocial Oncology Society is a registered charity in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principle activities are given in the Trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention and are presented in sterling rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP (FRS 102) in the current year with no adjustments to previously reported periods being necessary.

1.2 Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Donations are included within incoming resources when they are receivable.

No amount is included in the financial statements for volunteer time in line with SORP (FRS 102).

Income relating to events is recognised in the period in which the event is held. Amounts received in respect of an event held after the period event is deferred.

1.3 Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which the expenditure arose.

1.4 Funds

Unrestricted funds are 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.

BRITISH PSYCHOSOCIAL ONCOLOGY SOCIETY
NOTES TO THE FINANCIAL STATEMENTS FOR THE
YEAR ENDED 30 SEPTEMBER 2020

2 Statement of Financial Activities:

The reported deficit for the year is stated after the following:

| | 2020 | 2019 |
|---|-------------|-------------|
| | £ | £ |
| <u>Income</u> | | |
| Deferred incoming resources | - | - |
| <u>Expenditure</u> | | |
| Expenses reimbursed to 1 trustee (2019: 11) relating to executive meeting costs | 117 | 796 |
| Examiner's fees | 432 | 432 |

The trustees received no remuneration or other benefits from employment directly or through any related entity.

3 Creditors: amounts falling due within one year

| | 2020 | 2019 |
|------------------------------|-------------|-------------|
| | £ | £ |
| Accruals and deferred income | 432 | 432 |

4 Related party transactions

There are no related party transactions to report.

5 Number of employees

The number of employees during the period was nil (2019: Nil).