

**National Lung Cancer Forum  
For Nurses**

Registration number: 1160011

**known as  
NLCFN**

**Annual Report and Financial  
Statements**

**31 January 2018**



**National Lung Cancer Forum For Nurses  
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NLCFN**

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**National Lung Cancer Forum For Nurses  
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**Reference and Administrative Details**

<b>Charity name</b>	National Lung Cancer Forum For Nurses known as NLCFN
<b>Charity registration number</b>	1160011
<b>Principal office</b>	Miria House 1683b High Street KNOWLE B92 0LL
<b>Registered office</b>	Miria House 1683b High Street KNOWLE B92 0LL
<b>Trustees</b>	D Borthwick  L Creech, Chair of Trustees  Prof A Leary  Prof M D Peake  J White  G Bate (Appointed 3 November 2017)  V Beattie, Chair of NLCFN Committee (Appointed 3 November 2017)
<b>Bankers</b>	Unity Trust Bank 9 Brindley Place BIRMINGHAM B1 2HB
<b>Accountant</b>	Dodd & Co Limited FIFTEEN Rosehill Montgomery Way Rosehill Estate CARLISLE CA1 2RW

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**Trustees' Report for the Year Ended 31 January 2018**

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014.

**Where the charity operates:**

- Across England and Wales
- Also Scotland and Northern Ireland

**Charity Classification**

- Education and training
- The advancement of health or saving of lives

**Who does the charity help?**

- Specialist lung cancer nurses
- People (and their carers) being treated for lung cancer or mesothelioma

**How does the charity operate?**

- Making grants to individuals and organisations for the purpose of research into lung cancer and its treatment
- Provides advocacy, advice and information to lung cancer specialist nurses

The Trustees present their annual report together with the financial statements for the 1 February 2017 to 31 January 2018.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**1.1 Constitution**

The charity is a charitable incorporated organization registered with the Charity Commission on 19th January 2015. Membership of the charity is open to all UK-based nurse specialists who spend 50% or more of their workload with people with lung cancer and/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 NLCFN Committee.

**1.2 Method of Appointment or 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 NLCFN was managed by five trustees, led by Lorraine Creech. The trustees, or any member of the NLCFN, can recommend a trustee for appointment. One third of the trustees retire each year and may be re-appointed.

**1.3 Policies adopted for the induction and training of Trustees**

The trustees review the skill and experience mix required and the consequent training and recruitment needs on an annual basis. Induction plans for new trustees are planned in accordance with the needs of the individuals. A trustee training session was included immediately prior to the December 2016 trustees meeting and it is planned that regular updates will take place. The recruitment of suitably skilled trustees is discussed at each trustee meeting.

**1.4 Organisation and structure of decision making**

The Trustees are assisted by the NLCFN Committee. The chair of the NLCFN committee was appointed as a trustee following ratification at the Annual General Meeting of the membership held on 3 November 2017. The committee is comprised of 11 elected members of the NLCFN and one co-opted member. The NLCFN committee formulates recommendations on the aims, strategies and activities of the charity for approval by the trustees.

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

**1.5 Risk Management**

The major risks to which the charity is exposed have been reviewed by the trustees and systems and procedures have been established and implemented to mitigate those risks. The trustees undertake an annual review of the risks the charity may face. The trustees review financial risks at each trustee meeting.

As part of the risk management the NLCFN committee participated in a media training day in 2017 to understand how to effectively deal with media enquiries.

**2. OBJECTIVES AND ACTIVITIES**

**2.1 Policies and objectives**

The objective of the NLCFN is 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.

**2.2 Activities for achieving objectives**

- Encouraging and supporting professional development of lung cancer and mesothelioma nurse specialists
- British Thoracic Society Oncology Group
- National Institute of Health and Care Excellence
- Roy Castle Lung Cancer Foundation
- International Thoracic Oncology Nurses Forum
- Scottish and Welsh Lung Cancer Nurses Forums
- UK Oncology Nursing Society
- UK Lung Cancer Coalition
- Lung Cancer Europe
- National Lung Cancer Audit
- Mesothelioma UK
- Macmillan Expert Reference Group
- Cancer Nursing Partnership
- International Association for the study of Lung Cancer (IASLC)
- Scottish medicines Consortium (SMC)
- Global Lung Cancer Coalition (GLCC)
- provide an introduction to identifying, justifying, shaping and communicating a research question
- explore why research is important at a personal and organisational level
- help delegates to develop a greater understanding of what it means to be part of a research community
- increase delegate understanding of the importance of developing personal networks
- Annual conference
- Educational workshops and professional development programmes

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- Creating a community of professionals to share and exchange best practice and information
- Production of a newsletter for members three times per year to share and exchange information
- Research grants and bursaries
- Research Interest Group
- Collaborating with and contributing to local and national lung cancer research programmes
- Contributing to the development of tools and resources for patients and carers
- Thoracic Surgical Group Programmes
- Annual conference
- Educational workshops and professional development programmes
- Preparation and maintenance of educational resources and tools to support lung cancer/mesothelioma nurses
- **Providing a voice for lung cancer and mesothelioma nurse specialists on clinical and strategic issues associated with lung cancer/mesothelioma and service delivery**
- Collaborating with and contributing to lung cancer and mesothelioma related healthcare policy development and implementation
- Creating a community of professionals to share and exchange best practice and information
- Emails and alerts to advise members of relevant lung cancer/mesothelioma related educational events and news
- Production of a newsletter for members three times per year to share and exchange information
- Collaborating with international agencies on issues and campaigns about lung cancer/mesothelioma awareness and management
- **Supporting the development of research, audit and the knowledge base of lung cancer/mesothelioma research, audit and service delivery through:-**
- Research grants and bursaries
- Research Interest Group
- Hosting and promotion of the PRON (Promoting Research in Oncology Nursing) programme
- Collaborating with and contributing to local and national lung cancer research programmes
- Encouraging and supporting the submission of scientific and best practice abstracts to the NLCFN annual conference and other national/international lung cancer conferences
- **Contributing to the development of tools and resources for patients and carers**

**2.3 Public Benefit**

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.

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**2.4 Volunteers**

The charity is heavily reliant on the time, expertise and energy its committee and other members are able to commit towards its work and much of the work of the charity is undertaken on a voluntary basis. The committee of 11 individuals meets four times per year and members of the committee volunteer their time to support educational activities and the development of resources.

A working group of members who have expressed a special interest in research collaborate together and meet at least three times per year to develop plans to support lung cancer research and development through its research lead Angela Todd based at Sheffield Hallam University.

A Thoracic Surgical Group of the membership also collaborate to support nurses delivering surgical care to people with lung cancer and mesothelioma.

The NLCFN Committee, the working groups and the trustees all play a vital role in conducting the activities of the organisation and we estimate they donate approximately the equivalent of at least 57 days per year. The equivalent consultancy fees would cost the NLCFN in the region of £17,100.

**2.5 Persons with significant Control (PSC) Register**

The charity knows or has reasonable cause to believe that there is no registrable person or registrable relevant legal entity in relation to the charity.

**STRATEGIC REPORT**

**3. Achievements and performance**

**3.1 Encouraging and supporting professional development of lung cancer and mesothelioma specialists**

The NLCFN ran a successful conference in November 2017 at the Hilton Hotel, Gateshead. There were 240 attendees to the event – this compares with 195 in 2016, 162 in 2015 and 166 in 2014.

The title of the conference was “*Investing in the future: Aspiring for excellence*” and the overall theme was around changes that healthcare professionals can make to deliver excellence in lung cancer care and how to lead in challenging times. The conference was rated as highly relevant by 80% of those completing the evaluation form and a further 10% rated the conference as mainly relevant. 101 delegates completed the new online feedback vs 32 in 2016. Of those who completed the evaluation 100% felt that the speakers were either good or very good. Key words used to describe the event by those completing the evaluation form included “informative”, “informative”, “motivating”, and “enjoyable”.

The programme featured classic presentations on diagnosis and management of lung cancer as well as a key debate on the role of holistic needs assessment which was extremely well received. The meeting closed with an inspirational presentation by Drew Povey (<http://www.drewpovey.co.uk/>) on how to lead in challenging times which was both moving and inspiring.

In 2017, the NLCFN introduced a new conference app to support interactive feedback, networking, collaboration and sharing of materials.

Ten NLCFN members were awarded travel bursaries of up to £100 to support travel costs to attend the NLCFN Conference. The bursary scheme was based on a first come, first served application process. Each member who received a bursary was required to provide a summary of their experience of the conference for dissemination to NLCFN members through the newsletter.

The NLCFN ran a successful Annual Workshop in 2017 focusing on how to improve working partnerships with primary care in order to prevent avoidable emergency attendances.

22 applicants applied to attend the workshop. The workshop held on the 15-16th May 2017, was well attended; with delegates being very enthusiastic following Jeanette Draffan’s inspiring presentation about previous workshops and the impact this has had on improving the patient experience and care. The project leads for 2017 were June Morley and Marie Eaton and included a survey of the membership with excellent involvement and over 60 members responding to the survey. A scientific poster was submitted to the conference on the outputs of the work.

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Good Practice Guide: In November 2017, the NLCFN launched its fourth version of the popular Good Practice Guide. This booklet demonstrates the extremely diverse and complex work of lung cancer specialist nurses and the contribution they make to the team. This is becoming increasingly important as all four countries of the United Kingdom face workforce and resource challenges. This means that the examples in the Guide are not only describing excellence in practice, but also serve as examples of working smarter and more efficiently across many specialisms-this guide reaches out beyond lung cancer practice to the wider nursing community, by showing what can be achieved.

In 2017, the NLCFN announced plans for a new collaboration with PCM Scientific to develop a series of online modular learning tools to support lung cancer nurses including those new to the role and experienced lung cancer nurse specialists called ONIP (Oncology Nursing in Practice). The first two modules have been commissioned and sponsorship obtained to provide modules on lung cancer biomarkers and immunotherapy. Representatives of the NLCFN committee will be working with PCM Scientific to review and approve learning materials and ensure their relevance, accuracy and appropriateness.

**3.2 Providing a voice for lung cancer and mesothelioma nurse specialists on clinical and strategic issues associated with lung cancer/mesothelioma and service delivery**

Members of the NLCFN are represented on a number of national boards, organisations and groups to represent both the profession and ensure that the needs of patients are considered in the development of new healthcare policy and information. These groups include:-

- British Thoracic Society Oncology Group
- National Institute of Health and Care Excellence
- Roy Castle Lung Cancer Foundation
- International Thoracic Oncology Nurses Forum
- Scottish and Welsh Lung Cancer Nurses Forums
- UK Oncology Nursing Society
- Lung Cancer Europe
- National Lung Cancer Audit
- Mesothelioma UK
- Macmillan Expert Reference Group
- Cancer Nursing Partnership
- International Association for the Study of Lung Cancer (IASLC)
- Scottish Medicines Consortium (SMC)
- Global Lung Cancer Coalition (GLCC)
- UK Lung Cancer Coalition

The NLCFN are currently collaborating on a joint programme with the UK Oncology Nursing Society (UKONS) to develop an education programme to deliver best practice smoking cessation support for people living with and beyond cancer now due for publication in early 2018.

At 1st January 2018 there were 273 members. This compares with 287 members at the same time in 2017. NLCFN hopes by introducing new online learning tools and developing innovative educational programmes that membership will rise in due course.

The NLCFN produced three newsletters in 2017. The newsletters are well received by the members and seen as a valuable tool for communicating relevant news, information and advice for lung cancer nurse specialists.

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Background work on the NLCFN website has been undertaken to increase its functionality to allow for peer-to-peer networking whilst protecting identity and ensuring compliance to data protection requirements. Further work is in development to ensure compliance to GDPR when it becomes law in May 2018.

In 2017, the NLCFN provided two Annual Awards to successful applicants, an opportunity for current NLCFN members to showcase a project or initiative related to the care of patients with lung cancer/mesothelioma and/or their carers involving an aspect of service delivery related to the role of the lung cancer nurse specialist. The first was awarded to Pamela Rose for her work on transforming care after treatment – an NHS Lanarkshire lung cancer project and the second was awarded to Karen Clayton for her work on nurse-led management of patients with pleural effusion. Outputs of the programmes will be shared with the membership and more widely at national and international lung cancer meetings.

**3.3 Supporting the development of research, audit and the knowledge base of lung cancer/mesothelioma research, audit and service delivery**

The NLCFN has an active research interest group led by Professor Angela Tod, Professor of Older People and Care, School of Nursing and Midwifery, University of Sheffield.

In 2017, the group, led by Professor Tod met three times and shared research ideas and projects. Professor Tod involved the NLCFN in the Receiving A Diagnosis of Mesothelioma (Radio Meso) programme and surveyed the membership for their views.

In 2017 the NLCFN continued its special travel bursary support scheme for NLCFN members who had scientific abstracts accepted for presentation/poster display at the World Conference on Lung Cancer in Tokyo.

Five members received travel bursaries up to a maximum value of £1,200 per person in support of their travel/accommodation costs. Each recipient provided feedback for the NLCFN newsletter on their experience of the conference and information on their abstract.

The NLCFN continues to support the funding of a PhD student researcher at Sheffield Hallam University focusing on lung cancer research activities with a five year ongoing commitment to the University (currently in the final year). Matthew Johnson was awarded the PhD Studentship from the National Lung Cancer Forum for Nurses and Sheffield Hallam University allowing studies to commence in February 2014. The supervisory team are Professor Karen Collins and Dr Stephen Brummell from Sheffield Hallam University and Professor Angela Tod from Sheffield University and Chair of the NLCFN Research Interest Group. Matthew is the Macmillan Lead Cancer Nurse at the

Royal Brompton and Harefield NHS Foundation Trust and works clinically with patients with lung cancer, principally those undergoing thoracic surgical procedures. He is studying part time and continues to work in his role. He anticipates completing his research study and thesis in early 2019.

Twenty-four abstracts were accepted for poster presentation at the NLCFN annual conference. The NLCFN supported production costs of posters for members for the NLCFN conference and BTOG conference in 2017.

**PRON Programme (Promoting Research in Oncology Nursing).** The research committee and faculty designed a research programme entitled PRON to foster and harness research in oncology nursing. The programme has now received financial support and recruitment is in progress to deliver a two-day workshop for nurses interested in increasing their skills, knowledge and confidence in clinical research related to lung cancer. Run by experts in health and nursing research and sponsored by Boehringer Ingelheim Ltd (BIL) the workshop will :

The workshop will be delivered in June 2018.

The thoracic surgical group (TSG) have undertaken and participated in a number of projects and completed a guideline for healthcare professionals to support patients to quit smoking prior to lung cancer surgery. The data from these projects are shared through the NLCFN membership via the website, conference and newsletter.

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The NLCFN held back its relaunch of its small grants scheme in 2017 to allow for a joint co-promotion of the Mesothelioma UK and Pat Stone research grant which was launched in November 2016. The NLCFN is delighted to report that it offered two small grants in 2017. The first to Sarah Morgan for her work on the impact of the lung cancer nurse specialist in facilitating a rapid access lung cancer clinic with remote access to the specialist clinician (£4,989.00) The second small grant was awarded to Maureen King for her three month multi-centre audit to identify the number of primary lung cancer patients readmitted to hospital following surgery within 30 days of discharge (£3,000). The results of this work will be shared with the NLCFN and wider lung cancer care community.

#### **4. Financial Review**

##### **4.1 Reserves Policy**

The NLCFN has no regular guaranteed sources of income and the long term funding of the charity is uncertain. The charity does, however, have fixed operational 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 a year in advance on some programmes such as the annual conference.

The trustees have therefore decided to aim to build optimal reserves of one year's operating fixed costs plus the annual costs of the conference and the full commitment of the PhD student post at Sheffield Hallam University (£1,100) per year to 2018 inclusive. Reserves held at the year end totalled £221,485.

The organisation has managed to increase sponsorship funding in 2017 accumulating 100% of desired reserves. It is recognised that corporate governance of pharmaceutical companies is likely to impact on funding income in the mid-long term future and other potential funding streams are discussed at trustee meetings.

The trustees review the reserves policy annually.

##### **4.2 Principal funding**

The principal funding sources for the Charity in 2017 as in previous years were;

- Income from the pharmaceutical industry for the NLCFN in support of the annual conference
- Income from solicitors in support of exhibition and sponsorship of the annual conference
- Membership and conference delegate fees

The total funding secured in 2018 (£280,622) was significantly greater than in 2017 (£165,712). Much of this increase is as a result of sponsorship income for the charitable online learning project with PCM Scientific (£122,622). In real terms, membership subscriptions increased by £1,230 as a result of the increase in membership fees; exhibition income increased by more than £652 and conference sponsorship income increased by £5,760. However, the NLCFN failed to achieve corporate sponsorship in 2018, a reflection of the increasing corporate governance challenges and restrictions on funding experienced by the pharmaceutical industry.

The NLCFN key consideration in seeking funding and in any collaboration is ensuring that its independence is not in any way compromised and it is free to act in the best interests of its members and what it considers to be in the best interests of patients with lung cancer and/or their carers. The full statement on commercial funding is available at <https://www.nlcfn.org.uk/statement-commercial-funding>

##### **4.3 Principal expenditure**

Total expenditure in 2018 was £234,216 compared to £103,776 in 2017. The significant rise in expenditure is in respect of the ONIP learning modules as part of the PCM Scientific collaboration (£107,622). Outside of the ONIP learning programme, significant rises include higher venue costs for the annual conference reflecting the increase in delegate numbers and exhibition space required. Nearly £1,000 more was expended in grants. There was a significant rise in management fees in 2018. This is mainly due to the change in payment of commission income as approved by the trustees in December 2016.

#### **5. Plans for the future**

The business priorities of the charity for 2018 remain unchanged:-

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Encouraging and supporting professional development of lung cancer and mesothelioma nurse specialists through:-

- Preparation and maintenance of educational resources and tools to support lung cancer/mesothelioma nurses
- Providing a voice for lung cancer and mesothelioma nurse specialists on clinical and strategic issues associated with lung cancer/mesothelioma and service delivery
- Collaborating with and contributing to lung cancer and mesothelioma related healthcare policy development and implementation
- Emails and alerts to advise members of relevant lung cancer/mesothelioma related educational events and news
- Supporting the development of research, audit and the knowledge base of lung cancer/mesothelioma research, audit and service delivery through:-
- Encouraging and supporting the submission of scientific and best practice abstracts to the NLCFN annual conference and other national/international lung cancer conferences
- Collaborating with and contributing to global lung cancer and mesothelioma programmes and healthcare policy

Approved by the Trustees on 8 June 2018 and signed on their behalf by:

.....

L Creech  
Trustee

**National Lung Cancer Forum For Nurses  
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**Trustees' Responsibilities in relation to the Financial Statements**

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).

The 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 state of affairs of the charity and of the incoming resources and application of resources of the charity 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 in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 proper accounting records that 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, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection fraud and other irregularities.

**Independent Examiner's Report to the Trustees of  
National Lung Cancer Forum For Nurses**

I report on the accounts of the charity for the year ended 31 January 2018, which are set out on pages 12 to 19.

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 2015.

**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.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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.

.....  
Faye Armstrong FCA  
Dodd & Co Limited  
Chartered Accountants

8 June 2018

FIFTEEN Rosehill  
Montgomery Way  
Rosehill Estate  
CARLISLE  
CA1 2RW

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**Statement of Financial Activities for the Year Ended 31 January 2018**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
Note	£	£	£	£
<b>Income</b>				
Donations and legacies	2	122,800	-	122,800
Income from charitable activities	3	35,200	122,622	157,822
Total income		<u>158,000</u>	<u>122,622</u>	<u>280,622</u>
<b>Expenditure</b>				
Expenditure on charitable activities		125,617	107,622	233,239
Total expenditure		<u>125,617</u>	<u>107,622</u>	<u>233,239</u>
Net income before transfers		32,383	15,000	47,383
<b>Transfers</b>				
Gross transfers between funds		-	-	-
Net movements in funds		32,383	15,000	47,383
<b>Reconciliation of funds</b>				
Total funds brought forward		175,079	-	175,079
Total funds carried forward		<u>207,462</u>	<u>15,000</u>	<u>222,462</u>

All income and expenditure in the year ended 31 January 2017 was attributable to unrestricted funds.

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**Balance Sheet as at 31 January 2018**

		2018		2017	
	Note	£	£	£	£
<b>Current assets</b>					
Debtors	8	178,864		19,043	
Cash at bank and in hand		<u>197,825</u>		<u>180,295</u>	
			376,689		199,338
<b>Creditors: Amounts falling due within one year</b>					
	9		<u>(154,227)</u>		<u>(24,259)</u>
<b>Net current assets</b>			<u>222,462</u>		<u>175,079</u>
<b>Net assets</b>			<u><u>222,462</u></u>		<u><u>175,079</u></u>
<b>The funds of the charity:</b>					
<b>Restricted funds</b>					
			15,000		-
<b>Unrestricted funds</b>					
Unrestricted income funds			<u>207,462</u>		<u>175,079</u>
<b>Total charity funds</b>			<u><u>222,462</u></u>		<u><u>175,079</u></u>

Approved by the Board on 8 June 2018 and signed on its behalf by:

.....

L Creech  
Trustee

**National Lung Cancer Forum For Nurses  
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**Notes to the Financial Statements for the Year Ended 31 January 2018**

**1 Accounting policies**

**Statement of compliance**

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

**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.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The 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 the Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**Cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

**Going concern**

These financial statements have been prepared on a going concern basis.

**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 11.

**Income**

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

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

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**Notes to the Financial Statements for the Year Ended 31 January 2018**

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**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.

**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**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2018 £</b>	<b>Total Funds 2017 £</b>
<b>Donations and legacies</b>				
Donations	-	-	-	482
Corporate membership	-	-	-	16,000
Conference sponsorship	122,800	-	122,800	117,040
	<u>122,800</u>	<u>-</u>	<u>122,800</u>	<u>133,522</u>

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**Notes to the Financial Statements for the Year Ended 31 January 2018**

..... continued

**3 Income from charitable activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2018 £</b>	<b>Total Funds 2017 £</b>
<b>Membership and research</b>				
Membership subscriptions	7,240	-	7,240	6,010
<b>Annual conference</b>				
Conference exhibition only	10,320	-	10,320	9,668
Delegate registration	17,640	-	17,640	16,512
	<u>27,960</u>	<u>-</u>	<u>27,960</u>	<u>26,180</u>
<b>Online Education</b>				
ONIP Online Education Learning Modules	-	122,622	122,622	-
	<u>35,200</u>	<u>122,622</u>	<u>157,822</u>	<u>32,190</u>

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**Notes to the Financial Statements for the Year Ended 31 January 2018**

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**4 Total expenditure**

	<b>Membership and research</b>	<b>Annual conference</b>	<b>Online Education</b>	<b>Total 2018</b>	<b>Total 2017</b>
	£	£	£	£	£
<b>Direct costs</b>					
Grants payable - individuals	7,412	-	-	7,412	6,500
Membership administration costs	10,151	-	-	10,151	8,418
Website costs	2,778	-	-	2,778	2,622
Conference bursaries	905	-	-	905	1,559
RIG committee costs	-	-	-	-	379
World Conference on Lung Cancer costs	4,483	-	-	4,483	4,277
Annual workshop	1,669	-	-	1,669	1,809
Annual conference committee costs	-	1,779	-	1,779	1,692
Venue costs	-	38,827	-	38,827	32,085
Speaker costs and tokens	-	3,656	-	3,656	1,911
Management fees	-	21,930	-	21,930	10,261
Conference costs - materials	-	5,060	-	5,060	5,508
Conference costs - other	-	5,703	-	5,703	4,700
Online education training modules	-	-	107,622	107,622	-
	<u>27,398</u>	<u>76,955</u>	<u>107,622</u>	<u>211,975</u>	<u>81,721</u>
<b>Support costs</b>					
Training	1,355	1,355	-	2,710	-
Insurance	178	177	-	355	354
Office management	1,959	1,958	-	3,917	3,749
Committee costs	3,999	3,999	-	7,998	7,384
Representation costs	344	344	-	688	3,030
Cost of trustee meetings	1,134	1,133	-	2,267	2,583
Accountancy and bookkeeping fees	756	755	-	1,511	3,573
Independent examiner's fee	300	300	-	600	600
Bank charges	609	609	-	1,218	782
	<u>10,634</u>	<u>10,630</u>	<u>-</u>	<u>21,264</u>	<u>22,055</u>
	<u><u>38,032</u></u>	<u><u>87,585</u></u>	<u><u>107,622</u></u>	<u><u>233,239</u></u>	<u><u>103,776</u></u>

**National Lung Cancer Forum For Nurses  
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**Notes to the Financial Statements for the Year Ended 31 January 2018**

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**5 Governance costs**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Cost of trustee meetings	2,267	2,583
Accountancy fees	1,511	3,573
Independent examiner's fee	600	600
	<b>4,378</b>	<b>6,756</b>
	<b>4,378</b>	<b>6,756</b>

**6 Trustees' remuneration and expenses**

Committee meeting and travel expenses totalling £1,171 were paid to 4 of the trustees during the year.

**7 Taxation**

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

**8 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade debtors	177,887	11,626
Other debtors	977	7,417
	<b>178,864</b>	<b>19,043</b>
	<b>178,864</b>	<b>19,043</b>

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

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	3,534	2,550
Taxation and social security	22,202	-
Other creditors	566	491
Accruals and deferred income	127,925	21,218
	<b>154,227</b>	<b>24,259</b>
	<b>154,227</b>	<b>24,259</b>

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**Notes to the Financial Statements for the Year Ended 31 January 2018**

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**10 Related parties**

**Controlling entity**

The charity is controlled by the trustees.

**11 Analysis of funds**

	At 1 February 2017	Incoming resources	Resources expended	Transfers	At 31 January 2018
	£	£	£	£	£
<b>Designated Funds</b>					
Educational income fund	-	17,640	(38,827)	21,187	-
<b>General Funds</b>					
Unrestricted income fund	175,079	140,360	(86,790)	(21,187)	207,462
<b>Restricted Funds</b>					
ONIP Online Education Learning Modules	-	122,622	(107,622)	-	15,000
	<u>175,079</u>	<u>280,622</u>	<u>(233,239)</u>	<u>-</u>	<u>222,462</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.

ONIP Online Education Learning Modules - the trustees have established this fund to include income and expenditure related to the development and delivery of eLearning modules.

**12 Transfers**

£21,187 was transferred from the unrestricted income fund to the educational income fund to make up the shortfall on the designated portion of the annual conference income.

**13 Net assets by fund**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Current assets	254,067	122,622	376,689	199,338
Creditors: Amounts falling due within one year	(46,605)	(107,622)	(154,227)	(24,259)
Net assets	<u>207,462</u>	<u>15,000</u>	<u>222,462</u>	<u>175,079</u>