



# Lung Cancer Nursing UK

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ANNUAL REPORT AND ACCOUNTS FINANCIAL YEAR ENDING  
JANUARY 2022

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 on 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 into 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

## 2021 Business Priorities

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The Trustees present their annual report together with the financial statements of the charity for the year 1 February 2021 to 31 January 2022. The Trustees confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the charity'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 2021 LCN UK 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

To produce a professional framework for lung cancer nurse specialists

### 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 LCN UK website creating, sharing and signposting to relevant news and events

### Education and Clinical

Annual Conference November 2021 – To provide ongoing professional education to lung cancer nurse specialists through its annual conference

To provide regular educational programmes delivered virtually due to the ongoing COVID-19 pandemic

### Research

To reinvigorate the research profile and activities of the organisation supporting ongoing research programmes with academic institutions and provide small research grants to support lung cancer nurse specialists taking their first steps in research.

Like many organisations, business priorities were again affected by COVID-19. We adapted activity to ensure continued service delivery.

## 2021 Impact report

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### Our Response to COVID-19

2021 continued to be dominated globally by the impact of COVID-19. As a professional society representing lung cancer nurse specialists, COVID-19 affected 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 continued to be deployed to other front line COVID-19 support and those who were not were frequently having to cover colleague absence due to self-isolating of staff and long-term sick leave and many themselves contracted COVID-19.

There has also been an increase in staff leaving or moving to other clinical specialities which has added to the burden of lung cancer nurse specialists.

The resulting depleted workforce has been left with a backlog of patients, many of whom are angry due to late diagnosis, as a result of the pandemic. Patients have been diagnosed later and consequently are frequently sicker than prior to the pandemic. This has resulted in additional increased pressure on the remaining workforce.

Members have had to continue to deliver services virtually under challenging circumstances with increased demand on services.

The pandemic has impacted LCNUK members harshly both from a personal and professional perspective and LCNUK set out to transform its 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 other ongoing programmes such as research and audit.

Our response to the continued pandemic was as follows:

- We undertook a (virtual) strategy day of the LCNUK committee to identify and prioritise LCNUK member needs and agree plans to implement programmes to address these needs
- We delivered regular bite-size webinars available live and on-demand through our website
- We updated the website with new information and digital offerings including short videos and podcasts to make learning accessible in multi-formats

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

Beginners guide to CXR/CT interpretation for the LCNS	14/01/2021	Michelle Mak/ Rachel Thomas
Optimising and managing the treatment of ALK+ NSCLC	21/01/2021	Yvonne Summers & Emma Halkyard/ Sandra Wakelin

Making the case for prehabilitation in SACT: The significant role of the CNS	27/01/2021	June Davies, Iain Philips & Vicky Waterhouse/ Julia McAdam
CheckMate Study (Mesothelioma)	25/02/2021	Dean Fennell/ Rachel Thomas
Exploring communication of recurrence risk following lung cancer surgery or A voyage on the good ship PhD	10/03/2021	Matt Johnson/ Janelle Yorke
Thymic malignancies: understanding this rare cancer	18/03/2021	Marrika Colvin & Andrea Billie/ Rachel Thomas
Introduction to Lung Function Test	14/04/2021	Katrina Oates/ Lavinia Magee
Advance Care Planning: adjusting goals of care in advanced lung cancer	13/05/2021	Kathryn Mannix/ Rachel Thomas
Treating tobacco addiction	25/05/2021	Matt Evison/ Peter Barton
Use of Durvalumab in the treatment of unresectable stage III NSCLC	29/06/2021	Charlotte Milner Watts/ Paula Shepherd
What have data done for us?	07/07/2021	Neal Navani, Simon Cairnes, Karen Graham/ Julia McAdam
Self care in challenging situations	29/09/2021	Linda Hayward
NIHR research training opportunities	10/11/2021	Mal Palin/ Cathy Henshall
How to prepare an abstract and scientific poster	09/12/2021	Lynn Calman/ Matthew Johnson

Operationally and financially LCNUK adapted well to impact of the pandemic in 2021, continuing to operate effectively throughout.

We continued to run all internal committee and trustee meetings virtually. The administrative operations continued to be managed effectively on a virtual basis with staff working from homes. Lower costs associated with virtual meetings helped the charity to maintain 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 which significantly impacted on the ability to fund raise during this time. The risks, however, of bringing key support staff together all of whom have an expertise in respiratory medicine was too great and the charity accepted the need to keep members safe and protect the NHS workforce.

Despite the ongoing pandemic LCNUK was able to raise £95,208 in funds through sponsorship of the webinars and its annual conference which was held virtually on 18<sup>th</sup> November 2021.

The pandemic continued to have an impact on membership though the organisation did undertake more promotion by social media and mailings to try and retain members which had some success as shown below

Membership	2021	2020	2019	2018
New	86	50*	82	52
Renewed	282*	156*	180	158
Expired / Cancelled	0*	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 2021 national healthcare policy and service provision continued to be dominated by the COVID-19 pandemic with many activities and initiatives still on hold or delayed. LCNUK continues to be represented at a national level on all key bodies relating to lung cancer such as NICE. The organisation has continued to support Lung Cancer Europe Activities which have had number of initiatives taking place. They have also inputted to work with the UK Lung Cancer Coalition who produced a report entitled "[The Route Back to 25 x 25](#)" a report aimed at restoring and improving lung cancer services post-pandemic.

Representation
<ul style="list-style-type: none"><li>• British Thoracic Oncology Group</li><li>• Global Lung Cancer Coalition</li><li>• International Thoracic Oncology Nurses Forum</li><li>• Lung Cancer Europe</li><li>• Mesothelioma UK</li><li>• National Lung Cancer Audit</li><li>• National Institute for Health and Care Excellence</li><li>• Roy Castle Lung Cancer Coalition</li><li>• Scottish Medicines Consortium</li><li>• Scottish Lung Cancer Nurses Forum</li><li>• UK Lung Cancer Coalition</li><li>• Welsh Lung Cancer Nurses Forum</li></ul>

LCNUK, with the support of Incisive Health Communications Agency, provided a formal response to the All Party Parliamentary Group on Respiratory Health Inquiry into Lung Cancer, a major policy document with implications for lung cancer nurse specialists and the future of lung cancer management.

In addition, LCNUK undertook a major initiative in 2021 where a working group of members, supported by Incisive Health, using an iterative process developed a [professional framework specifically for Lung Cancer Nurse Specialists](#). The Framework aims to:

- support nurses who are considering their professional ambitions and options to make becoming a LCNS a career goal
- support LCNSs already in post to be able to learn, develop and flourish professionally throughout their career
- help employers to recognise and value the qualifications; clinical, research and leadership skills and to be able to recruit, reward and promote their LCNS staff accordingly

## Developmental

### Communicating with our members

During COVID-19 the key to communicating effectively with our members continued 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

The organisation continued to host regular webinars which members could attend live or watch on-demand at their leisure.

In addition, LCNUK was able to run a one-day conference held on the 18<sup>th</sup> November directly through its own website portal with live speakers and interactive Q&A. At this event LCNUK was able to launch its professional framework.

## Research

In February 2021, LCNUK appointed Dr Cathy Henshall as new Research Interest Group Lead for LCNUK following the resignation of Janelle Yorke. Dr Henshall has galvanised the interest group and a number of research projects have/are being supported by the research group including a lung cancer in never smokers project and a research programme on the impact of COVID-19 on Lung Cancer Nurse Specialists in partnership with the University of Sheffield.

LCNUK also invited abstract submissions for its annual conference and 13 abstracts were received and accepted for presentation by poster and/or video at the conference.

We also invited applications for small research grants in 2021. Two applications were received, and both were approved by the working group totalling grant expenditure at £8,899.75. The titles of the two grants are shown below: -

- Cough and Mesothelioma: The Experience of Patients and their Carers. Applicant, Kate Slaven
- Initiating a joint breathlessness clinic with our local hospice. Applicant Victoria Anderson

A further grant of £2,453 was provided to the University of Sheffield to support ongoing research into the impact of COVID-19 on lung cancer nurse specialists and lung cancer patients. The preliminary outputs of

this work were presented at the British Thoracic Oncology Group meeting in January 2022 and will be presented at LCNUK conference in 2022.

The Research Interest Group together with a working party of LCNUK committee members are also working with DaSH Global to develop a patient companion app which provides the ability to record patient reported outcomes. Anonymised data is then available to LCNUK and commercial organisations to undertake research on the data reported by patients. The project, during 2021 was in development with a view to launching in 2022. It is hoped in the fullness of time that this programme will be self-funding and may even generate income for the organisation.

## Plans For Future Periods

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In 2022 LCNUK will be continuing to build on its research work and continue implementing programmes that address the needs identified in the strategy day in 2021.

The organisation will be hosting its first face to face meeting on 12/13 May 2022 which will provide an opportunity to generate much needed income for the organisation through sponsorship of the event.

We will continue to work with partner organisations to support the restoration and improvement of lung cancer services post pandemic. We will also input to the work on the UKLCC who will be undertaking a major programme of work on health inequalities in lung cancer.

We will continue to support member education with ongoing webinars and other digital learning which are now an established feature and benefit of membership.

Our website is built on the Drupal platform, and we will be upgrading to Drupal 9 since Drupal 7 will no longer be supported from the Autumn of 2021. This represents a major investment of the organisation but will provide new digital features which the organisation will be able to take advantage of.

## Structure, Governance & Management

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### Constitution

The charity is a registered charitable incorporated organisation, charity 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 seven 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. 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.

## Policies adopted for the induction and training of trustees

A trustee update is in the process of being recorded by video to share with trustees outlining trustee governance and reporting responsibilities. This is being prepared by a solicitor with expertise in this area.

Following a trustee audit in 2020 it was acknowledged there is a skills gap in the area of finance and accounting. A call was put out through media channels and the LCNUK membership for applicants with experience in finance/accounting. Three applicants have now been interviewed and it is hoped that a new trustee with these skills will be elected at the 2022 AGM. In the meantime, the trustees are supported by the accountants Dodd & Co who attend one trustee meeting each year to support the trustees in reviewing the accounts.

LCNUK also has appropriate financial controls in place and a financial controls policy to which it adheres.

A new trustee induction manual was developed and launched in 2021.

## 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 2021 the committee was comprised of 11 elected members of LCNUK and two co-opted members, Jenny Mitchell and Cathy Henshall. 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 2021, LCNUK adopted a new Safeguarding and Wellbeing Policy and a new Membership Policy. The trustees also reviewed and updated the terms of reference for trustees and committee members, the Chair job description and the Privacy policy.

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

### 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)  
Victoria Anderson  
Peter Barton  
Karen Clayton  
Monica Hugh  
Sarah Ivey  
Lavinia Magee  
Julia McAdam  
Jennifer Ross  
Josie Roberts  
Paula Shepherd

### Co-opted LCNUK Committee members

Jenny Mitchell (Thoracic Surgical Lead)  
Cathy Henshall (Research Interest Group Lead)  
Pamela Dalrymple and Julie Mencnarowski (Scottish representatives)  
Sophia Holden (UKMA representative)  
Alison Edwards (Welsh representative)

### 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 2021 as in previous years were:

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

The total funding secured in 2021 £117,885 was 259% higher than in 2020 (£32,794) but remains substantially lower than pre-pandemic levels (2019 - £203,783k). This was due to the fact that LCNUK was not able to undertake its annual face to face conference which is its principal source of income generation for the organisation – virtual conferences do not have the same attraction to sponsors and hence remain a much smaller feature of income than face to face events).

LCNUK was able to secure support of £10,000 to deliver its innovative webinar programme. LCNUK also was able to secure corporate sponsorship to the value of £35,208 and £42,500 in digital conference sponsorship.

Membership fees comprised £5,670.

LCNUK received gift in kind from MSD Ltd through their facilitation and funding of the LCNUK Strategy Day meeting and preparation of the LCNUK Professional Framework. MSD funded the provision of support from Incisive Health – a communications agency to run the strategy day, support the production of the outputs including the production of the Professional Framework. The value of this gift in kind is estimated at £20,000.

### Principal Expenditure

Total expenditure in 2021/2022 £103,183 which was compared to £50,860 in 2020 and remains 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. As a result of decreased expenditure and increased income in 2021 the organisation was able to operate at a small profit of £14,702, this compares to a loss in 2020 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.

Because of the increase in income LCNUK was able to reinstate its grants programme in 2021 with a total paid of £12,231 including a grant of £2,453 to University of Sheffield to support COVID-19 Impact work.

£3,000 was paid to the communications agency Incisive Health to support the production of a formal response to the APPG Respiratory health inquiry into lung cancer – a major policy initiative likely to impact the future of lung cancer management.

## 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 2022) was £273k, meets the optimum level of reserves.

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 small operating profit of £14,702 in 2021/22 – a significant achievement given the continued challenging circumstances around COVID-19. 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 costs and expenses are likely to rise given the current rates of inflation, the opening of face-to-face meetings post COVID 19 and world economic circumstances. 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 impact of COVID-19 on our finances has been significant but the charity has managed to successfully negotiate these challenges. Our biggest challenge in 2022 is to ensure the success of the return to face-to-face conference as our major income generation opportunity. It is yet to be confirmed that delegates will wish to return to in person conferences and this represents a threat to the organisation.

Meanwhile LCNUK continue to explore other opportunities for funding programmes of activity and will be further exploring other income opportunities during 2022.

### 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).

Charity law requires the Trustees to prepare financial statements for each financial year. Under charity 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 Charity 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 Charities Act 2011. 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:

## **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 2022, which are set out on pages 5 to 14.

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

4 April 2022

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Montgomery Way  
Rosehill Estate  
CARLISLE  
CA1 2RW

**Lung Cancer Nursing UK**  
known as  
**LCNUK**

**Statement of Financial Activities for the Year Ended 31 January 2022**

		Unrestricted Funds	Total Funds 2022	Total Funds 2021
	Note	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	2	108,507	108,507	26,099
Investment income	3	145	145	-
Charitable activities	4	9,233	9,233	6,695
Total income		<u>117,885</u>	<u>117,885</u>	<u>32,794</u>
<b>Expenditure on:</b>				
Charitable activities		103,183	103,183	50,860
Total expenditure		<u>103,183</u>	<u>103,183</u>	<u>50,860</u>
Net incoming/(outgoing) resources before transfers		14,702	14,702	(18,066)
<b>Transfers</b>				
Gross transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>
Net movements in funds		14,702	14,702	(18,066)
<b>Reconciliation of funds</b>				
Total funds brought forward		255,336	255,336	273,402
Total funds carried forward		<u><u>270,038</u></u>	<u><u>270,038</u></u>	<u><u>255,336</u></u>

The notes on pages 7 to 14 form an integral part of these financial statements.

**Lung Cancer Nursing UK  
trading as  
LCNUK**

**Balance Sheet as at 31 January 2022**

		2022	2021
	Note	£	£
<b>Current assets</b>			
Debtors	10	89,106	41,730
Cash at bank and in hand		<u>220,666</u>	<u>253,689</u>
		309,772	295,419
<b>Creditors: Amounts falling due within one year</b>	11	<u>(39,734)</u>	<u>(40,083)</u>
<b>Net current assets</b>		<u>270,038</u>	<u>255,336</u>
<b>Net assets</b>		<u><u>270,038</u></u>	<u><u>255,336</u></u>
<b>The funds of the charity:</b>			
<b>Restricted funds</b>		-	-
<b>Unrestricted funds</b>			
Unrestricted income funds		<u>270,038</u>	<u>255,336</u>
<b>Total charity funds</b>		<u><u>270,038</u></u>	<u><u>255,336</u></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 4 April 2022 and signed on its behalf by:



L Creech  
Trustee

The notes on pages 7 to 14 form an integral part of these financial statements.

**Lung Cancer Nursing UK  
known as  
LCNUK**

**Notes to the Financial Statements for the Year Ended 31 January 2022**

**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. This year the annual conference was able to go ahead virtually, which has increased the Charity's income.

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.

Further details of each fund are disclosed in note 13.

**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.

Income from Government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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**Notes to the Financial Statements for the Year Ended 31 January 2022**

..... 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.

Investment income is recognised on a receivable basis.

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.

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**Notes to the Financial Statements for the Year Ended 31 January 2022**

..... 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**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2022 £</b>	<b>Total Funds 2021 £</b>
<b>Donations and legacies</b>			
Gifts in kind	20,000	20,000	6,120
Donations	799	799	112
Conference sponsorship	42,500	42,500	-
Webinar Sponsorship	10,000	10,000	15,700
Corporate sponsorship	35,208	35,208	4,167
	<u>108,507</u>	<u>108,507</u>	<u>26,099</u>

Of the donations and legacies income in 2021 £26,099 related to unrestricted funds.

**3 Investment income**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2022 £</b>	<b>Total Funds 2021 £</b>
Interest on cash deposits	<u>145</u>	<u>145</u>	<u>-</u>

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**Notes to the Financial Statements for the Year Ended 31 January 2022**

..... continued

**4 Charitable activities**

	Unrestricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Membership and research</b>			
Membership subscriptions	5,670	5,670	6,840
<b>Annual conference</b>			
Conference exhibition only	933	933	-
Delegate registration	2,630	2,630	(145)
	<u>3,563</u>	<u>3,563</u>	<u>(145)</u>
	<u>9,233</u>	<u>9,233</u>	<u>6,695</u>

Of the income from charitable activities in 2021 £6,695 related to unrestricted funds.

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**Notes to the Financial Statements for the Year Ended 31 January 2022**

..... continued

**5 Total resources expended**

	Membership and research	Annual conference	Online Education	Total 2022	Total 2021
	£	£	£	£	£
<b>Direct costs</b>					
Grants payable - individuals	12,231	-	-	12,231	(1,043)
Webinar costs	-	-	14,482	14,482	9,165
Membership administration costs	11,046	-	-	11,046	11,000
Website costs	4,392	-	-	4,392	4,050
DaSH Global	1,438	-	-	1,438	-
LCNUK framework development	20,713	-	-	20,713	-
Educational costs	2,200	-	-	2,200	-
World Conference on Lung Cancer costs	-	-	-	-	68
Annual workshop	327	-	-	327	2,603
Parliamentary fly in costs	-	-	-	-	8,942
Conference costs - materials	-	15,425	-	15,425	-
Conference costs - other	-	67	-	67	739
Irrecoverable VAT	(1,625)	-	-	(1,625)	1,319
	<u>50,722</u>	<u>15,492</u>	<u>14,482</u>	<u>80,696</u>	<u>36,843</u>
<b>Support costs</b>					
Insurance	146	146	146	438	421
Office management	1,915	1,913	1,913	5,741	5,513
Committee costs	1,302	1,302	1,302	3,906	1,442
Representation costs	3,000	-	-	3,000	(314)
Sundry expenses	29	29	29	87	92
Cost of trustee meetings	-	-	-	-	385
Accountancy and bookkeeping fees	1,532	1,533	1,533	4,598	4,965
Independent examiner's fee	218	216	216	650	650
Bad debts written off	-	3,414	-	3,414	-
Bank charges	217	218	218	653	863
	<u>8,359</u>	<u>8,771</u>	<u>5,357</u>	<u>22,487</u>	<u>14,017</u>
	<u>59,081</u>	<u>24,263</u>	<u>19,839</u>	<u>103,183</u>	<u>50,860</u>

Of the total expenditure in 2021 £50,860 related to unrestricted funds.

**6 Grantmaking**

	Grants to individuals £
Membership and research	<u>12,231</u>

**Lung Cancer Nursing UK  
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**Notes to the Financial Statements for the Year Ended 31 January 2022**

..... continued

**7 Governance costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Cost of trustee meetings	-	385
Accountancy and bookkeeping fees	4,598	4,965
Independent examiners fee	650	650
	<u>5,248</u>	<u>6,000</u>

**8 Trustees' remuneration and expenses**

Committee meeting and travel expenses totalling £nil (2021: £1,214) were paid to 0 (2021: 5) of the trustees during the year.

**9 Taxation**

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

**10 Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	56,235	20,029
Other debtors	3,981	1,772
Prepayments and accrued income	28,890	19,929
	<u>89,106</u>	<u>41,730</u>

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

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,805	15,432
Other creditors	-	566
Accruals and deferred income	36,929	24,085
	<u>39,734</u>	<u>40,083</u>

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**Notes to the Financial Statements for the Year Ended 31 January 2022**

..... continued

**12 Related parties**

**Controlling entity**

The charity is controlled by the trustees.

**13 Analysis of funds**

	At 1 February 2021	Incoming resources	Resources expended	Transfers	At 31 January 2022
	£	£	£	£	£
<b>General Funds</b>					
Unrestricted income fund	255,336	117,885	(103,183)	-	270,038

	At 1 February 2020	Incoming resources	Resources expended	Transfers	At 31 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)	-
	273,402	32,794	(50,860)	-	255,336

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**Notes to the Financial Statements for the Year Ended 31 January 2022**

..... continued

**14 Net assets by fund**

	<b>Unrestricted Funds</b>	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Current assets	309,772	309,772	295,419
Creditors: Amounts falling due within one year	(39,734)	(39,734)	(40,083)
Net assets	<u>270,038</u>	<u>270,038</u>	<u>255,336</u>

**Prior year**

	<b>Unrestricted funds</b>	<b>Total funds 2021</b>	<b>Total funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Current assets	295,419	295,419	339,910
Creditors: Amounts falling due within one year	(40,083)	(40,083)	(66,508)
Net assets	<u>255,336</u>	<u>255,336</u>	<u>273,402</u>

