

Registered number: NI049781  
Charity Commission number: NIC 101307  
Inland Revenue Charity number: XN 48265

**Cancer Focus Northern Ireland**  
**(Company limited by guarantee)**  
**Annual Report and Financial Statements**  
**for the year ended 31 July 2018**



# **Cancer Focus Northern Ireland**

**(Company limited by guarantee)**

## **Annual Report for the year ended 31 July 2018**

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# **Cancer Focus Northern Ireland**

**(Company limited by guarantee)**

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## **References and administrative details of the charity**

### **Patron**

His Grace the Duke of Abercorn KG

### **Trustees/Directors**

Professor Roy Spence OBE (Chairman and Chairman of Research Advisory Panel)  
Mr Boyd Carson (Honorary Treasurer and Chairman of Finance and Policy Committee)  
Dr Jim Birnie  
Dr Andrew Gilliland (resigned 22<sup>nd</sup> November 2017)  
Mr John Leckey (resigned 22<sup>nd</sup> November 2017)  
Lady Christine Eames OBE  
Ms Julieann Tsang  
Dr Trevor Morrow  
Ms Breda Teahan  
Mr James Carrigan  
Professor Mark Lawler  
Ms Pat McClelland  
Mr Ivan McMinn  
Dr Gerard Hanna (appointed 22<sup>nd</sup> November 2017)  
Professor Paul Jeffcutt (appointed 22<sup>nd</sup> November 2017)  
Mrs Violet Spence (appointed 22<sup>nd</sup> November 2017)

### **Company Secretary**

Mrs Roisin Foster

### **Chief Executive**

Mrs Roisin Foster

### **Registered Office/Principal Office**

40-44 Eglantine Avenue  
Belfast  
BT9 6DX

### **Investment Managers**

Cunningham Coates Limited  
19 Donegall Street  
Belfast  
BT1 2HA

### **Independent Auditors**

PricewaterhouseCoopers LLP  
Chartered Accountants and Statutory Auditors  
Waterfront Plaza  
8 Laganbank Road  
Belfast  
BT1 3LR

### **Bankers**

Danske Bank Limited  
Donegall Square West  
Belfast  
BT1 6JS

### **Solicitors**

Cleaver Fulton Rankin  
50 Bedford Street  
Belfast  
BT2 7FW

## **Strategic report for year ended 31 July 2018**

The current strategy, *Cancer Focus Northern Ireland 2020*, set the following strategic goals:

- Promote the well-being of people affected by cancer
- Enable communities to reduce their risk of cancer
- Influence public policy
- Fund cancer research
- Secure funds to sustain development
- Communicate effectively both to the public and within the organisation
- Be responsible and accountable to beneficiaries, internal and external stakeholders and to regulatory authorities

These 7 strategic goals and their associated targets provide the framework for the development of Cancer Focus NI and how the Chief Executive and the Senior Management Team report to the Trustees.

### **Achievements and Challenges in 2017/18**

The most significant challenge facing the charity has been the ability to raise sufficient funds to continue to provide our core services following the ending of a number of fixed-term grants. As over 90% of our funding is from the public, income levels can be difficult to predict. During 2016/17, the Board of Trustees and Chief Executive drew up and implemented a business plan to re-focus on the core work of the charity and identify where the cost base could be reduced with minimal impact on beneficiaries. This resulted in some restructuring and refocusing our efforts on providing services with the greatest impact. It took some months for this concentrated effort to demonstrate financial results but, by the third quarter of 2017/18, we saw a return to a balance between income and expenditure and we ended the year in surplus.

The exercise of evaluating and concentrating on our core activities has been useful and presented a clear opportunity for organisational learning. Despite the challenges we have made significant progress in achieving our 2020 strategic goals.

### **Strategic Goal 1**

#### **Promote the well-being of people affected by Cancer**

The well-being of people affected by cancer - patients and families - lies at the heart of our work. A cancer diagnosis can be life-changing. Cancer Focus NI wants to be available to more people affected by cancer offering information, advice and support from the time of diagnosis and throughout the cancer journey. In particular, by 2020 we plan to:

- Redress the current gender imbalance by developing a service focussed on men
- Seek opportunities to improve access to cancer services in the North West and South East of the Province
- Seek opportunities to increase capacity in Counselling and Family Support

#### **Progress in 2017/18**

In implementing cost savings, every effort was made to minimise the impact on beneficiaries. While patient numbers fell by 2% between 2016/17 and 2017/18, over the past year they have remained stable at 5,612. Within this overall statistic, however, we have seen the impact of our policy of focusing on services which have most impact on adults and children in greatest need. Referrals to Counselling rose by 13% to 798. Engagement with families accessing the Family Support Service was up by 7% and the successful Big Lottery Grant will see this increase further over the next 5 years.

In concentrating on our core work and on those services that have the greatest impact on people's lives, we have been able to deliver the following developments:

- In October 2016, we initiated a one year initiative for men who have had an early diagnosis of Prostate Cancer and are being managed through watchful waiting. The programme, in conjunction with QUB, will evaluate the most effective means of support for men who, while coping with a cancer diagnosis, are not in active treatment
- A Bra Fitting Service was established in Ballymoney in 2017 and Downpatrick in September 2018
- Fixed-term funding was secured initially from the Enkalon Foundation and subsequently from the NHSST to increase counselling provision by one day a week in the Antrim Hospital; additional counselling hours will be provided in this area to tackle waiting times

## **Strategic report for year ended 31 July 2018 (continued)**

### **Strategic Goal 1 (continued)**

**Promote the well-being of people affected by Cancer**

#### **Progress in 2017/18**

- Funding from the SEHSST has allowed us to increase counselling by one day a week in the South Eastern Trust Area
- Funding has been secured from the SHSST to increase counselling by one day at Craigavon Area Hospital
- A Big Lottery Grant application to expand the Family Support Service was successful and has added 2 new members to this team thereby increasing capacity

### **Strategic Goal 2**

**Enable communities to reduce their risk of Cancer**

Research shows that up to half of cancers could be avoided by healthier lifestyle choices. Cancer Focus NI's strategy is to deliver a programme of services aimed at informing and supporting the public so that they can reduce their risk of cancer.

In particular we will:

- Seek to expand the Keeping Well Mobile Service to give equitable province-wide coverage and target marginalised groups and communities at greatest risk
- Deliver innovative approaches to smoking prevention and cessation
- Develop an E-learning platform to facilitate access to information and resources
- Evaluate and develop the effectiveness of the schools and higher education programmes to ensure relevance with the National Curriculum
- Implement the Skin Cancer Prevention Strategy

#### **Progress in 2017/18**

The Cancer Prevention team reached a total of 112,891 members of the Northern Ireland public - from children in nursery schools to older people in supported living schemes - with our cancer prevention messages. This is an increase of 8.5% on the previous year. While we saw a fall in some of the lower impact activities such as attendance at health fairs, our Keeping Well Service maintained a high level of engagement in the community. In terms of smoking cessation, engagement with smokers rose by 3.8% in 2016/17, but fell back by 1% in 2017/18. Our schools and young people's work saw an increase of 19% as the team reached a total of 88,538 young people in nursery, primary, post-primary and community youth settings.

Progress towards meeting our 2020 strategic goals was as follows:

- In 2017 Cancer Focus NI won a contract to deliver health promotion to employees of Belfast City Council and associated groups - this concluded in 2018
- The Smoking Cessation Service has been expanded to cover Belfast and South East. Slippage funding allowed for the development of the school's competition to promote Smokefree
- Slippage funding was secured to develop our website to enable schools to book visits online and access resources
- E-learning platform has been set up, piloted and implemented
- Additional funding was secured to develop the work of the Skin Cancer Strategy Implementation Group
- Cancer Focus NI won a 3 year Public Health Agency contract to deliver stop smoking training to professionals who provide smoking cessation advice via our E-learning platform
- Cancer Focus NI won a Probation Board contract to deliver health promotion services to people PBNI approved living in hostels. This was positively evaluated and an application for follow up funding was made in August 2018
- The Big Lottery funded Well Aware project delivering cancer awareness and prevention to people 60 plus received an additional years funding. Over the past 5½ years the project, which will end in early 2019, has worked with 5,848 older people to identify health concerns and take steps to a healthier life

## **Strategic report for year ended 31 July 2018 (continued)**

### **Strategic Goal 3**

#### **Influence public policy**

Cancer Focus NI's mission is to reduce the risk of people in Northern Ireland getting cancer and to improving the well-being and outcomes for people who are diagnosed with the disease. We know that the policies our government sets and the decisions it takes can have far-reaching effects on both cancer incidence and survival rates. For these reasons, influencing public policy is one of our key goals.

Cancer Focus NI is committed to the European Cancer Patients Charter which aims to secure best outcomes for cancer patients and to the European Code Against Cancer which gives evidence-based guidance on reducing cancer risk.

Over the next 5 years we will:

- Ensure that decision-makers are kept abreast of cancer issues through the All Party Group on Cancer
- Continue to press for improved access to cancer drugs through the Equal Access Campaign
- Ensure the voice of cancer patients is core to the delivery of high quality services, particularly with regard to achieving agreed targets
- Campaign for the full implementation of relevant public health strategies

#### **Progress in 2017/18**

The collapse of the Northern Ireland Assembly has presented specific challenges in public policy work. There is a lack of clarity in what decisions may be made by Civil Servants and campaigning work is difficult. There has been no progress on bringing forward legislation to protect children from smoking in cars, to introduce a minimum price for alcohol or to protect people through expending HPV vaccine to boys.

Despite the political impasse, the All Party Group on Cancer has continued to meet, Chaired by Paula Bradshaw (Alliance) with cross-party representation. A full programme of meetings were held to highlight the most pressing issues impacting on cancer incidence and outcomes and to showcase the work carried out by cancer charities in Northern Ireland.

All media opportunities were seized to highlight the impact on patients of the continuing failure to meet cancer targets, waiting times, access to diagnostics and treatment and the lack of an up-to-date Cancer Strategy to plan service developments to meet growing need.

Following a lengthy Equal Access Campaign from 2014, the Department of Health has finally agreed to enable patients in Northern Ireland access new drugs on the same basis as patients in other areas of the United Kingdom.

As a result of our response to the Consultation on the Northern Ireland Health Budget 2017/18, we gave oral evidence to the Northern Ireland Affairs Committee in Westminster in September 2018.

### **Strategic Goal 4**

#### **Fund cancer research**

We are very aware that cancer research is vital in expanding our knowledge of the causes of cancer and in developing treatments to secure best outcomes for patients. Since our inception, we have been engaged in funding local cancer research; although financial pressures in recent years have seen our investment in cancer research fall. Over the next 5 years we will seek to redress this. In particular we will:

- Seek opportunities to increase the funds available to commit to research
- Establish a minimum of 2 summer Studentships in cancer research
- Fund a minimum of 2 new projects per annum

## **Strategic report for year ended 31 July 2018 (continued)**

### **Strategic Goal 4 (continued)**

#### **Fund cancer research**

##### **Progress in 2017/18**

During 2017/18, we have participated in, or funded, the following research projects:

- Cancer Focus NI Research Fellowship 2012-2017 - 'Functional and clinical characterisation of genes involved in a novel BRCA1 interacting mRNA splicing complex' - Dr Kienan Savage, Queen's University Belfast
- 'Empowering men undergoing active surveillance for prostate cancer: an evaluation of Cancer Focus NI's ManPowered lifestyle intervention' - Dr Gillian Prue, Dr Olinda Santin and Dr Eimear Ruane-McAteer - School of Nursing and Midwifery QUB funded by the Burdett Trust
- 'Using game theory to assess the effects of social norms and social networks on adolescent smoking'. This is a research project led by Queen's University Belfast funded by the Medical Research Council and the Public Health Agency. Cancer Focus NI is a partner in this research providing expertise through our Dead Cool Smoking Prevention project
- Health Economist Post at Queen's University Belfast. With increasing pressure on health budgets and an increase in the range and costs of treatments, it is essential to evaluate which treatments and interventions are most cost effective. We have, therefore, agreed to fund Northern Ireland's first Cancer Health Economist post at Queen's University Belfast for 3 years from 2018-2021

In order to build up a reserve of research funding, we ran an advertising campaign in November 2017 coinciding with Make a Will month to encourage legacy donations to fund local cancer research.

### **Strategic Goal 5**

#### **Secure funds to sustain development**

Over 90% of our funding comes from the Northern Ireland public and so the success of our 2020 Strategy rests heavily on our capacity to raise sufficient funds to sustain current and future initiatives. Austerity, the reduction in government funding to the charity sector and increasing competition for voluntary funds have together created substantial pressures for charities who depend on donations from the public. Over the next 3 years we will need a target-driven, innovative approach to maximise opportunities to generate funds for our work. To this end we will:

- Evaluate the potential for a retail presence in the North West and South East of the Province
- Introduce Gift Aid in retail, initially on a pilot basis
- Maximise income generation opportunities in the West of the Province
- Increase income from corporate sources at least two-fold
- Explore the potential for developing an Income Generation Committee
- Build up a Cancer Research Development Fund
- Assess the effectiveness and risks associated with direct marketing activities and draw up an action plan to maximise income while managing risk

## **Strategic report for year ended 31 July 2018 (continued)**

### **Strategic Goal 5 (continued)**

#### **Secure funds to sustain development**

##### **Progress in 2017/18**

- A Business Case was prepared and implemented to reduce annual expenditure by £200,000. Expenditure reduced by £460,000 in the past 2 years and as a result of which, the charity is no longer in deficit
- A shop was opened in the new location of Banbridge and we moved premises in Newtownards
- Gift Aid was introduced from August 2016 and targets set for Gift Aid conversion have been met
- Retail turnover rose by £30,000 between 2016/17 and 2017/18 (3.5%): profits rose from £107,469 to £131,893 (28%)
- A successful application for a project under Social Investment Tax Relief was submitted to attract investment in further retail development. A strategic retail development plan has been prepared to support this application
- The posts of Corporate and Community Fundraising were merged on a trial basis to reduce costs and enable greater flexibility in the allocation of staff resources within the Income Generation team. This proved successful and has been confirmed as a permanent arrangement
- Chosen as Charity of The Year for Baker McKenzie (international law firm), Employment Development Department, Translink, GAA Head Office, Out There Services, Southern Regional College, Irwin's Bakery, Sainsbury's Bangor and Dungannon and Peter Marks Hairdressing chain
- Decision made and implemented to cease the use of an external telephone marketing company in fundraising for the Raffle due to both cost and reputational risk
- Registered with the new Fundraising Regulator to demonstrate commitment to best fundraising practice
- Online Lottery launched as new income stream for 2017/18 using a reputable agency to comply with relevant legislation.
- Successful Big Lottery bid to develop the Family Support Service: successful bid to extend Big Lottery Well Aware project for a further year until December 2018
- A new event, Mourne Seven Summits, was launched in June 2018 and raised over £80,000
- A new Arctic Trek 2019 was launched before Christmas 2017 and is fully booked
- Selected as one of the official charities for Belfast Marathon / Half Marathon for 2019

### **Strategic Goal 6**

#### **Communicate effectively both to the public and within the organisation**

A high level of recognition is essential for the success of Cancer Focus NI so that we can reach people with our services, attract volunteers with skills and time and encourage people to support our work through donations. To ensure our services remain current and supportive, we need open communication channels with our beneficiaries. In order to maintain enthusiasm and support we need to communicate clearly with the people who volunteer for us, fundraise for us or who work for us. We need to achieve this within a modest budget, mindful of the fact that the public can respond negatively to charities spending lavishly on advertising campaigns. Success in this goal will require clarity in what we communicate and innovation in the means we use. To this end we will:

- Set and achieve year on year prompted and unprompted recognition targets
- Bring forward an annual internal and external communications plan and draw up and evaluate its success
- Develop a Social Media Strategy to support communication regarding services and income generation
- Bring forward innovative ideas for improving communication and marketing
- Further develop the concept of Information Champions to ensure promotional material is disseminated across Northern Ireland
- Evaluate the range of information disseminated to internal and external stakeholders to achieve cost-effective solutions

## **Strategic report for year ended 31 July 2018 (continued)**

### **Strategic Goal 6 (continued)**

**Communicate effectively both to the public and within the organisation**

#### **Progress in 2017/18**

- A Communications Strategy, which includes a Social Media Strategy, has been drawn up and is being implemented; we have seen engagement on our social media platforms increase, but recognise that this is an area for development
- An outdoor advertising contract has been negotiated for billboards and ad shell campaigns promoting the charity and our initiatives and events across Northern Ireland
- Focus On, our in-house newsletter, has been redesigned in a more manageable format
- Traffick has been appointed as our website management provider and action is being taken to improve security and make it easier for visitors to find information
- Information Champions are in place disseminating leaflets across Northern Ireland
- Leaflets have been updated on a rolling programme to ensure they are in line with current best practice
- An action plan to celebrate the 50<sup>th</sup> Anniversary of Cancer Focus NI has been developed

### **Strategic Goal 7**

**Be responsible and accountable to internal and external stakeholders and to regulatory authorities**

Regulation is increasing in all sectors of society, including the voluntary sector. In order to keep the trust and confidence of our supporters, we need to be open and transparent in our activities. How we work is as important as what we achieve. This means being able to demonstrate effective governance and apply best practice in how we protect the data we collect and store. As a charity we need to be very aware of and meet the requirements of the Charity Commission for Northern Ireland. Over the next 5 years we will:

- Review our annual reporting procedures to ensure they meet Charity Commission NI requirements
- Introduce new policy and procedures to ensure compliance with Data Protection legislation
- Review procedures for business interruption to ensure continuity of service
- Develop a Governance Manual for Trustees

#### **Progress in 2017/18**

- Following research and advice, Annual Reports have been reformatted to meet Charity Commission NI requirements. The first report was submitted in May 2017
- Registered with the Fundraising Regulator to demonstrate commitment to high ethical standards, openness and transparency in our fundraising activities
- Participated in the CCAT (Core Capacity Assessment Tool) audit through CO3 and reviewed the operations of the charity
- Data Protection Policy in place. Procedures are in place to ensure we are compliant with the new GDPR
- During 2017/18 we invested in our IT system to improve security and ensure compliance with GDPR
- Governance Manual - underway. Training for Trustees delivered. Conflict of Interest Policy and procedures agreed

### **Challenges**

As outlined, the greatest challenges faced by Cancer Focus NI are continuing to improve the financial health of the charity in a difficult funding environment, minimising impact on our beneficiaries and focusing our services to reach those in greatest need. Over the past year we have noted increasing difficulties in recruiting suitable experienced and qualified staff members for key roles. We also face considerable challenges in recruiting and retaining sufficient numbers of volunteers to support our work, particularly with regards to fundraising activities. We fully endorse the need for charities to work in a highly ethical manner, and are, therefore, very focussed on managing our compliance in an increasingly regulated sector. Compliance with new requirements on Data Protection present challenges to all charities and we are grateful for the support that NICVA has been offering its members in this.

**Cancer Focus Northern Ireland**  
**(Company limited by guarantee)**

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**Strategic report for year ended 31 July 2018 (continued)**

Approved by the Directors and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Roy Spence', is written over a faint horizontal line.

**Professor Roy Spence OBE JP MD MA LLD(Hon) FRCS**  
**Trustee**

22 November 2018

## **Trustees' report for the year ended 31 July 2018**

The Directors (who are also the Trustees of the Charity) present their Report, together with the Financial Statements of the charity for the Year Ended 31 July 2018. The Financial Statements have been prepared in accordance with the accounting policies set out in Note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) effective 1 January 2015 (Charities SORP FRS 102).

### **Objectives and Activities**

The objectives of the charity, according to the Memorandum & Articles of Association, are:

"For the public benefit and primarily within Northern Ireland to support and further the control of cancer and allied diseases and to alleviate trauma, pain and suffering there-from and in particular, to provide caring services and information for patients with cancer, their families and all concerned; both for them and about cancer, to fund internationally competitive, high quality research into the causes, treatment and prevention of cancer, to reduce the incidence of cancer and promote its early diagnosis and treatment, and to raise professional and public awareness of cancer issues and influence policy makers to improve cancer services and public health policy."

### **Public Benefit Statement**

"Public Benefit" is a legal requirement for every organisation set up with charitable aims, to be able to demonstrate. The Trustees confirm that they have had regard to the Charity Commission for Northern Ireland's guidance on public benefit on reporting on the Charities benefits and achievements. The Trustees are confident that the activities have helped to achieve the Charity's purposes and provide a benefit to the beneficiaries.

During 2015/16, Cancer Focus NI developed a new Strategy Cancer Focus NI 2020. As part of this process, the organisation's vision and mission were updated and new strategic objectives developed.

### **Vision Statement**

A future where cancer is a manageable disease.

### **Mission Statement**

Cancer Focus NI is a local charity that aims to eliminate cancer where possible and reduce its impact on our society.

The 4 main pillars of our work are care services, research, prevention, public campaigns and advocacy.

### **Care Services**

Aim: To provide a range of care services and information to meet the needs of all those affected by cancer.

### **Cancer Research**

Aim: To promote and support internationally competitive, high quality research into the causes, treatment and prevention of cancer.

### **Cancer Prevention**

Aim: To reduce the risk of our citizens developing cancer and promote its early diagnosis.

### **Campaigning & Advocacy**

Aim: To raise public and professional awareness of cancer issues and influence policy makers to improve cancer services and public health policy.

## **Trustees' report for the year ended 31 July 2018 (continued)**

### **Objectives and Activities (continued)**

#### **Grant Making Policy**

Cancer Focus NI invites applications for cancer research grants from Queen's University Belfast (Centre for Cancer Research and Cell Biology (Oncology)), the University of Ulster (Faculty of Life & Health Sciences) and the Northern Ireland Cancer Registry. Proposals are independently peer reviewed and assessed in detail against the scientific research criteria established by the Research Advisory Panel and the Board. Where relevant, ethical approval for research projects is obtained.

The Research Advisory Panel receives the proposals and annual progress reports and makes recommendations to the Board of Directors.

#### **Contribution of Volunteers**

Volunteers freely offer their time, ideas, experience, skills and knowledge to help Cancer Focus NI fulfil our mission and goals. Volunteer roles are varied and include driving cancer patients for treatment, raising funds, working in our shops, administrative duties, placing and collection of counter-top collection boxes, disseminating leaflets and participating in Health Fairs or other public awareness events.

The Bra Fitting Service in Ballymoney and Downpatrick is run by volunteers as are the nail bars for patients in the Belfast City and Craigavon hospitals. All of the drivers in our Driving Service are volunteers. Over the past year a new team of volunteers have been trained to deliver our Body Aware Programme in post-primary schools.

During the current year, our team of dedicated volunteers contributed 29,299 hours in a diverse range of roles to further the organisation's work across Northern Ireland. This is an increase of 2.5% on last year and is equivalent to almost 17 full-time staff members which greatly enhances the impact of our work.

We are very conscious that there is considerable competition for volunteers from other charities as the sector is so aware of the value that volunteers bring to an organisation.

Over the past few years there has been substantial growth in the need for volunteers to assist with fundraising activities. Volunteers assisted with 94 different fundraising events in 2017/18, an increase of 21% on the previous year. Recruitment and retention of volunteers for these activities is proving particularly challenging.

### **Activities and Performance**

The activities and performance of the charity have been set out in the Strategic report and included here by cross reference.

### **Financial Review**

During the year, the charity has a surplus net of costs, £94,427 (2017: deficit £183,683) from the general public and other sources through our fundraising activities. The total funds of the charity were £2,623,205 (2017: £2,528,778). Of these total funds, £168,129 was held for restricted purposes and not available for general purposes of the charity at the end of the financial year. The charity holds designated funds of £130,000 of general funds for specific purposes and are disclosed in Note 19.

#### **Investment Policy**

The Directors have the power to invest in such assets as they see fit within our Ethical Investment Policy. The Treasurer is responsible for liaising with the Investment Managers and reporting to the Board at each meeting.

#### **Reserves Policy**

The charity has free reserves of £2,455,076, which represents 10 months unrestricted expenditure on charitable activities. The Directors believe that it is prudent to work towards holding 10 months funding and plans to do this over a period of 10 years.

The main reason for holding reserves is to ensure that the charity has enough resources to fund the programmes it is supporting and to meet any emergencies that may arise.

## **Trustees' report for the year ended 31 July 2018 (continued)**

### **Financial Review (continued)**

#### **Risk Management**

The charity's Directors and Senior Management Team have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.

Major risks are identified and ranked in terms of their potential impact and likelihood. Major risks, for this purpose, are those that may have a significant effect on the charity.

- Governance and Management
- Reputation
- Finance
- Operations
- External Factors
- Legal & Regulation compliance

Risks are reviewed on an annual basis to ensure that adequate systems and procedures are in place. Where appropriate, risks are covered by insurance.

In assessing risk, our Directors recognise that some areas of our work require the acceptance and management of risk if our key objectives are to be achieved.

The Directors and Senior Management Team are involved in managing the areas of higher risk on an ongoing basis through the implementation of our Strategic and Operational plans.

#### **Plans for the Future**

As outlined, Cancer Focus NI is working to achieve the goals as set out in the 5 year Strategy Cancer Focus NI 2020.

In 2019, Cancer Focus NI will celebrate 50 years of serving people affected by cancer in Northern Ireland. We plan to take advantage of this year to celebrate the work we have done since 1969 and to thank all of the people who have made this possible.

In the course of 2018/19, we plan to make further progress towards achieving our goals by delivering development in the Big Lottery Funded Family Support Service, rolling out learning from the ManPowered and Well Aware projects, developing the reach of our community health promotion services, ensuring the All Party Group on Cancer continues to have impact, establishing a Cancer Health Economist at Queen's University Belfast and continuing our programme of continuous improvement in our governance and accountability.

### **Structure, Governance & Management**

#### **Directors & Organisational Structure**

Cancer Focus NI is a charity registered by the Charity Commission for Northern Ireland (NIC 101307), a Company Limited by Guarantee (NI 49781) and not having a share capital constituted under the Companies (Northern Ireland) Order 1986 and is recognised as a charity by the Revenue & Customs number XN 48265.

The Memorandum & Articles of Association allows for at least 5 and not more than 18 Directors to be appointed. Trustees serve for a term of 4 years, at the end of which they may be appointed to serve for a further 4 years. All Directors must retire after 8 years' service with the exception of the Chairman and the Treasurer who may remain in office if the majority of the remaining Trustees deem it in the best interests of the charity to do so.

The Memorandum & Articles of Association are reviewed on an annual basis to ensure that the charity's governance arrangements are appropriate and effective.

When new Directors are appointed, they are given an introduction to the work of Cancer Focus NI with the information they need to fulfil their roles, which includes information about the role of Directors, Company, Trustee and charity law. Update training is provided to ensure Trustees are adequately informed to ensure they can exercise effective governance.

## **Trustees' report for the year ended 31 July 2018 (continued)**

### **Structure, Governance & Management (continued)**

At the quarterly Council meetings, the Directors agree the broad strategy of Cancer Focus NI and monitor all the activities of the charity. Each Director takes collective responsibility for monitoring the work of Cancer Focus NI. There are 3 main Sub-Committees established to assist the Council and support the Senior Management Team; namely the Finance & Policy Committee, Human Resources and Remuneration Sub-Committee and the Research Advisory Panel. Each Sub-Committee must include at least one Director and each committee reports on activities and makes recommendations to Council. ASH NI (Action for Smoking and Health) also operates in Northern Ireland as a sub-group of the Cancer Focus NI Council who receives reports and provides strategic oversight of the work of this inter-agency group.

The charity's Chief Executive is responsible for the day to day operation of the charity, manages the staff of the charity on behalf of the Directors and is also the Company Secretary.

Cancer Focus NI is a member of the Association of European Cancer Leagues and a member of a range of relevant umbrella organisations and networks including NICVA and the Long-Term Conditions Alliance. Fundraising activities had been accredited by the Fundraising Standards Board. This body was dissolved during 2016 and in 2017 Cancer Focus NI voluntarily registered with the Fundraising Regulator for England, Wales and Northern Ireland.

### **Board Composition**

In November 2017 at the Annual General Meeting, 3 new Trustees were appointed.

### **Reference and Administrative Details**

Administrative details are disclosed on page 1.

### **Funds held as custodian trustees on behalf of others**

The charity holds no funds as custodian trustees on behalf of others.

### **Statement of Trustees' Responsibilities**

The Trustees (who are also Directors of Cancer Focus NI for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare Financial Statements for each financial year. Under that law, the Trustees have prepared the Financial Statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including FRS 102 'The Financial Standard applicable in the UK and Republic of Ireland'. Under company law, the Trustees must not approve the Financial Statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company, 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 UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the Financial Statements: and
- Prepare the financial statements on the ongoing financial concerns basis unless it is inappropriate to presume that the charitable concern will continue in business

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

**Trustees' report for the year ended 31 July 2018 (continued)**

**Statement of disclosure of information to Auditors**

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware, and
- The Trustees have taken all reasonable steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

**Auditors**

The auditors, PricewaterhouseCoopers LLP, have indicated their willingness to remain in office and a resolution for their re-election will be proposed at the forthcoming Annual General Meeting.

Approved by the Directors and signed on their behalf by:



**Professor Roy Spence OBE JP MD MA LLD(Hon) FRCS**  
**Trustee**

22 November 2018

## **Independent auditors' report to the members of Cancer Focus Northern Ireland**

### **Report on the audit of the financial statements**

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#### **Opinion**

In our opinion, Cancer Focus Northern Ireland's financial statements (the "financial statements"):

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2018 and of its incoming resources and application of resources, including its income and expenditure, and cash flows for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards, comprising FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", and applicable law); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

We have audited the financial statements, included within the Annual report and financial statements (the "Annual Report"), which comprise: Charity balance sheet as at 31 July 2018; the Statement of financial activities (including income and expenditure account), Statement of cash flows for the year then ended; the accounting policies; and the notes to the financial statements.

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#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities under ISAs (UK) are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Independence**

We remained independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, which includes the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which ISAs (UK) require us to report to you when:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the charitable company's ability to continue as a going concern.

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#### **Reporting on other information**

The other information comprises all of the information in the Annual Report other than the financial statements and our auditors' report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except to the extent otherwise explicitly stated in this report, any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify an apparent material inconsistency or material misstatement, we are required to perform procedures to conclude whether there is a material misstatement of the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report based on these responsibilities.

Based on the responsibilities described above and our work undertaken in the course of the audit, ISAs (UK) require us also to report certain opinions and matters as described below.

**Independent auditors' report to the members of Cancer Focus Northern Ireland  
(continued)**

**Strategic Report and Trustees' Report**

In our opinion, based on the work undertaken in the course of the audit the information given in the Trustees' Report, including the Strategic Report, for the financial year for which the financial statements are prepared is consistent with the financial statements; and the Strategic Report and the Trustees' Report have been prepared in accordance with applicable legal requirements.

In addition, in light of the knowledge and understanding of the charitable company its environment obtained in the course of the audit, we are required to report if we have identified any material misstatements in the Strategic Report and the Trustees' Report. We have nothing to report in this respect.

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**Responsibilities for the financial statements and the audit**

**Responsibilities of the trustees for the financial statements**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 12, the trustees are responsible for the preparation of the financial statements in accordance with the applicable framework and for being satisfied that they give a true and fair view. The trustees are also responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditors' report.

**Use of this report**

This report, including the opinions, has been prepared for and only for the charity's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and for no other purpose. We do not, in giving these opinions, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

**Independent auditors' report to the members of Cancer Focus Northern Ireland**  
**(continued)**

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**Other required reporting**

**Companies Act 2006 exception reporting**

Under the Companies Act 2006 we are required to report to you if, in our opinion:

- we have not received all the information and explanations we require for our audit; or
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- the financial statements are not in agreement with the accounting records and returns.

We have no exceptions to report arising from this responsibility.



Martin Cowie (Senior Statutory Auditor)  
for and on behalf of PricewaterhouseCoopers LLP  
Chartered Accountants and Statutory Auditors  
Belfast  
22 November 2018


**Statement of financial activities (including income and expenditure account) for the year ended 31 July 2018**

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2018	Total Funds 2017
		£	£	£	£
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
<b>Voluntary Income</b>					
Gifts and donations	4	-	376,486	376,486	382,081
Legacies		-	271,156	271,156	231,328
<b>Activities for generating funds</b>					
Fundraising incomes (activities for generating funds)		-	1,332,438	1,332,438	1,101,446
<b>Investment income</b>	5	-	51,602	51,602	26,509
<b>Income from other trading activities</b>					
Income from other trading activities	6	580,071	970,663	1,550,734	1,521,801
<b>Total incoming resources/income</b>		580,071	3,002,345	3,582,416	3,263,165
<b>Resources expended/expenditure</b>					
<b>Cost of generating funds</b>					
- General fundraising and publicity costs	7	-	815,050	815,050	865,945
- Charitable Shops operations		-	787,332	787,332	747,936
<b>Charitable activities</b>					
- Cancer Research and Scientific activities	8	-	96,663	96,663	75,143
- Provision of patient care services	8	54,879	795,051	849,930	850,884
- Cancer prevention programmes	8	502,105	426,625	928,730	963,475
<b>Total resources expended/expenditure</b>		556,984	2,920,721	3,477,705	3,503,383
<b>Net loss/(gain) on investments</b>	14	-	(10,284)	(10,284)	56,535
<b>Net incoming/(outgoing) resources before transfers</b>		23,087	71,340	94,427	(183,683)
Transfer between funds		305	(305)	-	-
<b>Net movement in funds</b>		23,392	71,035	94,427	(183,683)
<b>Reconciliation of funds</b>					
Total funds brought forward		144,737	2,384,041	2,528,778	2,712,461
<b>Total funds carried forward</b>	19	168,129	2,455,076	2,623,205	2,528,778

**Charity balance sheet as at 31 July 2018**

	Notes	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	13	1,633,203	1,684,878
Investments	14	585,313	575,348
		<b>2,218,516</b>	<b>2,260,226</b>
<b>Current assets</b>			
Debtors	15	107,784	112,018
Cash at bank and in hand		537,500	403,134
		<b>645,284</b>	<b>515,152</b>
<b>Creditors: amounts falling due within one year</b>	16	<b>(240,595)</b>	<b>(246,600)</b>
<b>Net current assets</b>		<b>404,689</b>	<b>268,552</b>
<b>Total assets less current liabilities</b>		<b>2,623,205</b>	<b>2,528,778</b>
<b>Net assets</b>		<b>2,623,205</b>	<b>2,528,778</b>
<b>The funds of the charity</b>			
Unrestricted funds	19	2,455,076	2,384,041
Restricted funds	19	168,129	144,737
<b>Total funds</b>		<b>2,623,205</b>	<b>2,528,778</b>

The financial statements on pages 17 to 35 were approved by the Trustees on 22 November 2018 and were signed on its behalf by:



Professor R A J Spence  
Chairman



Mr B Carson  
Honorary Treasurer

**Statement of cash flows for the year ended 31 July 2018**

	2018 £	2017 £
<b>Cash flow from operating activities</b>		
Net incoming/(outgoing) resources	104,711	(240,228)
Depreciation of tangible fixed assets	113,168	112,631
Loss on disposal of tangible fixed assets	10,133	-
Income from share reorganisation	(24,812)	-
Investment income	(22,692)	(26,509)
Movement in debtors	4,234	138,800
Movement in creditors	(6,005)	(109,720)
<b>Net cash generated from/(used in) operating activities</b>	<b>178,737</b>	<b>(125,026)</b>
<b>Cash flows from investing activities</b>		
Bank interest	678	304
Dividend income	22,014	26,205
Purchase of tangible fixed assets	(71,626)	(26,554)
Proceeds from sale of investments	4,563	247,460
Purchase of investments	-	(9,770)
<b>Cash (used in)/generated from investing activities</b>	<b>(44,371)</b>	<b>237,645</b>
<b>Increase in cash and cash equivalents in the year</b>	<b>134,366</b>	<b>112,619</b>
<b>Cash and cash equivalents at the beginning of the year</b>	<b>403,134</b>	<b>290,515</b>
<b>Total cash and cash equivalents at the end of the year</b>	<b>537,500</b>	<b>403,134</b>
	2018 £	2017 £
<b>Cash and cash equivalents consists of:</b>		
Cash at bank and in hand	537,500	403,134
<b>Total cash and cash equivalents at end of the year</b>	<b>537,500</b>	<b>403,134</b>

## **Notes to the financial statements for the year ended 31 July 2018**

### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **a) General Information**

Cancer Focus NI is a local charity that helps to save lives and enhance the quality of life of everyone affected by cancer through care services, research, prevention, public campaigns and advocacy. The company is limited by guarantee and incorporated in Northern Ireland.

#### **b) Basis of Preparation**

The charity's financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements 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) and the Companies Act 2006.

Cancer Focus NI meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost and transaction value unless otherwise stated in the relevant accounting policy note(s). The financial statements are prepared on a going concern basis. Taking account of the risk review undertaken by the Trustees they do not consider there to be a risk to the going concern status of the charity.

#### **c) Reconciliation with previous generally accepted accounting practice**

In preparing the financial statements, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102.

#### **d) Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The specific basis used is as follows:

##### **Voluntary Income**

Voluntary income received by way of donations and gifts to the charity is included in full in the Statement of Financial Activities when receivable.

##### **Legacies**

Legacies are recognised when there is entitlement, certainty of receipt and measurability of the legacy. Entitlement to material legacies which are not included are disclosed in the notes.

##### **Grants**

Revenue grants are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.

Grants for the purpose of capital expenditure are credited to restricted incoming resources when receivable and transferred to unrestricted funds on purchase of assets.

##### **Income from Shops**

Donated goods for resale in charity shops are included as income in the period the goods are sold.

##### **Fundraising Income**

Fundraising income is credited to incoming resources when received. If the income relates to a particular event happening after the financial year end it is deferred.

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**1 Accounting Policies (continued)**

**e) Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under the headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Staff costs and overhead expenses are allocated to activities on the basis of time spent on those activities

**Cost of Generating Funds**

These include the salaries, direct expenditure and overhead costs of staff who promote fund raising, including events and mailings.

**Charitable Activities**

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 supply them. Support costs are allocated to their relevant activity based on the income received.

**Governance Costs**

Governance costs include those costs incurred in the governance of its assets which are associated with constitutional and statutory requirements.

**Pension Costs**

The charity operates a defined contribution scheme for its employees. Contributions are charged to the statement of financial activities in the period to which they relate.

**Support Costs**

The charity allocates support costs on the basis of management time spent on each activity. These have been allocated to costs of generating voluntary income; cancer research and scientific activities; provision of patient care services; and cancer prevention programmes.

**f) Fund Accounting**

The charity has various types of funds for which it is responsible and which require specific disclosure. A definition of the different types is as follows:

**Unrestricted Funds**

Funds which are expendable at the discretion of the charity in furtherance of the purpose of the charity. In addition to expenditure on activities, such funds may be held in order to finance capital investment and working capital.

**Restricted Funds**

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of overheads and support costs.

**Designated Funds**

Designated funds are accounts set aside from unrestricted funds which have been 'earmarked' for particular projects.

**g) Tangible Fixed Assets**

Tangible assets are stated at cost (or deemed cost) less accumulated depreciation and accumulated impairment losses. Cost includes the original purchase price, costs directly attributable to bringing the asset to its working condition for its intended use, dismantling and restoration costs and borrowing costs capitalised.

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**1 Accounting Policies (continued)**

**h) Tangible Fixed Assets (continued)**

*Depreciation and residual values*

Depreciation is calculated to allocate the cost to the residual values over their estimated useful lives. The principal annual rates and bases used are as follows:

Leasehold premises	- 2 - 20%
Equipment, fixtures and fittings	- 10% - 20%
Motor vehicles	- 20%

Freehold land is not depreciated.

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. The effect of any change is accounted for prospectively.

*Subsequent additions and major components*

Subsequent costs, including major inspections, are included in the assets carrying amount or recognised as a separate asset, as appropriate, only when it is probable that economic benefits associated with the item will flow to the charitable company and the cost can be measured reliably.

The carrying amount of any replaced component is derecognised. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Repairs, maintenance and minor inspection costs are expensed as incurred.

*Derecognition*

Tangible assets are derecognised on disposal or when no future economic benefits are expected. On disposal, the difference between the new disposal proceeds and the carrying amount is recognised in the statement of financial activities and included in 'Other operating (losses)/gains'.

**i) Investments**

Investments are stated at mid-market value at the balance sheet date. Any realised and unrealised gains and losses on revaluation are shown separately in the statement of financial activities.

**j) Cash and Cash Equivalents**

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts, when applicable, are shown within borrowings in current liabilities.

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**1 Accounting Policies (continued)**

**k) Foreign Currency**

Foreign currency transactions are translated into the functional currency using the spot exchange rates at the dates of the transactions.

At each period end foreign currency monetary items are translated using the closing rate. Non-monetary items measured at historical cost are translated using the exchange rate at the date of the transaction and non-monetary items measured at fair value are measured using the exchange rate when fair value was determined.

Foreign exchange gains and losses resulting from the settlement of transactions and from the translation at period-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the Statement of financial activities. Foreign exchange gains and losses that relate to borrowings and cash and cash equivalents are presented in the Statement of financial activities.

**l) Operating Leased Assets**

Leases that do not transfer all the risks and rewards of ownership are classified as operating leases. Payments under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**m) Impairment of Non-financial Assets**

At each balance sheet date non-financial assets not carried at fair value are assessed to determine whether there is an indication that the asset (or asset's cash generating unit) may be impaired. If there is such an indication the recoverable amount of the asset (or asset's cash generating unit) is compared to the carrying amount of the asset (or asset's cash generating unit).

The recoverable amount of the asset (or asset's cash generating unit) is the higher of the fair value less costs to sell and value in use.

Value in use is defined as the present value of the future cash flows before interest and tax obtainable as a result of the asset's (or asset's cash generating unit) continued use. These cash flows are discounted using a pre-tax discount rate that represents the current market risk-free rate and the risks inherent in the asset.

If the recoverable amount of the asset (or asset's cash generating unit) is estimated to be lower than the carrying amount, the carrying amount is reduced to its recoverable amount. An impairment loss is recognised in the Statement of financial activities. If an impairment loss is subsequently reversed, the carrying amount of the asset (or asset's cash generating unit) is increased to the revised estimate of its recoverable amount, but only to the extent that the revised carrying amount does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised in prior periods. A reversal of an impairment loss is recognised in the Statement of financial activities.

**n) Grants Payable**

Grants are recognised in the accounts as liabilities after they have been approved by the Trustees even if there are conditions attached to them. This is because there is a valid expectation by the recipients that they will receive the grant.

Where a grant is awarded for a period of greater than one year, future instalments of which are subject to satisfactory reports to the charity, the future grant instalments are included in commitments but are not recognised in the accounts until satisfactory reports are received. This is because the terms on which these grants are awarded do not create a valid expectation of receipt until the charity's Trustees are satisfied with the reports received on the use made of the previous year's instalments.

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**1 Accounting Policies (continued)**

**o) Financial Instruments**

The charity have chosen to adopt Sections 11 and 12 of FRS 102 in respect of financial instruments.

**i) *Financial assets***

Basic financial assets, including trade and other debtors and cash and bank balances, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Such assets are subsequently carried at amortised cost using the effective interest method.

At the end of each reporting period, financial assets measured at amortised cost are assessed for objective evidence of impairment. If an asset is impaired the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in the Statement of financial activities.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been had the impairment not previously been recognised. The impairment reversal is recognised in the Statement of financial activities.

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures are initially measured at fair value. The quoted market value is used to determine fair value.

Such assets are subsequently carried at fair value and the changes in fair value are recognised in profit or loss, except that investments in equity instruments that are not publically traded and whose fair values cannot be measured reliably are measured at cost less impairment.

Financial assets are derecognised when (i) the contractual rights to the cash flows from the asset expire or are settled, or (ii) substantially all the risks and rewards of the ownership of the asset are transferred to another party, or (iii) control of the asset has been transferred to another party who has the practical ability to unilaterally sell the asset to an unrelated third party without imposing additional restrictions.

**ii) *Financial liabilities***

Basic financial liabilities, including trade and other creditors, bank overdrafts and other loans, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Trade creditors are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Financial liabilities are derecognised when the liability is extinguished, that is when the contractual obligation is discharged, cancelled or expires.

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**2 Critical Accounting Judgements and Estimation Uncertainty**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

*Critical judgements in applying the entity's accounting policies*

There are no critical judgements in applying the charity's accounting policies.

*Critical accounting estimates and assumptions*

Income from legacies is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably. There is one legacy subject to ongoing litigation. The Directors cannot assume receipt is probable and these legacies have not been included in the financial statements.

**3 Legal Status of the Charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

**4 Gifts and Donations**

	2018 £	2017 £
Subscriptions in memoriam	24,864	19,013
Direct mail appeal/Collection boxes	84,330	93,062
Give as you earn	220,950	229,986
Other income	46,342	40,020
	<b>376,486</b>	<b>382,081</b>

**5 Investment Income**

	2018 £	2017 £
Dividend income	22,014	26,205
Income from share re-organisation	24,812	-
Gain on exchange	4,098	-
Bank interest	678	304
	<b>51,602</b>	<b>26,509</b>

**6 Income from Other Trading Activities**

	Restricted Funds £	Unrestricted Funds £	2018 Total £	2017 Total £
Shop income	-	883,111	883,111	856,101
Provision for care services	69,933	34,118	104,051	80,579
Cancer prevention programmes	510,138	53,434	563,572	585,121
	<b>580,071</b>	<b>970,663</b>	<b>1,550,734</b>	<b>1,521,801</b>

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**7 Cost of Generating funds**

	2018	2017
	£	£
Mail appeal	8,246	10,281
Direct Marketing	72,080	26,808
Pink Ribbon Campaign	18,276	38,447
Corporate Relationships	15,880	12,173
Other fundraising events	133,229	121,873
Salaries	338,022	379,348
Advertising and PR	729	1,899
Motor expenses and travel	14,128	27,381
Telephone	3,360	4,520
Professional fees	8,723	6,111
Postage, printing and stationery	3,599	12,609
Staff Training	2,828	1,131
Subscriptions	405	303
Miscellaneous	69	22,165
Computer Costs	1,320	-
Support costs (note 9)	179,156	187,856
Governance costs	15,000	12,500
	<b>815,050</b>	<b>865,945</b>

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**8 Charitable Activities**

	Cancer research & scientific activities £	Provision of patient care services		Cancer Prevention Programmes		Total 2018 £	Total 2017 £
		Unrestricted £	Restricted £	Unrestricted £	Restricted £		
The Queens University of Belfast							
- Department of Oncology	25,000	-	-	-	-	25,000	-
- Burdett Trust	-	-	-	-	7,849	7,849	-
Dead Cool Grant	-	-	-	8,480	-	8,480	-
Salaries	-	416,885	51,008	202,512	336,353	1,006,758	1,013,021
Direct expenses	-	11,769	2,545	4,239	90,021	108,574	146,064
Motor expenses and travel	-	30,517	73	23,641	23,478	77,709	63,589
Telephone	-	2,669	-	730	1,226	4,625	5,359
Postage, printing and stationery	-	5,589	-	2,856	6,962	15,407	16,696
Computer costs	-	195	1,170	163	9,260	10,788	2,135
Advertising and PR	-	6,207	-	110	3,016	9,333	2,176
Staff training	-	262	50	1,117	(215)	1,214	4,298
Subscriptions	-	1,443	-	-	-	1,443	1,397
Professional fees	-	99	33	1,787	13,372	15,291	15,782
Audio visual aids	-	36	-	-	4,200	4,236	7,019
Catering	-	623	-	1,733	373	2,729	1,746
Heat and Lights	-	467	-	-	1,267	1,734	1,654
Rent and Rates	-	5,629	-	-	3,996	9,625	10,500
Miscellaneous	-	254	-	101	947	1,302	605
Support costs (note 9)	71,663	286,647	-	179,156	-	537,466	563,569
Corrymeela	-	4,407	-	-	-	4,407	3,786
Fitting Support	-	21,353	-	-	-	21,353	26,788
Bad debt expense	-	-	-	-	-	-	3,318
<b>Total</b>	<b>96,663</b>	<b>795,051</b>	<b>54,879</b>	<b>426,625</b>	<b>502,105</b>	<b>1,875,323</b>	<b>1,889,502</b>

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**9 Support Costs**

	Costs of generating funds £	Cancer research & scientific activities £	Provision of patient care services £	Cancer prevention programmes £	Total 2018 £	Total 2017 £
Salaries	107,006	42,803	171,210	107,006	428,025	470,967
Depreciation	15,980	6,392	25,568	15,980	63,920	66,996
Bank charges and hire purchase interest	1,259	504	2,014	1,259	5,036	5,892
Heat and light	2,689	1,076	4,303	2,689	10,757	12,241
Telephone	4,461	1,784	7,137	4,461	17,843	19,224
Insurance	6,853	2,741	10,964	6,853	27,411	22,916
Cleaning	3,037	1,215	4,859	3,037	12,148	18,720
Repairs and maintenance	1,873	749	2,996	1,873	7,491	10,631
Motor expenses and travel	2,569	1,027	4,110	2,569	10,275	11,903
Postage, printing and stationery	4,804	1,922	7,687	4,804	19,217	22,861
Computer costs	15,281	6,112	24,449	15,281	61,123	35,319
Advertising and PR	15,101	6,040	24,161	15,101	60,403	23,616
Staff training	197	79	315	197	788	600
Subscriptions	2,165	866	3,464	2,165	8,660	5,120
Professional fees	1,145	458	1,832	1,145	4,580	19,095
Audio visual aids	84	34	135	84	337	467
Catering	439	175	702	439	1,755	1,412
Health and safety	-	-	-	-	-	155
Miscellaneous	(3,433)	(1,373)	(5,492)	(3,433)	(13,731)	(310)
Rent & Rates	662	265	1,058	662	2,647	3,600
Bad Debt Recovered	(3,016)	(1,206)	(4,825)	(3,016)	(12,063)	-
<b>Total</b>	<b>179,156</b>	<b>71,663</b>	<b>286,647</b>	<b>179,156</b>	<b>716,622</b>	<b>751,425</b>

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**10 Net Incoming Resources/Income for the Year**

	2018	2017
	£	£
<b>This is stated after charging:</b>		
Salaries	1,908,478	1,962,368
Social security costs	155,018	93,320
Other pension costs	94,176	166,547
<b>Staff costs</b>	<b>2,157,672</b>	<b>2,222,235</b>
Depreciation	113,168	112,621
Operating lease rentals - property	191,905	178,630
Fees payable to the company's auditors for the audit of financial statements (Gift in Kind)	15,000	12,500
Trustee indemnity insurance	3,266	3,193
Loss on disposal of tangible assets	10,133	-

**11 Analysis of Staff Costs, Trustees' Remuneration and Expenses, and the Cost of Key Management**

*Employee information*

	2018	2017
	Number	Number
<b>Average monthly number of persons employed by the charity during the year</b>	<b>112</b>	<b>108</b>

One employee earned between £70,000 and £80,000 during the year (2017: One employee between £60,000 and £70,000).

*Trustees*

Trustees received no emoluments or reimbursement of expenses during the year. (2017: Nil)

*Key management compensation*

The compensation paid or payable to key management for employee services is shown below:

	2018	2017
	£	£
<b>Key management compensation</b>	<b>78,249</b>	<b>66,433</b>

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**12 Interest Payable and Similar Charges**

	2018 £	2017 £
On bank accounts	10,851	11,252

**13 Tangible Assets**

	Leasehold Premises £	Equipment, Fixtures & Fittings £	Motor Vehicles £	Total £
<b>Cost</b>				
At 1 August 2017	1,944,090	629,746	170,453	2,744,289
Additions	-	71,626	-	71,626
Disposals	-	(23,997)	(17,179)	(41,176)
<b>At 31 July 2018</b>	<b>1,944,090</b>	<b>677,375</b>	<b>153,274</b>	<b>2,774,739</b>
<b>Accumulated depreciation</b>				
At 1 August 2017	479,104	446,476	133,831	1,059,411
Charge for year	36,165	56,003	21,000	113,168
Disposals	-	(13,864)	(17,179)	(31,043)
<b>At 31 July 2018</b>	<b>515,269</b>	<b>488,615</b>	<b>137,652</b>	<b>1,141,536</b>
<b>Net book amount</b>				
<b>At 31 July 2018</b>	<b>1,428,821</b>	<b>188,760</b>	<b>15,622</b>	<b>1,633,203</b>
At 31 July 2017	1,464,986	183,270	36,622	1,684,878

**14 Investments**

	UK Government Stocks £	Other UK Listed Equities £	2018 £	2017 £
At 1 August 2017	46	575,302	575,348	756,503
Additions at cost	-	24,812	24,812	9,770
Disposals at cost	-	(4,093)	(4,093)	(205,386)
Net revaluation gain	-	(10,754)	(10,754)	14,461
<b>At 31 July 2018</b>	<b>46</b>	<b>585,267</b>	<b>585,313</b>	<b>575,348</b>

Long-term investments which include UK Government stocks of £46 (2017: £46) and equity investments £585,267 (2017: £575,302) are held within the United Kingdom and exist primarily to provide an investment return for the charity. At the end of each investment term the monies received are expected to be reimbursed in further investment opportunities for the benefit of the charity.

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**15 Debtors**

	2018	2017
	£	£
Trade debtors	36,370	12,442
Other debtors	11,212	23,550
Prepayments and accrued income	60,202	76,026
	<b>107,784</b>	<b>112,018</b>

Trade debtors are stated after provisions for impairment of £nil (2017: £4,750)

**16 Creditors: amounts falling due within one year**

	2018	2017
	£	£
Trade creditors	74,830	91,775
Accruals and deferred income	126,504	116,414
Other taxation and social security	39,261	38,411
	<b>240,595</b>	<b>246,600</b>

Deferred income relates to fundraising income recognised over more than one financial year in accordance with the accounting policy stated in note 1.

**17 Financial Instruments**

The charity have the following financial instruments:

	2018	2017
	£	£
<b>Fair value through profit or loss</b>		
Investments	585,313	575,348
	<b>585,313</b>	<b>575,348</b>
<b>Financial assets that are debt instruments held at amortised cost</b>		
Trade debtors	36,370	12,442
Other debtors	11,212	23,550
Accrued income	27,586	35,894
	<b>75,168</b>	<b>71,886</b>
<b>Financial liabilities held at amortised cost</b>		
Trade creditors	74,830	91,775
Accruals	45,365	35,338
	<b>120,195</b>	<b>127,113</b>

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**18 Taxation**

The Company is a Registered Charity and, as such, is entitled to certain tax exemptions on income and profits from investments and surpluses on any trading activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

**19 Analysis of Charitable Funds**

**Unrestricted Funds**

	<b>General Fund £</b>	<b>Designated Fund £</b>	<b>Revaluation Reserve £</b>	<b>Total £</b>
At 1 August 2017	2,161,860	120,000	102,181	2,384,041
Net gain on revaluation of investment assets	-	-	(10,754)	(10,754)
Net gain on disposal of investment assets	470	-	-	470
Transfer to restricted funds	(305)	-	-	(305)
Transfer between funds	(75,094)	75,094	-	-
Net outgoing resources before transfers	146,718	(65,094)	-	81,624
<b>At 31 July 2018</b>	<b>2,233,649</b>	<b>130,000</b>	<b>91,427</b>	<b>2,455,076</b>

Funds have been 'earmarked' in the designated fund as follows £130,000 (2017: £120,000); £100,000 for research, £15,000 for expansion of Gift Aid into 3 new shops to be completed within 10 months and £15,000 for I.T. development to be completed within 10 months.

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**19 Analysis of Charitable Funds (continued)**

**Restricted Funds**

The income funds of the charity include restricted funds comprising the following unexpended balance of donations and grants to be applied for specific purposes.

	At 1 August 2017 £	Incoming £	Movement in Funds Outgoing £	Transfers £	At 31 July 2018 £
PHA Smokebusters	6,142	29,342	(32,192)	-	3,292
PHA Care in the Sun	33,100	72,957	(78,924)	-	27,133
PHA Belfast & South Eastern Central Cessation Service	60,524	252,464	(233,714)	-	79,274
The Big Lottery Well Aware	9,123	99,318	(80,564)	-	27,877
Belfast Trust Counselling Service	11,269	27,925	(27,004)	-	12,190
Northern Health & Social Care Trust	-	8,973	(6,199)	-	2,774
Enkalon Foundation	-	11,364	(10,963)	-	401
South Eastern Health & Social Care Trust	-	3,167	(2,927)	-	240
Holiday Saturday Fund	1,485	-	(1,485)	-	-
Cash 4 Kids	1,327	-	(1,086)	-	241
The D'Oyly Carte Charitable Trust	1,294	-	(1,294)	-	-
The Cochrane Fellowship	-	11,572	(11,572)	-	-
The Burdett Trust	18,065	7,658	(26,028)	305	-
The Big Lottery Next Steps	-	18,505	(3,921)	-	14,584
The Big Lottery Awards for all	2,408	-	(135)	-	2,273
PHA Training	-	17,266	(19,416)	-	(2,150)
Probation Board Northern Ireland	-	19,560	(19,560)	-	-
	144,737	580,071	(556,984)	305	168,129

**Programmes are made up of the following:**

**PHA Smokebusters**

- Smokebusters is a club for 9-11 year olds where every primary school in Northern Ireland is invited to enrol their primary six/seven class. Each student and teacher receives educational information and other resources about smoking and its harmful effects.

**PHA Care in the Sun**

- This project was developed to make people more aware of the dangers of over exposure to ultraviolet radiation. Money is used to fund an educational campaign through leaflets, training, advertising and the development of a website.

**PHA Belfast & South Eastern  
Central Cessation Service**

- This project offers smoking cessation advice and support to smokers in disadvantaged communities, workplaces and youth settings within PHA Belfast & South Eastern areas.

**PHA Training**

This project provides on line and face to face training on the topic of Stop Smoking. This will be developed and provided over a three year period (initially).

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**19 Analysis of Charitable Funds (continued)**

<b>The Big Lottery Well Aware</b>	- Well Aware is a Big Lottery funded project developed in partnership with Choices Housing Ireland. This project targets people aged 60 plus and aims to raise awareness of signs and symptoms of cancer. The project includes free health checks and advice and information on reducing cancer risk.
<b>Belfast Health &amp; Social Care Trust Counselling Service</b>	- This contract provides an additional 28 hours per week counselling in the Belfast Trust Area.
<b>South Eastern Health and Social Care Trust Counselling Service</b>	- This contract provides an additional 7 hours per week counselling in the Lagan Valley Area.
<b>Northern Health and Social Care Trust Counselling Service</b>	- This contract provides an additional 8 hours per week counselling in the Antrim Area Hospital.
<b>Southern Health and Social Care Trust Counselling Service</b>	- This contract provides an additional 7 hours per week counselling in the Southern Trust area.
<b>The D'Oily Carte Charitable Trust</b>	- A grant towards our work in relation to the "Sing for Life choir". This grant covers the period March 2017 - March 2018
<b>Cash 4 Kids</b>	- A grant to enhance art therapy services in the Royal Belfast Hospital for sick children.
<b>The Big Lottery Awards for all</b>	- This was Big Lottery funding to provide deaf awareness training for staff and volunteers.
<b>Burdett Trust Funding</b>	- This funding enabled us to work with men who have a diagnosis of prostate cancer and have been assigned to watchful waiting rather than active treatment. A proportion of this funding was given to Queen's University Belfast to evaluate the project.
<b>The Cochrane Fellowship</b>	- Post-operative exercise interventions relating to the physical and mental health of people with colorectal cancer receiving adjuvant therapy. This work has been funded by HSC R&D Division. This award supports Cancer Focus NI to work part-time (2 days per week) for a period of 2 years.
<b>The Big Lottery Next Steps</b>	- The Next Steps Family Support Service funded by The Big Lottery. The funding received under the Empowering Young People Grant has enabled the existing Family Support Service to expand. Two new Family Support workers have been employed increasing the geographic reach of the project. The work will also allow the expansion of existing bereavement support nights, writing for the future work and the creation of additional services such as a Young Peoples parliament and empowerment activity days.
<b>Probation Board Northern Ireland</b>	- This was a bespoke service which delivered a Healthy Lifestyle Programme for offenders resident in PBNI approved premises in various locations across Northern Ireland. The programme complemented the work that Probation Officers and hostel staff are undertaking with the hostel residents in preparing them for a move to independent living

**Notes to the financial statements for the year ended 31 July 2018 (continued)**

**20 Analysis of Net Assets between Funds**

	Unrestricted Funds				
	Restricted Funds	Revaluation Reserve	General Funds	Designated Funds	Total Funds
	£	£	£	£	£
Fixed assets	-	-	1,633,203	-	1,633,203
Investments	-	91,427	493,886	-	585,313
Net current assets	168,129	-	106,560	130,000	404,689
	<b>168,129</b>	<b>91,427</b>	<b>2,233,649</b>	<b>130,000</b>	<b>2,623,205</b>

**21 Related Party Transactions and Ultimate Controlling Party**

Cancer Focus NI made no related party transactions during the year. The Board of Trustees are considered to be the ultimate controlling party.

**22 Liability of Members**

Cancer Focus NI is a company limited by guarantee. The liability of the members is limited to an amount not exceeding £1.

**23 Financial Commitments**

	Property 2018 £	Property 2017 £
<b>The charity has annual commitments under operating leases which expire:</b>		
Within one year	<b>198,654</b>	138,050
In more than one year, but not more than five years	<b>731,642</b>	526,000
After five years	<b>340,496</b>	230,593
	<b>1,270,792</b>	894,643

**24 Contingent Liabilities**

The Community Fund has a legal charge over the building at Eglantine Avenue securing the repayments of all or part of the grant if the building is disposed of. A grant of £200,000 was received from the Community Fund towards the cost of this building in April 2004.

The charity is committed to pay £50,000 over two years to fund research to be completed by a post graduate student at Queen's University, Belfast. This has not been included in creditors, but as a commitment at 31 July 2018.