

Charity Registration No. 1032256

**THE ASSOCIATION OF CANCER PHYSICIANS
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

THE ASSOCIATION OF CANCER PHYSICIANS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr A Jones Professor R Begent	(Appointed 24 February 2021)
Secretary	Prof. S Ahmed	
Charity number	1032256	
Principal address	c/o Mrs A Norton Department of Medicine Royal Marsden Hospital Downs Road, Sutton Surrey SM2 5PT	
Independent examiner	Rouse Partners LLP 55 Station Road Beaconsfield Buckinghamshire HP9 1QL	
Bankers	National Westminster Bank Plc	

THE ASSOCIATION OF CANCER PHYSICIANS

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THE ASSOCIATION OF CANCER PHYSICIANS

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the constitution's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The objectives of the Association of Cancer Physicians (ACP) are to advance the study and practice of cancer medicine (medical oncology), to represent the interests of medical oncologists and to foster the raising of standards in medical care for cancer patients. It is also the aim to facilitate contact between members of the Association and other individuals and organisations concerned with the study and treatment of cancer and with the public at large.

Applications for membership are approved by the Executive Committee and ratified at the AGM. Members and officers of the Executive Committee are nominated by the membership in line with the Constitution and Rules (updated 2013) and a vote of eligible members is organised in the event of a surplus of nominations for the vacant positions. The Chair is appointed for a period of three years that may be extended for a second term of office. The Executive Committee includes Officers in addition to regional representatives and other designated roles. There are up to three representatives of Cancer Physicians in training and one representative of the New Consultants Group on the Executive Committee. Professor David Cunningham took over as Chair of the ACP in November 2017 and Professor Samreen Ahmed is the current Honorary Secretary. Professor Peter Selby retired as Honorary President in 2020 and was replaced by Professor Helena Earl.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the constitution should undertake.

Achievements and performance

During 2020, the Association of Cancer Physicians continued to support a wide range of activities to advance the study and practice of cancer medicine and to help raise standards of medical care for patients.

The ACP contracts with SAS, an association management company, to provide support for the organisation of the ACP's programme of educational events, in addition to managing its membership activities and collection of subscriptions. The ACP AGM was delayed due to the COVID-19 pandemic and held remotely by Zoom in September 2020, with reasonable attendance.

The ACP continues to be closely involved with and has representation on the UK Chemotherapy Board (UKCB), which provides guidance, oversight and support for the continuing development of systemic therapy services across the UK. The UKCB hosts an annual meeting focused on Commissioning Chemotherapy Services. The UKCB has overseen the development of national regimen specific consent forms for patients undergoing chemotherapy and has established workstreams to undertake audits and produce national guidance and patient-supporting materials to support improvements in the delivery of systemic therapy in the UK.

Involvement in cancer physician training, including teaching and education, remains a high priority for the ACP and members were very disappointed that the planned New Consultants Group meeting and the annual study day and trainees' weekend, scheduled for October 2020, had to be cancelled due to COVID. The ACP continues to be involved with the GMC's Curriculum Oversight Group to develop a curriculum for medical oncology which meets the requirements set out by 'Shape of Training'. The ACP strongly support the view that medical oncology specialist trainees should not be part of acute unselected on-call commitments, as medical oncologists already make considerable contributions to the growing challenge of meeting the needs of acutely presenting cancer patients, through the development of acute oncology services (AOS) across the UK.. Work is currently ongoing to update the medical oncology curriculum, including a core first year shared with clinical oncology, with implementation in 2021.

THE ASSOCIATION OF CANCER PHYSICIANS

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

The ACP has a reciprocal membership agreement with ESMO (European Society of Medical Oncology), and has 2 ESMO representatives sit on the ACP Executive Committee. The ACP is planning closer collaboration with ESMO, and ACP members are offered access to their extensive programme of activities to support career development. ACP members have contributed to ESMO surveys looking at the incidence of burnout in oncologists and the ACP is working closely with ESMO to develop resources to support resilience in the oncology workforce.

The ACP produced a position statement on the COVID pandemic, highlighting in particular the impact of the pandemic on the provision of cancer care, and the need to adapt practice to continue to deliver safe and effective chemotherapy services. Other significant areas of concern were the impact of the pandemic on clinical cancer research and the ongoing issue of burnout in the oncology workforce. The ACP continues to support an expansion in the cancer workforce. Demand for systemic therapy has been increasing year on year, and this growth is expected to continue, due to the pressures of an aging population, an increased incidence of cancer, combined with welcome advances in genomics and therapeutic options.

As in previous years, excellence in research amongst trainees is encouraged by the award of two annual McElwain prizes, one for a clinical project and one for translational research. These prizes were further enhanced in 2020 with the award of a new President's prize. The prizewinners present their work at the National Cancer Research Institute's annual meeting, in addition to receiving a financial prize.

With the suspension of most local, regional and national teaching opportunities due to the COVID-19 pandemic, the ACP initiated a series of monthly teaching webinars, starting in October 2020. These were supported by pharmaceutical sponsorship and attracted sizeable attendances and excellent feedback. The transcripts of the webinars, together with the recordings, are edited and made available free of charge to all ACP members.

Following the ACP Acute Oncology Workshop, held in Manchester in September 2019 to inform discussions about patterns of acute oncology service provision across the UK and to help in the development of the new medical oncology curriculum, a landmark paper, published jointly with the RCR and RCP, was released in November 2020.

Following the successful workshop on Cancer and Fertility, well attended both by ACP members and other healthcare professionals, including colleagues in obstetrics, which was held in October 2019 in Manchester, a subsequent book based on the meeting was published in late 2020.

The ACP has contracted with EBN Health, an experienced healthcare publishing company, to produce its publications. These have been very successful, being awarded the BMA Oncology Prize three years in succession. The ACP and EBN Health have also established a digital platform as an educational resource to benefit members. This allows access to the full content of the ACP/EBN publications and also includes recordings from the teaching webinars.

Financial review

Financially, the ACP's main source of income is from members subscriptions, with additional sponsorship and educational grants from the pharmaceutical industry to support educational activities. SAS is contracted to manage the ACP's educational meetings, in addition to maintaining the membership database and responsibility for the collection of subscription income. It is hoped that this will maximise subscription income going forward. The current account runs in credit. Travel costs incurred by Executive members and secretarial costs are the main expenditures, although travel was severely restricted in 2020. Further substantial expenditure was on educational events and publishing activities supported by receipt of restricted and unrestricted Educational Grants and sponsorships.

Reserves Policy

The association ensures there is sufficient money to meet its annual commitments. A separate fund entitled the McElwain Fund also exists for the presentation of prizes and scholarships in respect of studies to advance the objectives of the association.

At the year end unrestricted reserves were £48,030 (2019: £35,875) and restricted reserves were £41,101 (2019: £41,750).

THE ASSOCIATION OF CANCER PHYSICIANS

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees have assessed the major risks to which the constitution is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Public Benefit Statement

Guidance from the Charity Commission has been used to review and develop The Association of Cancer Physicians aims and objectives so that activities are clearly focused to derive good public benefit.

Structure, governance and management

The Association of Cancer Physicians was set up in 1985 and then formally adopted the constitution on 29 March 1993 and was registered by the charity commission on 28 January 1994 (charity number 1032256).

The trustees who served during the year were:

Dr C Gallagher (Resigned 1 March 2021)

Dr A Jones

Professor R Begent (Appointed 24 February 2021)

New trustees are appointed by the Executive Committee and 2-3 nominations were made this year who are being approached about serving in this capacity. Particular emphasis is placed upon the appointment of trustees with knowledge and experience relevant to the charity's charitable activities as well as other trustees with the speciality to offer complementary skills eg accounting and marketing.

COVID-19

At the time of writing this report, the Association of Cancer Physicians is facing a period of uncertainty with the continuing COVID-19 pandemic. Careful consideration will need to be given to the scheduling of planned face to face education and teaching events and these may need to be replaced with online and "virtual" opportunities. However, the trustees do not believe that COVID-19 has had, or will continue to have any major impact on the long term viability of the charity.

The trustees report was approved by the Board of Trustees.

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Dr A Jones

Dated:

THE ASSOCIATION OF CANCER PHYSICIANS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE ASSOCIATION OF CANCER PHYSICIANS

I report to the trustees on my examination of the financial statements of The Association of Cancer Physicians (the constitution) for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the constitution you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the constitution's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the constitution as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Rouse Partners LLP

55 Station Road
Beaconsfield
Buckinghamshire
HP9 1QL

Dated:

THE ASSOCIATION OF CANCER PHYSICIANS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
<u>Income and endowments from:</u>							
Donations and legacies	2	34,880	55,717	90,597	83,840	66,907	150,747
Investments	3	-	10	10	-	21	21
Other income	4	5,001	419	5,420	-	1,158	1,158
Total income		<u>39,881</u>	<u>56,146</u>	<u>96,027</u>	<u>83,840</u>	<u>68,086</u>	<u>151,926</u>
<u>Expenditure on:</u>							
Charitable activities	5	27,726	27,411	55,137	50,960	54,748	105,708
Net incoming resources before transfers		<u>12,155</u>	<u>28,735</u>	<u>40,890</u>	<u>32,880</u>	<u>13,338</u>	<u>46,218</u>
Gross transfers between funds		18,448	(18,448)	-	(1,450)	1,450	-
Net income for the year/ Net movement in funds		<u>30,603</u>	<u>10,287</u>	<u>40,890</u>	<u>31,430</u>	<u>14,788</u>	<u>46,218</u>
Fund balances at 1 January 2020		<u>35,875</u>	<u>41,750</u>	<u>77,625</u>	<u>4,445</u>	<u>26,962</u>	<u>31,407</u>
Fund balances at 31 December 2020		<u><u>66,478</u></u>	<u><u>52,037</u></u>	<u><u>118,515</u></u>	<u><u>35,875</u></u>	<u><u>41,750</u></u>	<u><u>77,625</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

THE ASSOCIATION OF CANCER PHYSICIANS

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Debtors	9	47,947		44,759	
Cash at bank and in hand		81,842		85,077	
		<u>129,789</u>		<u>129,836</u>	
Creditors: amounts falling due within one year	10	<u>(11,274)</u>		<u>(52,211)</u>	
Net current assets			<u>118,515</u>		<u>77,625</u>
Income funds					
Restricted funds	11		52,037		41,750
Unrestricted funds			66,478		35,875
			<u>118,515</u>		<u>77,625</u>

The financial statements were approved by the Trustees on

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Dr A Jones
Trustee

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Company information

The Association of Cancer Physicians is an unincorporated association, constituted under a Governing Document dated 29 March 1993 and is a registered charity in the United Kingdom reference 1032256. The address of the registered office is given on the legal and administrative information page of these financial statements.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The constitution has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows. The constitution is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the constitution. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the constitution has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the constitution is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

All incoming resources are included in the Statement of Financial Activities (SOFA) when receivable.

Grants receivable are recognised when all performance conditions are satisfied and they have been received.

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.5 Resources expended

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

Expenditure on charitable activities includes support and governance costs which are incurred in running the charity.

Support costs are those that assist the work of the charity and include office costs, governance costs and administrative costs. They are incurred directly in support of expenditure on the objects of the charity and allocated to expenditure on charitable activities on a basis consistent with use of the resources.

All expenditure is accounted for on an accruals basis and includes irrecoverable VAT. Direct costs are allocated to the particular activity.

1.6 Cash and cash equivalents

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

1.7 Financial instruments

The constitution has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the constitution's balance sheet when the constitution becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are recognised at transaction.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Derecognition of financial liabilities

Financial liabilities are derecognised when the constitution's contractual obligations expire or are discharged or cancelled.

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Grants	-	55,717	55,717	112,807
Membership fees & sponsorships	34,880	-	34,880	37,940
	<u>34,880</u>	<u>55,717</u>	<u>90,597</u>	<u>150,747</u>
For the year ended 31 December 2019	<u><u>83,840</u></u>	<u><u>66,907</u></u>		<u><u>150,747</u></u>

3 Investments

	Restricted funds 2020 £	Restricted funds 2019 £
Interest receivable	<u>10</u>	<u>21</u>

4 Other income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Restricted funds 2019 £
Royalties	<u>5,001</u>	<u>419</u>	<u>5,420</u>	<u>1,158</u>

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

5 Charitable activities

	2020 £	2019 £
Prizes	3,025	1,850
Meeting and Travel Expenses	19,253	62,327
Publishing Services	17,000	27,838
	<u>39,278</u>	<u>92,015</u>
Share of governance costs	15,859	13,693
	<u>55,137</u>	<u>105,708</u>

6 Support costs

	Support costs £	Governance costs £	2020 £	2019 £	Basis of allocation
Secretarial Services	-	11,633	11,633	11,608	Governance
Independent examination	-	4,164	4,164	1,995	Governance
Bank charges	-	62	62	90	Governance
	<u>-</u>	<u>15,859</u>	<u>15,859</u>	<u>13,693</u>	
Analysed between Charitable activities	<u>-</u>	<u>15,859</u>	<u>15,859</u>	<u>13,693</u>	

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

8 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Total	<u>-</u>	<u>-</u>

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

9 Debtors	2020	2019
	£	£
Amounts falling due within one year:		
Other debtors	47,947	43,385
Prepayments and accrued income	-	1,374
	<u>47,947</u>	<u>44,759</u>
	<u><u>47,947</u></u>	<u><u>44,759</u></u>
10 Creditors: amounts falling due within one year	2020	2019
	£	£
Accruals and deferred income	11,274	52,211
	<u>11,274</u>	<u>52,211</u>
	<u><u>11,274</u></u>	<u><u>52,211</u></u>

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

11 Restricted funds

The restricted fund in relation to the McElwain fund is a separate fund that exists for the award of prizes and scholarships in respect of educational and research studies to advance the objects of the association.

The New Consultants Weekend fund was set up to specifically support senior trainees and consultants in the first 5 years of their appointments. An annual event is held to allow discussions both amongst themselves and with invited more senior mentors about topics facing them at this point in their career.

The Immunotherapy Workshop fund was set up to provide support for two ACP Immunotherapy Conferences (Oct 2017 and Dec 2018). The fund was in deficit at 31 December 2018, however this was supplemented by the delayed payment of sponsorship income in 2019. A subsequent book was published in late 2018.

Problem Solving in Patient Centred and Integrated Cancer Care Publication fund was set up following an ACP workshop held in October 2016 in Manchester and explored links between oncology and primary care. It was well attended. An award-winning book was subsequently prepared and published in 2017. The fund was also used to support a multidisciplinary meeting held in October 2019 in Manchester followed up with a book published in late 2020. The meeting and book were supported by sponsorship, including a further grant paid in 2020.

The Cancer and Fertility fund was set up to support a very successful multidisciplinary meeting held in October 2019, which was a joint venture between medical oncologists and fertility experts. A subsequent book was published in late 2020. The meeting and book were supported by sponsorship, including a grant paid in 2020.

The Bagshawe Lecture Fund was established following a donation by the trustees of the Post Natal Chorionepithelioma Trust (PNCT) when the charity was dissolved in 2018. The funds support an annual named "Bagshawe" lecture. In 2018 the lecture was given by Professor Silke Gillesen and in 2019 by Professor Richard Anderson.

	Movement in funds				Movement in funds				Balance at 31 December 2020
	Balance at 1 January 2019	Incoming resources	Resources expended	Transfer from unrestricted funds	Balance at 1 January 2020	Incoming resources	Resources expended	Transfer from unrestricted funds	
	£	£	£	£	£	£	£	£	£
McElwain	11,283	22	(1,450)	1,450	11,305	10	(3,025)	-	8,290
New Consultants Weekend	9,446	48,000	(18,802)	-	38,644	7,833	(2,114)	(30,000)	14,363
Immunotherapy Workshop	-	18,650	(4,431)	-	14,219	2,500	(3,157)	(13,562)	-
Problem Solving in Patient Centred and Integrated Cancer Care Publication	6,233	1,158	(29,809)	-	(22,418)	-	-	22,418	-

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

11 Restricted funds

(Continued)

Bagshawe Lecture	-	257	(257)	-	-	29,384	-	-	29,384
Cancer and Fertility Publication	-	-	-	-	-	16,419	(19,115)	2,696	-
	<u>26,962</u>	<u>68,087</u>	<u>(54,749)</u>	<u>1,450</u>	<u>41,750</u>	<u>56,146</u>	<u>(27,411)</u>	<u>(18,448)</u>	<u>52,037</u>

THE ASSOCIATION OF CANCER PHYSICIANS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

12 Analysis of net assets between funds

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Current assets/ (liabilities)	66,478	52,037	118,515	35,875	41,750	77,625
	<u>66,478</u>	<u>52,037</u>	<u>118,515</u>	<u>35,875</u>	<u>41,750</u>	<u>77,625</u>

13 Related party transactions

There were no disclosable related party transactions during the year.