# BONE CANCER RESEARCH TRUST Charity Reg. No. 1113276

# TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2007

# Annual report and financial statements for the year ended 30th June 2007

Contents	
Page:	
1	Legal and administrative information
2	Report of the trustees
6	Statement of trustees' responsibilities
7	Report of the independent examiner
8	Statement of financial activities
9	Balance sheet
10	Notes to the financial statements

## Legal and administrative information

## Charity Registration number:-

1113276

## Working names:-

BCRT, Bone Cancer Research & BCR

# Trustees at 30th June 2007:-

N.D. Bones

G.A. Callar

J. Dealey

M.B.P. Francis

R. Grimer

P.M. Hardman

I.J. Lewis

FRCP FRCPCH

**FRCS** 

D.A. McCartney

G. Pilcher

P. Smith

## Scientific Advisory Panel

I.J. Lewis FRCP FRCPCH

R. Grimer FRCS J. Whelan MRCP

# Registered office:-

Children's Day Hospital

St. James's University Hospital

**Beckett Street** 

Leeds, LS9 7TF

## Independent Examiner:-

C.J. Darwin ACA

Thomas Coombs & Son

29 Clarendon Road

Leeds, LS2 9PG

# Solicitors:-

Brooke North LLP

Crown House

**Great George Street** 

Leeds, LS1 3BR

## Bankers:-

The Co-operative Bank PO Box 250, Delf House Skelmersdale, WN8 6WT

## Report of the trustees for the year ended 30th June 2007

The Trustees present their annual report and financial statements for the year ended  $30^{th}$  June 2007. The comparative period covers  $15^{th}$  December 2005 to  $30^{th}$  June 2006.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

## **Founding Groups**

The Bone Cancer Research Trust (BRCT) was formed in 2005 as an alliance of a number of established local charities and groups of families and friends of Primary Bone Cancer patients throughout Britain and Ireland. The founding groups were:

Adam Dealey Foundation for Ewing's Sarcoma

Anthony Pilcher Bone Cancer Trust

Christopher Hardman Osteosarcoma Research Fund (CHORF)

Guy Francis Bone Cancer Research Fund

Family & Friends of Krystle Smith

Family & Friends of Emma Callar

Family & Friends of Stephanie McCartney

Family & Friends of Joe Thompson

Family & Friends of Jennifer Carvell

### **Governing Document**

The Trust is an unincorporated trust, constituted under a trust deed dated 15<sup>th</sup> December 2005 and is a registered charity, number 1113276. The Trust Deed was signed by Nicholas Darren Bones, Gillian Anne Callar, John Dealey, Michael Brian Palmer Francis, Robert Grimer, Patrick Michael Hardman, Ian John Lewis, Deborah Alice McCartney, Gillian Pilcher, Patricia Smith.

### **Recruitment and Appointment of Trustees**

The Trust Deed requires the board of trustees to have at least 10 members. Apart from the first trustees every trustee must be appointed by a resolution of the trustees passed at a special meeting. On their appointment each new trustee is provided with a copy of the Trust Deed and the charity's latest report and statement of accounts.

The first trustees, in accordance with the Trust Deed, hold the office of trustee for the following number of years.

3 years	4 years	3 years
N.D. Bones R. Grimer	J. Dealey D.A. McCartney G. Pilcher	G.A. Callar M.B.P. Francis P.M. Hardman I.J. Lewis P. Smith

#### Trustees

Details of the Trustees who have served during the year are listed on page 1.

## **Organisational Structure**

The Trustees must hold at least 4 ordinary meetings each year and agree the broad strategy and areas of activity of the Trust, including consideration of grant making, investment, reserves and risk management policies and performance.

The day to day administration of the charity is handled by relevant trustees and volunteers (from 1<sup>st</sup> April 2007, Kate Connor was employed for 2 days a week as the charity's Administrator.

## Report of the trustees for the year ended 30th June 2007 (Continued)

## **Organisational Structure (Continued)**

Assisting the trustees is the Scientific Advisory Panel (SAP). The SAP consists of eminent Medical Practitioners, who are supported by a number of Specialist Advisors drawn from research centres throughout the United Kingdom.

The role of the SAP is to:

- arrange and agree timescales for calls for research applications
- decided which Specialist Advisors (SA) should receive individual applications
- agree external peer reviewers with SAs
- receive external peer review and recommendations from SAs
- meet to determine ranking and funding priority of applications and make recommendations to Trustees

#### **Related Parties**

Reflecting the formation of the Trust by a number of founding groups some of the trustees are connected to the income received by the charity during the current and previous periods as detailed in note 2 of the financial statements. The specific connections are:

Trustee	Related party
---------	---------------

G. Callar and G. Pilcher Anthony Pilcher Bone Cancer Trust

J. Dealey Adam Dealey Foundation

M. Francis Guy Francis Bone Cancer Research Fund

P. Hardman Osteosarcoma Research Fund

P. Smith Family & Friends of Krystle Smith

### **Risk Management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

#### **OBJECTIVES AND ACTIVITIES**

The trust deed states that the Trustees must apply the income in furthering the relief of sickness generally and in particular but not so as to limit the generality the foregoing;

- Promoting research into the causes and treatment of Primary Bone Cancer in young people and in particular of Osteosarcoma and Ewing's Sarcoma and publishing the useful results thereof;
- Providing counselling support and information services for persons suffering from Primary Bone Cancer and there families.

During the year the charity has actively promoted its grant making scheme and the closing date for the first round of grants was 10<sup>th</sup> July 2006. Based on this first round, the charity has now awarded a research grant to Dr. John Anderson, Institute of Child Health at Great Ormond Street Children's Hospital: "The Development of Clinical Protocols for Ewing's Sarcoma Treatment Using GeneTransfer of T Cell Receptors." There has been a further grant awarded to Dr. Richard McNally, University of Newcastle: "An Epidemiological Study of Bone Tumours in Children and Young Adults."

The closing date for the second round of bidding was 19<sup>th</sup> March 2007.

Report of the trustees for the year ended 30th June 2007 (Continued)

## **Grant Making Policy**

One of the basic aims of the BCRT is to promote research into Primary Bone Cancers and particularly Osteosarcoma and Ewing's Sarcoma. The charity is interested in any research that can improve outcomes for patients so will consider research applications from a wide variety of perspectives. These include biological, translational, clinical, epidemiological, psycho-social and health services research.

The charity is particularly interested in providing 'pump-priming' grants that might initiate or support work that could lead to more substantial applications to national or international funders. There will be up to two calls for grant applications each year. Applications for grants should be submitted, using the downloadable form on the charity's web-site. This can be sent either electronically to <a href="mailto:research@bonecancerresearch.org.uk">research@bonecancerresearch.org.uk</a> or six copies of the form can be posted to the registered office of the charity (c/o Sue Moule, Children's Day Hospital). Applicants should expect to receive notification of the outcome of the round within three months of the closing date for applications.

Initially the Trustees will consider bids of any sum up to £30,000.

Applications received by BCRT are forwarded to the Scientific Advisory Panel (SAP) for assessment. The charity insists on external peer review for all funding requests of £10,000 and above. Requests for sums less than this may be granted by the SAP and Trustees without formal external review. Each application for external review will be overseen by a Specialist Advisor with particular expertise who will recommend appropriate reviewers. External reviewers will be asked to confirm that there is no significant conflict of interest.

Each round of applications will be considered by the SAP who will determine which applications are of sufficient quality to be funded and rank them accordingly. They could choose to recommend all or none. Recommendations will then be considered by the Trustees, who have the final decision on funding. This will be determined by available funds, not the quality of research.

The closing date for the third round of bids is 22<sup>nd</sup> October 2007.

#### ACHIEVEMENTS AND PERFORMANCE

The Trust is still focusing on developing the promotional side of the grant scheme. During the year, two grants were awarded for research entitled "The Development of Clinical Protocols for Ewing's Sarcoma Treatment Using Gene Transfer of T Cell Receptors" and "An Epidemiological Study of Bone Tumours in Children and Young Adults" to be conducted by Dr. John Anderson and Dr. Richard McNally respectively.

The main meeting funded by BCRT this year was the 'International Consensus Meeting on Local Control of Ewing's Sarcoma,' which was held at the Belfry Hotel. This conference furthered BCRT's aim to improve outcomes for patients. The findings of the conference are due to be summarised in a report by Lee Jeys (Surgical Registrar at the Royal Orthopaedic Hospital, Birmingham).

Many donations were made during the year from events that had taken place, such as; Leeds 10K Run For All; Mel King's London Marathon; sponsored climb of Snowden and the Rhodri Jones Sponsored Walk. There were also many other generous donations made throughout the year, as well as transfers from other charities: CHORF; family and friends of Krystle Smith; and Adam Dealey's Golf Day 2006. Additional income came from the sale of Christmas cards.

Report of the trustees for the year ended 30th June 2007 (Continued)

#### **ACHIEVEMENTS AND PERFORMANCE (continued)**

The Trustees look forward to awarding further grants during the next financial year, by continuing to attract such a pleasing and promising level of funding as the Trust continues to develop.

#### FINANCIAL REVIEW

The financial statements comply with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, and the Trust Deed.

The financial results of the charity are shown in the annexed financial statements. The net assets of the charity are £247,159 (2006: £170,416) and the Trustees consider that, at the date of this report, the financial position of the charity is satisfactory.

The Trustees are pleased to report expenditure on charitable activities of £80,189 (2006: £nil)

## **Principal Funding Sources**

During the first period the principal funding of the charity originated from the founding groups. This has continued to be the principal source of funding this year.

#### **Charity Reserves**

The charity maintains sufficient reserves in order to enable the charity to meet its objectives as stated above. The reserves of the charity are continually monitored and reviewed within the context of the funds required to fulfil the objectives of the charity.

#### **Investment Policy**

There are no restrictions on the charity's power to invest. At present the funds of the charity are held in current and deposit bank accounts. The trustees consider this is the most appropriate form of investment given the nature of the Trust involving awarding grants and funding each year. Accordingly the trustees have no formal ethical policy on investments held by the charity.

#### **Donations**

Any donation, large or small, will help to fund research into Bone Cancer and hopefully save young lives in the future. Anyone wishing to make a one-off donations or set-up a regular donation to the charity should contact the trustees at the registered office. Cheques should be made payable to "Bone Cancer Research Trust'. Donations can also be made via JustGiving.com, and some events can be sponsored in the same way. Further information regarding donations can be obtained by emailing donations@bonecancerresearch.org.uk.

## PLANS FOR FUTURE PERIODS

The trustees plan to continue the activities of the charity in a similar manner as those of the previous year.

Approved by the Board of trustees on 17<sup>th</sup> November 2007 and signed on its behalf by.

M.Francis
Chairman of Trustees

**G. Pilcher** Trustee

## Statement of trustees' responsibilities

The trust deed and Charity law require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the result of the Charity for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

M. Francis Chairman of Trustees

G. Pilcher Trustee

Date: 17<sup>th</sup> November 2007

## Independent examiner's report to the trustees of the BONE CANCER RESEARCH TRUST

I report on the financial statements of the Charity for the year ended 30th June 2007, which are set out on pages 8 to 14.

## Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of The Act)
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- state whether particular matters have come to my attention.

## Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirement to ensure that:
  - proper accounting records are kept in accordance with section 41 of the Act; and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act

Date: 17<sup>th</sup> November 2007

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Mr C.J. Darwin ACA
Thomas Coombs & Son
Chartered Accountants
Century House
29 Clarendon Road
Leeds
LS2 9PG

7

# Statement of financial activities for the year ended 30th June 2007

	No	2007	Designated 2007	Restricted 2007	Total 2007 £	Total 2006 £
INCOME & EXPENDITURE Incoming Resources from generated funds						
Voluntary income: Grants and donations Investment income	2	100,007 1,805	33,262 1,191	30,000	163,269 2,996	175,994 150
Total Incoming Resources		101,812	34,453	30,000	166,265	176,144
Resources Expended						
Costs of generating funds	3	2,981	-	-	2,981	-
Charitable activities	4	80,189	-	-	80,189	-
Governance costs	5	6,352	-	-	6,352	5,728
Total Resources Expended		89,522	-	-	89,522	5,728
NET INCOMING RESOURCES		12,290	34,453	30,000	76,743	170,416
Balances brought forward at 1 <sup>st</sup> July 2006		84,422	85,994	-	170,416	-
BALANCES CARRIED FORWA AT 30TH JUNE 2007	RD	96,712	120,447	30,000	247,159	170,416

All amounts relate to new activities and unrestricted funds.

All recognised gains and losses are included in the statement of financial activities.

The notes on pages 10 to 14 form part of these financial statements.

# Balance sheet at 30<sup>th</sup> June 2007

	Notes	General 2007 £	Designated 2007	Restricted 2007	Total 2007 £	Total 2006 £
Current assets Cash at bank	7	162,372	120,447	30,000	312,819	175,409
Liabilities : amounts falling due within one year	8	162,372 (43,660)	120,447	30,000	<b>312,819</b> (43,660)	175,409 (4,993)
Net current assets		118,712	120,447	30,000	269,159	170,416
Liabilities: amounts falling due after one year	9	(22,000)	-	-	(22,000)	-
Net assets		96,712	120,447	30,000	247,159	170,416
Funds						
General Designated Restricted	10 11	96,712	120,447 -	30,000	96,712 120,447 30,000	84,242 86,174
Unrestricted		96,712	120,447	30,000	247,159	170,416

Approved by the board of trustees on the and signed on 17<sup>th</sup> November 2007 its behalf by:

M. Francis Chairman of Trustees

G. Pilcher Trustee

The notes on pages 10 to 14 form part of these financial statements.

## Notes to the financial statements for the year ended 30th June 2007

## 1 Accounting policies

#### **Accounting Convention**

The accounts are prepared under the historical cost convention. They have been drawn up to comply with the Statement of Recommended Practice on "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.

#### Income

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### (i) Grants receivable

Grants receivable are credited to the income and expenditure account on an accruals basis with grants received for specific purposes treated as restricted income.

## (ii) Donations and gifts

All monetary donations and gifts are credited to the income and expenditure account in the year of receipt. No value is attributed to donations in kind and these are not included in the income and expenditure account.

## (iii) Covenanted income

Donations under deed of covenant together with the associated income tax recoveries are credited to the income and expenditure account when the covenant payments are receivable. Covenant payments which are due but have not been paid at the balance sheet date are shown as debtors.

### Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### (a) Grants payable

Grants payable are payments made to third parties in the furtherance of the charitable objectives of the Trust. Single or multi-year grants are accounted for when either the recipient has a reasonable expectation that they will receive a grant and the trustees have agreed to pay the grant without condition, or the recipient has a reasonable expectation that they will receive a grant and any condition attaching to the grant is outside of the control of the Trust.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

#### (b) Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### (c) Charitable activities

Costs of charitable activities include grants made and an apportionment of overhead and support costs.

### (d) Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to external inspection and legal fees together with an apportionment of overhead and support costs.

## Notes to the financial statements for the year ended 30th June 2007 (Continued)

## 1 Accounting policies (Continued)

## **Fund accounting**

#### (i) Restricted funds

The restricted funds (if any) are funds which have been raised for, and their use restricted to, a specific purpose, or donations subject to donor imposed conditions.

## (ii) Designated funds

Designated funds (if any) are funds set aside out of general funds and designated for specific purposes by the Trustees.

## (iii) Unrestricted funds

The unrestricted funds consist of those funds which the charity may use in furtherance of its charitable objectives at the discretion of the Trustees.

#### **Taxation**

The trust is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

#### 2 Grants and donations

	General 2007	Designated 2007	Restricted 2007	Total 2007	Total 2006
Founding groups	£	£	£	£	£
Adan Dealey Foundation for					
Ewing's Sarcoma	18,000	-	-	18,000	25,000
Anthony Pilcher Bone Cancer Trust Christopher Hardman Osteosarcoma	-	-	-	-	15,000
(CHORF) Guy Francis Bone Cancer	40,000	-	-	40,000	40,000
Research Fund	_	7,467	_	7,467	89,859
Family & Friends of Krystle Smith	10,000	-	_	10,000	5,000
Family & Friends of Jennifer Carvell	-	7,665	-	7,665	955
Other					
Family & friends of Kenny McCabe	-	6,000	-	6,000	-
Family & friends of Joseph Wright	-	12,130	-	12,130	-
General donations	30,875	-	-	30,875	-
Other income	1,132	-	-	1,132	180
The Rhodri Jones Appeal	-	-	30,000	30,000	-
	100,007	33,262	30,000	163,269	175,994
		<del></del> :	<del></del>		

As detailed in the report of the trustees a number of trustees are connected with the founding groups.

# Notes to the financial statements for the year ended 30th June 2007 (Continued)

Cost of generating funds	2007 £	2006 £
Events registration Promotional goods and sundries	1,060 1,921	-
	2,981	-
Charitable activities	2007	2006
Grants Payable:	£	£
Dr. John Anderson, Institute of Child Health, Great Ormond Street Children's Hospital, "The Development of Clinical Protocols for Ewing's Sarcoma Treatment Using Gene Transfer of T Cell Receptors"	34,500	-
Dr. Richard McNally, University of Newcastle, "An Epidemiological Study of Bone Tumours in Children and Young Adults"	29,985	-
	64,485	-
"International Consensus Meeting on Local Control of Ewing's Sarcoma"	15,704	-
	80,189	_
Governance costs		
	2007 £	2006 £
Meeting expenses Stationery and printing Fees	1,100 1,702	28 42 2
Independent Examiners remuneration Legal and professionals costs Staff costs	1,175	88 4,11
Website costs	2,195 180	
	6,352	5,72

# 6. Trustees

None of the trustees received any remuneration.

## Notes to the financial statements for the year ended 30th June 2007 (Continued)

7.	Cash at bank	2007 £	2006 £
	General current account	192,372	89,415
	Guy Francis fund	93,531	85,039
	Jennifer Carvell fund	8,665	955
	Kenny McCabe fund	6,058	-
	Joseph Wright fund	12,193	
		312,819	175,409
8.	Liabilities: Amounts falling due within one year	2007 £	2006 £
	Grants awarded	42,485	_
	Accruals	1,175	4,993
		43,660	4,993
9.	Liabilities: Amounts falling due after one year	2007 £	2006 £
	Grants awarded	22,000	-

## 10. Designated funds

During the year the trustees had allocated the following income to specific designated funds:

- the Guy Francis Bone Cancer Research Fund and connected parties £8,492 (2006: £85,039);
- the family & friends of Jennifer Carvell £7,710 (2006: £955);
- the family & friends of Kenny McCabe £6,058 (2006: £nil);
- and the family and friends of Joseph Wright £12,193 (2006: £nil)

Notes to the financial statements for the year ended 30th June 2007 (Continued)

10. Designated funds (continued)	Guy Francis Fund £	Jennifer Carvell Fund £	Kenny McCabe Fund £	Joseph Wright Fund £
Opening balance	85,039	955	-	-
Voluntary income: Grants and donations Investment income  Total Incoming Resources	7,467 1,025 ————————————————————————————————————	7,665 45 ——— 7,710	6,000 58 ————	12,130 63 ——————————————————————————————————
Expenditure Expenditure		-	-	
Closing balance	93,531	8,665	6,058	12,193

The designated accounts exist to enable individuals to raise funds for the charity in an individuals name. For example families and friends are able to raise money with regard to a person who has suffered from Bone Cancer.

The funds are not subject to restrictions and so are classified as designated funds.

### 11. Restricted Funds

	The Rhodri Jones Appeal £
Opening balance	-
Voluntary income:	
Grants and donations	30,000
<b>Total Incoming Resources</b>	30,000
Expenditure:	
Expenditure	-
Closing balance	30,000

The Rhodri Jones Appeal represents funds raised by the Jones family for research into Osteosarcoma.