



**OCCTOPUS OXFORD COLON CANCER TRUST**

**Registered charity no.1104702**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR TO 31 DECEMBER 2019**

# OCCTOPUS OXFORD COLON CANCER TRUST

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# OCCTOPUS OXFORD COLON CANCER TRUST

## REFERENCE AND ADMINISTRATIVE DETAILS

<b>Patrons:</b>	Professor Sir Walter Bodmer Professor Peter Atkins Mr Neil Ashley
<b>Trustees:</b>	Professor Neil Mortensen (Chairman) Professor Christopher Cunningham Mr Bruce George Mr Nicholas Handy (Treasurer) Mr Rob Jonckheer Professor Bryan Morton CBE Mr Mark Rowse Mr Philip Williams
<b>Secretary:</b>	Mr Rob Jonckheer
<b>Independent Examiner:</b>	Mr Stephen Dexter FCA
<b>Administrator:</b>	Ms Marianne Julebin
<b>Principal office:</b>	Colorectal Centre The Surgery & Diagnostic Centre Churchill Hospital Headington Oxford OX3 7LJ
<b>Bankers:</b>	HSBC Bank plc 24 Market Square Witney Oxfordshire OX28 6BG
<b>Name</b>	OCCTOPUS Oxford Colon Cancer Trust
<b>Registration as a charity:</b>	1 July 2004 (number 1104702)
<b>Website:</b>	<a href="http://www.occtopus.org.uk">http://www.occtopus.org.uk</a>

# OCCTOPUS OXFORD COLON CANCER TRUST

## TRUSTEES' ANNUAL REPORT

The trustees present their annual report and financial statements for the year ended 31 December 2019. The financial statements have been prepared in accordance with the accounting policies set out on pages 16 to 19 and comply with the charity's trust deed, the 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), and applicable law as discussed more fully in note 1 on page 16.

### Objectives and activities

The aims of the charity are to improve the diagnosis and treatment of colorectal cancer and inflammatory bowel disease by promoting education, innovation and research as well as through the provision of specialist equipment to allow new treatments to be delivered to patients.

This is achieved through providing grants and equipment to the colorectal surgery department and its clinical partners at the Oxford University Hospitals NHS Foundation Trust and providing grants to the University of Oxford for the Nuffield Department of Surgical Sciences. The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, in planning future activities, and providing grants for the year.

The charity furthers its charitable purposes for the public benefit through its grant-making policy which looks to:

- fund research related to the early diagnosis and treatment of sufferers with colorectal cancer and related conditions
- provide support for education and training in treating colorectal cancer and related conditions; and
- funding the purchase by the Oxford University Hospitals NHS Foundation Trust of specialised surgical equipment for the treatment of colorectal cancer, and inflammatory bowel conditions such as ulcerative colitis and Crohn's disease.

### Grant making and funding policy

The charity has established its grant making policy to achieve its objects for the public benefit. The ultimate beneficiaries of the grant making programme are those who suffer from colorectal cancer, ulcerative colitis, Crohn's disease and inflammatory bowel and those at risk of developing these diseases. According to the World Cancer Report colorectal cancer represents almost 10% of the global cancer incidence burden in 2012 and is the third most common cancer in men (an estimated 746,000 cases) and the second most common in women (614,000 cases). Colorectal cancer is the fourth most common cause of death from cancer worldwide, with an estimated 694,000 deaths.

Survival rates for colorectal cancer have improved over the last four decades, but even today only 60% of those people affected survive more than five years. This survival rate can be improved by earlier diagnosis and effective treatment.

The charity provides grants to fund postgraduate research fellowships through the Nuffield Department of Surgical Sciences (NDSS). The amount and term of the reward is decided by the trustees based on the advice of those trustees with clinical expertise. Typically, the research funding will cover a period of two years, though this may be longer or shorter at the trustees' discretion. The beneficiaries of the fellowships are monitored through regular reporting to the trustee meetings on progress.

# **OCCTOPUS OXFORD COLON CANCER TRUST**

## **TRUSTEES' ANNUAL REPORT (CONTINUED)**

The charity funds equipment and training for those involved in treating medical conditions that are within the scope of the charity's work.

The charity provides one off grants for individual postgraduate research in the field of colorectal cancer and its related conditions. These grants are assessed by the clinical trustees and, if considered appropriate, are reviewed by the trustee body who determine whether to proceed with the grant.

The charity funds the purchase by the Oxford University Hospitals NHS Foundation Trust of specialised surgical equipment to expand knowledge of new and innovative techniques that improve treatment of colorectal cancer and its related conditions.

Any private benefit received by research institutions, researchers and healthcare bodies is purely incidental to the objects of the charity's work.

The charity reviews the grant making policy annually to ensure that it reflects the charity's objects and thereby advances public benefit.

### **Structure, governance and management**

#### ***Structure, management and communication***

The charity is a registered charity, number 1104702, and is constituted under a trust deed dated 23 December 2003.

The charity's operations are controlled by the trustees. Professor Mortensen is Chairman and provides medical direction. Mr Jonckheer acts as Secretary, providing support on charitable legal, regulatory and governance aspects. Mr Handy acts as Treasurer, providing support on all financial aspects of the charity's activities.

The charity has a part time administrator to assist with the administration, publicity and fund raising of the charity, who provides these services on a contracted basis. The administrator, together with a web editor when required, ensures the charity media profile is kept up to date.

The trustees hold formal meetings at least three times a year to consider all aspects of the charity's activities, and to monitor progress on the charity's strategic and operational plans (see achievements and performance below). These plans help trustees and supporters to work towards a shared and sustainable vision for the future, agreeing priorities and identifying appropriate activities to achieve them.

A Nominations Committee, comprising Professor Mortensen and Mr Williams, is responsible for recommendations to the trustees on the appointment of new trustees. Trustee performance and re-appointment is considered annually. Trustees are appointed through meeting with the Nominations Committee and, where practicable, through structured visits to the colorectal surgery department at the Oxford University Hospitals NHS Foundation Trust. Trustee training is through peer support and attendance at relevant conferences or seminars.

Communications with supporters and other interested parties are conducted through various means including tailored mailing, a quarterly newsletter, the charity's website, Just Giving, the annual report and events such as open days at the colorectal cancer department at the Oxford University Hospitals NHS Foundation Trust. Feedback from supporters is solicited in personal correspondence and communication.

# **OCCTOPUS OXFORD COLON CANCER TRUST**

## **TRUSTEES' ANNUAL REPORT (CONTINUED)**

### ***Governance***

During the year, the charity has maintained its emphasis on its own and its partners' accountability. The trustees seek to follow the good practice 'Charity Trustees Guide' issued by ICSA: The Governance Institute.

The trustees meet regularly (at least three times a year formally, additionally as needed) to review the status of initiatives in hand and the charity's financial and investment position. The development of strategic options which could affect planning is also discussed.

The trustees remain committed to minimising administrative costs and to monitoring the performance of initiatives implemented in association with the Oxford University Hospitals NHS Foundation Trust.

Mr Stephen Dexter FCA is the currently appointed independent examiner of the charity.

### **Achievements and performance**

In 2019 the charity continued to enable progress in minimally invasive colorectal surgery in the UK, principally by fundraising, continuing a pilot training programme for surgeons, providing further grants for postgraduate research and introducing a programme to support patients and carers based on requests from nursing staff.

Where a significant charitable project has been identified grant donations from corporate entities that specialise in the area addressed by the project are applied for. Typically, the corporate entities restrict their grant or donation to that project and both the income and expenditure are accounted for as a restricted activity.

During the year a pilot training initiative continued to be funded by the charity. This was under the auspices of the Association of Coloproctology of Great Britain and Ireland (ACPGBI) and is for the training of surgeons and theatre practitioners in the technique of Transanal Total Mesorectal Excision (TaTME). TaTME is a novel access technique which has attracted substantial interest amongst colorectal surgeons throughout the world. Suggested benefits include better short- and long-term outcomes for selected patients with mid- and/or low rectal cancer. This pilot training initiative continues to attract restricted income grant donations from corporate entities as well as the provision of equipment on a loaned basis.

Over the last 12 months, this project has achieved a number of outcomes. First, a workshop was held in Cardiff for subject experts to focus on the positive aspects of the pilot initiative and look at ways to improve the programme for the next set of learners. This was followed by a new recruitment drive and selection process, where five further learning teams were chosen to benefit from this comprehensive training initiative. All the new teams then attended a bespoke cadaveric workshop in Newcastle, to cover the key steps of the programme and establish important working relationships with the subject experts and project leads.

A great deal of work was then undertaken to set up honorary contracts for mentors at each learning site, set up the research protocols and arrange installation of the telementoring system (Proximie) which will initially be used to record each training case. As the project makes progress, it may be possible to use the Proximie system to allow remote mentoring for TATME cases, however this will be subject to agreement between learner and trainer that it is safe and acceptable to proceed in this way.

In the last six months, there has been some concern across Europe regarding reports of early cancer recurrence and multifocal recurrence after TATME (in Norway and Netherlands). The longer-term outcomes from each case undertaken by the initial pilot sites will be investigated and the current training programme will be paused until this

# OCCTOPUS OXFORD COLON CANCER TRUST

## TRUSTEES' ANNUAL REPORT (CONTINUED)

data is available. It is likely therefore, that it will be necessary to extend the time available for the mentoring phase of this project.

The charity maintained its campaign to support the stoma and colorectal nursing teams in Oxford through the provision of new equipment, open days for patients and information leaflets to make it easier for them to provide better care for their patients. Any funds collected through this campaign are restricted to supporting the nursing teams. During the year the Hospital Saturday Fund and Tesco's (through its community grants) provided significant individual donations to this activity.

The trustees approved a grant to investigate the role of nanosized vesicles in determining the outcome of treatment in rectal cancer.

Following the success of the TaTME registry the trustees agreed to raise funds specifically for a robotic colorectal surgery registry with the intention to collect data on robotic surgery procedures to identify patterns and activities with the best outcomes for the patient.

The charity measures its performance in two areas; in the provision of grants and the subsequent success of those grants in achieving the grant making policies. The provision of grants is monitored at each trustee meeting where the trustees with clinical expertise will propose opportunities for grant making and the trustee body as a whole will confirm whether the grant will be made. As each grant provided tends to have unique circumstances the charity measures its performance on a case by case basis and at trustee meetings follows up the benefits from the grants.

Against the background of recent achievements, the charity will continue to monitor and address opportunities for research and the application of surgical technology in treating colorectal cancer and its related conditions. Its priorities at present are to:

- identifying future grants and education projects
- continue to raise funds to address its charitable objectives; and
- conserve a fund for future technological developments (see also under Reserves policy below).

As part of its fundraising activity this year the charity provided places to participants in the Oxford Half Marathon. These participants generated total donations of £1,300 (2018 - £2,510) at a total cost of £360 (2018 - £260).

Following last year's refresh of its media the charity continues to send e-newsletters to ensure past and potential donors are kept up to date with our activities. The website is regularly updated to remove out of date links and to refresh content.

### ***Principal risks and uncertainties***

The principal risks faced by the charity have not changed significantly from last year; primarily the performance of investments and operational risks from non-effective grant making and the capacity of the charity to make effective grants.

The trustees consider the variability of investment returns on funds invested or deposited to constitute the charity's major financial risk. This is mitigated by having a diversified investment portfolio (through investing in funds) and monitoring the annualised returns of that investment portfolio on a monthly basis, with a formal report by the

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## TRUSTEES' ANNUAL REPORT (CONTINUED)

treasurer at each of the trustee meetings. This diversification is achieved through the investment in equity and income managed funds.

The operational risk from research and grant awards is that they may be non-effective in advancing knowledge and practice to those treating colorectal cancer and related conditions. This is managed through retaining trustees who are clinical experts to whom the recipients of the awards provide regular and detailed reports. In addition, the recipients provide regular reports to the trustee body as a whole. The process of reporting and review assists us, and those we support, in keeping track of how research and knowledge is developing. This review process also focuses on the public benefit derived from our funding of their work.

The operational risks from the funding of specialised surgical equipment for the use by the Oxford University Hospitals NHS Foundation Trust are:

- the surgical equipment may be non-effective in treating the specialised condition of colorectal cancer and related conditions
- the surgical equipment could be procured by the National Health Service as part of its normal spending and does not therefore meet the charity aim of innovative techniques; and
- the surgical equipment might be appropriated by other areas of the Oxford University Hospitals NHS Foundation Trust which, whilst providing a public benefit, would not necessarily achieve the charity's aims.

The operational risks from the funding of specialised surgical equipment are managed by the appointment of clinical experts as trustees who advise the trustees as a whole on the efficacy of the equipment and its innovative nature. The clinical experts, as the primary users of the equipment, provide assurance that the equipment is not appropriated by others. All funding grants for specialised surgical equipment are agreed by the trustee body as a whole to ensure the risks noted above are appropriately managed.

### Financial review

The principal funding sources of the charity is made up of corporate entity donations (typically in respect of restricted funding of projects) and individual donations (typically from patients of the Oxford University Hospitals NHS Foundation Trust or their relatives) together with Gift Aid where the donor has provided the appropriate declaration.

In addition, events may be held to raise funds where income is generated both by the sale of tickets to the event and charity auctions or other donations provided during the event.

Where donations exceed the immediate funding requirements of the charity the excess is invested in interest bearing bank accounts or investments in accordance with the investment policy (see below) and the dividends and interest from these investments provides funding for the charity.

During the year the charity raised restricted funds from corporate entities amounting to £22,500 (2018 - £29,000) for running a pilot training course in respect of TaTME, discussed in more detail above. The related costs for the current year amount to £58,845 (2018 - £12,005) leaving a debit balance of £6,393 (2018 - credit balance of £29,952) to recognise income agreed to by donors but not yet received. In the unlikely event the agreed funds are not received the trustees have agreed to fund any remaining outstanding balance.

The charity continued to support the stoma and colorectal nursing teams in Oxford and raised £8,566 (2018 - £100) together with £19 of associated gift aid (2018 - £5) as restricted income. During the year the charity disbursed £4,676 (2018 - £ Nil) on stoma care torsos, funding a stoma care patient open day and the provision of local toilet maps.

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## TRUSTEES' ANNUAL REPORT (CONTINUED)

The charity received £7,500 (2018 - £ Nil) in restricted funding for registry projects. The trustees are considering which projects would provide the greatest benefits from this funding.

During the year, the charity received £10,023 of unrestricted non-recurring donations (2018 - £24,566) and £1,895 of unrestricted recurring donations (2018 - £1,832), including relevant Gift Aid. Investment income, all of which was unrestricted, amounted to £13,590 (2018 - £10,924).

The charity entered into a commercial agreement with Everyclick's where Everyclick makes a payment to the charity in return for being able to list that charity on their services and to use the charity's trade mark for the services. This is accounted for as licence income and resulted in £3 income in the year (2018 - £1).

As noted in achievements and performance above the charity provided grants of £10,054 (2018 – £ Nil) for individual projects. The charity also provided funding of £144 (2018 - £179) to maintain the Oxford Colorectal Department website.

As the charity has no employees it has no employment or pension obligations.

The overall result of the activity during the year was a surplus for the year of £27,830 (2018 – surplus of £1,632) of which £45,607 was represented by net gain on investments (2018 – loss of £46,283).

The balance of funds increased to £564,759 at 31 December 2019 from £536,929 at 31 December 2018. Total funds included a surplus of £3,247 (2018 – £30,057) of restricted income funds of which £6,393 is a debit balance for which funds will be raised in respect of activity related to TaTME training (2018 - £29,952 credit restricted to TaTME training), £2,140 (2018 - £ Nil) that can only be disbursed on supporting the stoma and colorectal nursing teams in Oxford and £7,500 (2018 - £ Nil) that can only be disbursed in respect of registry projects to share data and best practice to inform appropriate health programmes. Unrestricted funds amounted to £561,512 (2018 - £506,872).

As noted in the reserves policy section which follows the charity has sufficient reserves to fulfil its commitments.

### ***Investments and investment policy***

The trustees review the investment policy on an annual basis to ensure that it reflects the needs of the charity. The objective of the policy is to invest funds that are not anticipated to be used within the next twelve months in a mix of Equity and Fixed Interest funds. The balance between Equity and Fixed Interest funds is reviewed during the trustees' meetings and where more than 60% is invested in Equity funds the treasurer provides a report to the trustees to determine whether any additional action is required.

The trustees have determined that, in common with many other UK charities, the charity should invest funds that are not anticipated to be used within the next twelve months. These have been invested in the sub-funds of FP CAF Investment Fund ("FP CAF"), which is an open-ended investment company whose Authorised Corporate Director ("ACD") may, with the approval of the Financial Conduct Authority ("FCA"), establish different funds from time to time. FPCAF's Investment Manager is Octopus Investments Limited, and its ACD is Fund Partners Limited, both which are authorised and regulated by the FCA.

The FP CAF sub-funds in which the charity has invested are:

- the FP CAF UK Equity Fund which invests primarily in UK equities and aims to achieve capital growth over the medium to longer term which is in excess of the UK equity market average; and

# OCCTOPUS OXFORD COLON CANCER TRUST

## TRUSTEES' ANNUAL REPORT (CONTINUED)

- the FP CAF Fixed Interest Fund which invests primarily in global fixed interest securities and aims to achieve a balance of income and capital growth over the medium to longer term, the total of which is in excess of that of the Global Fixed Interest market, hedged into £Sterling.

Investments are shown in the balance sheet at market value of £500,344 at 31 December 2019 (2018 - £454,737). These comprise holdings of £233,128 (2018 - £219,560) in the FP CAF Fixed Interest Fund and £267,216 (2018 - £235,177) in the FP CAF UK Equity Fund.

The trustees have determined that at a minimum funds anticipated to be required within one month should be held in an account provided by the charity's bankers. Cash balances at the end of the year stood at £74,963 (2018 - £83,298) of which £21,404 (2018 - £21,361) was held in an interest-bearing account.

Gains arising during the year from the revaluation of the charity's investments were £45,607 (2018 – Losses of £46,283). Investment income from investments and interest was £13,590 (2018 - £10,924).

Global stock markets have posted their best year since the aftermath of the financial crisis a decade ago, as investors shrugged off trade tensions and warnings of slowing growth in major economies.

Britain's blue-chip stock index – the FTSE 100 – jumped by 12%, its best performance in three years, thanks to a late influx of funds following December's general election. The index ended the year at 7,542 points, up from 6,728 a year ago. This contrasts with the 12.5% slump in 2018.

The London market also benefited from a post-election increase in confidence. The FTSE 100 rallied by 370 points, or 5%, in the two weeks after the Conservative victory. This added nearly £100bn on to the index, as traders bought shares in UK firms including banks and housebuilders. The FTSE 100 index is now less than 5% away from its record high, 7,903 points, set in May 2018.

The charity's investment performance over 2019 has reflected the improvement in markets, with an overall positive return of 13.0% including dividend income received (2018 – negative return 7.1%). The trustees have been carefully monitoring the situation as it has developed over the year and have taken the view that in the long-term funds not specifically required within a year have the best probability of exceeding inflation by retaining the investments in their current funds. No additional investments were made in the year.

The overall investment yield exceeded the interest-bearing account yield this year and the trustees continue to monitor returns on a monthly basis and still consider that on a long term basis the current investment policy remains appropriate to generate a return over the life of the investments in excess of inflation.

### ***Taxation***

The charity is entitled to those exemptions from UK taxation which are available in law to charities.

### ***Reserves policy***

The trustees' policy is that so far as possible the annual income of the charity should be applied exclusively towards its charitable activities, as at present it has minimal administrative expenses. However, the trustees recognise that reserves will fluctuate, as its income in any year is to a large extent unpredictable and unlikely to match precisely opportunities for expenditure to meet its objectives.

# **OCCTOPUS OXFORD COLON CANCER TRUST**

## **TRUSTEES' ANNUAL REPORT (CONTINUED)**

The balance of funds at the 31 December 2019 amounted to £564,759 (2018 - £536,929) of which £2,140 (2018 £105) was restricted to supporting the stoma and colorectal nursing teams in Oxford, £7,500 (2018 - £ Nil) was restricted to supporting registry programmes and, in 2018, £29,952 was restricted to the TaTME training pilot. This year the TaTME training pilot had a debit balance of £6,393 reflecting income agreed by donors but not yet received. The trustees consider that this income is likely to be received but, in the event that it is not, will fund any shortfall. The balance of £561,512 (2018 - £506,872) was unrestricted.

Whilst there are no other identified significant projects currently under review it is the opinion of the trustees that a minimum of £200,000 is likely to be needed to meet the periodical needs for technological updates of existing equipment not funded by the National Health Service. The balance of £361,512 is considered a free reserve and is available to provide grants that meet the charity's policies.

### ***Remuneration policy***

The trustees consider the board of trustees as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration or expenses were paid in the year.

Trustees are required to disclose all relevant interests and register them with the Chairman and in accordance with the charity's policy withdraw from decisions where a conflict of interest arises.

# OCCTOPUS OXFORD COLON CANCER TRUST

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the trustees on 30 March 2020 and signed on their behalf by:

Professor Neil Mortensen

Oxford

# **OCCTOPUS OXFORD COLON CANCER TRUST**

## **INDEPENDENT EXAMINER'S REPORT**

### **to the Trustees of the Occtopus Oxford Colon Cancer Trust**

I report on the accounts of the Occtopus Oxford Colon Cancer Trust for the year ended 31 December 2019, which are set out on pages 13 to 24.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

#### **Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, other than Note 1 on page 16 which states that the financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Stephen Dexter FCA  
Grove  
30 March 2020

# OCCTOPUS OXFORD COLON CANCER TRUST

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2019

	Note	2019			2018		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
		Income			Income		
		£	£	£	£	£	£
<b>Income and endowments from:</b>							
Donations and legacies	3	38,585	11,918	50,503	29,105	26,398	55,503
Other trading activities	4	-	3	3	-	1	1
Investments	5	-	13,590	13,590	-	10,924	10,924
<b>Total</b>		<b>38,585</b>	<b>25,511</b>	<b>64,096</b>	<b>29,105</b>	<b>37,323</b>	<b>66,428</b>
<b>Expenditure on:</b>							
Raising funds	7	1,874	6,280	8,154	-	6,329	6,329
Charitable activities	8	63,521	10,198	73,719	12,005	179	12,184
<b>Total</b>		<b>65,395</b>	<b>16,478</b>	<b>81,873</b>	<b>12,005</b>	<b>6,508</b>	<b>18,513</b>
<b>Net (expenditure)/income and net movement in funds before gains and losses on investments</b>		<b>(26,810)</b>	<b>9,033</b>	<b>(17,777)</b>	<b>17,100</b>	<b>30,815</b>	<b>47,915</b>
Net gains/(losses) on investments	9	-	45,607	45,607	-	(46,283)	(46,283)
<b>Net Movement in funds</b>		<b>(26,810)</b>	<b>54,640</b>	<b>27,830</b>	<b>17,100</b>	<b>(15,468)</b>	<b>1,632</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward	12	30,057	506,872	536,929	12,957	522,340	535,297
<b>Total funds carried forward</b>	<b>12</b>	<b>3,247</b>	<b>561,512</b>	<b>564,759</b>	<b>30,057</b>	<b>506,872</b>	<b>536,929</b>

The notes at pages 16 to 24 form part of these accounts.

# OCCTOPUS OXFORD COLON CANCER TRUST

## BALANCE SHEET

At 31 December 2019

	Note	2019			2018		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
		Income			Income		
		£	£	£	£	£	
<b>Fixed assets</b>							
Investments	9	-	500,344	500,344	-	454,737	454,737
<b>Current assets</b>							
Debtors		-	905	905	-	3	3
Cash		3,684	71,279	74,963	30,057	53,241	83,298
<b>Total current assets</b>	10	<b>3,684</b>	<b>72,184</b>	<b>75,868</b>	<b>30,057</b>	<b>53,244</b>	<b>83,301</b>
<b>Current liabilities</b>							
Creditors and accruals	11	437	11,016	11,453	-	1,109	1,109
<b>Net current assets</b>		<b>3,247</b>	<b>61,168</b>	<b>64,415</b>	<b>30,057</b>	<b>52,135</b>	<b>82,192</b>
<b>Net Assets</b>		<b>3,247</b>	<b>561,512</b>	<b>564,759</b>	<b>30,057</b>	<b>506,872</b>	<b>536,929</b>
<b>The Funds of the Charity</b>							
Total income	12	<b>3,247</b>	<b>561,512</b>	<b>564,759</b>	<b>30,057</b>	<b>506,872</b>	<b>536,929</b>

The notes at pages 16 to 24 form part of these accounts.

Approved by the trustees on 30 March 2020 and signed on their behalf by:

Professor Neil Mortensen

# OCCTOPUS OXFORD COLON CANCER TRUST

## STATEMENT OF CASH FLOWS

For the year ended 31 December 2019

	Note	2019			2018		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
		Income £	Income £	Income £	Income £	Income £	Income £
<b>Cashflows from Operating Activities:</b>							
Net cash (used in)/provided by operating activities	13	(26,373)	4,448	(21,925)	17,100	15,053	32,153
<b>Cash flows from investing activities:</b>							
Dividends and interest from investments	5	-	13,590	13,590	-	10,924	10,924
<b>Change in cash and cash equivalents in the year</b>		<b>(26,373)</b>	<b>18,038</b>	<b>(8,335)</b>	<b>17,100</b>	<b>25,977</b>	<b>43,077</b>
Cash and cash equivalent brought forward	10	30,057	53,241	83,298	12,957	27,264	40,221
Cash and cash equivalent carried forward	10	<b>3,684</b>	<b>71,279</b>	<b>74,963</b>	<b>30,057</b>	<b>53,241</b>	<b>83,298</b>

The notes at pages 16 to 24 form part of these accounts.

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019

### 1. Accounting policies

#### *(a) Basis of preparation and assessment of going concern*

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. With respect to the next reporting period, 2020, the most significant areas of uncertainty that affect the carrying value of assets held by the charity are the level of investment return and the performance of investment markets (see the investment policy and risk management sections of the trustees' annual report for more information).

#### *(b) Funds structure*

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or through the terms of specific appeals.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

#### *(c) Income recognition*

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised when the charity has been notified in writing of both the amount and settlement date, or a cheque has been received. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Distributions are recognised once the distribution has been declared and notification has been received of the distribution due. This is normally upon notification by the fund manager.

### *(d) Expenditure recognition*

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the one-year or multi-year grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.

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

The provision for a multi-year grant is recognised at its present value where settlement is due over more than one year from the date of the award, there are no unfulfilled performance conditions under the control of the charity that would permit the charity to avoid making the future payment(s), settlement is probable and the effect of discounting is material.

The discount rate used is the average rate of investment yield in the year in which the grant award is made. This discount rate is regarded by the trustees as providing the most current available estimate of the opportunity cost of money reflecting the time value of money to the charity.

### *(e) Irrecoverable VAT*

The charity is not registered for VAT so irrecoverable VAT is charged against the expenditure heading for which it was incurred.

### *(f) Allocation of support and governance costs*

The charity has no specific governance costs, which comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice, as there are no trustee costs and the Independent Examiner charges no fees for the examination. Other support costs in respect of charitable activities have been apportioned

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

based on an assessment of the individual cost and related activity it supports. The allocation of support and governance costs is explained in note 6.

### *(g) Costs of raising funds*

The costs of generating funds consist of the allocation of support costs identified as directly related to the cost of generating funds and the costs of specific events whose purpose is to raise funds.

### *(h) Charitable activities*

Costs of charitable activities include grants made, surgical equipment provided and an apportionment of support costs.

### *(i) Fixed asset investments*

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk and changes in sentiment concerning equities and within particular sectors or sub sectors.

### *(j) Investment gains and losses*

All gains and losses are taken to the Statement of Financial Activities as they arise.

Gains and losses are calculated as the difference between the fair values at the current and previous balance sheet dates or, if purchased or sold during the year, the difference between fair value at the balance sheet date the asset was held and the purchase price or sales proceeds

### *(k) Pensions*

The charity has no employees and no pension obligations.

### *(l) Debtors*

Debtors are recognised at their recoverable amount (the amount the charity anticipates it will receive from a debt or the amount it has paid in advance for goods and services).

### *(m) Cash at bank and in hand*

Cash at bank and in hand is held to meet short term cash commitments as they fall due. Cash equivalents are short term highly liquid investments readily convertible to known amounts of cash and are subject to an insignificant change in value. A cash equivalent has a short term maturity which is not expected to exceed three months.

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

### (n) Liabilities

Liabilities are amounts due to creditors and any provision made as a result of an obligation to transfer economic benefit, normally as a cash payment, to a third party. A liability is recognised as the amount that the charity anticipates it will pay to settle the obligation or the amount it has received as an advanced payment for goods or services it must provide.

### (n) Contingent liabilities

A contingent liability is identified and disclosed for those grants resulting from:

- a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control; or
- a present obligation following a grant offer where settlement is either not considered probable; or
- the amount has not been communicated in the grant offer and that amount cannot be estimated reliably.

## 2. Related party transactions and trustees' remuneration and expenses

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2018 £Nil).

The trustees have made no claims for expenses during the year (2018 £Nil).

Mr George and Professor Cunningham are directly employed by, and hold senior positions at, the Oxford University Hospitals NHS Foundation Trust which the trustees consider to be a related party. Professor Mortensen is an Honorary Consultant Surgeon at the Oxford University Hospitals NHS Foundation Trust.

## 3. Donations and legacies

	2019			2018		
	Restricted Income £	Unrestricted £	Total £	Restricted Income £	Unrestricted £	Total £
<b>Recurring donations</b>						
Under gift aid	-	1,380	1,380	-	1,330	1,330
Not under gift aid	-	170	170	-	170	170
Tax recoverable	-	345	345	-	332	332
	-	1,895	1,895	-	1,832	1,832
<b>Other donations</b>						
Under gift aid	-	5,311	5,311	100	8,271	8,371
Not under gift aid	38,566	4,075	42,641	29,000	14,227	43,227
Tax recoverable	19	637	656	5	2,068	2,073
	38,585	10,023	48,608	29,105	24,566	53,671
<b>Total donations</b>	38,585	11,918	50,503	29,105	26,398	55,503

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

### 4. Other trading activities

	2019 £	2018 £
Licence fee income	3	1

Other trading activities were unrestricted.

### 5. Investment income

	2019 £	2018 £
Fund distributions	13,547	10,900
Interest on bank deposits	43	24
	<b>13,590</b>	<b>10,924</b>

Investment income was unrestricted.

### 6. Allocation of governance and support costs

All governance activities are carried out by the trustees or the independent examiner and as they are not remunerated and have claimed no expenses the governance costs are £Nil (2018 - £Nil).

The allocation of support costs between expenditure on an activity basis is shown in the table below:

Cost Type	Raising funds		Charitable Activities	Basis
	Donations and legacies		Education and training	
	Unrestricted income funds %	Restricted income funds %	%	
Administrator's cost	69%	31%	0%	Time spent
Just Giving charges	100%	0%	0%	Actual cost
Web site maintenance	100%	0%	0%	Actual cost
Printing and stationery	100%	0%	0%	Actual cost

The time spent by the Administrator was allocated between the various activities based on an assessment of the time taken in undertaking those activities

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

### 7. Expenditure on raising funds

	2019 £	2018 £
<b>Restricted Nursing Funds</b>		
<b>Donations and legacies</b>		
Administration costs	<u>1,874</u>	<u>-</u>
<b>Unrestricted Funds</b>		
<b>Donations and legacies</b>		
Administrator costs	4,187	3,938
Just Giving charges	387	720
Web site development	728	1,258
Printing and stationery	381	153
Insurance	202	-
Regulatory and association costs	35	-
	<u>5,920</u>	<u>6,069</u>
<b>Other trading activities - fundraising events</b>		
Sponsored activities	360	260
	<u>6,280</u>	<u>6,329</u>

### 8. Expenditure on charitable activities

	2019			2018		
	Restricted Income £	Unrestricted £	Total £	Restricted Income £	Unrestricted £	Total £
<b>Grant funding</b>						
Individual projects	-	10,054	10,054	-	-	-
<b>Medical support</b>						
Colorectal Department website	-	144	144	-	179	179
Stoma team and colorectal nursing staff	4,676	-	4,676	-	-	-
	4,676	144	4,820	-	179	179
<b>Education and training</b>						
TaTME pilot training course	58,845	-	58,845	12,005	-	12,005
	<u>63,521</u>	<u>10,198</u>	<u>73,719</u>	<u>12,005</u>	<u>179</u>	<u>12,184</u>

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

### 9. Fixed asset investments

	2019	2018	
	£	£	
<b>Movements in investments comprised:</b>			
Fair value at the beginning of the year	454,737	501,020	
Net gains/(losses) on revaluation of investments	45,607	(46,283)	
Fair value at the end of the year	<b>500,344</b>	<b>454,737</b>	
<b>Investments at original cost comprised:</b>			
	Cost		
	2019	2018	
	£	£	
FP CAF Fixed Interest Fund (B Income)	137,617	137,617	
FP CAF Fixed UK Equity Fund (B Income)	219,982	219,982	
	<b>357,599</b>	<b>357,599</b>	
<b>Investments at fair value comprised:</b>			
	Market value		
	2019	Revaluation	2018
	£	£	£
FP CAF Fixed Interest Fund (B Income)	233,128	13,568	219,560
FP CAF Fixed UK Equity Fund (B Income)	267,216	32,039	235,177
	<b>500,344</b>	<b>45,607</b>	<b>454,737</b>

Fixed asset investments were unrestricted.

The significance of financial instruments to the ongoing financial sustainability of the charity is considered in the financial review and investment policy and performance sections of the trustees' Annual Report.

The main risk to the charity from financial instruments lies in the performance of the instruments and the liquidity risks relating to the instruments.

The two instruments invested in by the charity are both sponsored by CAF Investments Ltd and are focused on outperforming the FTSE All Share index in the case of the FP CAF UK Equity Fund ("the Equity Fund") and on outperforming the Global Fixed Interest market average in the case of the FP CAF Fixed Interest Fund ("The Income Fund"). The mix of equity and income funds were chosen by the trustees as they provide an element of natural hedge.

Liquidity risk is assessed to be low as all assets are regulated by the FCA. The charity's investments can be traded through CAF Investments Ltd with settlement typically within six days and consequently have good liquidity.

The charity has no investment holdings in markets subject to exchange controls or trading restrictions. The charity manages these investment risks by operating an investment policy that provides for diversification of holdings between income and equity funds. The charity does not make use of derivatives and similar complex financial instruments as it takes the view that investments are held for their longer term total return.

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

### 10. Current assets

	2019			2018		
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
	Income			Income		
£	£	£	£	£	£	
Debtors and prepayments	-	905	905	-	3	3
Current account	3,684	49,875	53,559	30,057	31,880	61,937
Deposit account	-	21,404	21,404	-	21,361	21,361
Cash at bank	3,684	71,279	74,963	30,057	53,241	83,298
	<b>3,684</b>	<b>72,184</b>	<b>75,868</b>	<b>30,057</b>	<b>53,244</b>	<b>83,301</b>

Cash at bank balances are the sole components of cash and cash equivalents. The charity has no debt.

### 11. Creditors falling due within one year

	2019	2018
	£	£
<b>Restricted Nursing Funds</b>		
Administrators remuneration	<b>437</b>	-
<b>Unrestricted funds</b>		
Research fellowship funding	-	-
Administrators remuneration	962	770
Accruals and deferred income	10,054	160
Other creditors	-	179
	<b>11,016</b>	<b>1,109</b>

# OCCTOPUS OXFORD COLON CANCER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2019 (Continued)

### 12. Analysis of fund movements

Details of material funds held and movements during the current reporting period

Fund names	Type R or UR *	Balance brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Balance carried forward £
TaTME training	R	29,952	22,500	( 58,845)	-	-	( 6,393)
Nursing team support	R	105	8,585	( 6,550)	-	-	2,140
Registry	R	-	7,500	-	-	-	7,500
Restricted Income		30,057	38,585	( 65,395)	-	-	3,247
Unrestricted	U	506,872	25,511	( 16,478)	-	45,607	561,512
<b>Total</b>		<b>536,929</b>	<b>64,096</b>	<b>( 81,873)</b>	<b>-</b>	<b>45,607</b>	<b>564,759</b>

\* Key: R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

#### Purpose and Restrictions

TaTME training	The provision and support of TaTME training
Nursing team support	Enhanced post surgery care support for the stoma and colorectal nursing team at the Oxford University Hospitals NHS Foundation Trust.
Registry	The creation, support and ongoing maintenance of clinical registries to share data and best practice to inform appropriate health programmes.
Unrestricted	Any activity of the charity as approved by the trustees and in accordance with the aims and objectives of the charity.

### 13. Reconciliation of net movement in funds to net cash flow from operating activities

	2019			2018		
	Restricted Income £	Unrestricted £	Total £	Restricted Income £	Unrestricted £	Total £
<b>Net movement in funds (as per the statement of financial activities)</b>	( 26,810)	54,640	27,830	17,100	( 15,468)	1,632
Dividends and interest from investments	-	( 13,590)	( 13,590)	-	( 10,924)	( 10,924)
(Gains on)/losses on investments	-	( 45,607)	( 45,607)	-	46,283	46,283
(Increase)/decrease in debtors	-	( 902)	( 902)	-	240	240
Increase/(decrease) in creditors	437	9,907	10,344	-	( 5,078)	( 5,078)
<b>Net cash (used in)/provided by operating activities</b>	<b>( 26,373)</b>	<b>4,448</b>	<b>( 21,925)</b>	<b>17,100</b>	<b>15,053</b>	<b>32,153</b>